



PEACE RIVER REGIONAL DISTRICT

Peace River Regional District Board Revised Agenda

May 28, 2020, The Board meeting will begin immediately following an RHD meeting
1981 Alaska Avenue, Dawson Creek, BC

	Pages
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2. Directors' Notice of New Business	
3. Adoption of Agenda	
4. Gallery Comments or Questions	
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16.	Notice of Motion	
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18.	Adjournment	



PEACE RIVER REGIONAL DISTRICT

MAY BOARD MEETING **MINUTES**

DATE: May 7, 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 (*via teleconference*)
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

Staff

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

Others

Urban Systems – Katrin Saxty (*via teleconference*)

Delegations

Explorers & Producers Association of Canada – Tristan Goodman (*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 the Province re: COVID-19 at 10:00 a.m.
Reconvene	The Chair reconvened the meeting at 11:03 a.m.

DELEGATION:

7.1 The Explorers & Producers Association of Canada – Tristan Goodman, President	<p>EXPLORERS & PRODUCERS ASSOCIATION OF CANADA – CANADIAN ENERGY SOLUTIONS FOR SUSTAINABLE PROSPERITY</p> <hr/> <p>The Regional Board received a presentation on Canadian energy solutions for sustainable prosperity from the Explorers and Producers Association of Canada (EPAC). Topics included:</p> <ul style="list-style-type: none">• EPAC Mandate• Profile in Canada (membership, number of wells, production)• Energy demand (oil, natural gas, coal, bioenergy, other renewables, nuclear, hydro)• Need for Canadian LNG• Oil and gas importance in Canadian economy• Canada's current trade deficit• Combustion accounts for bulk of oil CO₂ emissions• Abandoned well clean-up• Environmental, social and governance standards• Approach and federal/provincial priorities <p>A question and answer period ensued. Topics included:</p> <ul style="list-style-type: none">• Natural gas for rural residents• UNDRIP legislation• Alberta companies and PST requirements in BC• Abandoned well sites and defaulted surface lease payments• Company insolvency• Synergy groups
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DIRECTORS' NOTICE OF NEW BUSINESS:

Director Goodings	Select Standing Committee on Finance and Government Services - Budget 2021 Consultation
Director Goodings	Site C Project - Environmental Assessment Working Group
Director Bumstead	Wishbone Day

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

RD/20/05/01

MOVED Director Rose, SECONDED Director Zabinsky,

That the Regional Board adopt the Peace River Regional District Board agenda for the May 7, 2020 meeting, including Director's new business and additional items for the agenda (COVID-19, Peace Liard Regional Arts Council), 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 Regional Board Meeting Minutes of April 23, 2020
 - 5.2 Committee of the Whole Meeting Minutes of April 23, 2020
- 6. Business Arising from the Minutes**
- 7. Delegations**
 - 7.1 Explorers & Producers Association of Canada – Canadian Energy Solutions for Sustainable Prosperity (*by invitation of the Board*)
- 8. Petitions**
- 9. Correspondence**
 - 9.1 Northwest Species at Risk Committee - Associate Membership
 - 9.2 Municipal Finance Authority of BC - Authorizing Resolution of Members
 - 9.3 Peace Liard Regional Arts Council – Request for Letter of Support
- 10. Reports**
 - 10.1 Socio Economic & Caribou Recovery Related Land Use Objective Stakeholder Committee DR-BRD-001
 - 10.2 April 23, 2020 – Committee of the Whole Recommendations ADM-BRD-016
 - 10.3 April 16, 2020 Electoral Area Directors' Committee Recommendation ADM-BRD-014
 - 10.4 Rescind Designation of Building Inspector ADM-BRD-013
 - 10.5 Exempt Staff WorkSafeBC and WI/LTD Benefits Policy ADM-BRD-015
 - 10.6 Rural Roads Committee Establishment ADM-BRD-017
 - 10.7 Sukunka Landslide Evacuation Order Rescind CS-BRD-004
 - 10.8 Facility Code of Conduct Policy – Society Operated Recreation Facilities CS-BRD-003
 - 10.9 North Peace Division of Family Practice FN-BRD-004
 - 10.10 Budget Software – RFP 14-2020, FN-BRD-003
 - 10.11 Application for Subdivision within the ALR, PRRD File No. 20-007-ALRSUB, ALC ID 60626, DS-BRD-018
 - 10.12 Notice of Closed Session, May 7, 2020, ADM-BRD-020
 - 10.13 COVID-19 Update #4, CS-BRD-006
- 11. Bylaws**
- 12. Strategic Plan**
 - 12.1 2019-2022 Strategic Plan
- 13. New Business**
 - 13.1 Director Goodings - Select Standing Committee on Finance and Government Services - Budget 2021 Consultation
 - 13.2 Director Goodings - Site C Project - Environmental Assessment Working Group
 - 13.3 Director Bumstead – Wishbone Day
- 14. Appointments**
 - 14.1 2020 Board Appointments

RD/20/05/01
(continued)

Adoption of Agenda: (continued)

15. Consent Calendar (for consideration and receipt)

- 15.1 Electoral Area Directors' Committee Draft Meeting Minutes of April 16, 2020
- 15.2 Rural Budgets Administration Committee Meeting Minutes of February 20, 2020
- 15.3 Chetwynd Public Library Regular Board Meeting Minutes of March 31, 2020
- 15.4 Civic Properties Commission Meeting Minutes of March 24, 2020
- 15.5 Northern Development Initiative Trust - 2019 Grant Writing Support Program
- 15.6 Municipal Finance Authority of BC - Letter from the CEO
- 15.7 North Central Local Government Association - 2020 Community Leadership Awards

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

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

18. Adjournment

CARRIED.

ADOPTION OF MINUTES:

5.1

ADOPTION OF MINUTES

RD/20/05/02

MOVED Director Heiberg, SECONDED Director Rose,

That the Regional Board adopt the Board Meeting Minutes of April 23, 2020.

CARRIED.

5.2

RD/20/05/03

MOVED Director Zabinsky, SECONDED Director Hiebert,

That the Regional Board adopt the Committee of the Whole Meeting Minutes of April 23, 2020.

CARRIED.

CORRESPONDENCE:

9.1

Northwest Species
at Risk Committee -
Associate
Membership

NORTHWEST SPECIES AT RISK COMMITTEE – ASSOCIATE MEMBERSHIP

RD/20/05/04

MOVED Director Rose, SECONDED Director Ackerman,

That the Regional Board pay its 2020 Northwest Species At Risk Associate Member fee in the amount of \$1,000.

CARRIED.

9.2

Municipal Finance
Authority of BC -
Authorizing
Resolution of
Members

MUNICIPAL FINANCE AUTHORITY OF BC

RD/20/05/05

MOVED Director Rose, SECONDED Director Heiberg,

That the Regional Board advise the Municipal Finance Authority of BC (MFA BC) that it is in favour of MFA BC - Authority Borrowing Resolution No. 157, 2020, which authorizes the issue and sale of debentures.

CARRIED.

REPORT:

10.1 Socio Economic & Caribou Recovery Related Land Use Objective Stakeholder Committee, DR-BRD- 001	SOCIO ECONOMIC & CARIBOU RECOVERY RELATED LAND USE OBJECTIVE <u>STAKEHOLDER COMMITTEE</u> RD/20/05/06 MOVED Chair Sperling, SECONDED Director Zabinsky, That the Regional Board appoint the Chair and Vice-Chair to the Socio Economic and Caribou Recovery Related Land Use Objective Stakeholder Committees.
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AMENDED BY THE FOLLOWING

Motion to Amend	RD/20/05/07 MOVED Director Ackerman, SECONDED Director Bertrand, That the Regional Board amend the motion by adding 'as well as the Snowmobile Advisory Committee' to the end of the resolution.
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CARRIED.

OPPOSED: Director Goodings

Motion as Amended	The Chair called the Question to the Motion as Amended: That the Regional Board appoint the Chair and Vice-Chair to the Socio Economic and Caribou Recovery Related Land Use Objective Stakeholder Committees, as well as the Snowmobile Advisory Committee.
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CARRIED.

Recess	The Chair recessed the meeting to luncheon at 12:07 p.m.
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Reconvene	The Chair reconvened the meeting at 12:44 p.m.
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CORRESPONDENCE:

9.3 Peace Liard Regional Arts Council	<u>PEACE LIARD REGIONAL ARTS COUNCIL – REQUEST FOR LETTER OF SUPPORT</u> RD/20/05/08 MOVED Director Zabinsky, SECONDED Director Hiebert, That the Regional Board forward a letter in support of the Peace Liard Regional Arts Council and the Fort St. John Community Arts Council joint application 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.
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CARRIED.

REPORTS:

RECOMMENDATIONS FROM THE APRIL 23, 2020 COMMITTEE OF THE WHOLE MEETING

10.2
April 23, 2020 –
Committee of the
Whole
Recommendations,
ADM-BRD-016

2020 REGIONAL GRANT-IN-AID (Recommendation No. 1)

RD/20/05/09

MOVED Director Ackerman, SECONDED Director Zabinsky,

That the Regional Board 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.

CARRIED.

RD/20/05/10

MOVED Director Heiberg, SECONDED Director Goodings,

That the Regional Board review the Regional Grant-in-Aid application received from the STARS Foundation as an individual item under Section 263 of the *Local Government Act*.

CARRIED.

RD/20/05/11

MOVED Director Zabinsky, SECONDED Director Heiberg,

That the Regional Board 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

CARRIED.

REPORTS: (continued)

RECOMMENDATIONS FROM THE APRIL 23, 2020 COMMITTEE OF THE WHOLE MEETING (continued)

10.2 (continued) **ADMINISTRATION OF REGIONAL GRANT-IN-AID (Recommendation No. 2)**

RD/20/05/12

MOVED Director Heiberg, SECONDED Director Goodings,
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 that can accommodate the physical presence of all Directors, including options for the Regional Grant-in-Aid Policy, possible updates to Peace River Regional District letters patent, and/or bylaw options.

CARRIED.

STARS FOUNDATION (Recommendation No. 3)

RD/20/05/13

MOVED Director Goodings, SECONDED Director Courtoreille,
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.

CARRIED.

NORTHEAST PHYSICIAN RECRUITMENT POSITION (Recommendation No. 4)

RD/20/05/14

MOVED Director Rose, SECONDED Director Heiberg,
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.

REPORTS: (continued)

RECOMMENDATION FROM THE APRIL 16, 2020 ELECTORAL AREA DIRECTORS' COMMITTEE MEETING

10.3
April 16, 2020
Electoral Area
Directors Committee
Recommendation,
ADM-BRD-014

CANNABIS RELATED BUSINESS (Recommendation No. 1)

RD/20/05/15

MOVED Chair Sperling, SECONDED Director Rose,
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	I-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.

DEALT WITH BY THE FOLLOWING

REPORTS: (continued)

10.3 (continued) **CANNABIS RELATED BUSINESS (continued)**

RD/20/05/16

MOVED Chair Sperling, SECONDED Director Hiebert,

That the Regional Board defer consideration of Resolution No. RD/20/05/15 (Cannabis Related Business) from its May 7, 2020 meeting until it has received clarification on Liquor and Cannabis Regulation Branch (LCRB) regulations as they pertain to carte blanche approval of Cannabis Processing Facilities in PRRD permitted zones, and requirements for public consultation.

CARRIED.

10.4 **RESCIND DESIGNATION OF BUILDING INSPECTOR**

Rescind Designation
of Building
Inspector, ADM-
BRD-013

RD/20/05/17

MOVED Director Zabinsky, SECONDED Director Heiberg,

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.

CARRIED.

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

Exempt Staff
WorkSafeBC and
WI/LTD Benefits
Policy, ADM-BRD-
015

RD/20/05/18

MOVED Director Ackerman, SECONDED Director Heiberg,

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.

CARRIED.

10.6 **RURAL ROADS COMMITTEE**

Rural Roads
Committee
Establishment,
ADM-BRD-017

RD/20/05/19

MOVED Director Heiberg, SECONDED Director Goodings,

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.

AMENDED BY THE FOLLOWING

REPORTS: (continued)

10.6 (continued) **RURAL ROADS COMMITTEE (continued)**

Motion to Amend RD/20/05/20
MOVED Director Rose, SECONDED Director Heiberg,
That the Regional Board amend the motion by adding 'North Peace' before
'Rural Roads Committee'.

CARRIED.

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

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

CARRIED.

RD/20/05/21
MOVED Director Goodings, SECONDED Director Bumstead,
That the Regional Board approve the select North Peace Rural Roads
Committee Terms of Reference, which establishes the term, purpose, goals
and required proceedings of the Committee.

CARRIED.

10.7 **SUKUNKA LANDSLIDE EVACUATION ORDER RESCIND**

Sukunka Landslide
Evacuation Order
Rescind, CS-BRD-004

RD/20/05/22
MOVED Director Rose, SECONDED Director Heiberg,
That whereas, the property owner has provided the PRRD with a third party
assessment of the property located at 8657 Highway 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 50 metres away from the
riverbank; that the Regional Board rescind the evacuation order for 8657
Highway 97S 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
Highway 97S, by SNC Lavalin.

CARRIED.

REPORTS: (continued)

10.8 FACILITY CODE OF CONDUCT POLICY – SOCIETY OPERATED RECREATION
Facility Code of FACILITIES

Conduct Policy – RD/20/05/23
Society Operated MOVED Director Goodings, SECONDED Director Rose,
Recreation Facilities, That the Regional Board receive the report 'Facility Code of Conduct Policy –
CS-BRD-003 Society Operated Recreation Facilities' for discussion.

CARRIED.

RD/20/05/24
MOVED Director Ackerman, SECONDED Director Bumstead,
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;
further, as rental, lease, or other user agreements are established or
renewed, that this policy be embedded in those contracts.

CARRIED.

RD/20/05/25
MOVED Director Rose, SECONDED Director Hiebert,
That the Regional Board be provided with a report on options for transferring
ownership of society run Peace River Regional District recreational facilities to
the societies that operate/lease them at a future Committee of the Whole
meeting.

CARRIED.

10.9 NORTH PEACE DIVISION OF FAMILY PRACTICE

North Peace Division
of Family Practice,
FN-BRD-004

RD/20/05/26
MOVED Director Fraser, SECONDED Director Goodings,
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.

DEALT WITH BY THE FOLLWING

RD/20/05/27
MOVED Director Ackerman, SECONDED Director Goodings,
That the Regional Board defer consideration of Resolution No. RD/20/05/26
(North Peace Division of Family Practice) from its May 7, 2020 meeting until
the North Peace Division of Family Practice attends a future Regional Board
meeting to present the past, present and future annual funding needs of the
UBC Rural Fort St. John Residency Program, and physician retention rates.

CARRIED.

NEW BUSINESS:

13.1
Director Goodings SELECT STANDING COMMITTEE ON FINANCE AND GOVERNMENT SERVICES -
BUDGET 2021 CONSULTATION

RD/20/05/31

MOVED Director Goodings, SECONDED Director Heiberg,
That the Regional Board authorize Director Goodings to participate in the
Select Standing Committee on Finance and Government Services – Budget
2021 Consultation Public Hearings to be held in June, 2020, on behalf of the
North Peace Rural Roads Committee.

CARRIED.

13.2
Director Goodings SITE C PROJECT - ENVIRONMENTAL ASSESSMENT WORKING GROUP

Director Goodings requested authorization to attend an Environmental
Assessment Office meeting, and it was noted that her participation, along
with Director Fraser, is authorized by the Board Appointment to the Site C
Project Working Group.

13.3
Director Bumstead WISHBONE DAY

The Regional Board received information from Director Bumstead on
Wishbone Day, an international awareness day for Osteogenesis Imperfecta
(OI) also known brittle bones.

CONSENT CALENDAR:

CONSENT CALENDAR

RD/20/05/32

MOVED Director Ackerman, SECONDED Director Hiebert,
That the Regional Board receive the May 7, 2020 Consent Calendar.

CARRIED.

REPORT:

10.12

Notice of Closed

Session – May 7,

2020, ADM-BRD-020

NOTICE OF CLOSED SESSION

RD/20/05/33

MOVED Chair Sperling, SECONDED Director Heiberg,

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))

CARRIED.

Recess

The Chair recessed the meeting to a Closed Session at 1:54 p.m.

Reconvene

The Chair reconvened the meeting at 2:36 p.m.

ADJOURNMENT:

ADJOURNMENT

The Chair adjourned the meeting at 2:36 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 May 7, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer

MAY 28, 2020

NEAT UPDATE

Board Members: Jeff Aitken, Angela
DeSmit, Ernie Freeman
Staff: Karen Mason-Bennett





2018-2020

Important Points

Who We Are
Our Mission & Vision
Current Offerings
COVID-19
2020 & Beyond



Mission

As a valued organization, we lead by example, increase awareness, educate, inspire and empower communities

INSPIRING HEALTHY, VIBRANT, AND CONNECTED COMMUNITIES TO PRACTICE SUSTAINABLE DAILY ACTIONS

VISION





Northern Co-Hort

NEATfx

Energy Conservation
Food Security
Nature Exploration
Regional Conferences
Educator Support



NOURISH



COVID-19 Support



NOURISH MEALS

NOURISH is working with the Salvation Army and Women's Resources to provide healthy, prepared meals for local families.

EDUCATIONAL SUPPORT

NEATfx is supporting teachers and parents with lesson plans and activities to use while homeschooling

AFFORDABILITY

NEAT Finds is reopening shortly to provide affordable clothing and housewares for the community

2020 & Beyond

Financial Sustainability

Diversified funding, innovative programming & leadership



2020 & Beyond

**Program Innovation &
Excellence**



Thank You





North Peace Division of Family Practice
201- 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 \$5000 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 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) up to \$15,000 in budget

Updated May 21, 2020

**Distribution of PRRD Funds for Resident Housing, Exams, Signing Bonus, and Rotations-
Budget is done following the Residents calendar year**

Aim: To improve the number of residents recruited into the Peace Region (Dawson Creek, Chetwynd, Tumbler Ridge and Fort St. John).

Housing: January 1st, 2020-June 30th, 2020
R1's receive \$ 416.67 housing subsidy (2 R1's) = \$4166.70 (\$416.67/mo X 5 months)
R2's receive \$416.67 housing subsidy (3 R2's) = \$6,250.05 (\$416.67/mo X 5 months)
Housing: July 1st, 2020– June 30th, 2021
R1's receive \$5000 housing subsidy (4 R1's) = \$20,000 (\$416.67/mo X 12 months)
R2's receive \$5000 housing subsidy (2 R2's) = \$10,000 (\$416.67/mo X 12 months)
Exam Fees: January 1st, 2020-June 30th, 2020
R2's receive an additional \$5000 for exams (2 R1's) = \$10,000
Exam Fees: July 1st, 2020- June 30th, 2021
R2's receive an additional \$5000 for exams (2 R1's) = \$10,000
Signing Bonus: January 1st, 2020-June 30th, 2020
Signing bonus of \$10,000 is offered if they stay for a minimum period of 12 months in any of the named communities - Dawson Creek, Chetwynd, Tumbler Ridge, or Fort St. John.
Recruitment of R2's (2 R2's) = \$20,000
Signing Bonus: July 1st, 2020- June 30th, 2021
Signing bonus of \$10,000 is offered if they stay for a minimum period of 12 months in any of the named communities - Dawson Creek, Chetwynd, Tumbler Ridge, or Fort St. John.
Recruitment of R2's (2 R2's) = \$20,000
Rural Rotations – Residents need to apply July 1st, 2020- June 30th, 2021
Residents that do their 2-month rural rotation in Chetwynd, Tumbler Ridge, Dawson Creek They would receive a flat rate of up to \$1,000 to subsidize housing costs (budget is \$3,000 for 2021)

<p>Mandatory Rotations outside of the Peace Region– Residents need to apply July 1st , 2020- June 30th , 2021</p> <p>Flat Rate of up to \$500 to subsidize housing costs Possible mandatory rotations outside of Peace Region i.e.: Palliative Care rotation ICU/Trauma rotation Paediatrics rotation *Potential Internal Med rotation <ul style="list-style-type: none"> Local residents need to apply for electives that cannot be taken in the NE Mandatory Rotations budget = \$6000.00</p>
<p>To encourage visiting Residents to the Peace Region – Residents need to apply July 1st , 2020- June 30th , 2021</p> <p>Visiting residents can apply for up to \$500 (to subsidize housing costs) for rural electives done in Dawson Creek, Chetwynd, Tumbler Ridge, or Fort St. John. Rural Rotations budget= \$2000.00</p>
<p>Total budget January 2020-June 2021 \$111,416.75</p>

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

Deposit	Jul 12, 2019	<u>100,000.00</u>	
		100,000.00	
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	<u>55,756.89</u>
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Revenue minus expense	111682.11
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To whom it may concern,

My name is Dr. Courtney Boyer and I am writing this letter on behalf of the resident physicians living and working in Fort St. John. I am currently completing my final year of residency and will be joining the Fort St. John Medical Associates Clinic, as well as the Prenatal and Oncology Clinics in August. At present, there are 4 residents training in Fort St. John, and as of July 1 there will be 6.

Every year we recruit 2 to 4 residents to complete their training in Family Medicine here in Fort St. John, and over the last 4 years of graduating residents we have retained a large portion of these doctors in the community. These physicians and the residency program are an invaluable resource in the Northeast. The stipends and incentives provided by the Peace River Regional District have played a large role in helping retain these physicians, incentivizing graduating medical students to choose our program, and making our training less stressful from a financial burden perspective.

Resident wages have been relatively stable for years and reflect 37.5 hour work weeks, which has never been a true reflection of our actual workload. The monthly rent stipend provided by the Peace River Regional District has had a significant positive impact on offsetting this. More significantly, our exam fees for both the LMCC QEII and CCFP exams at the end of our graduating year alleviate a major financial burden and make studying and prepping for these stressful exams much smoother. Finally, the incentive bonus for residents who choose to stay in the Peace Region after graduation is extremely motivating, and makes us feel appreciated as contributing members of the medical community.

Thank you for your continued support of the residency program.

Sincerely,
Dr. Courtney Boyer

To Whom it May Concern,

I am writing to you to express my gratitude as a former UBC Family Practice Resident of the Fort St. John Program and recipient of the generous financial support provided by the Peace River Regional District. When deciding on where to complete my residency I interviewed in multiple provinces and states and ended up choosing Fort St. John in large part because of the unique rural medical training available in this community. The rural nature of the Fort St John residency program entails significantly higher costs to the physicians that choose to train here; including but not limited to higher cost of living, as well as increased travel for elective rotations and exams. During my two years in residency my family and I benefited from the generosity of the PRRD housing stipend, exam funding and signing bonus. These incentives were not a major part in the decision to come to Fort St John, but contributed to the larger sense of community and the feeling of support the town extends to physicians.

I have now been practicing in Fort St. John for the past year, working in the Hospital, Emergency Department, Birthing Centre and Family Practice Office and have chosen to stay in Fort St John in large part because of the sense of community present in this town. The Fort St. John residency program has become the most consistent and stable avenue to train, recruit and retain physicians and the generosity of the PRRD is a clear demonstration of the priority the town places on recruitment and retention of new physicians. It is my hope that future Fort St John resident physicians will continue to benefit from these incentives as I have, as we work to build a strong physician community for years to come.

Sincerely,
Jamie Wilkie, MD

Received DC Office May 18, 2020

Sent: Monday, May 18, 2020 2:13 PM

To: Brenda Deliman <Brenda.Deliman@prrd.bc.ca>

Subject: Notice on Title - PID 012-191-604

Hi Brenda....

Further to our recent telephone conversation, the following email is my follow up to the PRRD letter dated April 23, 2020.

I would like to schedule a time and obtain a conference call number and password for the upcoming meeting on May 28, 2020.

For your reference, the subject accessory building was mainly constructed for the storage of flammable liquids away from my residence and the storage of firefighting suppression equipment to be used during an out of control fire within the Old Fort.

The accessory building was constructed by a licensed building contractor, concrete foundation constructed by licensed concrete contractor, trusses were built from a licensed truss contractor and electrical done by a licensed electrical contractor.

At the time of constructing the accessory building, there were ongoing meetings between the PRRD and landowners if building permits were even required.

Therefore, I proceeded with construction, met with a building inspector and was never mentioned to or given a "Stop Work Order".

As of this date, I have never received a complaint over the subject accessory building from the PRRD, neighbors, BC Hydro, Telus, Pacific Northern Gas and The Ministry of Infrastructure and Transportation.

Have any questions, please do not hesitate to call or send me an email.

Thank you,

From: Harvey
Sent: May-20-20 10:29 AM
To: Kevin Aitchison
Subject: Accessory building

To whom it may concern I am a resident of the Old Fort community and am writing this email to say that I approve of Kevin Aitchison's Building The building is nice to see when you drive around the old fort and as you can see the yard is kept up and has no junk laying around it I am in support of his building and wouldn't be surprised if the whole community is in support of him You can call me if you're wanting to hear from me in person and I will gladly answer your questions
I live in the community of the Old Fort

Thanks
Harvey Rosenkranz

To The Regional District Board of Directors,

Attached is a letter from the Association of Canadian Cannabis Retailers (ACCRES) membership to the Solicitor-General, Hon. Mike Farnworth, calling on the government of British Columbia to further modify cannabis retail regulations in support of physical distancing during the COVID-19 health emergency. ACCRES is seeking your endorsement in support of these measures, which we believe are in line with what other jurisdictions across Canada are adopting.

ACCRES is specifically calling on BC to follow the recent move by Ontario, which in response to COVID-19 has moved to allow private cannabis retailers to take online payment and make door-to-door delivery of cannabis products. Both Saskatchewan and now Ontario have allowed online payment and direct delivery with no significant complications or negative consequences, and we believe these regulatory changes are appropriate for BC as well.

We believe that many municipal governments in BC could stand to benefit from these changes, as they will hopefully reduce in-store traffic and lineups caused by physical distancing requirements for essential retailers like cannabis stores. This should further reduce the chances of spreading COVID-19, something we believe should be the ultimate priority of any regulated system right now.

Finally, we believe this measure is important in allowing licensed, regulated, and tax-compliant retailers a means of competing with unregulated retailers, who are currently quite openly selling cannabis on-line or offering in-person delivery options. With municipal resources currently very constrained and bylaw officers unable to enforce against these proliferating operators, we believe offering these options to regulated retailers could help compliant businesses to compete them out of the market instead.

ACCRES ask that you endorse these initiatives in support of regulated cannabis retailers' efforts to continue serving their customers in a way that protects public health to the greatest extent possible.

Sincerely,

Jaclynn Pehota
Special Advisor
Association of Canadian Cannabis Retailers (ACCRES)
7787724343
Jaclynn@accres.ca

On Behalf of:
ACCRES Board of Directors:
Geoff Dear
Andrew Gordon
Matthew Greenwood
Jeremy Jacob
Alfred Schaefer
Laurie Weitzel

ACCRES Advisory Board:
Hilary Black
Dr. Rielle Capler, MPA, PhD
Dr. Ivan Casselman PhD
Rosy Mondin, LL.B, B.A. (Criminology)
Adolfo Gonzales
Bert Hick
Andrew Livingston
Sophie Mas
Jonathan Page, Adjunct Professor UBC
Heather Tayler
Tina Zlati

To Minister Farnworth, Solicitor General,

In response to the ongoing COVID-19 public health emergency, the *Association of Canadian Cannabis Retailers* (ACCRES) recognizes the Government of British Columbia for evolving policy to allow for regulated cannabis stores to accept product reservations online and over the phone. This change in regulatory framework will reduce the amount of time consumers have to spend in stores amid the COVID-19 crisis. The status of cannabis retail as an essential service is a recognition of the contributions of these small businesses to the general public. We believe it is appropriate to equip provincial license holders with proactive tools that will allow for them to better protect public health, bolster the legal cannabis market and ensure that these small business remain economically viable for the duration of the crisis.

ACCRES membership would like to see further proactive measures enacted that would further protect both public health and essential workers through these trying times. In supplement to "click and collect"/over the phone ordering, we request that the government enact and support two further regulatory changes to cannabis retail regulations. These measures would be effective in supporting the social and physical distancing measures recommended by public health authorities:

- Online Payment
- Direct Delivery

Online Payment

In the interest of balancing public health, along with our customers' need to access legal cannabis, and the long-term economic health of our members, we propose that the Government of British Columbia allow retailers to sell their products online or by phone and collect payment in advance.

Allowing for payment in advance avoids the major point of contamination in a "click and collect" transaction: the requirement to accept cash or interact with the payment processing machine. Pre-payment would reduce contact in store to the absolute minimum, and would facilitate the best possible circumstances for social distancing. This measure would serve to better protect both staff and customers during in store transactions.

Direct Delivery

In further support of social distancing and to accommodate those that are unable to leave their homes due to being immunocompromised or in self isolation, we ask that delivery be allowed directly to customers from the regulated private retailer of their choice. ACCRES believes the best way to ensure continuity of service in these circumstances while minimizing exposure is to allow already trained and security screened staff of private retailers to deliver orders directly to customers. Direct delivery is currently available to the residents of Saskatchewan and Ontario via provincially licensed retailers. ACCRES proposes that these existing regulations be adapted for the BC sector. Contactless age verification is as simple as requiring the upload of photo ID at the time of purchase. The ID can then be matched to the individual receiving the delivery while maintaining a distance of two meters.

Providing greater access to regulated cannabis is vital to protecting public health and safety, and to destabilizing the illicit market - both key aims of the Cannabis Act and provincial regulations. Due to the convenience the illicit market operators continue to be able to offer through direct delivery, legal sales

in BC are tens of millions of dollars behind projected targets in BC. Direct delivery from licensed private cannabis stores conducted in compliance with all health and safety standards provides local communities with an essential and regulated touchpoint that can act as a resource for education and responsible use.

ACCRES believe that by allowing these measures, cannabis retailers will be best equipped to protect public health and safety, while also ensuring the continued operations of independent cannabis retailers that provide access to safe and regulated products. These measures will allow essential services to continue without unnecessarily endangering public health, and we believe these measures will strengthen BC's overall response to the COVID-19 pandemic and the legal cannabis industry in this province.

Sincerely,

Jaclynn Pehota Special Advisor
Association of Canadian Cannabis Retailers (ACCRES)
778.772.4343
Jaclynn@accres.ca

On Behalf of:

ACCRES Board of Directors: Geoff Dear Andrew Gordon Matthew Greenwood Jeremy Jacob Alfred Schaefer Laurie Weitzel

ACCRES Advisory Board: Dr. Rielle Capler, MPA, PhDDr. Ivan Casselman PhD Rosy Mondin, LL.B, B.A. (Criminology) Adolfo Gonzales Bert Hick Andrew Livingston Sophie Mas Jonathan Page, Adjunct Professor UBC, CSO Aurora Cannabis Heather Tayler Dr. Zachary Walsh, PhD Tina Zlati

Received DC Office May 3, 2020

From: Dennis Schafer <dk@stickandstone.ca>

Sent: May 3, 2020 12:08 PM

Subject: Letter of Support for Public Safety

Dear Regional District Board of Directors,

Stick & Stone Cannabis Co. is a wee Ma & Pa cannabis retail shop located in Fernie BC. Due to current stressors and frustrations, we have collaborated with ACCRES to outline two requests for change to the current regulations that will further the safety measures designed to protect our communities in BC during these trying times and we ask for your support presenting these recommendations to the province.

- 1) Online Sales
- 2) Direct Delivery

As owners of a licensed cannabis retail shop, we have been continuously evolving our operations to ensure the safety of the community as new information about COVID-19 becomes available. We have a wide range of customers many who are predominately middle-aged and elderly who purchase our products for both recreational and medical use.

With our recommended adjustments to the current regulations that were designed for a pre-pandemic world, we would be able to continue to safely provide much-needed products to our at-risk customers who are unable to leave the house, ensure a contactless experience for those who are able to visit the store for curbside pickup and keep our staff safe.

Here is an example of the challenges our current customers are facing because they are not able to pay for our products online during COVID-19:

We received a phone call asking if a curbside pick-up was available by a customer of ours who was elderly. They were in desperate need of a product and the delivery times to order from the BC Cannabis Store were too lengthy. We informed them that we carried the product and would do our best to provide a contactless interaction but they would have to tap our terminal and the wireless system may not register outside.

When the customer arrived their vulnerability was apparent. They were approximately 90 years old with a compromised immune system, so becoming infected would likely result in their death. In order to keep them safe while accepting their payment and providing their product we were forced through the following process:

1. We tried to use the tap feature by pressing the terminal against their car window. This did not work due to card issues.
2. We then bleached the terminal and passed it through a small gap in the window so that the customer could complete the transaction.
3. The product was then left on the hood of their car for them to collect when they felt safe to do so.

Even though the utmost precautions are being taken, it is extremely stressful to force customers to go through these processes that could easily be avoided if we were able to use available technology like online payment systems.

There are processes in place for the legal online purchase and delivery of alcohol in BC as well as cannabis in other provinces which have been effective at keeping their communities safe. We are asking for the same considerations.

I can not stress enough how vital allowing online payments and delivery to be available in BC is to our communities and retailers!! When you have someone's life in your hands, you want to have the safest measures in place.

PLEASE ENDORSE THIS LETTER OF SUPPORT

Thank you for your time,

--

Dennis Schafer

Stick & Stone Cannabis Co.

891 7th Ave

Fernie, BC

250.430.7848

stickandstone.ca



DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-BRD-002

From: Karen Goodings, Electoral Area B Director

Date: May 19, 2020

Subject: Don Nearhood Museum

PURPOSE / ISSUE:

To discuss display options for the Don Nearhood Museum.

RECOMMENDATION / ACTION: *[Corporate Unweighted]*

That the Regional Board receive the May 19, 2020 report titled "Don Nearhood Museum" for discussion.

BACKGROUND/RATIONALE:

I met Don Nearhood, soon after I was elected, during a meeting in Buick. Don had retired and his passion was to build a museum that commemorated many projects. He had a workshop set up in a garage on his property in Buick and spent countless hours working on all aspects.

The museum contains an agriculture collection, a logging collection, and a miscellaneous collection. The agricultural collection contains an exact replica of the original wagon team with 10 green wagons filled with 200 sacks each. Don hand sewed the small replica grain bags for the wagon train and filled them with grain. The agricultural display also features barns, trees, and agriculture equipment that worked the fields. The logging collection display consists of miniature displays for log hauling, log skidding and a logging bob sleigh.

In 1996, Don Nearhood decided that he needed to sell the museum. During a Grant-in-Aid meeting in Buick, the various community members present wanted the PRRD to purchase the museum in order to keep it as local as possible. The museum was purchased later that year by the PRRD for \$20,000 using Grant-in-Aid funds.

I approached the FSJ North Peace Museum about being able to display it, as I thought it would be a definite attraction to the travelers and locals. While the Museum agreed with me, they felt the museum did not fit with their primary focus, which is to collect, preserve and display artifacts and archives which illustrate themes connected with the human history of Fort St. John and the specified area of the North Peace. They were very helpful and spent a lot of time documenting many of the components. I appreciate the time they took and the expertise they have on how to document everything. I think there may have been some that were simply put into a box and are, I think, stored in the back rooms of the Peace Canyon reservoir.

BC Hydro was very quick to come to our rescue. BC Hydro confirmed that they were interested in storing the ceramic horse and work animal displays of the Don Nearhood Museum for the purpose of a public display at the Peace Canyon Dam, and that a warehouse was available for the remainder of the collection.

They had the perfect place to house it in a controlled atmosphere, they were kind enough to build glass protection and mount parts of the museum where all visitors to Peace Canyon could view it. Don was very proud to see it displayed. They have also stated that the glass that protects the museum will stay with it when the time comes.

Now we are in a different situation. Peace Canyon visitor center is closed. While the building is heated and there are people there, it is no longer viewed by the public. BC Hydro has agreed to keep it there until we can find new homes for the components. Not likely, that we will be able to keep it all in one place but the possibilities are there for doing some type of circle tour where tourism will benefit.

I ask you all to consider the possibilities and to remember that we need to discuss this with the family members who, I know, are interested. Public dollars have been spent and it needs to be where public can enjoy it.

Attachments:

1. Don Nearhood Collection Purchase Letter
2. Don Nearhood Collection Purchase Memo
3. Don Nearhood Collection Inventory
4. Don Nearhood Museum Pictures



PEACE RIVER REGIONAL DISTRICT

Office of: Administration

October 4, 1996

Mr. Don Nearhood
Box 3032,
Buick Creek, BC
V0C 2R0

Dear Mr. Nearhood:

The purpose of this letter is to set out the terms of the Agreement between you and the Peace River Regional District ("the Regional District") for the purchase by the Regional District of the Don Nearhood Miniature Museum Collection.

You created and own the Don Nearhood Miniature Museum Collection, a unique collection of historical figures and scenes, which are described in Schedule "A" to this letter (the "Collection"). The Regional District wishes to purchase the Collection from you, and you have agreed to sell the Collection to the Regional District, on the terms and conditions which are set out in this letter.

You hereby agree to give, assign, transfer and set over to the Regional District all your right, title, interest, property, claim and demand whatsoever in and to the Collection, for the purchase price of Twenty Thousand Dollars (\$20,000.00). This transfer of ownership by you, and the payment of the purchase price by the Regional District, will be made on October 15, 1996.

You warrant and agree with the Regional District that you have good title to and that you rightfully and absolutely possess the Collection. You agree that the Regional District will have possession and enjoyment of the Collection for its use and benefit without any interruption, claim or demand to it, after the date of the transfer.

B-1

.../2

PLEASE REPLY TO:

Page 45 of 442
☒ P.O. BOX 810, DAWSON CREEK, B.C. V1G 4H8, TELEPHONE (604) 784-3200 or 1-800-670-7773, FAX: (604) 784-3201
☐ 9912 - 106 AVENUE, FORT ST. JOHN, B.C. V1J 2N9, TELEPHONE: (604) 785-8084, FAX: (604) 785-1125

You and the Regional District agree that this sale will enure to the benefit of and be binding upon both your and the Regional District's respective successor and assigns.

Please indicate your agreement to the above terms and conditions by signing and dating the enclosed copy of this letter where indicated below, returning it to the Regional District.

Yours truly,

Moray Stewart
for Moray Stewart
Administrator

AGREED and CONSENTED to this _____ day of October, 1996.

Don Nearhood

B-1

MUSEUM ARTIFACTS USE AGREEMENT

This Agreement dated the _____ day of _____, 1996.

BETWEEN:

PEACE RIVER REGIONAL DISTRICT
1981 Alaska Avenue, Box 810
Dawson Creek BC V1G 4H8

AND:

BC HYDRO AND POWER AUTHORITY, a Crown corporation having an address at
333 Dunsmuir Street, Vancouver, BC, V6B 5R3

("Hydro")

GIVEN THAT:

- A. The Regional District is the owner of the Don Nearhood Miniature Museum Collection, a unique collection of miniature historical figures and scenes, as described in Schedule "A" to this Agreement ("Collection"); and
- B. The Regional District and Hydro have agreed that Hydro will display a portion of the Collection at the Peace Canyon Dam, on the terms and conditions set out in this Agreement.

THIS AGREEMENT is evidence that in consideration of the mutual promises contained in this Agreement, and other good and valuable consideration (receipt and sufficiency of which is acknowledged by the parties), the parties agree as follows:

Use of Collection

- 1. The Regional District agrees to lend to Hydro and Hydro agrees to take that portion of the Collection set out in Schedule "A" to this Agreement (which portion will hereinafter be referred to as the "Collection", for the sole purpose of displaying the Collection to the public at the Peace Canyon Dam.

Term

- 2. Hydro agrees to take and use the Collection only for the purpose of public display for a term of ____ months, subject to earlier termination under this Agreement ("Term").

B-2

Care and Protection of Collection

- 3 Hydro agrees to treat the Collection with the utmost care and respect, in recognition of its irreplaceable historical and artistic value. Without limiting the foregoing Hydro agrees to:
- (a) take all necessary steps to keep the Collection safe and intact, and in its original condition,
 - (b) take due care in handling the Collection,
 - (c) protect the Collection from theft and damage, and
 - (d) provide an adequate display facility to prevent handling of the Collection by members of the public

Storage Boxes and Display Cases

4. Hydro agrees to construct and provide storage boxes and display cases sufficient to safely store and display the Collection. Hydro agrees to give these storage boxes and display cases to the Regional District, at no cost, at the end of the Term.

Insurance

5. The Regional District will obtain and maintain during the Term property insurance for the Collection.

Termination

6. At any time during the Term, either party may give a notice of termination to the other party, terminating this Agreement as of the date specified in the notice, which date shall be at least thirty (30) days from the date of the notice. Upon any termination under this section, Hydro must return the Collection to the Regional District no later than the date of termination.

No Assignment

7. Hydro must not lend to any other person or allow any other use of the Collection other than that set out in this Agreement. Hydro may not assign this Agreement in whole or in part without the prior written consent of the Regional District, which consent is within the absolute and unfettered discretion of the Regional District.

B-2

Notice

8. Any notice, waiver, request, direction or other communication required or permitted to be given or made by any party under this Agreement, must be in writing to be effective only when delivered in person, or sent by facsimile.

Waiver

9. Waiver by the Regional District of any default of Hydro is not deemed to be a waiver of any subsequent default of Hydro.

Whole Agreement

10. The provisions in this Agreement and the schedule hereto constitute the whole of the Agreement between the parties, and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

AS EVIDENCE OF THE MUTUAL INTENTIONS OF THE PARTIES to be bound by all the terms of this Agreement, each have duly executed this Agreement below.

The Corporate Seal of PEACE RIVER)
REGIONAL DISTRICT was hereunto)
affixed in the presence of:)

_____)
Chair)

_____)
Secretary)

Date: _____)

The Corporate Seal of BC Hydro)
AND POWER AUTHORITY was)
hereunto affixed in the presence of:)

_____)
Authorized Signatory)

_____)
Authorized Signatory)

Date: _____)

B-2

PEACE RIVER REGIONAL DISTRICT

MEMORANDUM

TO: John Slowinski, Treasurer
FROM: Paul Solmes, Co-ordinator, Recreation & Parks
DATE: May 14, 1996
SUBJECT: Don Nearhood Miniature Collection Purchase

Directors Goodings and Leahy, with support from rural community representatives attending the 1996 Areas "B" and "C" GIA meeting, have decided to purchase the above museum collection.

The figure orally agreed upon is \$20,000. This amount is available as follows:

\$10,574	Area "B" Rendezvous '92 balance
<u>9,426</u>	Area "C" GIA Contingency
\$20,000	

1996 Areas "B" and "C" GIA allocations have not yet been approved by Board.

PEACE RIVER REGIONAL DISTRICT
DON NEARHOOD MUSEUM COLLECTION
INVENTORY - July 24, 1996

On July 24, 1996 Mr. Mark Wigglesworth, Mrs. Joan Patterson and Mrs. Evelyn Sim, North Peace Historical Society, Mr. Jim Large and Mr. Don Nearhood, Buick Creek inventoried the following Nearhood Museum Collection on behalf of the Peace River Regional District. All items are currently in the Don Nearhood Miniature Museum, Buick Creek, BC.

A. AGRICULTURE COLLECTION

Located in the Museums west room.

A 36 Ceramic miniature horse (18 teams) hitch with 10 green miniature wagons filled with 200 sacks each (equivalent to 1 train car of durham wheat). The last wagon was usually filled with 200 sample sacks which were given out as samples at agricultural shows. This display comes complete with harnesses, double trees, 1 teamster figure on lead wagon and 4 outriders figures mounted on 2 appaloosa ceramic miniature horses and 2 bay with white blaze miniature horses alongside the wagons.

A Miniature Horse Powered Stump Puller consisting of 1 ceramic miniature horse with driver figure, windlass pulley, 3 tail holts (stumps), 1 winch post, lines, clamps and riggings for the operation.

A Miniature Grain Train consisting of 10 ceramic horses (5 teams), complete harness, 3 green grain bin wagons and 1 driver figure on the lead wagon.

A Miniature Hunting Camp consisting of 1 bunk tent, including a pot bellied stove, tea kettle, candle and 1 bunk bed and 1 Cook Tent, including a cook stove, frying pans, table and 2 chairs, dishes, and 1 outdoor table with metal kettles and pot, and 1 Pack train consisting of 3 plastic horses with packs, and 4 plastic horses and 1 donkey, and 1 bucking horse and 1 bucked off cowboy figure, and 1 Firewood Cutting Display consisting of 1 sawyer figure sawing on a sawhorse and firewood about.

A Miniature 1 Horse Cutter Display with a plastic horse (American Saddle Horse) and 2 figures aboard.

A Miniature "Jumper" Sleigh Display consisting of 2 ceramic horses, 1 sleigh, 1 driver figure and 1 hay bale.

A Miniature Display consisting of 3 plastic white tail does and 1 plastic white tail buck among pine trees.

A Miniature Covered Wagon Display consisting of 1 covered wagon pulled by 2 ceramic clydesdales, 1 log watering trough, 3 figures, 1 water well with 1 person, and 1 picnic table with benches .

A Miniature "John Deere" Bailer pulled by 4 ceramic horses with driver figure.

1 Miniature Horse Float consisting of 4 ceramic horses with harness and double trees and a blue hatted figure.

A Miniature Harrow Plough Display consisting of 2 ceramic horses with harness and double trees and a green hatted figure.

A Miniature Dirt Moving Slip Display consisting of 2 ceramic horses with harness and double trees and a brown hatted figure.

A Miniature Stone Boat Display consisting of a 3 horse hitch with eveners, harness and a wine colour hatted figure.

A Miniature Walking Plow Display consisting of 2 ceramic horses with harness and double tree pulling a single bottom walking plow with green hatted figure.

A Miniature Bottom 16 inch Gang Plow consisting of 4 X 4 teams of ceramic horses with harness and trees and a brown hatted figure.

A Miniature Rock Hauling Wagon Display consisting of 4 ceramic horses, black with white blaze, a small wagon with ceramic horse, a black ceramic colt horse, 2 saddled sorrel coloured ceramic horse - one a brass toned colour and a brown ceramic horse with saddle.

A Miniature Chuck Wagon Display consisting of 4 ceramic horses harnessed with double trees to the wagon and 1 gold hatted and dressed figure.

A Miniature Hay Stacking Display consisting of a hay derrick with ropes and pulleys, 4 ceramic horses with harness and double trees, 2 "stacker" figures, 2 "teamster" figures, 1 "tripper" figure, an extra chain sling, 4 pitch forks, 1 moose, 1 bison, 1 bull.

Located in the Museums east room.

A Miniature Farmhouse Display consisting of a furnished multi room farmhouse, a swing with figure, a clothesline with clothes, an outhouse, 2 geese, 2 ducks, 3 chicks, 1 dog on chain, picket fence, chopping block with firewood, ice box with apples, ice cream freezer, ice tongs, wash board and a lantern. A saddled

oil can, 1 large oil can, 4 Model "T" coils, 1 - "8" timber spike, 1 Model "T" spindle bolt, 1 Model "T" value stem, 1 Model "T" magnet, 1 Boy Scouts of America Water Canteen, 2 horse harness metal tug ends, 6 horse harness single tree hooks, 1 horse harness single tree center piece, 1 neck yoke centre piece, 1 neck yoke end, 1 plow bridle, 1 wood cookstove top plate lifter, 1 slack puller hook for a skid hauler, 4 currie combs, 1 key collection, 1 marlin spike for splicing cable, 10 harness rings and spreaders, 2 miniature blocks, 1 - 40 inch pot lifter found in Monkman Park Pass, 1 spoke knife (a small plane for making wagon wheel spokes), 1 tree scaling ruler, 1 "History of Cut Nails in America" Display, 1 metal handheld orienteering compass, 1 military signalling mirror, 3 Belt Buckles, 1 Arnold Dry Goods shoehorn, 1 native type bead necklace, 1 leather tobacco pouch (Don's Fathers), 1 leather and metal coin purse (Don's Fathers), 2 Oddfellows Pins (Don's Grandfathers), 2 Auction Sale Posters, 1 photocopied "Passing of the Outhouse", 1 match book collection, 2 tickets for the Dempsey - Gibson Fight, 1923, 3 assorted posters, 1 wall mount compass, 2 fire extinguishers from the old Charlie Lake Store, 1 Donald Grasse Oil Painting, 1 Horse Collar and names, 1 miniature Horse Collar and names, 1 spice rack with metal spice cans, 1 small scrub board, 1 carved wooden bug, 1 wooden match holder, 1 Chisolm Trail brochure, 1 Hedley Gold brochure, 1 Stage Coach and horses photo, 1 Brownie Junior Camera, 1 "Oldest Packer in BC" photo, 1 threadholder, 1 "Mud Mountain Dam" brochure, 1 "Bedaux Expedition" photocopy, 1 Boot Button Hook, 1 silver spur, 1 oxen shoe, 1 bull lead, 1 stove pipe damper, 1 cow bell, 1 hondu from lariat, 1 hook, 1 clevis for plow, 6 snaffle bits, 8 horseshoes, 6 harness curb bits, 2 buckchain harness pieces, 2 harness line spreaders, 1 harness D ring, 2 brass harness rings, 1 brass top from a harness hame, 1 drag link from a seed drill, 1 lunch bucket, 1 climbing spur, 1 bush axe, 1 pick axe head, 1 small chain, 4 small leads, 2 binder type hames straps, 2 buckles, 3 harness leads, 1 wooden rasp handle, 1 hoof nipper, 1 hoof pick, 1 large lug wrench, 1 small lug wrench, 1 chisel, 1 roaching shear, 4 wire snaps, 1 swivel snap, 1 hitching harness chain holder, 1 wheel wrench, 1 - 12 inch wrench, 12 brass buckles, 3 leg hold traps, 3 iron spikes, 1 cow kicker, 1 hobble, 1 chain halter, 1 breast hook, 1 shoeing nail hole enlarger, 1 horseshoing rectangular iron, 14 assorted horseshoes, 1 ice tong, 1 single tree, 1 dubuque cast iron, 2 miniature cast irons, 2 trivets, 1 shoe last, 1 pinion tree pine cone, 1 longleaf pine tree cone, 1 framed "campfire" picture, 1 aerial photo of Buick Creek, 1 C Russell painting on wooden slab, 1 framed photo of D. Nearhoods arabian horse, 2 sets mounted deer antlers, 10 Patterson Auctions Mart Calendars, 1 Building of the Alaska Highway Calendar, 1 - 1942 Georgia License Plate, 1 Roosevelt State Park License, 1 framed "Roping" photo, 3 long necked brown bottles, 1 orange crush bottle, 1 small coca cola bottle, 1 tall coca cola bottle, 8 Costa Rica coins, 14 Trade Dollars, 24 lapel pin collection, a korean coin?, 1 - 1975 Calgary Stampede Stamp,

sorrel horse with green hatted cowboy figure in blue. 2 ceramic grey (white) percheron horses with harness and a brown hatted figure in brown.

A Miniature Barn Display consisting of a barn with hay loft above and stables below containing 6 ceramic horses and 2 milk cows. Outside are pigeons on the roof, a pig sty with sow and piglet, 2 pigs at a wooden trough, a wooden hay rack with a 2 horse hitch, a 3 tine pitch fork, a red hatted figure in blue, a figure dressed in brown, a 30 inch double harpooned hay fork (for unloading hay with track and carriage into the hay loft) replica, a double set of harness with collars, 1 2 hitch manure spreader with figure dressed in blue and rail fences.

B. LOGGING COLLECTION

Located in the Museums west room.

A Miniature Log Hauling Display consisting of 2 Plastic Brama Bulls pulling a log using "fid" hooks.

A Miniature Log Skidding Display consisting of 1 White Ceramic Horse, 1 log and 1 log skidder.

A Miniature Logging Bob Sleigh Display consisting of 4 ceramic horses, 1 driver, 1 boom with chain, and a large log cradled with small logs.

Located in the Museums east room.

A Miniature Spar Pole Logging Display consisting of spar pole, spinaker pole, donkey engine, logging truck, ropes, pulleys, anchors, winches, and figures.

C. MISCELLANEOUS COLLECTIONS

Located in the Museums east room.

4 Wedges, 1 wagon box rod, 1 springboard plate, 1 large kerosene lantern, 1 candle lantern, 1 calf mussel, 1 Coleman coal oil lantern, 1 blow torch, 1 soldering iron, 1 horse whip, 1 tire gauge, 1 oil bottle used for oiling crosscut saws to prevent pitch from sticking, 1 large coke bottle, 4 brown liquor bottles, 1 hay hook, 2 small ships rope blocks, 1 buggy spring, 2 plum bobs, 5 driving harness line guides, 1 wooden carpenters level, 1 "The Largest Team in the World" photo, 3 corn cobs, 1 Berlin wall souvenir chunk, 1 3-D horse picture, 1 Don Nearhood photo with sleigh and horse team, 1 Don Nearhood photo with buggy and horse team, 12 unframed 12 X 16 pictures of logging and sawmills, 1 crosscut saw with mismatching handles, 1 Civil Conservation Corp group photo including Don Nearhood, 1 seashell collection, 1 rock collection, 1 horseshoe nail collection, 1 small sewing machine

1 ladies watch, 1 souvenir Canada Bell, 1 souvenir miniature soda bottle collection, 1 miniature \$5 bill note pad, 2 stainless steel egg cups, 1 black "mother and child" ceramic, 1 broken/repaired ceramic horse with saddle, 1 Amish style doll, 1 walking stick, 1 corn cob pipe, 5 beads, 2 acorns, 1 miniature weight, 2 cedar eggs, 1 souvenir Canada Tin Scale, 1 - 1900 framed picture of fallers, 1 green oil lamp, 1 glass oil lamp, 1 miniature oil lamp, 1 glass lined Boyd's caps for a Mason Jar, 1 - 1987 "Transportation" Calendar, 1 Murphy's Law Calendar, 1 "The Wire That Fenced the West" Barb Wire Collection, 1 - 1993 North to Alaska Calendar, 1 - 1990 Pink Mountain Calendar, 1 Slim Byrnes "Horses" Poem, 1 John Wayne and covered wagon clipping, 1 framed farm and horses picture, 1 framed photo D. Nearhoods first moose, 1 photo of D. Nearhood and "Sultan" his horse, 1 "I've settled down" poem, 1 framed 12 horse hitch picture, 1 D. Nearhood Sr. photo, 5 candles, 1 measuring tape, 1 brown Gooderhams Whisky Bottle, 1 brown "Perfex" bottle, 1 decorated miniature beer keg on stand, 1 wooden top, 1 porcelain insulator DSA, 1 glass mug with golf ball, 1 glass insulator "Hemingway - 45", 1 glass insulator "Dominion - 9", 4 thread spools, 1 wooden container, 1 container of deer teeth, 1 Murray's Flake Tobacco Tin, 1 miniature trap, 2 pinion tree seeds, 1 miniature revolver key chain, 1 framed picture by Edna Palmer Engelhardt, 1 wooden whistle with initials DN, a collection of various clothes pins, 1 vegetable peeler, 1 can opener, 1 black and green yo-yo, a miniature collection including bottles, cups, toilet tissue, thimble, horse, basket, shaving kit, vanity, ornaments, tub, 1 Red Prince Albert Crimp Cut Tobacco Tin, 1 miniature black anvil and sledge hammer, 1 "Sooke, BC" fridge magnet, 1 jackknife, 1 old fountain pen of Don's grandfather, 1 khaki sewing kit, 1 souvenir oversize ball point pen, 1 inlaid bone handled fork, 1 desert spoon, 1 teaspoon, 1 Hennessy Cognac pint Bottle with label and cap, 1 leather glass case, 1 - 1 1/2 ounce Ben Hur Thyme tin - full, 1 - 2 quart lidless Crown glass jar, 1 wooden thread spool, 1 Sylvania radio tube, 4 flower vases - green, clear, green plastic, white, 1 square cream pint bottle, 1 vinegar bottle with glass stopper, 2 spice bottles with glass stoppers, 1 bottle with cork stopper, 1 - 50 ml Maple Syrup bottle with cap, 2 railroad spikes, 2 - 4 X 6 inch USA flags on sticks, 1 horses and buggy at Amish Hall crossword puzzle on permanent backing, 1 "Oregon Trail Jumping Off" laminated place mat, 1 photocopy "Children Tired Of Being Harnessed to your Parents...", 1 - 11 X 17 Print "Laughter Kills Lonesome" by Gary Russell, 1 - 5 X 7 framed photo of riders and horses @ left to right Pat Callison, Warren McKenzie, Lash Callison, Rene Dennen, Tommy Wilde and Bun Burrows, 1 - 13 X 17 wooden framed B & W Photo of mule team and wagon with D. Nearhood Jr. and Sr., 1 "How the West was Won" article of the Western Producer, 1 Alaska Highway News Clipping "Peace River Winter", 1 news clipping "I Settled Down Forever Where the Peace River Flows", 1 "Buckley's 7th Annual Clarence Hamilton Day - September 22, 1990, 1 "Buckley's 7th Annual Clarence Hamilton Day - September 17, 1994, 1 Aluminum Mess Kit with utensils,

1 - 11 1/2 X 14 inch Don Nearhood pencil drawing by Gary Lowe, 1
7 1/2 X 5 1/2 inch drawing of Don Nearhood on a stuffed bucking
bronc, 1 "Cheers from Out West" postcard, 1 - 7 inch tall Alberta
Wheat Pool Elevator, 1 - #1 rectangular butter mold, 1 glass
cowboy boot with spur bottle with cap, 1 clear glass insulator,
1 can of Jackrabbit Milk, 1 - 2 1/2 pound Magic Baking Powder
tin.

1 miniature collection consisting of clippers, sewing awl, tape
measure and various other items.

1 wooden jewelry box with clipped calendar pages inside.

Located in the Museums west room.

1 miniature collection consisting of several plastic long rifles,
yoke, rocking chair, plastic dishes, furniture and animals (on
shelf over 36 horse hitch).

1 razor strop, miscellaneous news clippings, photo of Don
Nearhood display at a 1978 Fort St John Arts and Crafts Show,
2 wooden horse collars, 1 metal horse collar, miscellaneous
buttons collections, miscellaneous crest type bumper stickers, 1
photo of D. Nearhood with his first moose, 1 wooden spinning
wheel (warped).

C BOOKS

"Come and Get It" Guide to Good Cooking published by General
Foods.

"The New International Version of the New Testament" published by
the New York Bible Society.

"North by Northwest" by R. D. Symons and published by Doubleday &
Co., 1973, 1st Edition.

"Wisdom of the 90's" by George Burns and published by G.P.
Putnam's Sons, 1991.

"Frontier Days in Alberta" edited by G. Basque and published by
Sunfire Publications, 1992.

"Murder in the Yukon" by M.J. Malcom and published by the Western
Producer Prairie Books copyrighted 1982.

"Heartland" text by Mark Ably, photos by A. Bierwagen and
published by Douglas MacIntyre, 1984.

"Diaries of Jack King" edited by M.A. Kyllö and published by M.A.
kyllö, 1988.

"The 1870 Agriculturist" publisher Antiquity Reprints, 1980.

"This was Logging" text by Raulf Andrews, photos by Darius Kinsey and published by Schiffer Publishing, 1984.

"The Most of George Burns" by George Burns and published by Galahad Books, 1991.

"Womans Home Companion" authentic magazine reprint by Crowell Publishing.

"Stories From the Canadian North" edited by Muriel Whitaker and published by Mel Hurtig, 1980.

"Salt of the Earth" by Heather Robertson and published by Janes Lorimer Press.

"The Puget Sound Lumberman" reprint of a Feb 1894 magazine.

"The Family Circle" magazine volumes 10 #13 March 26, 1937.

"The Family Circle" magazine volumes 10 #15 April 10, 1937.

"Good Old Days" no cover published by Tower Press 1976.

"The Western" edited by Jon E. Lewis. Robinson Publishing.

"Pioneering the North in the Dirty Thirties" by Herb Needles, copyrighted 1975.

"Here Rolled the Covered Wagons" by Albert and Jane Salisbury, Superior Publishing Company.

"A History of the Settlement of Teslin, 1969 - 1972" by the Teslin Womens Institute.

Don Nearhood Scrapbook of veterinarian answers to animal problems pasted up clippings.

"Early Loggers and the Sawmill" by Peter Adams, Crabtree Publishing copyrighted 1981.

"Persimmon Hill" 1970 magazine from the National Cowboy Hall of Fame.

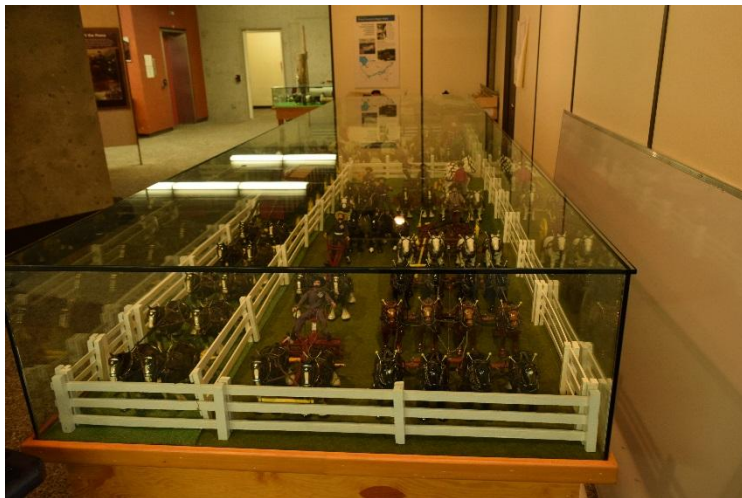
"Yonder Comes The Train" by Lance Phillips, published by A.S. Barnes and Co., 1965.

"Locker Logic for Better Living" pamphlet by Kane and Marcus, 1941.

1062 Sears and Roebuck Catalogue.

Don Nearhood Exhibit









REPORT

To: Chair and Directors

Report Number: ENV-BRD-006

From: Paulo Eichelberger, General Manager of Environmental Services

Date: May 6, 2020

Subject: April 30, 2020 Solid Waste Committee Recommendations

The following recommendations from the April 30, 2020 Solid Waste Committee meeting are presented to the Regional Board for its consideration:

RECOMMENDATION #1: *[Corporate Weighted]*

That the Regional Board award RFP 06-2020, "South Peace Rural Refuse Collection and Transfer Station Service" for waste hauling services to Green for Life Environmental (GFL) for a 2 year term; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

RECOMMENDATION #2: *[Corporate Weighted]*

That the Regional Board award RFP 07-2020, "North Peace Rural Refuse Collection and Transfer Station Service," for waste hauling services to Green for Life Environmental (GFL) for a 2 year term; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

RECOMMENDATION #3: *[Corporate Weighted]*

That the Regional Board authorize the purchase of a landfill-transfer station software upgrade, known as "Compuweigh Version 6.0", for a one-time cost of \$232,276, excluding GST; further, that the Chair and Chief Administrative Officer be authorized to sign the purchase agreement on behalf of the PRRD.

RECOMMENDATION #4: *[Corporate Unweighted]*

That the Regional Board request a report outlining Information Technology (IT) cost allocations to the solid waste management function, including capital costs, for consideration by the Solid Waste Committee.

RECOMMENDATION #5: *[Corporate Unweighted]*

That the Regional Board request a report outlining options and costs for mobile surveillance at unmanned PL6 transfer stations absent Wi-Fi and hydro availability, for consideration by the Solid Waste Committee.

BACKGROUND/RATIONALE:

South Peace and North Peace Rural Refuse Collection Agreements

The South and North Peace Agreements provide for the hauling of waste and servicing of the unmanned transfer sites¹:

¹ Also services the Mile 62.5 station which operates the same style of bins as the unmanned sites.

- in the South Peace (Lebell, Fellers Heights, Progress, Groundbirch, East Pine, Lone Prairie, Sukunka, Hasler Flats and Mount Lemoray); and
- In the North Peace (Mile 62.5, Osborn, Doig River, Milligan Creek PJ, and Milligan Creek Highway).

Both agreements expire on June 30, 2020. Requests for Proposals were issued to secure best prices for the next two-year period, and two proposals were received. Both submissions were evaluated on qualifications, methodology, and pricing. While mandatory requirements were met, based on the evaluation, GFL is the recommended proponent for both the South and North Peace hauling agreements. For full details, please refer to attachments 1 and 2.

Landfill-Transfer Station Software Upgrade

The Regional District utilizes waste transaction software, known as Compuweigh Version 5.0. The software tracks different incoming waste materials as well as financial transactions. The software is beyond the end of its useful life and will no longer be supported in 2021. The newest version, Compuweigh Version 6.0, ensures up-to-date security is maintained; reduces customer wait times as well as annual maintenance costs by \$7,700; and increases efficiencies in waste data tracking, which aids the PRRD in making strategic decisions for waste diversion.

Information Technology (IT) for Solid Waste Services

A portion of IT resources work to support the PRRD's solid waste management computer systems. During the April 30th meeting, the Solid Waste Committee (SWC) members expressed interest in seeing how costs for IT support are allocated for the solid waste function, both for operations as well as capital work (such as replacement of hardware).

Mobile Surveillance

During the April 30th meeting, there was discussion on the issue of illegal dumping of non-household waste at the remaining unmanned transfer sites, which utilize bear proof (PL6) garbage bins. In an effort to reduce contractor time spent on cleaning up at the PL6 transfer stations (unmanned sites), it was felt that these sites should be monitored for safety and diligence of operations. To that end, staff will compile a report on surveillance options for the sites, to be reviewed at a future SWC meeting.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Responsive Service Delivery

FINANCIAL CONSIDERATION(S):

Recommendation #1 & #2

Previous agreements for waste haulage were based on an hourly rate for the work completed. The previous agreement costs ranged between:

- \$322,217 - \$340,765 annually for the South Peace, varied by +/- 55 hours per year (approximately 1 hour per week); and
- \$91,442 - \$101,084 annually for the North Peace, varied by +/- 30 hours per year (approximately 1/2 hour per week).

This structure provided a stable cost year to year but with varied monthly costs, which makes it difficult to establish trends for the hours spent on scheduled pickup versus bulky material clean up and time spent at each site.

The new agreements for the South and North Peace are based on fixed rate tipping fees for the scheduled waste hauls, and an hourly charge rate for any cleanup of illegally dumped materials. This provides a fixed baseline cost for providing the intended service, while the hourly rate costs indicate sites that are being abused beyond their intended use. Under the new structure, the fixed baseline annual costs for waste hauling and site cleanup will be \$248,176 (South Peace) + \$146,136 (North Peace²) = \$394,312.

2020 Budget is \$359,100 (South Peace) + \$109,000 (North Peace) = \$468,100.

Recommendation #3

The 2020 Solid Waste budget includes \$230,000 to upgrade to Compuweigh Version 6.0. The cost to upgrade is \$2,000 higher than budgeted due to the rapid change in the Canadian dollar, as a result of the COVID pandemic over the last 2 months. Expected annual maintenance costs will reduce from \$23,000 to approximately \$16,000.

In line with the PRRD Procurement Policy, the Regional District may direct award without a competitive process if the product or service is available from only one supplier. The Compuweigh program fits this requirement since it can only be provided by one software provider (see attachment 3) and procuring a new system would increase costs by an estimated \$160,000 over the purchase price.

COMMUNICATIONS CONSIDERATION(S):

None identified.

OTHER CONSIDERATION(S):

Other local governments, such as the Cariboo Regional District and Fraser Fort George, moved to the Compuweigh system of tracking waste due to the enhanced level of service, security and functionality as noted above.

Attachments:

1. Recommendation 1 – SWC Report South Peace Rural Refuse Collection RFP Award
2. Recommendation 2 - SWC Report North Peace Rural Refuse Collection RFP Award
3. Recommendation 3 – SWC Report Paradigm Software Upgrade - Annual Support Services and Licence Sole Source Letter 2020 (Paradigm Software)

² Reflects the addition of the Upper Cache unmanned site, previously under a standalone agreement.



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-001

From: Paulo Eichelberger, GM of Environmental Services

Date: April 30, 2020

Subject: RFP Award 06-2020 South Peace Rural Refuse Collection and Transfer Station Service

RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board that RFP 06-2020 South Peace Rural Refuse Collection and Transfer Station Service be awarded to Green for Life Environmental (GFL) for a 2 year contract for waste hauling services; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

The South Peace Rural Refuse Collection and Transfer Station Service Contract provides the hauling of waste and servicing of the unmanned transfers in the south peace, these sites include:

- | | | |
|-----------------------|-----------------|-----------------|
| 1. Lebell Subdivision | 4. Ground Birch | 7. Sukunka |
| 2. Fellers Heights | 5. East Pine | 8. Hasler Flats |
| 3. Progress | 6. Lone Prairie | 9. Mt. Lemoray |

The Peace River Regional District (PRRD) owns the PL-6 Bins¹ on these sites. The contractor hauls the waste in these bins on a set weekly schedule. While on site, they pick up windblown litter, and if needed, clear the bin area of snow. If a bin is found damaged or unusable, the contractor places an "Out of Service" sign on the bin and notifies PRRD staff, the bin can then be swapped out or repairs can be made on site by Field Services staff. The contractor also hauls away any illegally dumped bulky waste from the sites when found within a 72 hour period.

The current contract was awarded to D&T Disposals Ltd.² in 2017, and ends on June 30, 2020. Staff went out to market with a Request for Proposal (RFP) to secure best prices for the next two years. Two proposals were received and are summarized in the table below:

	GFL	HomeTown
Mandatory Requirements		
Submission Form (Appendix B)	✓	✓
Pricing (Appendix C)	✓	✓
Agreement to Bond - \$50,000.00	✓	✓
Scoring Matrix Results		
Total Score	88	70
Weekly Collection Cost	\$ 4,772.62	\$ 6,400.00
Bulky material Cleanup (\$/Hour)	\$ 185.00	\$ 125.00
Pressure Washing Bins (once per year)	\$ 1,600.00	\$ 3,850.00

¹ PL-6 Bins are bear proof, hydraulically lifted garbage bins, and emptied via compactor truck.

² D&T Disposals Ltd. was purchased by Oscars in 2019.

All proponents were evaluated on Qualifications, Methodology, and Pricing. Both submissions met the mandatory requirements and from the evaluation, GFL is the preferred proponent.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery

FINANCIAL CONSIDERATION(S):

Previous contracts for the South Peace waste haulage were based on an hourly rate for the work completed. The previous contract costs ranged between \$322,217 and \$340,765 annually. Given the contracted rate, this varied by +/- 55 hours per year (approximately 1 hour per week). While this provided a stable cost year to year, monthly costs varied. This variation made it difficult to establish trends for the hours spent on scheduled pickup versus bulky material clean up and time spent at each site.

The new contract is based on fixed rate tipping fees for the scheduled waste hauls, and an hourly charge rate for any cleanup of illegally dumped materials. This provides a fixed baseline cost for providing the intended service, while the hourly rate costs indicate sites that are being abused beyond their intended use. With the fixed rate tipping fees implemented through the new contract, the fixed baseline for waste hauling and site cleanup will be \$248,176 annually.

Through the 2020 budget process, staff allocated \$359,100 for this contract in the year 2020.

COMMUNICATIONS CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

N/A



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-002

From: Paulo Eichelberger, GM of Environmental Services

Date: April 30, 2020

Subject: RFP Award 07-2020 North Peace Rural Refuse Collection and Transfer Station Service

RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board that RFP 07-2020 North Peace Rural Refuse Collection and Transfer Station Service be awarded to Green for Life Environmental (GFL) for a 2 year contract for waste hauling services; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

The North Peace Rural Refuse Collection and Transfer Station Service Contract provides the hauling of waste and servicing of the unmanned transfer stations in the north peace and the manned transfer station at mile 62.5, a list of all the sites is provided below:

- | | |
|---------------|---------------------------|
| 1. Mile 62.5 | 4. Milligan Creek PJ |
| 2. Osborn | 5. Milligan Creek Highway |
| 3. Doig River | |

The Peace River Regional District (PRRD) owns the PL-6 Bins¹ on these sites. The contractor hauls the waste in these bins on a set weekly schedule. While on site they pick up windblown litter, and if needed, clear the bin area of snow for the unmanned sites. If a bin is found damaged or unusable, the contractor places an "Out of Service" sign on the bin and notifies PRRD staff, the bin can then be swapped out or repairs can be made on site by Field Services staff. The contractor also hauls away any illegally dumped bulky waste from the sites when found within a 72 hour period.

The current contract was awarded to D&T Disposals Ltd.² in 2017, and ends on June 30, 2020. Staff went out to market with an RFP to secure best prices for the next two years. Two proposals were received and are summarized in the table below:

¹ PL-6 Bins are bear proof, hydraulically lifted garbage bins, and emptied via compactor truck.

² D&T Disposals Ltd. was purchased by Oscars in 2019.

	GFL	Home Town
Mandatory Requirements		
Submission Form (Appendix B)	✓	✓
Pricing (Appendix C)	✓	✓
Agreement to Bond - \$50,000.00	✓	✓
Scoring Matrix Results		
Total Score	85.00	68.00
Weekly Collection Cost	\$ 3,153.69	\$ 4,370.00
Upper Cache Bin Rental (Monthly)	\$ 100.00	\$0.00
Bulky Material Cleanup (\$/Hour)	\$ 185.00	\$ 125.00
Pressure Washing Bins (once per year)	\$ 1,600.00	\$ 2,100.00

All proponents were evaluated on Qualifications, Methodology, and Pricing. Both submissions met the mandatory requirements, from the evaluation, GFL is the preferred proponent.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery

FINANCIAL CONSIDERATION(S):

Previous contracts for the North Peace waste haulage were based on an hourly rate for the work completed. The previous contract costs ranged between \$91,442 and \$101,084 annually. Given the contracted rate, this varied by +/- 30 hours per year (approximately 1/2 hour per week). While this provided a stable budget year to year, monthly costs fluctuated which made it difficult to establish trends for the hours spent on scheduled pickup versus bulky material clean up and time spent at each site.

Additionally, there was a second contract that serviced unmanned sites in the North Peace. The second contract included the supply of 3 - 6 yard bins at the Upper Cache Site on a monthly rental, as well as tipping the bins once a week. In 2019 this cost for this service was \$9,000.

Staff recognized an opportunity to combine both northern waste hauling services under a single contract. The new contract is based on fixed rate tipping fees for the scheduled waste hauls, and an hourly charge rate for any cleanup of illegally dumped materials. This provides a fixed baseline cost for providing the intended service, while the hourly rate costs indicate sites that are being abused beyond their intended use. With the fixed rate tipping fees implemented through the new contract, the fixed baseline for waste hauling and site cleanup will be \$146,136 annually.

Through the 2020 budget process, staff allocated \$100,000 for this contract in the year 2020. There is an additional \$9,000 that will go unspent in the "Misc Transfer Stations" budget line in SW, due to the Upper Cache Bins being included in this contract. Therefore a total of \$109,000 has been budgeted for waste hauling in the north.

Historically, both the north and south peace hauling contracts equated to \$450,000/year. Under the new contracts for north and south peace, net costs are \$74,000 under budget for 2020. It is anticipated that the \$74,000 will be charged to bulky waste clean-ups to align with historical costs.

COMMUNICATIONS CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

The contract is established for 2 years with an option to renew for an additional year, subject to contract performance. This schedule was established with the intent of completing construction of the remaining manned transfer stations within 2 years and eliminating the bulk of the remaining unmanned sites.

Previously Received
April 30, 2020 SWC Meeting



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-004

From: Paulo Eichelberger, G.M. of Environmental Services

Date: April 27, 2020

Subject: Landfill-Transfer Station Software Update Purchase

RECOMMENDATION #1:

That the Solid Waste Committee recommend that the Regional Board authorize purchase of the landfill-transfer station software upgrade, known as "Compuweigh Version 6.0," for \$232,276 (excluding GST).

BACKGROUND/RATIONALE:

The Regional District solid waste sites utilize waste transaction software (Compuweigh Version 5.0) which tracks different incoming waste materials as well as financial transactions. As the current version of the software is beyond the end of its useful life and will no longer be supported in 2021, there will be an upgrade to Version 6.0 in 2020 to ensure training and transfer of information is complete by 2021, in order to ensure that the system stays supported.

The updated system will:

- Ensure up-to-date security is maintained with our server.
- Have net annual reduction in service costs of \$7,700.
- Reduce customer wait times due to user-friendly interface for the attendant.
- Allow for increased efficiency in waste data transfer and tracking.

With the formal adoption of the Regional District budget for 2020, staff requested an updated price quote, which has since been received. The cost of the upgrade is \$165,200 USD (\$232,000 CAD as of April 27, 2020).

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness

FINANCIAL CONSIDERATION(S):

The cost of this upgrade is accounted for in the 2020 Solid Waste Budget. Compuweigh Version 5.0 was originally purchased by the PRRD in 2010 for approximately \$160,000 USD (\$169,000 CAD) to address serious service issues with the waste tracking program of the day. While there are other software programs on the market, a significant number of regional districts have also switched to the Paradigm program due to similar service issues with other programs and increased costs. Procuring a

new system from the marketplace would have additional estimated “Total Costs of Change” over and above the cost of a new program, as listed below:

Tasks for On-Boarding New System (excl. Program Costs)	Estimated Costs of Change for Integration of New System
IT (280 hrs prep and debugging)	\$82,320
Financial Integration (ensuring system meshes with Finance Software)	\$15,000
MSP support/Training	\$20,000
Server Costs	\$2,500
Administration (Finance(3 month set-up - 1 dedicated FTE)) +SW staff	\$22,562
Attendant training (1 month)	\$16,800
TOTAL	\$159,182

Onboarding a new system could cost an estimated \$160,000 more than updating the existing software.

In line with the PRRD Procurement policy, the Regional District may direct award without a competitive process if product or services are available from only one supplier. The Compuweigh program fits this category and can only be provided by one software provider, Paradigm Software. Paradigm has thus provided a statutory declaration regarding this software (see attached).

COMMUNICATIONS CONSIDERATION(S):

None identified.

OTHER CONSIDERATION(S):

None identified.

Attachments:

1. Annual Support Services and License Sole Source Letter 2020.

113 Old Padonia Road, Suite 200
Cockeysville, Maryland 21030-4967
Phone 410-329-1300
Fax 443-275-2509



Software for the Weighing and Routing Industries

April 27, 2020

Peace River District, BC
1981 Alaska Avenue
Dawson Creek, BC V1G 4H8 Canada

Re: Annual Standard Support Services and License Agreement Sole Source

To Whom It May Concern:

The CompuWeigh™ System and all licenses/modules/hardware/etc. associated with this application are sold and supported exclusively by Paradigm Software, L.L.C. This letter is to certify that Paradigm Software, L.L.C. is the only company that can provide this software and support and that all work will be performed by our company.

If you have any questions, please feel free to contact me at (410) 329-1300.

Regards,

Phil Weglein
Chief Executive Officer



REPORT

To: Chair and Directors

Report Number: ADM-BRD-022

From: Tyra Henderson, Corporate Officer

Date: May 4, 2020

Subject: Section 57 Notices: PID 009-627-359, PID 029-201-535 and PID 012-191-604

RECOMMENDATION #1: [Corporate Unweighted]

That whereas the Building Inspector has provided a recommendation to the Corporate Officer according to Section 57(1)(b) of the *Community Charter* that a notice be placed on the title of the property identified as PID 009-627-359 regarding construction of a shop without a building permit, contrary to the PRRD building bylaw regulations; and

The Corporate Officer provided notice to the property owner, according to Section 57 of the *Community Charter*, of the Board's intent to consider placing a notice on title, and provided the property owner the opportunity to address the Board prior to the Board making a decision to place a notice on the title; therefore, be it resolved

That the Board require the Corporate Officer, as authorized by Section 57 of the *Community Charter* and Section 302 of the *Local Government Act*, to place a notice on title to the property identified as PID 009-627-359 regarding construction of a shop without a building permit and contrary to PRRD Building Bylaw No. 1189, 1999.*

*This is the bylaw in effect when the shop was constructed in 2013.

RECOMMENDATION #2: [Corporate Unweighted]

That whereas the Building Inspector has provided a recommendation to the Corporate Officer according to Section 57(1)(b) of the *Community Charter* that a notice be placed on the title of the property identified as PID 029-201-535 regarding construction of an accessory building contrary to Building Permit No. 0189 and contrary to the PRRD building bylaw regulations; and

The Corporate Officer provided notice to the property owner, according to Section 57 of the *Community Charter*, of the Board's intent to consider placing a notice on title, and provided the property owner the opportunity to address the Board prior to the Board making a decision to place a notice on the title; therefore, be it resolved

That the Board require the Corporate Officer, as authorized by Section 57 of the *Community Charter* and Section 302 of the *Local Government Act*, to place a notice on title to the property identified as PID 029-201-535 regarding construction of an accessory building contrary to Building Permit No. 0189 and contrary to PRRD Building Bylaw No. 1189, 1999.*

* This is the bylaw in effect when construction of the accessory building commenced.

RECOMMENDATION #3: [Corporate Unweighted]

That whereas the Building Inspector has provided a recommendation to the Corporate Officer according to Section 57(1)(b) of the *Community Charter* that a notice be placed on the title of the property identified as PID 012-191-604 regarding construction of an accessory building without a building permit, contrary to PRRD building bylaw regulations; and

The Corporate Officer provided notice to the property owner, according to Section 57 of the *Community Charter*, of the Board's intent to consider placing a notice on title, and provided the property owner the opportunity to address the Board prior to the Board making a decision to place a notice on the title; therefore, be it resolved

That the Board require the Corporate Officer, as authorized by Section 57 of the *Community Charter* and Section 302 of the *Local Government Act*, to place a notice on title to the property identified as PID 012-191-604 regarding the construction of an accessory building without a building permit, contrary to PRRD Building Bylaw No. 1189, 1999 and 2131, 2014.*

* The actual date of construction is unknown, however it is known to be between 2007 and 2016. These are the building bylaws that were in effect during this time.

BACKGROUND/RATIONALE:

Section 57 of the *Community Charter* provides a local government with the authority to place a notation on title to a property when the government is aware that a building has been constructed without a permit, or contrary to building code or building bylaw regulations. This is done primarily as a 'warning' to future property owners, who may otherwise not be made aware of the situation and also may protect the local government from liability for negligent misrepresentation claims regarding the permitting history of a property.

These properties are located in the mandatory building permit area and prospective purchasers may therefore assume that the construction was inspected and completed in compliance with the prevailing construction standards and bylaws.

The building inspector has provided separate background information in the attached memos summarizing the history of the construction/placement of the structures on each of these properties.

ALTERNATIVE OPTIONS:

1. That the Regional Board receive the report titled "Section 57 Notices: PID 009-627-359, PID 029-201-535 and PID 012-191-604" dated May 4, 2020 for information.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

In addition to legal fees in the approximate amount of \$143.00 per property, a filing fee of \$74.87 is paid to the Land Title and Survey Authority for registration of the notice on the title.

COMMUNICATIONS CONSIDERATION(S):

As required by the *Local Government Act*, a letter was sent to the owners of the properties via registered mail advising that the Board would consider placement of a Section 57 notice on the title to the property on May 28, 2020 and providing the owners with the opportunity to address the Board prior to its decision.

If any of the owners of the properties identified in this report request to address the Board they will be provided with a time, phone number and password to call into the meeting and the Board will be advised of their intent to speak.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Memo from Building Inspector titled "Notice on Title- PID 009-627-359".
2. Memo from Building Inspector titled "Notice on Title- PID 029-201-535".
3. Memo from Building Inspector titled "Notice on Title- PID 012-191-604".



MEMO

To: Tyra Henderson, Corporate Officer

Date: April 23, 2020

From: Devon Bacon, Building Inspector

Subject: Notice on Title- PID- 009-627-359.

RECOMMENDATION:

That a notice be filed in the Land Title Office, in accordance with Section 57 (1)(b) of the *Community Charter* and Section 302 c) of the *Local Government Act*, against the title of SE ¼, Section 12, Township 84, Range 18, W6M, PRD (The Property) disclosing that a shop on the property was constructed without a building permit, contrary to PRRD building bylaw regulations.

BACKGROUND/RATIONALE:

911 Civic: 5740 242 Rd; **PID:** 009-627-359; **Folio:** 760-008670.000; **Landowner(s):** [REDACTED]; **Legal Land Description:** SE ¼, Section 12, Township 84, Range 18, W6M, PRD.

September 25, 2017- The Bylaw Enforcement Officer received a complaint that an industrial construction company was operating on agriculturally zoned land. Investigation revealed that a large truck shop had been constructed without the mandatory building permit. The landowner stated that the shop was constructed in 2013. A photo of this structure has been attached to this memo.

October 8, 2020- The Agricultural Land Commission refused the landowner's application for an exclusion.

March 10, 2020- The landowner made an application to the Agricultural Land Commission (ALC) for a non-farm use.

April 23, 2020- The PRRD Board refused to forward the Non-Farm Use application to the ALC. The Bylaw Enforcement Officer will work with the ALC Compliance and Enforcement Officer to achieve compliance with zoning.

Attachments:

1. Photo of the accessory structure that is the subject of this memo.
2. Map showing property location.





Peace River Regional District

17-Apr-2020

PID: 009627359

Roll Number: 760-008670.000

Legal Description: THE SOUTH EAST 1/4 OF SECTION 12 TOWNSHIP 84 RANGE 18 WEST OF THE 6TH MERIDIAN PEACE RIVER DISTRICT

Parcel Size

64.93 Hectares 160.45 Acres



This map is a user-generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. Peace River Regional District should be contacted for information regarding other conditions such as easements, rights-of-way or covenants.



MEMO

To: Tyra Henderson, Corporate Officer

Date: April 23, 2020

From: Devon Bacon, Building Inspector

Subject: Notice on Title- PID- 029-201-535.

RECOMMENDATION:

That a notice be filed in the Land Title Office, in accordance with Section 57 (1)(b) of the *Community Charter* and Section 302 c) of the *Local Government Act*, against the title of PID 029-201-535 (The Property) disclosing that an accessory building on the property was constructed contrary to the conditions of Building Permit No. 0189 and the PRRD building bylaw regulations.

BACKGROUND/RATIONALE:

911 Civic: 9473 River Dr.; PID: 029-201-535; Folio: 760-007994.750; Landowner(s): [REDACTED]

[REDACTED]; Legal Land Description: [REDACTED]
[REDACTED].

February 21, 2017- The Bylaw Enforcement Officer (BEO) received a complaint that an accessory building contained a dwelling. A photo of this structure has been attached to this memo.

A search of the building permit file shows a Stop Work Notice was issued on June 5, 2000 and Building Permit No. 0189 was issued on July 7, 2000 for a storage garage. On October 17, 2000 more plans were submitted for an addition to the garage. This addition was authorized as part of Building Permit No. 0189. There was no indication of a dwelling on the plans and no dwelling was authorized by the building permit.

On June 8, 2005 the building inspector made a note in the file that the storage garage was finished and that there was a suite at the back although he could not find drawings with the building permit. It was determined that there were no drawings because the suite was not approved in the building permit. A building permit could not have been approved that included a suite because it was not permitted in the zoning bylaw regulations.

March 2, 2018- The BEO spoke to the landowner who had taken out the building permit. He stated the building inspector had done the inspections and had seen the suite. The BEO told him the suite was not approved by the building permit, that the building inspector had questioned the suite when he saw it and that the building inspector may recommend a notice on title.

Attachments:

1. Photo of the accessory structure that is the subject of this memo.
2. Map showing property location.





Peace River Regional District

20-Apr-2020

PID: 029201535
Roll Number: 760-007994.750
Legal Description: [REDACTED]

Parcel Size

1.05 Hectares 2.60 Acres



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MEMO

To: Tyra Henderson, Corporate Officer

Date: April 23, 2020

From: Devon Bacon, Building Inspector

Subject: Notice on Title- PID- 012-191-604.

RECOMMENDATION:

That a notice be filed in the Land Title Office, in accordance with Section 57 (1)(b) of the *Community Charter* and Section 302 c) of the *Local Government Act*, against the title of Lot 8, Block 4, Section 18, Township 83, Range 18, W6M, PRD, Plan 14194 (The Property) disclosing that an accessory building on the property was constructed without a building permit, contrary to PRRD building bylaw regulations.

BACKGROUND/RATIONALE:

911 Civic: 9747 Old Fort Loop; **PID:** 012-191-604; **Folio:** 760-008002.000; **Landowner(s):** [REDACTED];
Legal Land Description: Lot 8, Block 4, Section 18, Township 83, Range 18, W6M, PRD, Plan 14194.

May 31, 2016- The Bylaw Enforcement Officer received a complaint that 2 accessory structures were built without a building permit and were in the mandatory parcel line setback. Investigation revealed that a Development Variance Permit was issued to this landowner on June 28, 2007 to reduce the front parcel line setback from 7m to 3m for the purpose of one specific garage only. On August 17, 2007, a building permit for the structure that was the focus of the DVP was issued to this landowner.

A second accessory structure has been built on this property without a building permit and is located within the mandatory front and exterior side parcel line setbacks and may interfere with the line of sight at this intersection. A photo of this structure has been attached to this memo.

Images taken from Google Earth Pro show that the structure was not on the property on June 7, 2011 but was on the property by May 27, 2012. A building permit was mandatory for this structure during this time. The images from Google Earth Pro have been attached.

A building permit would not have been able to be issued for this structure as it places the property in contravention of the maximum accessory building floor area for a property of this size.

December 9, 2016- The Peace River Regional District Board refused to issue a Development Variance Permit to further reduce the mandatory front parcel line setback to 0.96m and the mandatory exterior side parcel line from 5m to 0.96m.

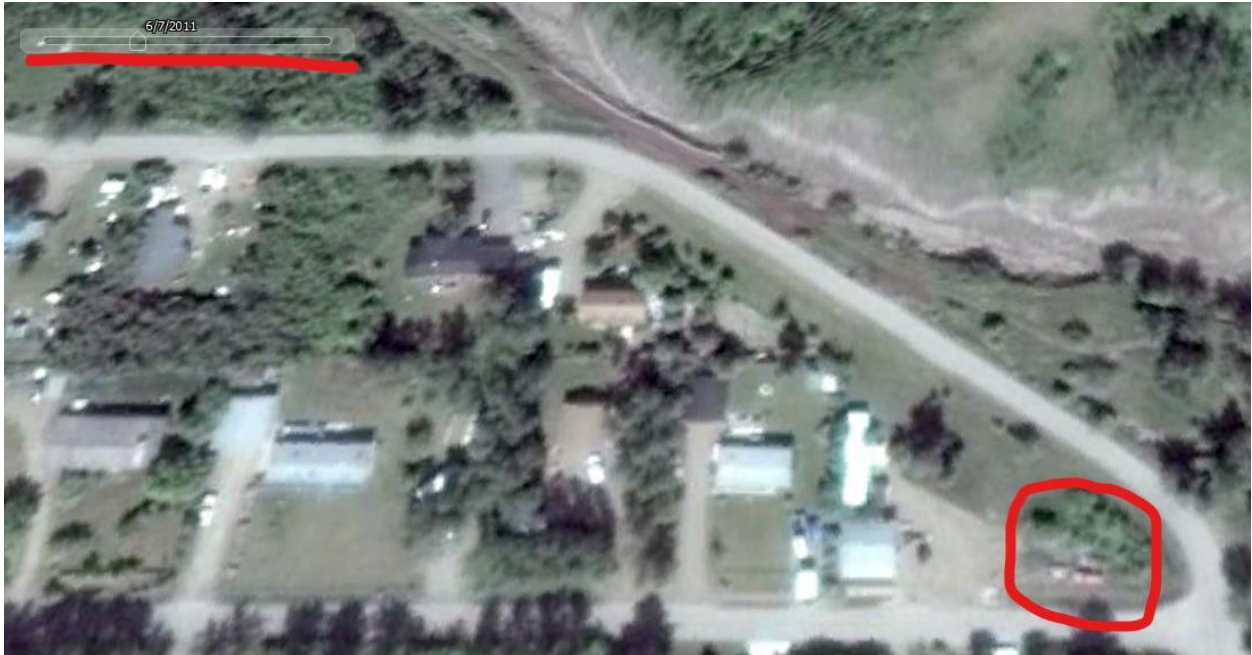
December 15, 2016- The landowner applied to the Board of Variance (BoV). Once a new BoV is established this application will move forward.

April 17, 2020- This recommendation for a notice on title will not affect the BoV application. The BoV application is meant to legitimize the location of the structure and the notice on title is meant to notify any person(s) with an interest in the property that the structure was constructed without a building permit.

Attachments:

1. Photo of the accessory structure that is the subject of this memo.
2. Photos taken from Google Earth Pro showing date structure was on property.
3. Map showing property location.







Peace River Regional District

17-Apr-2020

PID: 012191604
Roll Number: 760-008002.000
Legal Description: LOT 8 BLOCK 4 SECTION 18 TOWNSHIP 83 RANGE 18 WEST OF THE 6TH MERIDIAN PEACE RIVER DISTRICT PLAN 14194

Parcel Size

0.14 Hectares 0.36 Acres



This map is a user-generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. Peace River Regional District should be contacted for information regarding other conditions such as easements, rights-of-way or covenants.



REPORT

To: Chair and Directors

Report Number: ADM-BRD-025

From: Crystal Brown, Electoral Area Manager

Date: May 19, 2020

Subject: Grant Writer Services

RECOMMENDATION: [Corporate Weighted]

That the Regional Board amend Peace River Regional District Grant Writer Services Contract No. 26-2017/2019 to allow for the provision of grant writing support to local business, in the Electoral Areas and the District of Hudson's Hope, that are affected by COVID-19; further, that the Chair and Chief Administrative Officer be authorized to sign the amended agreement.

BACKGROUND/RATIONALE:

On November 14, 2019, the Regional Board passed the following resolution:

That pre-budget approval to extend the Peace River Regional District Grant Writer Services Contract No. 26-2017/2019 for an additional one year term to December 31, 2020 and include an annual cost of \$79,280 excluding taxes in the Function 140 - Economic Development 2020 Draft Budget funded by Electoral Areas B, C, D, E and the District of Hudson's Hope be provided; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement.

COVID-19 has had a tremendous impact on small-medium businesses throughout the Peace Region. The Provincial and Federal governments have launched a number of programs to provide financial supports for businesses; however, navigating these programs and preparing applications can be a daunting task. To provide businesses with the support they may need to access these programs, the Northern Development Initiative Trust has expanded the eligibility of activities through the Grant Writing Support program for 2020 to include grant writing for businesses affected by COVID-19.

The scope of the Peace River Regional District Grant Writer Services Contract No. 26-2017/2019, currently only allows the Grant Writer to assist the Peace River Regional District and local non-profits with grant application research and writing, and does not extend to businesses.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The annual value of the Grant Writer Services Contract No. 26-2017/2019 is \$79,280 excluding taxes. The PRRD has received preliminary approval from NDIT for a grant in the amount of \$8,000 to help offset the cost of the contract, dependent on the PRRD submitting a completed Grant Writing Support report at the end of the calendar year.

COMMUNICATIONS CONSIDERATION(S):

If approved, the PRRD will advertise the change in scope on the PRRD website and through social media platforms for businesses in Hudson's Hope and the four Electoral Areas.

OTHER CONSIDERATION(S):

The Grant Writer Services Contract No. 26-2017/2019 includes a max of 1300 hours and cannot exceed more than \$79,280 per calendar year. If the Board chooses to amend the scope of the Grant Writer Services Contract No. 26-2017/2019 to include grant writing for local business, the grant writers would still have to work within these constraints.



REPORT

To: Chair and Directors

Report Number: ADM-BRD-026

From: Tyra Henderson, Corporate Officer

Date: May 19, 2020

Subject: North Peace Division of Family Practice

The following motion was deferred from the May 7, 2020 Regional Board Meeting and is being presented to the Regional Board for its consideration:

RECOMMENDATION ON THE FLOOR: *[Corporate Weighted]*

MOVED Director Fraser, SECONDED Director Goodings,

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:

On April 23, 2020, the Committee of the Whole considered an application from the North Peace Division of Family Practice for a grant in the amount of \$100,000, payable from Grants to Community Organizations, Medical Recruitment, in support of the UBC Rural Fort St. John Residency Program. Following a discussion regarding the surplus balance of \$111,682, reported by the North Peace Division of Family Practice in December 2019, and inconsistencies in the provision of project updates, the Committee of the Whole recommended that the Regional Board contact the North Peace Division of Family Practice to ascertain whether it required funding in the amount of \$100,000 in 2020, and to clarify its understanding of the reporting conditions placed upon it under Grant to Community Organizations funding.

Prior to the Regional Board's consideration of the Committee's recommendation, a PRRD Board Director reached out to the North Peace Division of Family Practice, who in turn forwarded the financial reporting, of how the grant money was spent, and the policies the society uses to disburse the money, to PRRD staff. The Board considered this information at its May 7, 2020 meeting and the following motion was made:

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.

Prior to voting on the motion, the Regional Board raised questions regarding the funding needs of the UBC Rural Fort St. John Residency Program and its physician retention rates, and resolved to defer consideration of the motion as follows:

That the Regional Board defer consideration of Resolution No. RD/20/05/26 (North Peace Division of Family Practice) from its May 7, 2020 meeting until the North Peace Division of Family Practice attends a future Regional Board meeting to present the past, present and future annual funding needs of the UBC Rural Fort St. John Residency Program, and physician retention rates.

The North Peace Division of Family Practice has been scheduled as a delegation to the Board at its May 28, 2020 meeting (Item 7.2).

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.

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.

External Link:

1. [‘North Peace Division of Family Practice’ report to May 7, 2020 Board Meeting](#)



REPORT

To: Chair and Directors

Report Number: ADM-BRD-027

From: Teri Vetter, Interim CFO & Tyra Henderson, Corporate Officer

Date: May 20, 2020

Subject: Climate Action Revenue Incentive Program (CARIP) – 2019 Public Report**RECOMMENDATION: [Corporate Unweighted]**

That the Regional Board receive the Climate Action Revenue Incentive Program (CARIP) 2019 Public Report for information.

BACKGROUND/RATIONALE:

In addition to completing this public report, an annual Carbon Tax Calculation Report has been submitted. For 2019, the Carbon Tax rebate received from the Provincial Government was \$8,724 (for information, in 2018, the rebate claimed was \$6,382).

Starting in 2012, the PRRD was required to track the carbon emissions of all of its direct control traditional core services, as well as indirect control core (contracted) services. Exceptions include the Recreation Complex that the District of Chetwynd includes in their reporting, and the North Peace Leisure Pool that the City of Fort St. John includes in their reporting; both by written agreement. The CARIP reporting also includes fuel calculations for solid waste contract haulers, and for water station maintenance. The carbon emission tonnage is then converted to carbon credits.

The following table is provided for information purposes to meet the requirement to report publicly on the CARIP, relating to fuel consumption, by local governments. The increase in gasoline consumption is due to several services that were previously contracted to third parties being moved in-house, thereby requiring more vehicle use. The increase in hydro consumption is due to potable water stations being brought online in 2019.

PRRD Fuel Consumption	2019	2018	Increase (Reduction)
Gasoline (litres)	47,915	36,813	11,102
Diesel (litres)	8,939	8,901	38
Natural Gas (gigajoules)	1,952	1,707	245
Propane (litres)	-	-	-
Hydro (kilowatts)	1,253,320	1,123,451	129,869

When converted, in 2019 the PRRD had a total of 531 tonnes of CO₂e (carbon dioxide equivalent) of corporate greenhouse gas emissions for direct control traditional services and indirect control core (contracted) services.

With the reduction of the 4,519 offset carbon credits from the Landfill Gas Collection System, the PRRD is once again **carbon neutral** (by 3,988 tCO₂e) for 2019. The PRRD can carry forward a carbon credit of 8,451 tCO₂e to future years

ALTERNATIVE OPTIONS:

1. None. The PRRD has been a signatory to the Climate Action Charter since September of 2007 and must provide an annual report to the Province to satisfy obligations under that commitment.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

A post on the PRRD website and this report's inclusion on the public PRRD Board agenda meets public reporting requirements.

OTHER CONSIDERATION(S):

In 2019, the PRRD had 8,451 excess tonnes of CO₂e that it will be able to carry over into 2020 (including previous years carried-over).

The ability to offset emissions with the Landfill Gas credits will cease at the end of 2020. The PRRD should seek additional ways to offset carbon emissions for 2020 and beyond to ensure carbon neutrality.

Attachments:

1. PRRD 2019 Carbon Action Revenue Incentive Program (CARIP) 2019 Survey

2019 Climate Action Revenue Incentive Program (CARIP) Survey

2019 Climate Action Revenue Incentive Program (CARIP) Survey

Overview

INTRODUCTION:

The 2019 CARIP survey highlights and celebrates local government climate action in British Columbia.

Local governments are required to submit the 2019 CARIP Survey by June 1, 2020.

Detailed survey instructions, FAQs and definitions can be found in the [2019 CARIP Program Guide](#).

Once the survey is complete, please download a copy of your responses (you will be given the download link at the end of the survey).

SURVEY CONTENT:

Section 1: Local Government Information

Section 2: Narrative Focus

2019 Corporate Climate Action

2019 Community-wide Climate Action

2019 Climate Change Adaptation Action

Section 3: 2019 Carbon Neutral Reporting

Section 1 – Local Government Information

Name of Local Government:

Peace River Regional District

Name of Regional District:

Peace River Regional District

Does your region have a Regional Growth Strategy (RGS):

- ☐ Yes
- ☒ No
- ☐ Don't know

Population:

- ☐ 0-4,999
- ☐ 5,000 to 9,999
- ☐ 10,000 to 49,999
- ☒ 50,000 to 99,999
- ☐ 100,000+

Submitted by:

Name

Teri Vetter

Position

Interim Chief Financial Officer

Email Address

teri.vetter@prrd.bc.ca

Phone Number

250-784-3219

Section 2 - Narrative Focus

Local government signatories to the B.C. Climate Action Charter have committed to taking climate action by:

- Working towards achieving corporate carbon neutrality;
- Measuring and reporting on their community-wide GHG emissions; and
- Creating complete, compact, energy-efficient communities.

A key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia.

In 2019, what actions has your local government taken to support the creation of compact, complete, and energy efficient communities?

- The West Peace Fringe Area Official Community Plan (OCP) was adopted 2019. This OCP balances the need of rural residents, with compact clustered development patterns in non-agricultural areas
- Upgrades to outdoor recreation areas and feasibility study for trails to promote healthy, active lifestyles and active transportation
- Four potable water stations were brought online in Area B to minimize distance residents need to travel for potable water, supporting access to an essential resource

2019 CORPORATE CLIMATE ACTION:

Corporate climate actions refer to actions that reduce the GHG emissions produced as a result of a local government's delivery of "traditional services", including fire protection, solid waste management, recreational/cultural services, road and traffic operations, water and wastewater management, and local government administration.

In 2019, when it comes to corporate climate action, did your local government undertake any of the following (PLEASE SELECT ALL THAT APPLY):

☒ Building and Lighting Actions

☒ Energy Generation Actions

☒ Greenspace Actions

☒ Planning Actions

- ☒ Solid Waste Actions
- ☒ Transportation Actions
- ☒ Water and Wastewater Actions
- ☐ Other Climate Actions (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other Climate Actions'

When it comes to corporate Building and Lighting Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☒ New or upgraded energy-efficient lighting systems
- ☒ New or upgraded energy-efficient heating systems
- ☒ New or upgraded building envelope initiatives
- ☐ Upgrades to amenities in recreation facilities
- ☐ Studies related to building and/or lighting energy efficiency
- ☐ Other (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other'

When it comes to corporate Energy Generation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☐ Solar power projects
- ☐ Heat recovery or heat reclamation projects
- ☒ Biomass or bio-gas projects

- ☐ Geo-exchange or geothermal projects
- ☐ Studies related to energy generation
- ☐ Other (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other'

When it comes to corporate Greenspace Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☒ Tree planting
- ☐ Greenspace acquisition
- ☒ New or upgraded amenities in parks
- ☒ Invasive species management
- ☐ Plans or strategies related to greenspace
- ☐ Other (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other'

When it comes to corporate Planning Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☐ Energy/Emissions Management Plan (New or Updated)
- ☐ Asset Management Plan (New or Updated)
- ☐ Corporate Climate Action Plan (New or Updated)
- ☒ Strategic Plan (New or Updated)

☒ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

Draft Asset Management Policy was developed

When it comes to corporate Solid Waste Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☐ Introduction, expansion or improvement of recycling initiatives at corporate facilities
- ☐ Introduction, expansion or improvement of composting initiatives at corporate facilities
- ☐ Communication or education for staff related to corporate solid waste initiatives
- ☒ Studies or research related to corporate solid waste initiatives
- ☐ Plans or strategies related to corporate solid waste initiatives
- ☐ Other (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other'

When it comes to corporate Transportation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☒ Fleet replacement or upgrades
- ☐ New or improved electric vehicle initiatives
- ☐ New or improved active transportation infrastructure for staff
- ☒ Communication or outreach for staff related to corporate transportation initiatives
- ☐ New or improved public transportation initiatives for staff
- ☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

When it comes to corporate Water and Wastewater Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☒ New or improved water or wastewater infrastructure

☐ Studies or research related to water conservation

☐ Plans or strategies related to water or wastewater

☐ Water reduction initiative(s)

☐ Plans or strategies related to water or wastewater

☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

As mentioned, a key part of the 2019 CARIP Survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to reduce corporate GHG emissions.

When it comes to the corporate climate action, please highlight up to three significant actions focused on reducing GHG emissions that your local government undertook in 2019:

Corporate Action #1

Facility upgrades were conducted in 2019 on the Dawson Creek office and the PRRD's warehouse. The office upgrades included HVAC upgrades to more efficiently heat and cool the building, replacement of existing light fixtures with LED's, and the addition of conference rooms to encourage teleconferencing. To minimize fuel use by PRRD staff, an educational program was conducted to encourage the use of the

conference room and prevent excessive travel for meetings. The warehouse upgrades included replacement of existing light fixtures with LED's.

Corporate Action #2

The PRRD Asset Management Policy was submitted to the Regional Board, outlining an asset management program to be developed from 2019 to 2022. As part of this policy, the PRRD recognizes the importance of natural assets, and will include these in its inventories and asset management practices. One of the five statements of principle is that the PRRD focuses on long-term sustainability and resilience. Decision-making at the PRRD will consider the potential effects of climate change and other environmental changes, and how those will affect level of service to the community.

Corporate Action #3

A Solid Waste Management Plan was developed in 2019. Action in the 2019 year identified the first steps (phase 1) of a pilot composting program where the PRRD plans to collect organic solid waste from the 2020 BC Winter Games, and process the waste using a vermicompost process. The Plan determined that after phase 1 is complete, capacity could increase to a larger-scale pilot program. Later stages of the pilot program are planned to collect a greater quantity of compost in order to show that this pilot program is scalable and sustainable.

2019 COMMUNITY-WIDE CLIMATE ACTION:

Community-wide actions refer to actions that reduce GHG emissions across the community (i.e. actions not related to “traditional services” in corporate operations).

When it comes to community-wide climate action in 2019, did your local government undertake any of the following (PLEASE SELECT ALL THAT APPLY):

- ☒ Building and Lighting Actions
- ☒ Energy Generation Actions
- ☒ Greenspace Actions
- ☒ Planning Actions
- ☒ Solid Waste Actions

☒ Transportation Actions

☒ Water and Wastewater Actions

☐ Other Climate Actions (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other Climate Actions'

When it comes to community-wide Building and Lighting Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☐ New or upgraded energy-efficient lighting systems

☐ New or upgraded energy-efficient heating systems

☐ BC Energy Step Code related projects

☒ Incentives/rebate programs related to energy-efficient building or lighting

☐ Outreach, education or communication related to energy-efficient building or lighting

☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

When it comes to community-wide Energy Generation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☐ Solar power projects

☐ Heat recovery or heat reclamation projects

☒ Landfill gas capture/utilization projects

☐ Micro-hydro projects

☒ Studies or research related to energy generation

☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

When it comes to community-wide Greenspace Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☐ Tree planting

☒ Greenspace restoration or maintenance

☐ Greenspace acquisition

☒ Invasive species management

☐ Plans or strategies related to greenspace

☒ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

Trail Grants were allocated to the Bear Mountain Nordic Ski Association for a geotechnical study for a ski playground and for trail upgrades, and to the Whiskey Jack Nordic Ski Club for construction of a pit toilet and day lodge.

When it comes to community-wide Planning Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☒ Official Community Plan (New or Updated)

☐ Climate Action Plan (New or Updated)

☐ Regional Growth Strategy (New or Updated)

☐ New or updated bylaw(s) or zoning addressing climate issues

☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

When it comes to community-wide Solid Waste Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☒ Introduction, expansion or improvement of recycling initiatives

☒ Introduction, expansion or improvement of composting initiatives

☒ Community clean-up initiatives

☐ General waste reduction initiative (including landfill diversion strategies)

☒ Outreach, education or communication related to solid waste

☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

When it comes to community-wide Transportation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☒ New or improved active transportation infrastructure

☐ New or improved public transportation initiatives

☐ New or improved electric vehicle initiatives

☐ Outreach, education or communication related to transportation

☒ Plans or strategies related to transportation

☒ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

When it comes to community-wide Water and Wastewater Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☐ Water restrictions

☐ Incentives/rebate programs related to water or wastewater

☒ Outreach, education or communication related to water or wastewater

☐ Studies or research related to water or wastewater

☐ Plans or strategies related to water or wastewater

☒ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

Four potable water stations were opened to the public, allowing closer access to potable water, thereby reducing the need to travel for a potable water supply (less fuel).

As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to reduce community-wide GHG emissions.

When it comes to the community-wide climate action, please highlight up to three significant actions focused on reducing GHG emissions that your local government undertook in 2019:

Community-Wide Action #1

The PRRD has been progressively introducing Solid Waste Diversion to the residents of the region, and informing residents through public bulletins and Facebook posts. Recycling tonnage in 2019 was greater than any previous year, in part due to public education. Preliminary planning was conducted to incorporate another municipality into the regional recycling program next year. For composting, the

Regional District planned the first compost collection in the region in 2019, and phase one of the pilot program was set for the 2020 BC Winter Games. The intent of the pilot – phase one, is to extend this pilot to a greater segment of the population in 2021 and beyond.

Community-Wide Action #2

The Connecting Communities Regional Trails Study (started in 2018 and completed in 2019) was conducted for trails connecting the City of Fort St. John to Charlie Lake, and connecting The City of Dawson Creek to Pouce Coupe. These trails were investigated to provide an active transportation option between communities that are currently connected by the highway, with limited options for cycling or walking traffic. This study used online engagement to ensure trails investigated were those that best fit the needs of the region.

Community-Wide Action #3

2019 CLIMATE PREPAREDNESS AND ADAPTATION ACTION:

This section of the 2019 CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

Please identify the climate impacts that are most relevant to your local government (PLEASE SELECT ALL THAT APPLY):

- ☒ Increased temperatures increasing wildfire activity
- ☒ Extreme weather events contributing to urban and overland flooding
- ☒ Changes to temperature and precipitation causing seasonal drought
- ☐ Warmer winter temperatures reducing snowpack
- ☐ Sea level rise and storms causing coastal flooding and/or erosion
- ☐ Other (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other'

In 2019, did your local government take any of the following actions in an effort to consider or address the impacts of climate change? (PLEASE SELECT ALL THAT APPLY)

- ☐ Emergency response planning
- ☒ Asset management
- ☒ Infrastructure upgrades
- ☐ Public education and awareness
- ☐ Strategic and financial planning
- ☒ Risk and vulnerability assessments
- ☒ Risk reduction strategies
- ☒ Official Community Plan policy changes
- ☐ Other (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other'

In 2019, did your local government partner with any of the following organizations to prepare for, and adapt to, a changing climate? (PLEASE SELECT ALL THAT APPLY)

- ☐ Adaptation to Climate Change Team (SFU)
- ☐ Columbia Basin Trust
- ☒ Community Emergency Preparedness Fund (UBCM)
- ☐ Federation of Canadian Municipalities
- ☐ Fraser Basin Council
- ☐ Pacific Institute for Climate Solutions (UVIC)
- ☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to adapting to a changing climate.

When it comes to climate preparedness and adaptation actions, please highlight up to three significant actions/initiatives that your local government undertook in 2019:

Adaptation Action #1

A flood risk assessment was completed in 2019 covering Chetwynd fringe area, Pouce Coupe – Tomslake, and Moberly Lake. With a greater frequency of extreme weather events, the need for this assessment is becoming a necessity to build resilient communities. The PRRD is committed to expanding on the risk assessment with grant applications for Flood Plain mapping prepared in 2019.

Adaptation Action #2

Adaptation Action #3

Section 3: 2019 Carbon Neutral Reporting

Local governments are required to report on their progress in achieving their corporate carbon neutral goal under the B.C. Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee has established a common approach to determining corporate carbon neutrality for the purposes of the Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, specifically the Workbook and Becoming Carbon Neutral: A Guide for Local Governments in British Columbia.

Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for GHG emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual CARIP reports.

2019 CARBON EMISSIONS

Did your local government measure corporate GHG emissions for 2019?

- ☒ Yes
- ☐ No
- ☐ Don't Know

If your local government measured 2019 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent (tCO₂e)) from:

Service Delivery Type	2019 Corporate GHG Emissions
Services Delivered Directly by your Local Government	248 tCO ₂ e
Contracted Services	283 tCO ₂ e

TOTAL A - CORPORATE GHG EMISSIONS (DIRECT + CONTRACTED) FOR 2019:

531 tCO₂e

2019 CARBON REDUCTIONS

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2019 by one or a combination of the following actions:

- Undertake Green Communities Committee-supported Option 1 Project(s)
- Undertake Green Communities Committee-supported Option 2 Project(s)
- Purchase carbon offsets from a credible offset provider

For more information about options to balance or offset corporate GHG emissions please refer to *Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia*.

If applicable, please report the 2019 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from any of the following Option 1 GHG Reduction Projects:

Option 1 GHG Reduction Projects	2019 GHG Emissions Reductions
1A Energy Efficiency Retrofits	N/A
1B Solar Thermal	N/A
1C Household Organic Waste	N/A
1D Low Emission Vehicles	N/A
1E Avoided Forest Conversion	N/A
1F Trenchless Technology	N/A

TOTAL B - REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2019:

0 tCO₂e

If applicable, please report the names and 2019 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 2 GHG Reduction Projects:

	Names of Option 2 GHG Reduction Projects	2019 GHG Emissions Reductions
1.	Landfill Gas Collection System	4519 tCO ₂ e
2.		
3.		
4.		
5.		
6.		

TOTAL C - REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2019:

4519 tCO₂e

2019 CARBON OFFSETS

If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO₂e)) from an offset provider for the 2019 reporting year:

	Name of Offset Provider	Name of Project	2019 GHG Emissions Reductions
1.	N/A		
2.			
3.			
4.			
5.			
6.			

TOTAL D - OFFSETS PURCHASED FOR 2019:

0 tCO₂e

TOTAL REDUCTIONS AND OFFSETS FOR 2019 (Total B+C+D):

4519 tCO₂e

Corporate GHG Emissions Balance for 2019

Your local government's corporate GHG emissions balance is the difference between total corporate offsettable GHG emissions (direct + contracted emissions) and the GHG emissions reduced through Green Communities Committee Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2019 = (Total A – (B+C+D))

-3988 tCO₂e (credit)

If your corporate GHG emissions balance is negative or zero, your local government is carbon neutral. CONGRATULATIONS!

If your local government was carbon neutral in 2019, please record any emissions reductions you will be carrying over for future years and the source of the reductions, including the year they were earned (e.g. organics diversion, 2019 100 tCO₂e):

	Source of Carryover Emission Reduction	Year Earned	GHG Emissions Reductions
1.	Landfill Gas Collection	2019	3988 tCO ₂ e
2.	Landfill Gas Collection - carryover	2018	4463 tCO ₂ e
3.			
4.			
5.			
6.			

TOTAL E - BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR

8451 tCO₂e

GREEN COMMUNITIES COMMITTEE CLIMATE ACTION RECOGNITION PROGRAM:

The joint Provincial-UBCM Green Communities Committee is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the Green Communities Committee with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

Level 1 – Demonstrating Progress on Charter Commitments: For local governments who demonstrate progress on fulfilling one or more of their Charter commitments.

Level 2 – Measuring GHG Emissions: For local governments that achieve Level 1, who measure their corporate GHG emissions for the reporting year and demonstrate that they are familiar with their community's energy and emissions inventory (i.e. CEEI).

Level 3 – Accelerating Progress on Charter Commitments: For those local governments who have achieved Level 1 and 2 and demonstrate significant action (corporately or community-wide) in reducing GHG emissions in the reporting year (e.g. through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: For local governments who achieve corporate carbon neutrality in the reporting year.

Based on your local government's 2018 CARIP Climate Action/Carbon Neutral Progress Survey, please check the Green Communities Committee Climate Action Recognition Program level that best applies:

- ☐ Level 1 – Demonstrating Progress on Charter Commitments
- ☐ Level 2 – Measuring GHG Emissions
- ☐ Level 3 – Accelerating Progress on Charter Commitments
- ☒ Level 4 - Achievement of Carbon Neutrality
- ☐ Don't know

Related to Level 3 recognition, if applicable, please identify any new or ongoing corporate or community-wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time and/or financial resources and is intended to result in significant GHG reductions:

N/A

Does your local government set aside funds in a climate reserve fund or similar?

- ☒ Yes
- ☐ No
- ☐ Don't know



REPORT

To: Chair and Directors

Report Number: CS-BRD-005

From: Trish Morgan, General Manager of Community Services

Date: May 14, 2020

Subject: Blackfoot Park Caretaker RFP Award

RECOMMENDATION: [Corporate Weighted]

That the Regional Board award RFP 11-2020, "Blackfoot Regional Park Caretaker", to MZTERZ Holdings Corp., for the provision of seasonal caretaker services at Blackfoot Regional Park, at a maximum cost of \$32,400 plus GST for the 2020 season; further, that an option to extend the term for two additional seasons upon satisfactory annual contract performance be included at a maximum total cost of \$142,800 over the three years; and finally, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

On March 9, 2020, the PRRD issued a request for proposals for caretaker services for Blackfoot Regional Park. One proposal was received from MZTERZ Holdings Corp. who previously provided bi-weekly park maintenance in 2018.

Significant investment and work has been put into the Park to upgrade campsites, install powered sites, and develop a caretaker site; with the ultimate goal of continuing to upgrade the Park according to the [Blackfoot Park Master Plan](#). The Plan includes hiring a seasonal caretaker to perform the bulk of daily and weekly park maintenance, provide security, oversee campers, and eventually collect fees for camping. The direction from the Regional Parks Committee is to hire a caretaker in 2020 to oversee the operations and maintenance of the park; however, they will not collect fees in 2020, as the Park will not be transitioning to a fee for service model until 2021.

The agreement will start on or around June 27, 2020. Blackfoot Park is set to open on June 1, 2020. Field Services continues to complete the caretaker site, and as long as the potable water tank, sewer tank, and electrical services for the site are completed as planned, the caretaker will be able to move in with their own RV and connect to these services.

Blackfoot Park is currently closed due to COVID-19, as there is no way to ensure physical distancing, ensure that campers are abiding by the requirements associated with mass gatherings, and conduct daily cleaning of outhouses and removal of garbage until a caretaker is in place – as recommended by Northern Health. The Park has never had a caretaker in the past - only maintenance contractors that provided weekly maintenance services but did not stay overnight or monitor park use and activities.

If provincial guidelines change, and the park is not able to open or stay open, a reduced rate has been negotiated so that MZTERZ Holdings Corp. will provide security for the park, as well as perform basic maintenance. If restrictions are amended to allow the Park to open at some point in the summer,

then additional conditions may be put in place to ensure that the operations meet the requirements set by the Province around mass gatherings, physical distancing, cleaning, etc. It will be the responsibility of the caretaker to ensure that requirements are followed by campers.

The agreement is for an initial one season term starting June 27, 2020 to September 15, 2020. If performance is satisfactory in 2020, then the agreement can be extended for up to two more seasons, 2021 and 2022, which generally run from May 1 to September 15 subject to spring thaw and other weather conditions.

ALTERNATIVE OPTIONS:

1. That the Regional Board decline to award RFP 11-2020, “Blackfoot Regional Park Caretaker”, to MZTERZ Holdings Corp, in the amount of up to \$142,800 plus GST, for seasonal caretaker services at Blackfoot Regional Park for the 2020, 2021 and 2022 seasons.
2. That the Regional Board award RFP 11-2020, “Blackfoot Regional Park Caretaker”, to MZTERZ Holdings Corp., for the provision of seasonal caretaker services at Blackfoot Regional Park for the 2020 season only, to a maximum cost of \$32,400 plus GST; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.
3. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

If the caretaker starts work on June 27th and continues until September 15th, the maximum cost for caretaker services in 2020 (June 27 to September 15) is \$32,400 plus GST, which is within the budgeted amount of \$50,000 for 2020. The length of the season for 2021 and 2022 is May 1 to September 15, which equates to \$55,200 plus GST for the season.

2020 = \$32,400

2021 = \$55,200

2022 = \$55,200

Total = \$142,800 (plus GST)

MZTERZ Holdings Corp. has also provided an hourly rate for any work that falls outside of the contracted scope of work (only as approved by the GM of Community Services, GM of Environmental Services or designate), and an alternative reduced daily rate for park security and maintenance should the park not be open by June 27th, which is comparable to a contracted security company rate. These options have been incorporated into the contract so that all scenarios can be accommodated within the existing contract.

Starting in 2021 fees will be collected, which will assist in offsetting a portion of the cost of the caretaker.

COMMUNICATIONS CONSIDERATION(S):

The public will be advised of changes to the Park prior to opening, and be notified that a caretaker will be overseeing operations.

OTHER CONSIDERATION(S):

Park maintenance and capital projects are generally performed and/or managed by the PRRD Field Services team. The PRRD has been conducting a pilot project where park maintenance has been brought in-house by hiring seasonal staff; resulting in an increased level of service. Once a caretaker is hired for Blackfoot Park, Field Services will focus their attention on capital upgrades to the Park rather than weekly maintenance.

In 2019, approximately \$100,000 in capital upgrades were completed at Blackfoot, which included development of pull through powered sites and the majority of the caretaker site; including a fenced compound and building to provide for storage and office space. An additional \$106,000 in upgrades are planned for 2020 to develop 10 new powered sites for individual and group camping, and two additional outhouses.

Blackfoot Park has 15 campsites and often sees high usage in the summer months with over 100 people camping in the park at one time. Northern Health has recommended that the campground not open until the caretaker is in place so that garbage can be removed daily and daily cleaning of high touch surfaces can be conducted (pit toilets, picnic tables, garbage receptacles). Further, if any campers are observed to be sick by the caretaker, they will be advised that they must return home immediately.



REPORT

To: Chair and Directors

Report Number: DS-BRD-024

From: Tyra Henderson, Corporate Officer

Date: April 29, 2020

Subject: Temporary Use Permit, PRRD File No. 20-001 TUP

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board authorize the issuance of Temporary Use Permit No. 20-001, for the property identified as PID 010-822-135, for a period of three years for the purpose of storing construction materials, on up to 10% of the parcel area (to a maximum of 100m²) upon receipt of the following:

1. Issuance of a Building Permit for a residence on the property.
2. Proof of an 'Access, Resource and Industrial' permit from the Ministry of Transportation and Infrastructure.

BACKGROUND/RATIONALE:

Bylaw Enforcement

There is an existing bylaw enforcement file for the property (File No. 19-325). The enforcement file was opened on November 21, 2019 and is currently on hold pending the outcome of this application. Upon investigation, the complaint regarding storage of construction materials was deemed to be valid, as the following two infractions have been observed on the subject property:

1. Land use that is contrary to PRRD Zoning Bylaw No. 1343, 2001.
2. Industrial use on a residential property that the operator does not reside on.

Staff is working with the applicant to rectify the infractions; this application for a temporary use permit is to legalize the current storage of construction materials that cannot be characterized as an accessory use/home based business as there is no habitable residence currently on the property. The applicant has been advised that the property is within the mandatory building permit area and that they must also obtain a building permit.

Proposal

To permit the storage of trade contractor construction materials, consisting of wood, materials for concrete formwork, scaffolding, bracing, two tool trailers, a flat deck truck and trailer, and a skid steer, while the applicants renovate the existing house on the subject property.

File Details

Owner: Karleigh and Jonathan Nickel
Area: Electoral Area D
Location: Kilkerran
Legal: Lot 1 Section 28 Township 78 Range 15 W6M PRD Plan 18881
PID: 010-822-135
Civic Address: 2258 Haddow Drive
Lot Size: 0.6 ha (1.6 ac)

Staff Initials: *KC*

Dept. Head: *Tyra Henderson*

CAO: *Shawn Dahlen*

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Site Context

The subject property is approximately 70 metres north of the City of Dawson Creek municipal boundary that runs along the 210 Road, and approximately 500 metres east of the Louisiana Pacific facility.

Site FeaturesLand

The subject property is zoned R-4 and intended for residential use. There currently is a non-livable residence located on the eastern portion of the property surrounded by a treed wind break. The western portion of the property is cleared land.

Structures

There is one non-livable residence on the subject property. The applicants state their intention to renovate the structure for their use as a home.

Access

The property is accessed from Haddow Drive.

Canada Land Inventory Soil Rating

According to the Canada Land Inventory, soils on the subject property are classified as 2c. Class C soils have moderate limitations that restrict the range of crops or require moderate conservation practices. Subclass c denotes adverse climate.

Comments & ObservationsApplicant

The applicants intend to renovate the existing residential structure and move onto the subject property. The applicants state that they require three years to be able to build a residence on the property and wish to continue to operate their small business (concrete/construction) from the property while they do so.

Agricultural Land Reserve (ALR)

The subject property is outside the Agricultural Land Reserve.

Official Community Plan (OCP)

Pursuant to the South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012, the subject property is designated Medium Density Residential. Land within this designation should be used for residential and home-based business uses. The minimum parcel size should be 1.6 ha (4 ac). The proposed storage of trade contractor construction materials is not consistent with this designation because this use is considered a light industrial use or limited home based business. However, at this time there are no operators of the home-based business residing on the property.

Therefore, this Temporary Use Permit application is anticipated to bring the property into compliance with the Official Community Plan.

Land Use Zoning

Pursuant to PRRD Zoning Bylaw No. 1343, 2001, the subject property is zoned R-4 (Residential 4) Zone. Land within this zone may be used for principal and accessory residential uses. The minimum parcel size is 1.8 ha (4.5 ac). The proposed storage of construction materials does not comply with the

zoning bylaw because storage of trade contractor construction materials is not a permitted use in the R-4 zone (trade contractor construction material storage is listed as a permitted use in the Light Industrial zone). Home based business is a permitted use in R-4, however, as the operator of the business does not currently reside on the subject property this proposal cannot be considered a home based business.

Therefore, this Temporary Use Permit application, if approved, will bring the property into compliance with the Zoning Bylaw for the term of the permit, at the conclusion of which, if a residence is constructed and the business operators are residing on the property, the uses will be compliant with the zoning bylaw.

Fire Protection Area

The subject property is within the Dawson Creek Rural Fire Protection Area.

Mandatory Building Permit Area

The subject property is within the Mandatory Building Permit Area.

Development Permit Area

The subject property is outside all Development Permit Areas.

Impact Analysis

Context

The surrounding area is a mix of residential and industrial use. If the applicant or operator of the business resides on the property this use could be considered as a home based business within PRRD Zoning Bylaw No. 1343, 2001; as long as the business does not exceed more than two business related vehicles, a maximum of two employees, and the outside storage of the construction materials does not exceed 10% of the parcel area - to a maximum of 100 m².

Population & Traffic

There will be no population increase due to this proposal. Traffic will be associated to the storage of construction material.

Sewage & Water

The property currently has a lagoon for septic and a cistern for water.

Comments Received from Municipalities & Provincial Agencies

Fort St. John

Interests unaffected

Northern Health

Has no objections to the Temporary Use Permit subject to the applicants following the associated *Public Health Act* and *Drinking Water Protection Act*.

Ministry of Transportation and Infrastructure

In support of the proposal with a condition that the applicant apply for an 'Access, Resource and Industrial' permit prior to final TUP approval.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse issuance of Temporary Use Permit No. 20-001 TUP for the property identified as PID 010-822-135, as submitted.
2. That the Regional Board authorize issuance of Temporary Use Permit No. 20-001 TUP, for the property identified as PID 010-822-135, for a period of three years for the purpose of storage of trade contractor construction materials.
3. 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 applicant.

OTHER CONSIDERATION(S):

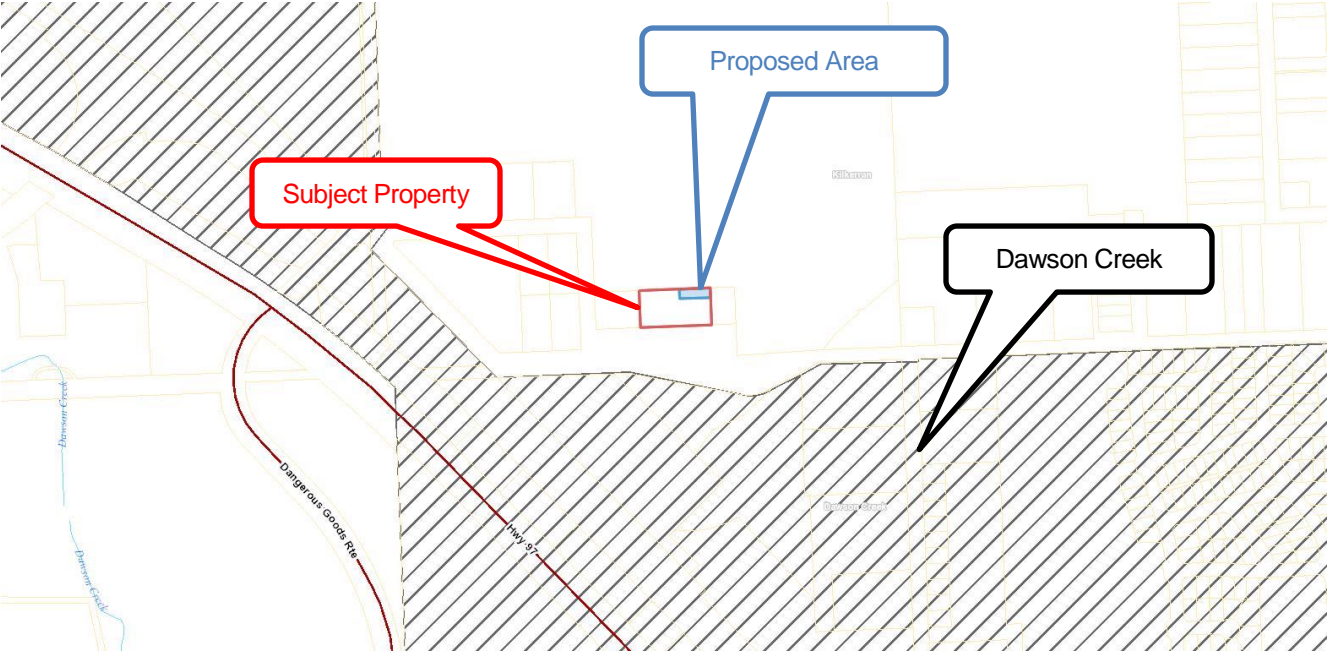
Neither a security nor a waiver is applicable to this application. Provision of security was discussed with the applicant, as the file was received prior to the suspension of the requirement for security and use of a waiver, however, the temporary use does not include any significant changes to the property (storage of construction equipment on the land, no excavation/gravel/paving, or shelter is proposed) and there are no obligations contained in the permit that could be satisfied through use of a security. "Site restoration" would be removal of equipment and nothing more, and the PRRD would not remove personal belongings from a private property without additional court action. The Ministry of Environment and Climate Change Strategy has advised staff that concrete is not an environmental contaminant so no environmental damage to the property requiring site restoration is anticipated.

A waiver is not applicable to this scenario, as the applicant does not have the ability to waive the requirement to return the property to a state suitable for residential use at the conclusion of the TUP; without the TUP in place, the storage of equipment is not a permitted use in the R-4 zone. The waiver can only be used if the applicant wishes to retain the structures or improvements installed to facilitate the temporary use, and those improvements or structures comply with zoning regulations.

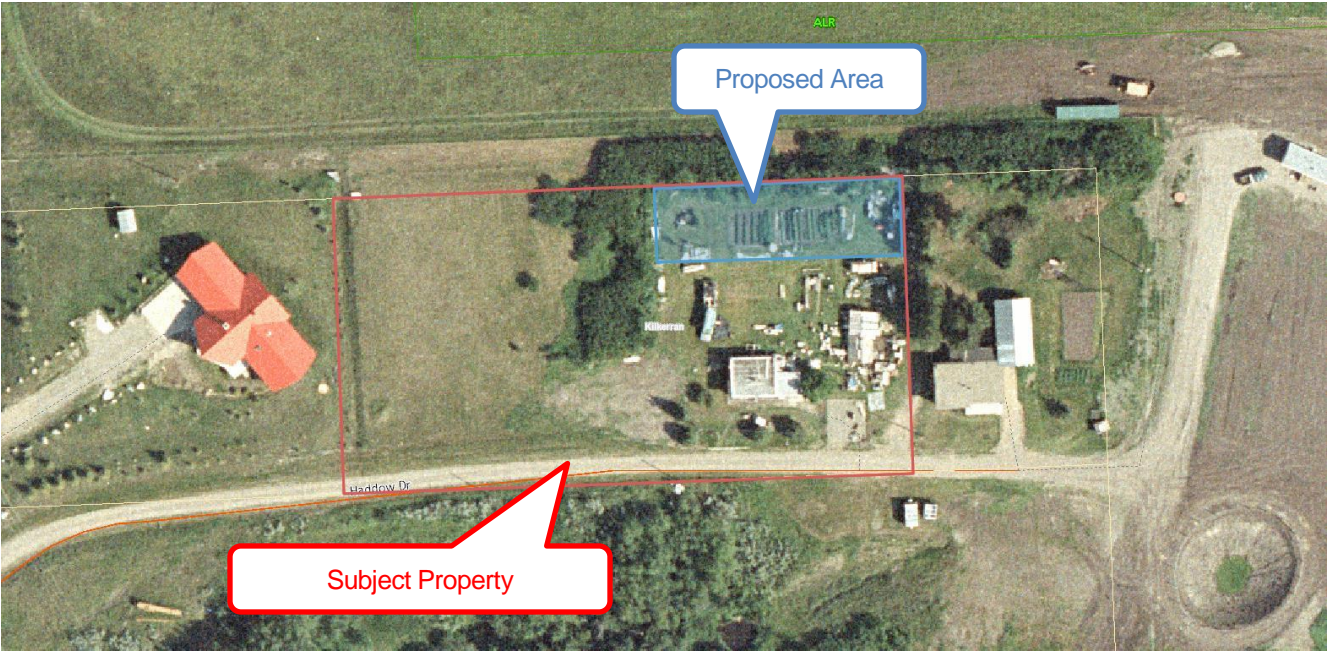
Attachments:

1. Maps
2. Application
3. Section 13 of PRRD SPFA OCP Bylaw No. 2048, 2012 (Temporary Use Permits)
4. Comments Received from Municipalities and Provincial Agencies
5. Comments Received from Electoral Area Director
6. TUP Public Notification
7. Draft Temporary Use Permit No. 20-001 TUP

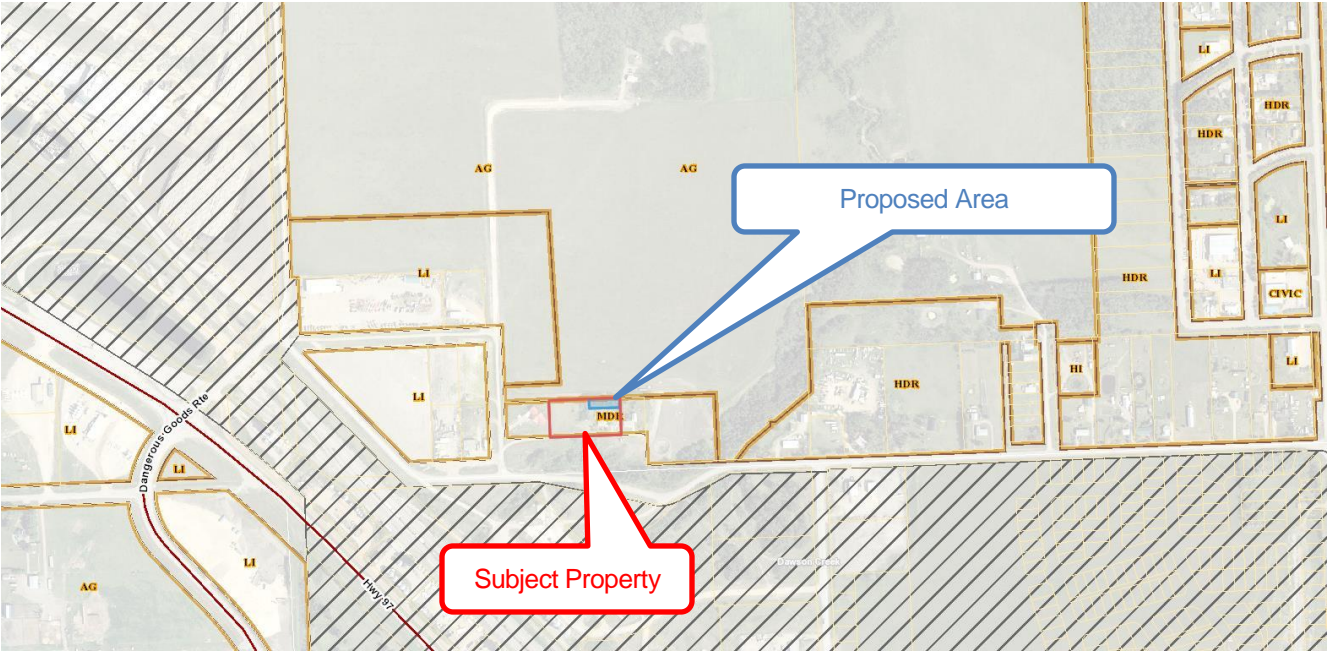
Context Photo



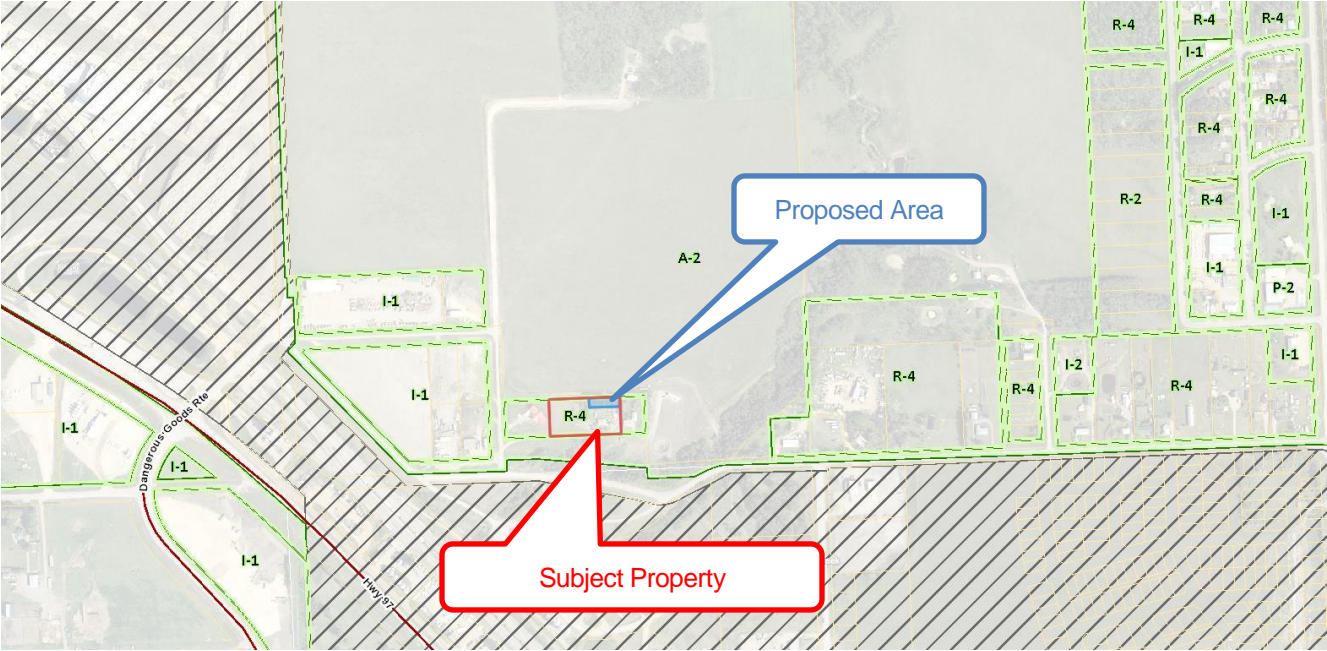
Air Photo:



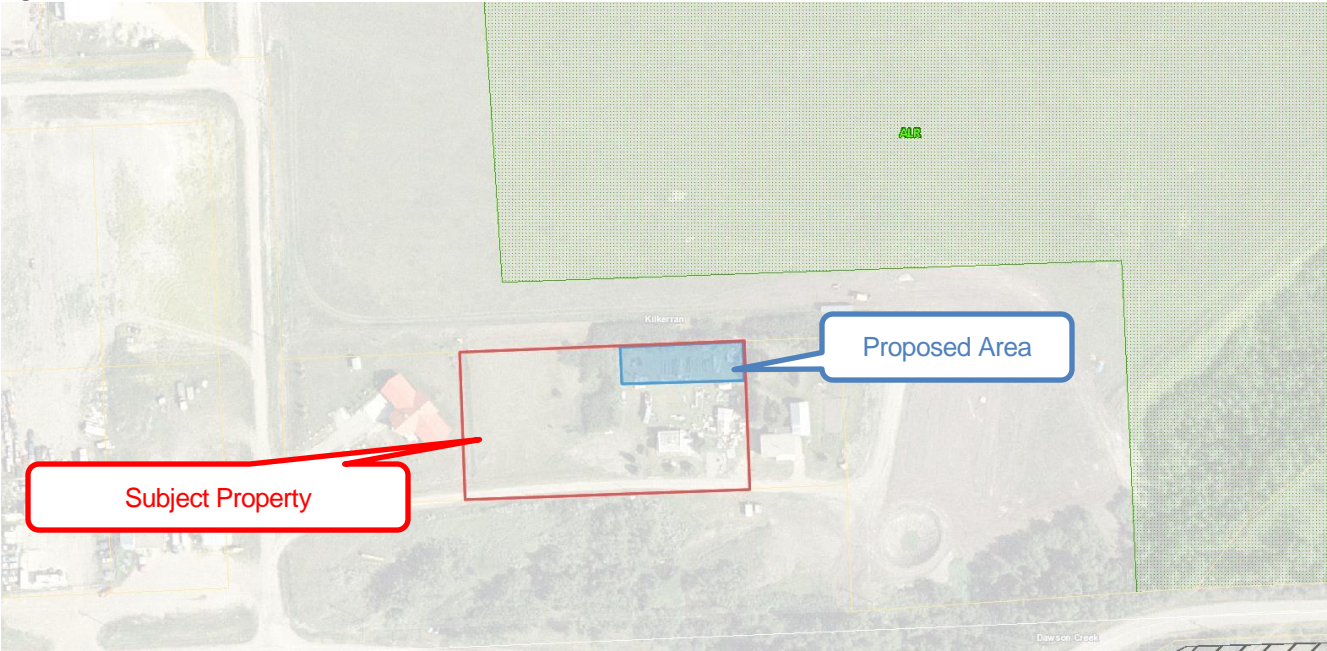
**Peace River Regional District South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012
(Medium Density Residential)**



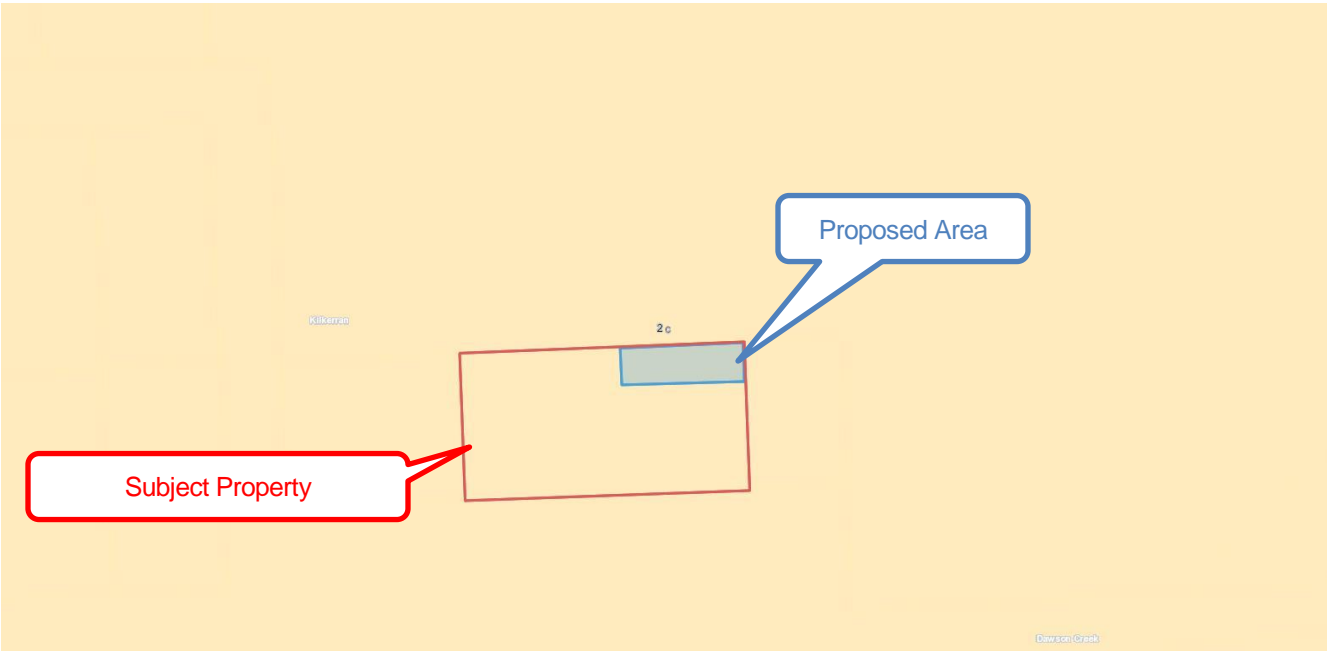
Peace River Regional District Zoning Bylaw No. 1343, 2001 R-4 (Residential 4 Zone)



Agricultural Land Reserve



Soil Classification





PEACE RIVER REGIONAL DISTRICT

20-001 TUP

DAWSON CREEK 1981 Alaska Avenue (Box 810), Dawson Creek, BC (T) 250-784-3200..(F) 250-784-3201
FORT ST. JOHN 9505 100TH Street, Fort St. John, BC V1J 4N4 (T) 250-785-8084 (F) 250-785-1125
[Toll Free: 1-800-670-7773]

Receipt # _____

Application for Development

1. TYPE OF APPLICATION

	FEE
<input type="checkbox"/> Official Community Plan Bylaw Amendment	\$ 1,000.00
<input type="checkbox"/> Zoning Bylaw Amendment	650.00
<input type="checkbox"/> Official Community Plan / Zoning Bylaw Amendment combined	1,050.00
<input checked="" type="checkbox"/> Temporary Use Permit	350.00
<input type="checkbox"/> Development Permit	165.00
<input type="checkbox"/> Development Variance Permit	165.00
<input type="checkbox"/> Sign requirement	150.00

In regard to applications for:

- i) an official community plan and/or zoning bylaw amendment;
- ii) temporary use permit;

Sign provided by the PRRD and sign posted pursuant to Section 8 of Bylaw No. 2165, 2016, **attached**.

2. PLEASE PRINT

Property Owner's Name <u>Jonathan Nickel</u>	Authorized Agent of Owner (if applicable)
Address of Owner [REDACTED]	Address of Agent
City/Town/Village [REDACTED]	City/Town/Village
Postal Code [REDACTED]	Postal Code
Telephone Number [REDACTED]	Telephone Number:
Fax Number: [REDACTED]	Fax Number:
E-mail: [REDACTED]	E-mail:

3. PROPERTY DESCRIPTION

Full legal description of each property under application	Area of each lot
<u>Lot 1, S28, TP7B, R15, W6M, PRD, PL18881</u>	<u>1.5 Acres</u> ha. <u>acres</u>
	ha./acres
	ha./acres
	TOTAL AREA <u>1.5</u> ha. <u>acres</u>

Notice of collection of personal information:

Personal information on this form is collected for the purpose of processing this application. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the PRRD. Documentation/Information submitted in support of this application can be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*.

4. Civic Address or location of property: 2258 Haddon Drive

5. PARTICULARS OF PROPOSED AMENDMENT

Please check the box(es) that apply to your proposal:

☐ Official Community Plan (OCP) Bylaw amendment:

Existing OCP designation: _____

Proposed OCP designation: _____

Text amendment: _____

☐ Zoning Bylaw amendment:

Existing zone: _____

Proposed zone: _____

Text amendment: _____

☐ Development Variance Permit – describe proposed variance request:

☒ Temporary Use Permit – describe proposed use:

Temporary out door storage of construction materials

☐ Development Permit: Bylaw No. _____ Section No. _____

6. Describe the existing use and buildings on the subject property:

@ currently is a residential lot with one house.

7. Describe the existing land use and buildings on all lots adjacent to and surrounding the subject property:

(a) North Agricultural

(b) East Residential

(c) South Industrial

(d) West Residential/Industrial

8. Describe the proposed development of the subject property. Attach a separate sheet if necessary:

9. Reasons and comments in support of the application. Attach a separate sheet if necessary:

Our use would fall in line with the current zoning laws if we were to live there. We intend to build + move there but not able to at this time. we require 3 years to be able to build a house

10. Describe the means of sewage disposal for the development:

11. Describe the means of water supply for the development:

THE FOLLOWING INFORMATION IS REQUIRED. FAILURE TO PROVIDE MAY DELAY YOUR APPLICATION.

- ✓12. Proof of ownership of the subject property or properties. (For example: Certificate of State of Title, BC Land Title Office Property Title Search or recent Property Tax Notice.)
13. A Sketch Plan of the subject property or properties, showing:
- (a) the legal boundaries and dimensions of the subject property;
 - (b) boundaries, dimensions and area of any proposed lots (if subdivision is being proposed);
 - (c) the location of existing buildings and structures on the subject property, with distances to property lines;
 - (d) the location of any proposed buildings, structures, or additions thereto, with distances to property lines;
 - (e) the location of any existing sewage disposal systems;
 - (f) the location of any existing or proposed water source.

ADDITIONAL OR MORE DETAILED INFORMATION MAY BE REQUESTED BY THE PEACE RIVER REGIONAL DISTRICT FOLLOWING REVIEW OF YOUR APPLICATION.

If it is necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a plan prepared by a British Columbia Land Surveyor may be required.

15. I / We the undersigned hereby declare that the information provided in this application is complete and is, to the best of my / our knowledge, a true statement of the facts related to this application.

[Redacted Signature]

Signature of Owner

1/15/2020

Date signed

Signature of Owner

Date signed

16. **AGENT'S AUTHORIZATION**

If you have an agent act on your behalf in submission of this application, the following authorization **MUST** be signed by **ALL** property owners.

I / We authorize	and	hereby
(name) application.	to act on my/our behalf regarding this	
Agent address:		
Telephone:	Fax:	Email:
Signature of Owner:	Date:	
Signature of Owner:	Date:	

I want to...



SECTION 13 - TEMPORARY USE PERMITS

Economic opportunities sometimes arise that are temporary in nature for which permanent development is not desirable. At times, it is beneficial to test the potential of a use at one particular location before committing permanent development. A temporary use permit (TUP) is required for temporary land uses that do not conform to the zoning bylaw and the permit can cover a wide range of activities.

13.1.1 Objective

- a. To consider the issuance of TUPs to allow for temporary uses, subject to specific conditions of the permit, in order to provide for flexibility and diversity that affords employment and economic opportunities.

13.1.2 Policies

- a. Pursuant to the *Local Government Act*, the entire SPFA is designated as an area where temporary uses may be allowed, subject to the issuance of a TUP.
- b. The intent of TUPs is to accommodate a time-limited use.
- c. In addition to public notification requirements, a public meeting may be held at the discretion of the Regional Board concerning an application for a TUP.
- d. A TUP for a use located adjacent to a controlled access highway or other major road may not be approved by the Regional Board where the Ministry of Transportation and Infrastructure indicates that it has an objection to the proposed use with reference to traffic safety.
- e. An approved temporary use may continue in accordance with the provisions specified in the TUP until the date the permit expires, or three (3) years after the permit was issued, whichever occurs first.
- f. TUPs may be renewed only once and should be discouraged from re-application in favour of being considered through a zoning amendment process.
- g. TUP proposals will be examined and considered, subject to factors including, but not limited to, the following:
 - i. plans for vehicle access, parking and circulation on the property;
 - ii. distance to home sites and nearby rural places;
 - iii. the siting, orientation, and layout of proposed structures and activities;
 - iv. arrangements for the dismantling or removal of any buildings or structures that are part of the proposed use, and not otherwise permitted by zoning regulations;
 - v. arrangements for the restoration of the land to an equivalent condition and capability to what existed prior to the development allowed by the TUP's issuance;
 - vi. propensity of the proposed use to emit dust, air emissions (including prevailing wind direction), noise, and light affecting neighbouring properties; and
 - vii. location, visibility, and security of outdoor storage areas.
- h. Temporary uses should be oriented so as to minimize or eliminate conflicts with agriculture.



REFERRAL FORM

Peace River Regional District
Box 810, 1981 Alaska Avenue,
Dawson Creek, B.C. V1G 4H8
Telephone: (250) 784-3200
Fax: (250) 784-3201

Peace River Regional District	Temporary Use Permit #20-001 TUP	Date: March 11, 2020									
You are requested to comment on the attached TUP for potential effect on your agency's interests. We would appreciate your response within 21 days (April 1, 2020). If no response is received within that time, it will be assumed that your agency's interests are unaffected.											
PURPOSE OF PERMIT: Storage of construction materials											
GENERAL LOCATION: Kilkerran											
LEGAL DESCRIPTION: Lot 1 Section 28 Township 78 Range 15 W6M PRD Plan 18881											
AREA OF PROPERTY 0.6 ha (1.6 ac)	ALR STATUS: Outside	OCP DESIGNATION: Medium Density Residential									
Land Owner: Karleigh and Jonathan Nickel											
Please fill out the Response Summary on the back of this Form. If your agency's interests are unaffected, no further information is required. In all other cases, we would appreciate receiving additional information to substantiate your position and, if applicable, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.											
Name: <u>Jessica Russell</u> Title: <u>Junior Planner</u>											
This referral has also been forwarded to the following agencies:											
<table><tr><td>✓ Northern Health Authority</td><td>✓ Ministry of Transportation & Infrastructure</td><td>✓ Oil & Gas Commission</td></tr><tr><td>✓ Ministry of Forests, Lands, Natural Resources Operations and Rural Development</td><td>✓ Peace River Regional District Community Services Department</td><td>✓ School District #59</td></tr><tr><td colspan="3">✓ Dawson Creek Fire Department</td></tr></table>			✓ Northern Health Authority	✓ Ministry of Transportation & Infrastructure	✓ Oil & Gas Commission	✓ Ministry of Forests, Lands, Natural Resources Operations and Rural Development	✓ Peace River Regional District Community Services Department	✓ School District #59	✓ Dawson Creek Fire Department		
✓ Northern Health Authority	✓ Ministry of Transportation & Infrastructure	✓ Oil & Gas Commission									
✓ Ministry of Forests, Lands, Natural Resources Operations and Rural Development	✓ Peace River Regional District Community Services Department	✓ School District #59									
✓ Dawson Creek Fire Department											
Municipalities or Districts:											
<table><tr><td>✓ District of Chetwynd</td><td>✓ District of Hudson's Hope</td><td>✓ District of Taylor</td></tr><tr><td>✓ City of Dawson Creek</td><td>✓ Village of Pouce Coupe</td><td>✓ District of Tumbler Ridge</td></tr><tr><td>✓ City of Fort St. John</td><td></td><td></td></tr></table>			✓ District of Chetwynd	✓ District of Hudson's Hope	✓ District of Taylor	✓ City of Dawson Creek	✓ Village of Pouce Coupe	✓ District of Tumbler Ridge	✓ City of Fort St. John		
✓ District of Chetwynd	✓ District of Hudson's Hope	✓ District of Taylor									
✓ City of Dawson Creek	✓ Village of Pouce Coupe	✓ District of Tumbler Ridge									
✓ City of Fort St. John											



REFERRAL FORM

Peace River Regional District
Box 810, 1981 Alaska Avenue,
Dawson Creek, B.C. V1G 4H8
Telephone: (250) 784-3200
Fax: (250) 784-3201

(As per the Management of Development Function)

Nickel	RESPONSE SUMMARY	Temporary Use Permit #20-001 TUP
<input type="checkbox"/> Approval recommended for reasons outlined below	<input type="checkbox"/> Approval recommended subject to conditions below	
<input checked="" type="checkbox"/> Interests unaffected by bylaw	<input type="checkbox"/> Approval NOT recommended due to reasons outlined below	

none

Signed:

[Redacted Signature]

Title:

Planning Manager

Date:

March 16, 2020

Agency:

City of Fort St. John

March 27, 2020

South Peace Land Use Planner
Peace River Regional District
Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Dear: Jessica Russell

Re: Lot 1 Section 28 Township 78 Range 15 W6M PRD Plan 18881

This letter is in regards to the Temporary Use Permit application at the above noted location. The purpose of this permit is temporary outdoor storage of construction materials.

Based on the intent of this application, Northern Health has no objections to the issuing of a Temporary Use Permit to the applicant subject to the following conditions:

1. As per the *Public Health Act [SBC 2008] Ch. 28*, the applicant must not cause a health hazard.
2. As per the *Public Health Act [SBC 2008] Ch. 28*, if the operator is required by regulation to have a licence or permit to engage in a regulated activity, the operator must obtain such licence or permit by submitting the appropriate application to the health officer prior to construction or operation of the regulated activity.
3. As per the *Public Health Act [SBC 2008] Ch. 28*, an operator who engages in a regulated activity must comply with any requirement or duty set out in a regulation respecting the regulated activity.
4. As per the *Drinking Water Protection Act [SBC 2001] Ch. 9*, the operator must not cause or allow contamination of a drinking water source, a well recharge zone, or an area adjacent to a drinking water source.

If you have any questions or concerns, please contact the undersigned.

Sincerely,



Ali Moore
Environmental Health Officer



Ministry of
Transportation
and Infrastructure

Our file: 2020-01606
Your file: PRRD File # 20-001 TUP
Date: April 23, 2020

Peace River Regional District
Box 810, 1981 Alaska Avenue
Dawson Creek, BC
V1G 4H8

Attention: Jessica Russell, Junior Planner

The Ministry of Transportation and Infrastructure (Ministry) has received and reviewed your referral of April 2, 2020 for the temporary use of storage of construction materials within Lot 1 Section 28 Township 78 Range 15 W6M PRD Plan 18881.

The Ministry is in support of the proposal however the Transportation Act still applies, and the following condition must be met:

1. Applicant to apply online for an 'Access, Resource and Industrial' permit to the Ministry of Transportation and Infrastructure prior to final TUP approval.

Permits can be applied for online here: <http://www.th.gov.bc.ca/permits/Apply.asp>.

Thank you for the opportunity to comment. If you or the applicant have any questions or concerns, please contact me at (778) 576-1114 or by email at Beth.Bahm@gov.bc.ca.

Sincerely,

Beth Bahm – Development Officer, Peace District

Ministry of
Transportation and
Infrastructure

Peace District

Mailing Address:
District Office Address:
#300, 10003 - 110th Avenue
Fort St John, BC V1J 6M7
Telephone: (250) 787-3237
Facsimile: (250) 787-3279

Area Office Locations:
1201 103 Ave, 3rd floor
Dawson Creek, BC
4744 – 52 Street
Chetwynd, BC V0C 1J0



PEACE RIVER REGIONAL DISTRICT

Memorandum

TO: Leonard Hiebert, Director of Electoral Area D
FROM: Development Services Department
DATE: March 11, 2020
RE: **Application for Temporary Use Permit (PRRD File 20-001)**

Pursuant to the following resolution:

RD/15/04/26 (23)

That a two-week period be added to the development application review process to allow time for the appropriate Electoral Area Director to review applications prior to them going to the Regional Board for consideration.

The application and bylaw are provided for your review. As instructed at the November 21, 2019 EADC meeting, referrals to Directors will be done earlier in the application review process, at the same time as external agency referrals. As a result, this referral does not include external agency comments or a staff report.

COMMENTS

Response requested by March 25, 2020

No comment ☐

Hi Kole,

One question are they currently using it for storage?

Clarification, is this TUP for 3 years?

Leonard Hiebert

March 12/ 202


Director/Municipality

Date

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) 785-1111 Email: prrd.fsj@prrd.bc.ca

Archived: Friday, May 15, 2020 11:09:38 AM
From: [Planning Department](#)
Sent: Wednesday, April 29, 2020 10:51:45 AM
To: Director Leonard Hiebert
Cc: Kole Casey
Subject: RE: 20-001
Sensitivity: Normal
Attachments:
[20-001 TUP Referral Nikel.pdf](#) 

Hello Director Hiebert,

Here are the answers to your questions:

One question are they currently using it for storage?

Yes. This application for a temporary use permit was applied for because of a Bylaw Enforcement Complaint.

Clarification, is this TUP for 3 years?

The applicant has responded that they request a 3 year timeline. Part nine on the application indicates that they need the three years to build a house on the property to reside in.

If you have any more questions, please let staff know

From: [Planning Department](#) <planning@prrd.bc.ca>
Sent: Thursday, March 12, 2020 3:35 PM
To: Kole Casey <Kole.Casey@prrd.bc.ca>
Subject: FW: 20-001

From: [Director Leonard Hiebert](#) <leonard.hiebert@prrd.bc.ca>
Sent: Thursday, March 12, 2020 2:37 PM
To: Planning Department <planning@prrd.bc.ca>; PRRD_Internal <prrd.internal@prrd.bc.ca>
Subject: 20-001

Hi Kole,
Here are my comments.

Thanks,

Leonard Hiebert
Director Area "D"
leonard.hiebert@prrd.bc.ca
250-219-8098



Residential

Industry

Farm Use

Notice of Intent to Consider

Temporary Use Permit No. 20-001

FILE NO. 20-001 TUP

Kilkerran

Property Location: Lot 1 Section 28 Township 78 Range 15 W6M PRD Plan 18881

2258 Haddow Drive

Proposal: To permit the storage of construction material



How to Participate

1 Get More Information

Contact the Peace River Regional District to get more information about a proposal. The permit can be viewed at the offices or online at anytime.

View Bylaws

Dawson Creek Office

1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Fort St. John Office

9505-100th Street
Fort St. John, BC V1J 4N4

By Phone, Email or Fax

planning@prrd.bc.ca

250-784-3200

Toll Free 1-800-670-7773

Fax 250-784-3201

Online

View Development
Applications at
prrd.bc.ca/engage



2 Send in a Written Comment

In person, by mail, through Engage, or by email. Written comments or concerns will be accepted until 4:00 pm on May 27, 2020.

3 Watch the Board Meeting

While PRRD Offices are closed due to COVID, Meetings will be livestreamed via the PRRD Facebook Page.

When:

Thursday, May 28, 2020 at 10:00 am

Where:

Peace River Regional District 'Official Page' on Facebook

Peace River Regional District Office
1981 Alaska Avenue Dawson Creek, BC



PEACE RIVER REGIONAL DISTRICT TEMPORARY USE PERMIT NO. 20-001 TUP

ISSUED TO: Name: Jonathan & Karleigh Nickel
Address: 1136 – 105 Avenue
Dawson Creek, British Columbia
V1G 2L5

- A. 1. Property affected: Lot 1 Section 28 Township 78 Range 15 W6M PRD Plan 18881
PID: 010-822-135
2. Official Community Plan: PRRD South Peace Fringe Area Official Community Plan, Bylaw No. 2048, 2012; 'Medium Density Residential'
3. Zoning Bylaw: PRRD Zoning Bylaw No. 1343, 2001; 'R-4' (Residential 4 Zone)
- B. Development upon the land referenced in this permit shall conform to the following specifications and terms:
1. This *Temporary Use Permit* is valid for a period of up to three years from the date of issue, at which time it shall expire and the property affected by this permit will be subject to the applicable zoning regulations.
 2. The property referenced in Item A (1) above may be used for the following Temporary purposes in addition to those permitted by the zoning applicable to the property:
 - i. **Storage of trade contractor construction materials consisting of wood and materials for concrete formwork, scaffolding, bracing, two tool trailers, a flat deck truck and trailer, and a skid steer.**
 - ii. **Outside storage authorized by this permit shall not exceed 10% of parcel area, to a maximum of 100m² and shall not include more than two business related vehicles.**
 3. The conditions of the Temporary Use Permit are as follows:
 - i. Permit to be posted on site for its duration.
 - ii. Compliance with all statutory and bylaw requirements not specifically varied by this permit.
 - iii. Issuance of a Building Permit from the Peace River Regional District (PRRD).
 - iv. Acquisition of an 'Access, Resource and Industrial Permit' from the Ministry of Transportation and Infrastructure.
 - v. Site photos to document site conditions existing prior to development as permitted by this permit, must be submitted to the PRRD prior to the issuance of this Temporary Use Permit.
 - vi. The temporary use may occur on the noted area of the property as shown on Schedule 'A' attached to and forming a part of this permit.
 - vii. Should the temporary use be required beyond the expiration date of this permit, a temporary use permit renewal application must be received by the Peace River Regional District 6 months prior to the expiration of this permit for consideration by the Regional Board.

4. All terms and specifications referred to above are subject to any changes required by the Building Inspector or other officials of the Peace River Regional District where such terms and specifications do not comply with any duly enacted law or bylaw and such noncompliance is not specifically permitted by this Temporary Use Permit.
5. THIS IS **NOT** A BUILDING PERMIT.

Issued this _____ day of _____, 20__.

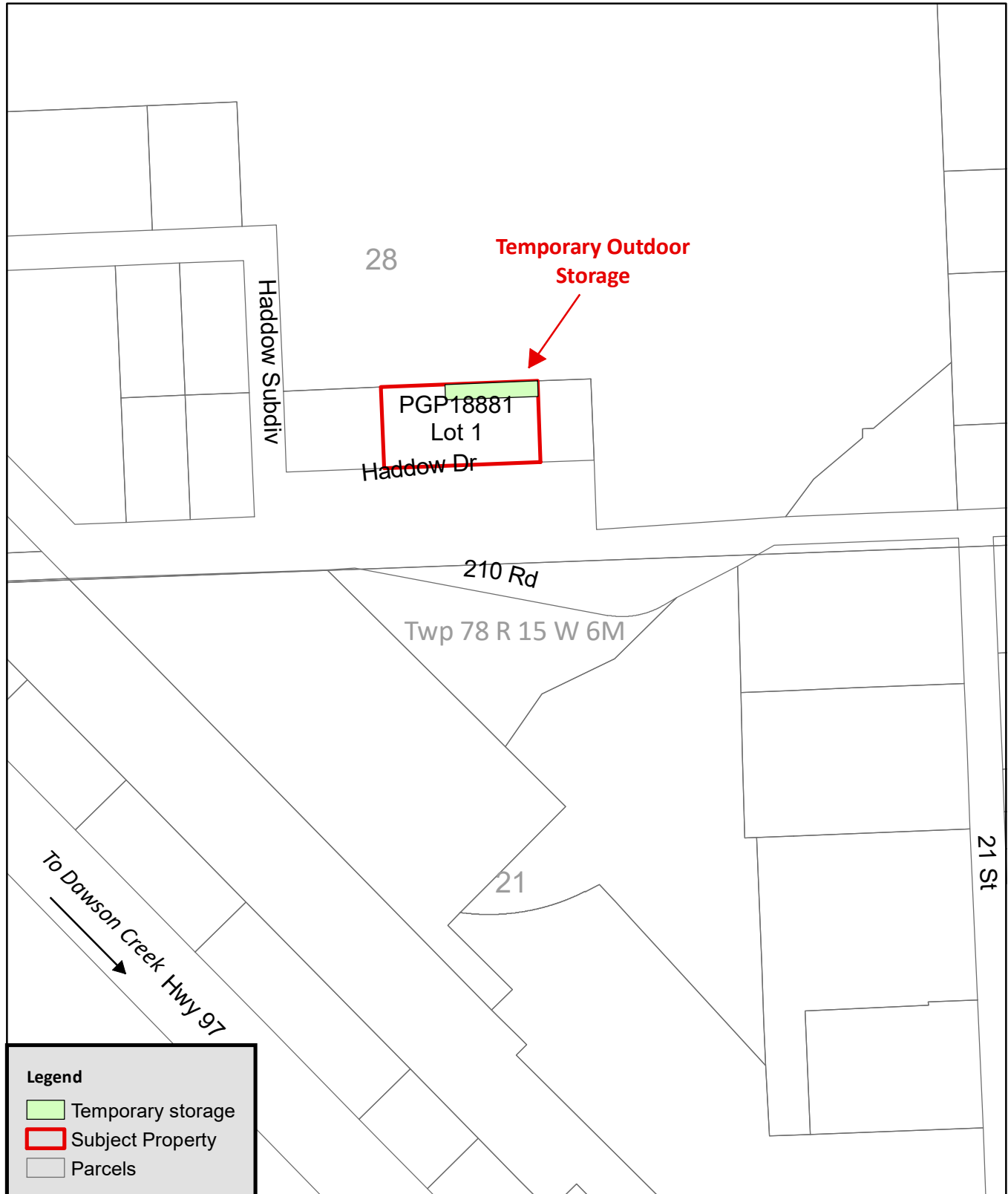
This permit is authorized by Peace River Regional District Board Resolution No. _____
passed on the DAY of MONTH, 2020.

Authorized Signatory

Schedule 'A' (Map) is attached to and forms part of the Temporary Use Permit.



Peace River Regional District
SCHEDULE "A"
Temporary Use Permit
No. 20-001





REPORT

To: Chair and Directors

Report Number: FN-BRD-006

From: Amber Vieweg, Investment Officer

Date: May 19, 2020

Subject: RFP Award 02-2020 Asset Management Consulting Services**RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board award RFP 02-2020 "Asset Management Consulting Services" to Public Sector Digest Research Consulting Software Inc., at a cost of \$189,200.00 (excl. GST) over a 2 year period, beginning May/June 2020; further, that the Chair and the Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD; and finally, that the five year financial plan be amended in 2021 to reflect the shorter time frame.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board grant permission to apply for the Federation of Canadian Municipalities (FCM) grant funding through their Municipal Asset Management Program, up to a maximum project amount of \$50,000.00.

BACKGROUND/RATIONALE:

At the February 27, 2020 meeting, the Regional Board passed the following resolution:

That the Regional Board approve the supplementary request for 3 years of asset management consulting services at a cost of \$210,000 (\$75,000 in 2020, \$70,000 in 2021, \$65,000 in 2022).

On March 25, 2020, the Peace River Regional District issued an RFP for asset management consulting services to assist in developing a comprehensive state of the infrastructure report, an asset management strategy, proposed levels of service, and a financial strategy to meet the challenges(s) of infrastructure maintenance, upgrade, and renewal over the medium and long-term.

The PRRD received nine proposals for asset management consulting services. Below is a table illustrating the results of the proposals that were received:

	Green PI Inc.	GHD	AIM	AECOM	WSP	PSD	Urban	Kerr Wood	Gus Wanke
Mandatory Requirements									
Submission Form (Appendix B)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Scoring Matrix Results									
Total Score	71	90	86	89	85	91	83	89	67
PROPOSAL COST (Excluding GST)	\$ 195,500	\$ 196,635	\$ 181,980	\$ 182,330	\$ 196,755	\$ 189,200	\$ 210,000	\$ 195,200	\$ 175,000

Public Sector Digest scored the highest in the evaluation based on their combined score for experience, qualifications, and value-added benefits; as well as low cost. Recognizing they are not the lowest-cost provider, their proposal best addressed the requirements of the RFP. Their experience developing over 275 Asset Management Plans and serving over 80 Canadian local governments through the development of their asset management programs sets apart their experience and qualification scores.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Develop a Corporate Asset Management Program

FINANCIAL CONSIDERATION(S):

The total cost of the contract with Public Sector Digest is \$189,200.00 (excl. GST). The RFP requested a 3 phase implementation, however, the recommended proponent suggested a compressed time frame at no additional cost. The accelerated time frame is advantageous to the PRRD; staff can focus on the project; completing in a more timely manner, given its importance.

The proposed funding for 2020 was originally budgeted from the 2019 surplus; however, the PRRD has the opportunity to apply for Federation of Canadian Municipalities (FCM) grant funding through their Municipal Asset Management Program, up to a maximum project amount of \$50,000.00. It is anticipated that future year funding could come from the Community Works Gas Tax fund. Staff will forward a recommendation for this funding source to the Rural Budgets Administration Committee.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

If approved, this work in alignment with the Board's Strategic Plan regarding Asset Management, would be completed within this Board's elected term.



REPORT

To: Chair and Directors

Report Number: ADM-BRD-028

From: Tyra Henderson, Corporate Officer

Date: May 15, 2020

Subject: Housing Needs Assessment – RFP 08-2020 – Contract Award**RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board award RFP 08-2020 "Housing Needs Assessment" to Urban Matters, for a total cost of \$196,722 (excluding GST); further, that the Chair and the Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

In 2019, the Peace River Regional District (PRRD) successfully applied for a Housing Needs Report Grant through the Provincial Housing Needs Report Funding Program, administered by UBCM. In February, a grant in the amount of \$140,000 was approved to complete the Housing Needs Report, on behalf of the PRRD and the participating member municipalities of Dawson Creek, Pouce Coupe, Chetwynd, and Hudson's Hope. The PRRD housing needs study will include a focus on seniors' housing needs region wide, and will also provide a gap analysis of social housing needs, and identify population data of residents currently waiting placement in assisted or long term care facilities, within the City of Dawson Creek.

In April 2020, the PRRD issued a Request for Proposal to conduct a Housing Needs Assessment intended to assist the PRRD and partner member municipalities to understand the current housing situation, and to inform future policy and strategic decisions. The project is intended to fulfill the PRRD's and participating member municipalities' (Dawson Creek, Pouce Coupe, Hudson's Hope, and Chetwynd) obligations under Division 22 of the *Local Government Act* and the Housing Needs Report Regulation, 90/2019.

The RFP closed on May 8, 2020 with 17 bids received as follows:

Company	Score	Price (excluding GST)
Urban Matters	86.5	196,722.00
Headwater Strategy Group	85	129,700.00
SHS Consulting	77	139,245.00
EcoPlan International	73.5	112,050.00
Urbanics Consultants	70.5	149,800.00
City Spaces	69.5	119,615.00
Ballad Consulting	68.5	142,600.00
Housing Strategies Inc.	68	179,250.00
ISL Engineering	67	140,064.00
David Nairne & Assoc. Ltd. (DNA)	67	211,440.00
Dillon Consulting Limited	66	145,515.40

Staff Initials:

Dept. Head: *Tyra Henderson*CAO: *Shawn Dahlen*

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SPARC BC	66	140,000.00
The Firelight Group	61	160,857.00
Makola Development Services	56.5	159,882.00
Urban Team Inc.	55	135,100.00
Colliers Project Leaders	49.5	178,630.00
Colliers International	32	160,000.00

All proponents were evaluated on experience, clarity of proposal, schedule, methodology and cost. There was an additional thirty points assigned to recognize ‘value added’ components of the proposals – extra points were assigned in this category for inclusion of any additional items that could assist in obtaining comprehensive findings and provide a better understanding of the housing situation in the region, particularly for the senior population.

Urban Matters scored the highest in the evaluation based on their combined score for experience, qualifications, and value-added benefit, despite their low cost. Recognizing they are not the lowest-cost provider, staff recommend this firm as their proposal best addressed the requirements of the RFP. Their proposal demonstrated a thorough grasp of the project, recognized the challenges imposed by COVID-19, and provided solutions to those challenges that are applicable and relevant in the rural and remote area known as the PRRD. In addition, the proposal scored very well in the “value-added” category based on their inclusion of staff capacity building training to enable PRRD staff to undertake housing needs report updates in five years’ time, as required by legislation. They also scored very well in their comprehensive approach to public engagement and proposed creation of an Advisory Group including members of the public, to ensure that the report considers not only the hard data, but tells the story of housing in the region, and provides recommendations for updates to the Official Community Plan and other policies.

Based on the evaluation, the preferred proponent is Urban Matters at a cost of \$196,722 (excluding GST). Staff is recommending award of the work to Urban Matters.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Partnerships
 - ☒ Collaboration with Local and First Nations governments
- ☒ Advocacy
 - ☒ Senior’s Housing – Needs Assessment and Investment

FINANCIAL CONSIDERATION(S):

\$122,500 was allocated in 2018, and carried forward to the 2020 budget for this project; combined with the Provincial grant funding in the amount of \$140,000, there is a total available budget of \$262,500.

COMMUNICATIONS CONSIDERATION(S):

Stakeholder and public engagement will be undertaken across the region throughout this project, using a variety of platforms and approaches including online and paper surveys, phone interviews, and virtual public meetings.

The final report, inclusive of comments/feedback, following a presentation of the draft report in each area, is to be submitted to the Regional Board by December 31, 2020. The final report will be published online for free public access, to meet the legislated requirement.

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

OTHER CONSIDERATION(S):

Participating member municipalities will be asked if they want to take part in a project team to help guide the project and receive regular updates.



REPORT

To: Chair and Directors

Report Number: FN-BRD-007

From: Teri Vetter, Interim Chief Financial Officer

Date: May 22, 2020

Subject: Policy Amendment – Rural Recreational & Cultural Grants-in-Aid

The following recommendations from previous Rural Budgets Administration Committee meetings are presented to the Regional Board for its consideration:

RECOMMENDATION #1: *[Corporate Unweighted]*

That the Regional Board adopt the amended Rural Recreational & Cultural Grants-in-Aid Policy, to delete the requirement for grant recipients to submit receipts and claim for reimbursement, and allow for the immediate release of funds to applicants upon approval of a grant by the Rural Budgets Administration Committee.

RECOMMENDATION #2: *[Corporate Unweighted]*

That the Regional Board waive Section 7 b) and c) of the Rural Recreational & Cultural Grants-in-Aid Policy, which state:

- b) Upon approval of the Rural Budgets Administration Committee, eligible applicants along with their Electoral Area Director will meet in the spring of each year to allocate the budgeted amount as set in the current Financial Plan.
- c) At least one representative from each applicant organization must be in attendance at the allocation meetings to receive a grant allocation.

To allow for the release of the 2020 Rural Recreational & Cultural Grants-in-Aid funds, as the spring Grant-in-Aid meeting was not possible to hold due to COVID-19.

BACKGROUND/RATIONALE:

At the February 20, 2020 Rural Budgets Administration Committee (RBAC) meeting, the following resolution was passed:

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.

At this time, the Regional Board has not formally approved the recommended policy amendment. Therefore, the Committee is unable to release the approved 2020 Rural Recreational & Cultural Grants-in-Aid funds to the applicants, and this housekeeping amendment is necessary to facilitate the release of funds to applicants in advance of the short construction season. Further, it was not possible to hold a 2020

spring Grant-in-aid meeting with applicants, as per the Policy, due to COVID-19. Therefore, it is recommended that the Regional Board waive Section 7 b and c of the Policy for 2020.

The current deadline to release funds to approved applicants is August 1st, upon submission of receipts. The recommended amendment will allow groups to receive funds in advance, and submit invoices and receipts at the completion of the project. If a group does not meet reporting requirements by submitting the required documentation by the end of January, they may not be approved for any grant funding the following year.

ALTERNATIVE OPTIONS:

1. That the Regional Board retain the current Rural Recreational & Cultural Grants-in-Aid Policy as is.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

If approved, \$440,468.00 in grant funding will be released to the Committee approved 2020 Rural Recreational & Cultural Grants-in-Aid applicants.

COMMUNICATIONS CONSIDERATION(S):

The Regional Board's decision will be communicated to staff and the grant applicants.

OTHER CONSIDERATION(S):

If the Policy amendment is approved, Section 13 – Annual Reports will be updated to reflect reporting requirements that complement the amendment. Section 10 – Unspent Funds would be removed as it would no longer be required or relevant.

Attachments:

1. Amended Rural Recreational & Cultural Grants-in-Aid Policy



POLICY STATEMENT**1) Introduction**

This policy is intended to supplement the operating and/or capital funds of not-for-profit rural organizations that provide recreation, arts, sports, and/or social activities to the communities within the Peace River Regional District (PRRD). Groups are expected to fundraise for alternate sources of funds.

2) Definitions

- a) **Debt** is defined as an amount owed to a person or organization for services, products or loans not yet paid for.
- b) **Rural Organization** is defined as any not-for-profit group located within the boundaries of Electoral Areas B, C, E, and Sub-Regional that provides recreation, arts, sports and/or social activities to communities at large.
- c) **Sub-Regional** a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.
- d) **Wages** are defined as any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.
- e) **Capital Improvement** is defined as the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life.
- f) **Capital Equipment** is defined as equipment valued at over \$5,000 and has an extended lifetime over more than one year.
- g) **New Applicant Organizations** are organizations that have not received Peace River Regional District Recreational and Cultural Grants-in-Aid prior to 2012.
- h) **Operational expenses** are defined as the day to day costs to operate a facility such as insurance, utilities, maintenance and upkeep and general supplies.

3) Eligibility Criteria

- a) Applicants must be a rural not-for-profit registered society which provide recreation, arts, sports, and/or social activities for the community at large; and
- b) At least 75% of the applicants' membership must come from the rural areas which they serve.
- c) New applicant organizations located or operating within a municipality must provide proof that at least 75% of their membership comes from the electoral areas of the Regional District.
- d) Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 will be grandfathered into the policy and will not be required to maintain a 75% rural membership.

4) Application Process

- a) Applicants must submit a formal application to the Regional District once per year on or before January 31st each year; said application to be substantially completed in the form attached hereto as Schedule A.
- b) Applications must be submitted directly by the recreation organization or community association/club.
- c) Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and a minimum of one quote for any individual items valued at over \$3,000.



- d) New applicants must provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.
- e) At the discretion of the Electoral Area Directors, organizations may apply to more than one funding area if their recreation and/or community association services are provided to residents in more than one community and that their membership is reflective of this.
- f) Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.
- g) Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization is making application to.
- h) Applications from new organizations will be accepted by the Regional District for consideration providing they meet the eligibility requirements as set forth in this policy.

5) Eligible Expenses

- a) In Electoral Areas B and C expenses for capital improvements and insurance (*for the protection of the public*) are permitted.
- b) In Electoral Area E West and the Sub-Regional funding areas, expenses for operations and capital improvements are permitted.
- c) Payment of debt and employee wages are not an eligible expense.
- d) A minimum of one (1) quote must be provided for all eligible expenses valued at over \$3,000.

6) Annual Grant Allocations

- a) At the discretion of the Electoral Area Directors, grant allocations for each area may be budgeted and provided for youth travel to which the guidelines are attached hereto as Schedule E.
- b) At the Electoral Area B and C Directors' discretion, grant allocations from Area B and C may be budgeted and provided for the North Peace Regional Grad Fest Society for the purpose of hosting safe graduation related events, to which the guidelines are attached hereto as Schedule F.
- c) At the Electoral Area B Director's discretion grant allocations from Area B may be budgeted and provided for the North Peace 4-H District Council for the purpose of conducting 4-H activities to which the guidelines are attached hereto as Schedule G.
- d) At the discretion of the Electoral Area Directors, funding allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries to which the guidelines are attached hereto as Schedules H, I, J and M.
- e) At the Directors' discretion, grant allocations for each area may be budgeted to provide for Awards Recognition to which the guidelines are attached hereto as Schedule K.

7) Approval Process

- a) The Electoral Area Directors have the sole discretion to accept or reject any application. Applications may be rejected for the following reasons:
 - Incomplete or late applications; or
 - Failure to maintain society status; or
 - Failure to rationalize the need for funding; or
 - Failure to prove the project supports the community at large.
- b) Upon approval of the Rural Budgets Administration Committee, eligible applicants along with their Electoral Area Director will meet in the spring of each year to allocate the budgeted amount as set in the current Financial Plan.
- c) At least one representative from each applicant organization must be in attendance at the allocation meetings to receive a grant allocation.



- d) If the total application amount exceeds the annual budget, then the annual budget will be distributed based on consensus of the eligible recreational and community organizations and the Electoral Area Director(s) in attendance at the adjudication meetings.
- e) All organizations that have made an application and have been approved to receive funding by the Regional District will be notified of the meeting date, time and location prior to the meeting.
- f) All applications will be adjudicated based on need and availability of funds in the fiscal year of the established service.
- g) All funding allocation recommendations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

8) Recreational and Cultural Grants-in-Aid Budgets

- a) On an annual basis the Electoral Area Directors shall determine the annual budget amount for their area(s) to be included in the Peace River Regional District Financial Plan. This budget amount will be subject to Board approval and must be in accordance with tax limitations set forth by bylaw or supplementary letters patent. These areas are indicated below:
 - Electoral Area B
 - Electoral Area C
 - Electoral Area E West
 - South Peace Sub-Regional - a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.

9) Unallocated Funds

- a) Any funds that are not allocated from the annual requisition for a funding area shall be utilized to reduce the tax requisition in the next calendar year.

10) ~~Unspent Funds~~

- ~~a) Organizations must utilize allocated funds within three years of ratification by the Rural Budgets Administration Committee and will not be permitted to carry over funds past three years.~~
- ~~b) Any funds not claimed by an organization after three years will be returned to the funding area by resolution of the Rural Budgets Administration Committee and utilized to reduce the tax requisition in the next calendar year.~~

11) ~~Claim Reimbursement~~ Payment of Funds

- ~~a) Approved applications will receive funds by claim reimbursement after August 1st of each year once funding allocations are ratified by the Rural Budgets Administration Committee.~~
- a) Grant funds will be payable to the recipients upon ratification by the Rural Budgets Administration Committee.
- ~~b) Approved applications must provide proof of costs by submitting invoices and a completed claim form attached hereto as Schedule 'B'.~~
- ~~c) All invoices submitted for expense claim reimbursement must be from the same year or later that funds were approved. Claims may not be made for goods or services incurred in the years previous to the grant's approval.~~
- ~~d) In exceptional circumstances, organizations may request in advance the total or partial payment of the approved grant from the Regional District. If the funds are approved for release prior to August 1st in any year, Regional District interim financing costs will be charged. Organizations~~



must make this request in writing to the Chief Financial Officer.

12) Sources of Revenue

- a) Organizations shall be responsible to raise supplementary funds for major capital projects and operations by seeking other funding sources including but not limited to donations, corporate sponsorships, applications to other government agencies or general fundraising.
- b) The Peace River Regional District shall not be a sole source of revenue for any recreation or community association.
- c) Organizations must show in their application all sources of revenue.

13) ~~Annual Reports~~ 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~~.
~~Funds for the current year will not be reimbursed to an organization until any outstanding Annual Reports for that organization have been received by the Regional District.~~
- 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:
 - Organizations being required to repay grant funds.
 - Not being considered for future grant funding.

14) Funding Amendments

- a) *Effective January 1, 2019* - Organizations will no longer be authorized to reallocate unclaimed grant funds allocated in 2019 or any years thereafter. Those grant allocations that remain unclaimed upon the completion of projects will be identified as surplus to the function and used to reduce the following year's tax requisition.
- b) In the event of an emergency situation where failure to remediate the problem will result in the organizations ability to operate, recipients may apply to the Regional District for support through other grant funding options.
- c) All unclaimed grant allocations from years prior to 2019, will be grandfathered and organizations may apply for a Funding Amendment to reallocate those funds under the following circumstances:
 - If a balance remains in the grant allocation and all projects have been completed; or,
 - If an emergency has arisen and failure to remediate the problem will result in an inability to operate.
- d) The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments.
- e) Funds cannot be amended to pay off debt.

15) General

- a) Recreational and Cultural Grants-in-Aid policies can only be made by the Rural Budgets Administration Committee and are subject to Board approval as set forth in Bylaw no. 1166, 1998.
- b) Organizations hosting annual spring allocation meetings will be paid a hosting stipend.

16) Limitations

- a) Tower Lake Community Association is not eligible to receive Recreational and Cultural Grants-in-Aid as they are outside of the existing service area.



17) Recognition

- a) Grant recipients will recognize the financial contributions of the Regional District by prominently displaying a certificate or plaque.
- b) Associations that maintain websites, social media sites and/or membership newsletters will provide Regional District with recognition in the form of prominently displaying a note of thanks next to the Regional District's logo.
- c) Grant recipients may be requested to issue a joint press release and photo with the Regional District from time to time.



Date: _____

Society Number: _____

Applicant Information1. **Name of Organization:** _____**Contact Person:** _____**Mailing Address:** _____**Phone:** _____ **Fax:** _____**Email:** _____**Website:** _____*Please list our organization on the PRRD website as a "Local Community Group" ☐ Yes ☐ No (please check one)*2. **If applicable, does your organization own any facilities or properties?** ☐ Yes ☐ No *(please check one)*Please give the **9-1-1 address** and **legal description** of the property that your organization either leases or owns.3. **Organization Executives:****President**

Name: _____ Phone: _____ Email: _____

Vice President

Name: _____ Phone: _____ Email: _____

Treasurer

Name: _____ Phone: _____ Email: _____

Secretary

Name: _____ Phone: _____ Email: _____

4. **Purpose of Organization:**5. **Please describe the programs and activities that your organization sponsored in the last year:**

Qty per year	Activity/Program	Dates



6. Please provide a 5 year action plan for your organization.

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

Project Information

7. Describe the Year 1 project or general operations for which your organization is requesting funding.

8. How essential is the project to the community?

9. What is the degree of support from the community at large?

10. Approximately how many volunteer hours does your membership contribute each year?

11. How do you plan to maintain any future ongoing costs associated with this project?

12. What is the total cost of insurance(s) your organization pays each year?

13. What is the total amount requested from the Regional District?

Application Submission & Authorization:

Please submit applications to prrd.dc@prrd.bc.ca on or before **January 31** and include the following:

- Year-end financial statements (Income statement and/or balance sheet).
- Detailed project and operations budget (list 'In-Kind' contributions).
- 1 quote for labour, equipment or material costs valued at over \$3,000
- Annual Report(s), Schedule C

☐

I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s) and staff of the Regional District.

Signature of Applicant: _____



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "B" - Claim Form

Organization Name: _____ Date: _____

Mailing Address: _____
Address City Postal Code

Contact Person: _____ Phone Number: _____

Please attach COPIES ONLY of invoices you are claiming reimbursement for. LIST ALL INVOICES BELOW and include the name of the supplier, the project they are for (i.e., playground, fence, insurance, etc.), year the fund were provided, invoice number and amount. If you have any questions about your claim please call (250) 784-3200.

Supplier	Project	Year Funds Granted for this Project	Invoice No.	\$ Amount

Total Invoice Amount _____
Amount You Are Claiming _____

Please deliver your claim via mail, in person or by fax to:

Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Fax: (250) 784-3201

For Office Use Only

Coding	Year	Amount	
			Approved
	Total Claim		

YEAR _____
Grant Amount _____
Previous Claims from this Grant _____
Current Claim _____
Balance on this Grant _____

YEAR _____
Grant Amount _____
Previous Claims from this Grant _____
Current Claim _____
Balance on this Grant _____



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "C" – Annual Report

Who must complete an Annual Report?

- All organizations who have received Grant-in-Aid (GIA) funding from the Peace River Regional District are required to complete an **Annual Report(s)** effective April 2009.

What must be included in your Annual Report?

- Your Annual Report(s) must detail how and /or if your organization has spent your Grant-in-Aid funding. This should include information on capital costs and/or operational costs and may include a variety of activities in accordance with the projects, events or operational costs for which your funding was approved for that particular year.
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funding.

When?

- All Annual Reports are **due by the last calendar day in January each year** regardless of whether your organization is submitting a new application for GIA.
- Funds for the upcoming year will not be reimbursed until Annual Reports are received.

Why?

- This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid funding. By doing so the Peace River Regional District will be following best practices employed by other municipalities and regional districts. This information will also assist the Rural Directors in making fair and equitable decisions on future Grant-in-Aid funding applications for all organizations.

We're here to help!

- Contact the Community Services Department at 250 784-3200 or prrd.dc@prrd.bc.ca
We will do our best to answer any questions you may have!



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "C" – Annual Report

Date of Report: _____

Name of Organization: _____

Mailing Address: _____

Project Summary

- 1) For what Grant-in-Aid funding year does this report refer to? (i.e., when were funds approved)
- 2) What activities did your organization complete or start in the last year for which you received Grants-in-Aid funding? (this may include capital projects, events or general operations)
- 3) Please describe the progress you made on your capital projects, events or general operations for which you applied for Grants-in-Aid funding.
 - a. What was accomplished or completed with assistance from Grants-in-Aid funding?
 - b. What projects or events were not accomplished that you had applied for funding for? OR what operational costs have not been incurred that you had applied for funding for? Please state why any projects or events were not completed or costs were not incurred.
 - c. What is your plan to complete your projects and/or events or utilize your operational cost funding?
 - d. What is your timeframe for completing your projects, events or utilizing your operational cost funding?

Expense Summary

Please provide a summary of **costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2013 or 2012).**

Amount of Approved GIA Funding in year _____

Less **TOTAL** Operational Costs paid for by GIA _____

Less **TOTAL** Capital Costs paid for by GIA _____

Total GIA Funds Remaining for year _____

Please describe your plan for the funds remaining. (i.e., timeline for completing your projects or events or utilizing your operational cost funding, requesting a funding amendment to apply unused funds to another project or can the funds be reallocated to next year's GIA budget?)

Authorization

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct and that the Board of Directors has approved the submission of this report.

Board Member (Treasurer)

Name (print) _____

Position: _____

Business phone: _____

Residence phone: _____

Fax: _____

E-mail: _____

Signature: _____

Board Member

Name (print) _____

Position: _____

Business phone: _____

Residence phone: _____

Fax: _____

E-mail: _____

Signature: _____

THIS REPORT WAS PREPARED BY:

Name (print): _____

E-mail: _____

Business phone: _____

Residence phone: _____

Fax: _____

Signature: _____

Retain a copy of this report for your organization's records.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

Instructions for Submitting a Funding Amendment

Organizations may apply to the Rural Budgets Administration Committee for a funding amendment only in such circumstances that:

- a) they have completed their project with the funds allocated and they have outstanding funds remaining; or
- b) an emergency has arisen and failure to remediate the problem will result in an inability to operate.

The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments. Organizations will be limited to a maximum of one funding amendment per year. Funds cannot be amended to pay off debt incurred, therefore organizations must apply for an amendment before any work is completed to which they may want to apply the funds.

EXAMPLE:

PROJECT TO PROVIDE FUNDS	
Year Funds Granted: 2010	Have you completed this project? Yes
Current Project Description: <i>(project for which funds were originally applied for)</i> In 2010 we applied for funding for hall maintenance and to update our heating and water system. We have completed this project and have \$2,000 remaining.	
Amount Granted: \$15,000	Amount to Reallocate: \$2,000
PROJECT TO RECEIVE REALLOCATED FUNDS	
TOTAL Cost of New Project: \$2,500	
Proposed New Project/Operational Expense: <i>(reason for request and proposed changes to original project, cost of new project)</i> In 2009 we applied for funding to paint our hall, replace the flooring and purchase new tables and chairs. With the funds received in 2009 we were able to replace the flooring and purchase tables and chairs, however, we did not have enough funds to do the painting. We would like to use the remaining funds from 2010 to paint the hall. The quote that we received from Home Hardware was for \$2,500 for all paint and supplies. The remaining \$500 will come from our general revenue.	

Questions? Contact the Community Services Department at 250 784-3200

Please send your completed form and any additional information to:

Peace River Regional District
Box 810, 1981 Alaska Avenue,
Dawson Creek, BC V1G 4H8
fax 250 784-3201
email prrd.dc@prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization:		Date:
Contact:		Phone:
Mailing Address:		
Email:		Fax:
PROJECT TO PROVIDE FUNDS		
Year Funds Granted:	Have you completed this project?	
Current Project Description: <i>(project for which funds were originally applied for)</i>		
Amount Granted:	Amount to Reallocate:	
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project:		
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i>		
FOR OFFICE USE ONLY		
Funds Remaining: <i>(showing last 3 years)</i>	Current Project Name:	Amount Available =
	____ Project Name:	Amount Available =
	____ Project Name:	Amount Available =
	Total Unused Funds =	
Notes:		



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "E" – Youth Travel

The purpose of this schedule is to provide the guidelines for the approval and disbursement of Youth Travel funds. Youth travel grants, up to a maximum of \$375, may be provided to financially supplement the expenses associated with team or individual travel to sporting competitions. Funding for Youth Travel Grants is provided at the sole discretion of the Electoral Area Directors and is part of the Recreational and Cultural Grants-in-Aid funding policy.

1. Applicant Eligibility

- a. Youth sports organizations or individual players who have **qualified**** to compete at a provincial, national or international competition and will be representing the Peace River Regional District during competition.
- b. Must have a **minimum of 1 player** who resides in one of the four Electoral Areas of the Peace River Regional District.
- c. Funds may be applied for by both school teams and community club organizations.
- d. Community club teams must operate under a not-for-profit society to be eligible for funding.

**** Successfully competed and earned the opportunity to be eligible to move on to the next stage of competition.**

2. Application Process

- a. Requests may be made year round and must be received in writing to the Rural Budgets Administration Committee, prior to attending the competition.
- b. Funding may be requested to assist with the following:
 - registration/entry fees;
 - transportation expenses – fuel, airfare, bus or ferry transport;
 - accommodation expenses.
- c. All requests must include the following information:
 - a description of the event and anticipated costs;
 - the number of players and coaches that will attend;
 - the names and 911 addresses of the players and coaches who reside in the rural area (for verification of residency);
 - Estimated costs to attend the competition.

3. Approval Process

- a. Grants are approved at the sole discretion by the authority of the Rural Budgets Administration Committee.
- b. Grant funding will be calculated on the basis of \$75/rural player to a maximum grant of \$375.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "E" – Youth Travel

- c. Staff will assess the request, attach it to a report inclusive of all the necessary background information and forward it for review at the next scheduled Rural Budgets Administration Committee meeting.
- d. All applicants will be notified in writing regarding the results of their request.
- e. All funds will be made payable to the organization or school only.
- f. Requests received after the competition has taken place will not be considered for funding.

4. Reporting

Within 30 days of the competition, grant recipients are required to:

- report back on the results of their competition;
- provide a photo for use by the Regional District; and
- describe how the funds were spent.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid
Schedule "F" – North Peace Gradfest Society

Schedule F – North Peace Gradfest Society

Rural Recreational & Cultural Grants-in-Aid

In accordance with Section 6(b) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Electoral Area B and C Directors' recommendation, grant allocations from Area B and C may be budgeted and provided for the North Peace Regional Gradfest Society for the purpose of hosting safe graduation related events.

1) Release of Funds

- a) After May 31st of each year the Society may make a request in writing to the Manager of Community Services that any grant funds allocated through the Recreational and Cultural Grants-in-Aid program be released to them for the purpose of hosting North Peace high school graduation events.
- b) The Society must provide the Regional District with their current contact information and mailing address prior to any release of funds.

2) Recognition & Reporting

- a) The Society must recognize the Regional District for their contribution through display of the Regional District's logo and a note of thanks in any promotional materials.
- b) Within 30 days of the event(s), the Society must:
 - a. provide a report of the event;
 - b. provide a photo for use by the Regional District; and
 - c. describe how the funds were spent.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "G" – 4-H North Peace Senior Council

In accordance with Section 6(c) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Electoral Area B Director's recommendation grant allocations from Area B may be budgeted and provided for the North Peace 4-H Senior Council for the purpose of conducting 4-H activities.

1) Release of Funds

- a) After May 31st of each year the organization may make a request in writing to the Manager of Community Services that any grant funds allocated through the Recreational and Cultural Grants-in-Aid program be released to them for the purpose of North Peace 4-H activities.
- b) The organization must provide the Regional District with their current contact information and mailing address prior to any release of funds.

2) Reporting

- a) The organization must provide within 90 days of receiving the grant a letter describing the how the funds were spent.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “H” – Electoral Area B Bursary

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area B bursary are as follows.

1) Bursary Amount

There is one bursary of \$2,000 annually. The bursary will be awarded to a graduating student residing in Electoral Area 'B' of the Peace River Regional District.

2) Bursary Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area 'B' a minimum of 12 consecutive months prior to bursary application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 60 Peace River North.

4) Registration

Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the bursary.

5) Adjudication Process

- a) Bursary applications will be adjudicated by a selection committee appointed by School District No. 60.
- b) Bursary applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

6) Notification of Award Recipients

Prior to June 30th of each year, North Peace Secondary School must advise the Peace River Regional District of the award recipient's name, address, Social Insurance Number and telephone number.

7) Bursary Award

- a) The Bursary will be awarded at either the annual North Peace Secondary or Prespatou Secondary School Graduation Ceremonies.
- b) Recipients may claim their scholarship in writing from the Peace River Regional District at:

Box 810

Dawson Creek, BC V1G 4H8

Email: prrd.dc@prrd.bc.ca

- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the scholarship.
- e) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- f) Scholarship winners may apply to defer or carry over their awards for a period of up to one year in writing to the Chief Financial Officer.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "H" – Electoral Area B Bursary

Electoral Area B - Bursary Application

Name: _____ Social Insurance Number: _____

Street Address: _____ Phone: _____

Mailing Address (if different than above): _____

What career do you intend to pursue? _____

Why? _____

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies?

How will this bursary assist you? _____

Please describe your community involvement: _____

Signature: _____ Date: _____

**** This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades.***

**** A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "I" – Electoral Area C Scholarship

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area C Scholarship are as follows:

1) Scholarship Amount

There is one scholarship of \$1,000 annually. The scholarship will be awarded to a graduating student residing in Electoral Area 'C' of the Peace River Regional District.

2) Scholarship Application

- a) All applicants must complete the Peace River Regional District Scholarship Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area 'C' a minimum of 12 consecutive months prior to scholarship application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 60 Peace River North.

4) Registration

Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the scholarship.

5) Adjudication Process

- a) Scholarship applications will be adjudicated by a selection committee appointed by School District No. 60.
- b) Scholarship applications will be adjudicated on the basis of residency, academic standing, community involvement and acceptance at a post-secondary institution.

6) Notification of Award Recipients

Prior to July 1st of each year, North Peace Secondary School must advise the Peace River Regional District of award recipient and must provide their name, address and telephone number.

7) Scholarship Award

- a) The Scholarship will be awarded at the annual North Peace Secondary School graduation ceremonies.
- b) Recipients may claim their scholarship in writing from the Peace River Regional District at:

Box 810

Dawson Creek, BC V1G 4H8

Email: prrd.dc@prrd.bc.ca

- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the scholarship.
- e) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- f) Scholarship winners may apply to defer or carry over their awards for a period of up to one year in writing to the General Manager of Community Services.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "I" – Electoral Area C Scholarship

Electoral Area C – Scholarship Application

Name: _____ Social Insurance Number: _____

Street Address: _____ Phone: _____

Mailing Address (if different than above): _____

What career do you intend to pursue? _____

Why? _____

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies?

How will this scholarship assist you? _____

Please describe your community involvement: _____

Signature: _____ Date: _____

**** This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades.***

**** A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “J” – South Peace Sub-Regional Bursary & Scholarship

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Sub-Regional Bursary and Scholarship are as follows:

1) Award Amount

There are two scholastic awards, one a \$1,500 Trades Bursary and one a \$1,500 Academic Scholarship, presented annually to graduating students who reside in a defined portion of Electoral Areas 'D' and 'E', referred to as South Peace Sub-Regional.

2) Award Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in the South Peace Sub-Regional Area a minimum of 12 consecutive months prior to submitting an application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student at Dawson Creek Secondary School.

4) Registration

Applicants must show proof of acceptance or application to a post-secondary educational institute to be eligible to apply for the bursary.

5) Adjudication Process

- a) All applications will be adjudicated by a selection committee appointed by School District No. 59.
- b) All applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

6) Notification of Award Recipients

- a) Prior to July 1st of each year, Dawson Creek Secondary School must advise the Peace River Regional District of award recipients and must provide their names, addresses and telephone numbers.

7) Bursary/Scholarship Award

- a) The bursary/scholarship will be awarded at the annual Dawson Creek Secondary School graduation ceremonies.
 - b) Recipients may claim their award in writing from the Peace River Regional District at:
PO Box 810
Dawson Creek, BC V1G 4H8
Email: prrd.dc@prrd.bc.ca
- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the award.
- e) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- f) Recipients may apply to defer or carry over their award for a period of up to one year up to one year



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "J" – South Peace Sub-Regional Bursary & Scholarship

South Peace Sub-Regional – Bursary/Scholarship Application

Name: _____ Social Insurance Number: _____

Street Address: _____ Phone: _____

Mailing Address (if different than above): _____

What career do you intend to pursue? _____

Why? _____

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies?

How will this award assist you? _____

Please describe your community involvement: _____

Signature: _____ Date: _____

**** This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades.***

**** A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule “K” – Awards Recognition

In accordance with section 6(e) of the Rural Recreation and Cultural Grants-in-Aid policy, at the Directors’ discretion, grant allocations for each electoral or funding area may be budgeted and provided for Awards Recognition.

1) Introduction

The intent of the Awards Recognition component is to celebrate rural volunteers who support and/or provide recreational, cultural or social activities and services throughout Electoral Areas B, C, D and E of the Peace River Regional District.

2) Frequency

Organizations will have the opportunity, once per calendar year, to submit nominations as part of the Awards Recognition component of Recreational and Cultural Grants-in-Aid.

3) Budget

An annual budget of \$1,000 will be provided from Electoral Areas B, C, and E and the South-Peace Sub-Regional funding areas as per adoption of the Financial Plan. The amount of this budget allocation, may be changed at the sole discretion of the Rural Budgets Administration Committee.

4) Awards Nomination Process

- a. Organizations will have the opportunity to nominate rural residents, facilities and organizations for achievement awards.
- b. Nominations for awards must be received by **June 30th each year**.
- c. The Electoral Area Directors will adjudicate applications and determine award recipients.
- d. Nominations must address the nomination criteria as per Section 5 (A), (B) or (C) and must provide a description of the nominee’s background, experience and achievements and any further information to support the application.
- e. Nominations must include at least two letters of support.

5) Award Categories

A. Individual Volunteer Achievement:

- i. Awarded for outstanding contributions to rural recreation and/or culture within the Peace River Regional District;
- ii. Nominees must have a significant history of volunteering for rural programs or organizations.

B. Rural Facility Excellence:

- i. Awarded for excellence in facility concept, design, development, maintenance or operation. The facility shall have demonstrated outstanding and/or innovative aspects which have made or could make significant impact in the recreation or cultural field.
- ii. The facility must be accessible to all patron groups, unique to the northern lifestyle, multi-purpose and located in the rural area.

C. Rural organization:

- i. Awarded for outstanding achievement to rural recreation and/or culture. The achievement shall involve a significant contribution to the enhancement of some aspects of local recreation, culture or to a specific interest area.

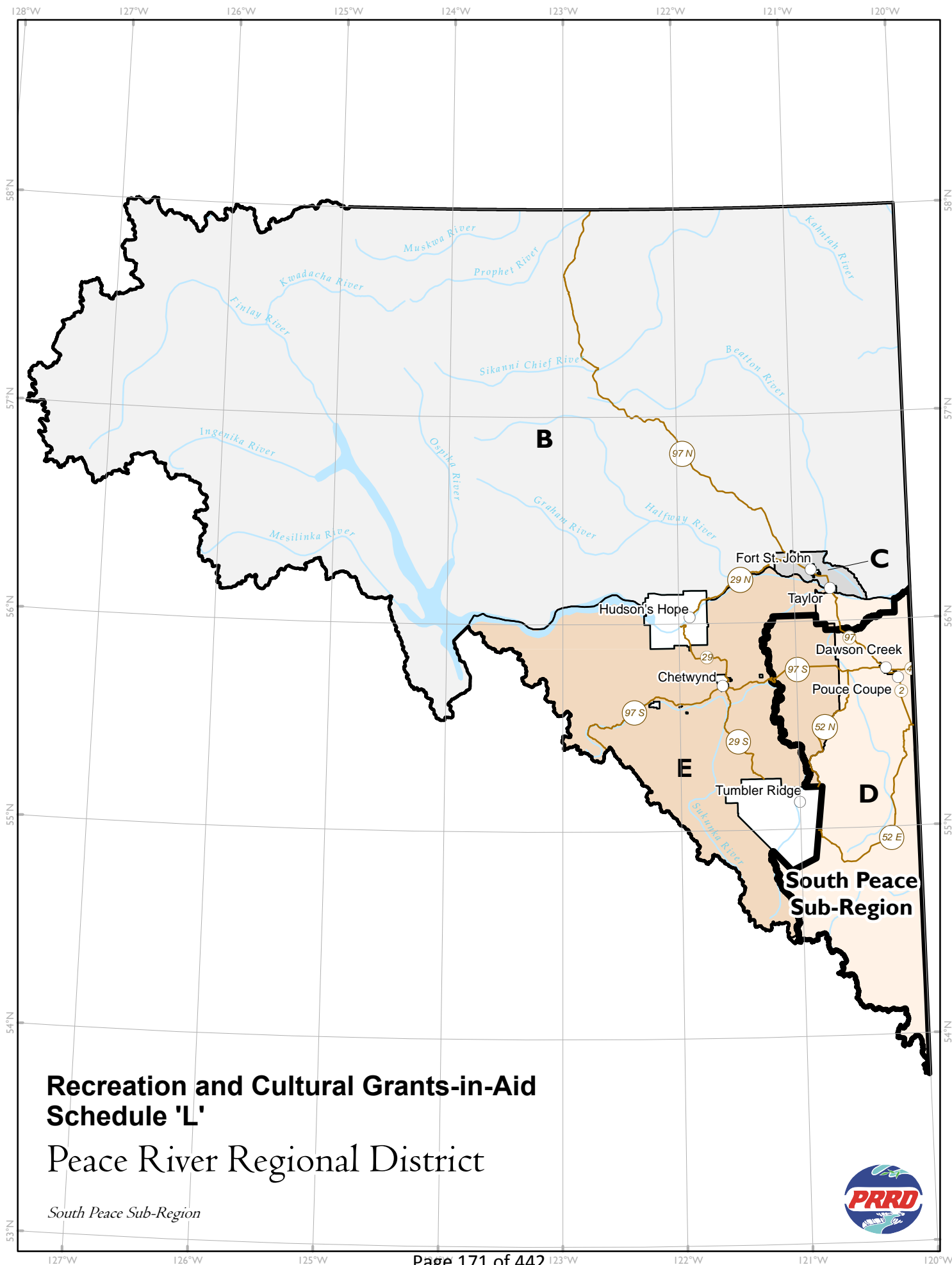


PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "K" – Awards Recognition

- ii. The organization must demonstrate a significant contribution to a broad range of recreation or cultural services in a community or region.
- iii. The organization must demonstrate uniqueness and innovation in planning, problem solving and recruitment of members.

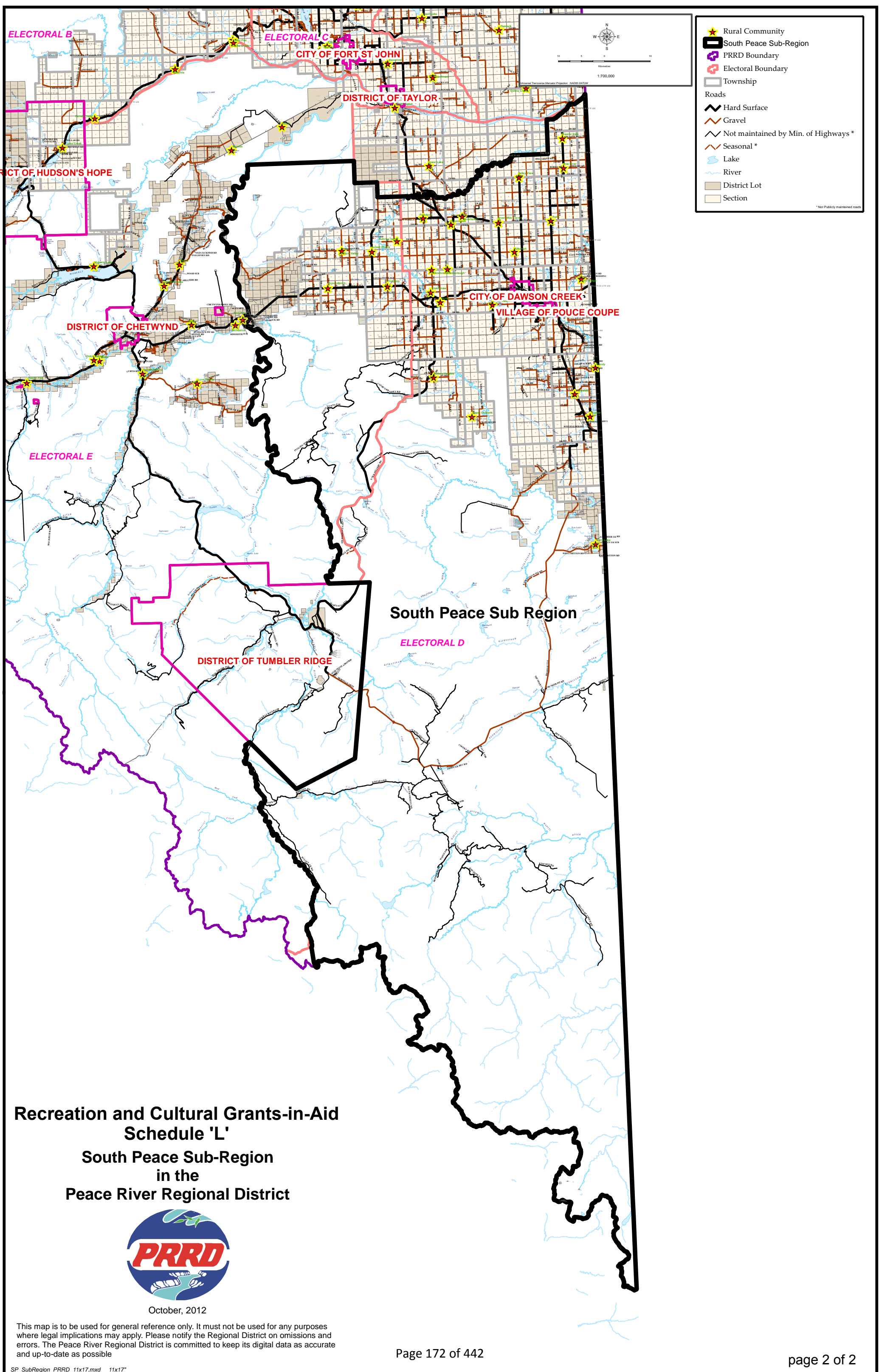


Recreation and Cultural Grants-in-Aid Schedule 'L'

Peace River Regional District

South Peace Sub-Region







PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "M" – Electoral Area E West Bursary

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area E West bursary are as follows.

1) Bursary Amount

There are two bursaries of \$ 500.00 annually. The bursaries will be awarded to two graduating students residing in Electoral Area E West (west of the Pine River in Area E) of the Peace River Regional District.

2) Bursary Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full and should include a cover letter explaining the applicant's qualifications and ambitions
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area E West a minimum of 12 consecutive months prior to bursary application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 59 Peace River South.

4) Registration

Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the bursary.

5) Adjudication Process

- a) Bursary applications will be adjudicated by a selection committee appointed by School District No. 59.
- b) Bursary applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

6) Notification of Award Recipients

Prior to July 1st of each year, Chetwynd Secondary School must advise the Peace River Regional District of award recipient and must provide their name, address and telephone number.

7) Bursary Award

- a) The Bursary will be awarded at the annual Chetwynd Secondary School Graduation Ceremonies.
- b) Recipients may claim their bursary in writing from the Peace River Regional District at:

PO Box 810

Dawson Creek, BC V1G 4H8

Email: prrd.dc@prrd.bc.ca

- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the bursary.
- e) Bursary winners may apply to defer or carry over their award for a period up to one year in writing to the General of Community Services.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "M" – Electoral Area E West Bursary

Electoral Area E West - Bursary Application

Name: _____ Social Insurance Number: _____

Street Address: _____ Phone: _____

Mailing Address (if different than above): _____

What career do you intend to pursue and why? _____

What post-secondary school(s) do you hope to attend? _____

Do you plan to attend full-time or part-time studies? _____

How will this bursary assist you? _____

Please describe your community involvement. _____

Please describe what volunteer work you do and why? _____

Signature: _____ Date: _____

**** This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades.***

**** A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***



REPORT

To: Chair and Directors

Report Number: CS-BRD-007

From: Trish Morgan, General Manager of Community Services

Date: May 27, 2020

Subject: COVID-19 Update #5 - Recovery Plan Policy

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board adopt the Peace River Regional District COVID-19 Recovery Plan Policy, which sets out the core measures that will guide the resumption of services provided by the PRRD and its partners, and authorizes the Chief Administrative Officer to update the Policy as necessary under Provincial and Federal Orders.

BACKGROUND/RATIONALE:

On May 6, 2020, the Province of BC issued ["BC's Restart Plan"](#), which will allow for lifting of COVID-19 related restrictions in a phased approach. The principles identified in the Restart Plan, as well as WorkSafeBC guidelines, provide the foundation of the Peace River Regional District's COVID-19 Recovery Plan Policy.

The following represents a systematic process to resuming PRRD and partner operations in accordance with the requirements and guidelines set by the Province of BC.

Phase 1 – Mid to Late May 2020

- 1) Staff resume work in Dawson Creek and Fort St John offices
- 2) Montney Centennial Park and Iver Johnson Park open for day-use only

Phase 2 – June to September 2020 (if transmission rates remain low or are in decline)

- 1) PRRD offices open to the public (starting June 1st)
- 2) Charlie Lake Fire Department members resume in-person training, with conditions (starting June 1st)
- 3) PRRD community halls may resume maintenance and cleaning activities, with conditions (starting June 1st)
- 4) Essential public hearings, on a case by case basis, may resume in-person if electronic options are not available, and if appropriate meeting venues and sanitization requirements can be met
- 5) Blackfoot Regional Park opens for camping to the public (June 1st)
- 6) Minaker River Regional Park opens for camping (July 1st)
- 7) PRRD will consider, on a case by case basis, community halls holding small events with less than 50 people (starting in July)
- 8) Chetwynd Recreation Centre and North Peace Leisure Pool will open under the direction and control of the municipal operators
- 9) Buick and Clearview Arenas will open at the direction of School District No 60
- 10) Essential in-region travel

Phase 3 – TBD (dependent on public health, social and economic factors to be examined starting in August 2020)

- 1) Non-essential public or stakeholder meetings
- 2) Public engagement activities that involve residents opinion on services that may increase their taxes
- 3) In-person engagement with First Nations communities
- 4) Out-of-region travel

The COVID-19 Recovery Plan Policy outlines the physical distancing requirements, engineering controls, administrative controls, personal protective equipment, and cleaning and sanitization requirements for:

1. PRRD office workspaces & transportation;
2. regional & community parks;
3. community halls & recreation facilities;
4. landfills & transfer stations;
5. water tankloader stations;
6. the sewer receiving station;
7. public meetings; and
8. the Charlie Lake Fire Department.

The COVID-19 Recovery Plan Policy also notes that in the event of a second wave of COVID-19 that the PRRD will revert to the COVID-19 Response Plan.

The Municipal Insurance Association has recommended that local government recovery plans be adopted as policy by regional boards or councils. It is important to note that this plan will be a living document and will require updates and additions as restrictions are lifted or new information becomes available.

Therefore, it is recommended that the Chief Administrative Officer be authorized to update the Policy as necessary to ensure that it remains in alignment with Provincial and Federal orders as they relate to COVID-19.

Currently there is no timeline for Phase 3 of the PRRD's Plan, which is consistent with the Province of BC's Restart Plan (Phase 4 of their plan), which will only be implemented "when the threat of COVID-19 has been significantly diminished through widespread vaccination, broad successful treatments, evidence of community immunity, or the equivalent." The PRRD may be able to resume some activities listed in Phase 3 before a vaccine has become available, but the risk will need to be assessed prior to taking any action.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Increased costs for:

- engineering controls for plexiglass barriers (~\$3,000);
- cleaning supplies, personal protective equipment, and hand sanitizers;
- janitorial services;

- vehicle costs in order for staff to travel one person per vehicle for capital projects and inspections;
- IT upgrades to allow for working remotely; and
- parks signage.

COMMUNICATIONS CONSIDERATION(S):

The COVID-19 Recovery Plan Policy will be communicated:

- to staff through department meetings and on WINK (internal staff site);
- to community partner organizations through email, phone and mail. Staff will reach out to community hall operators to discuss the plan, and provide them with the section of the Plan applicable to community halls; as well as templates;
- to the public through the PRRD's website, Facebook page, and through signage posted at the offices, parks and other facilities; and
- to contractors through email and phone meetings to discuss requirements.

FAQ's and guidance documents will be created to act as a quick reference tool.

Where possible, the PRRD's COVID-19 Recovery Plan Policy has implemented the use of WorkSafeBC and Ministry of Health communications materials. Parks signage has been developed using BC Parks signage as a template.

OTHER CONSIDERATION(S):

BC's Restart Plan Phases:

PHASE 1 (WHERE WE ARE TODAY)	
ESSENTIAL SERVICES OPERATING DURING COVID-19	
➤	Essential health care and health services
➤	Law enforcement, public safety, first responders and emergency response personnel
➤	Vulnerable population service providers
➤	Critical infrastructure
➤	Food and agriculture service providers
➤	Transportation
➤	Industry and manufacturing
➤	Sanitation
➤	Communications and information technology
➤	Financial institutions
➤	Non-health essential service providers

PHASE 2 (MID MAY ONWARDS)**UNDER ENHANCED PROTOCOLS**

- Restoration of health services
 - » Re-scheduling elective surgery
 - » Medically related services
 - dentistry, physiotherapy, registered massage therapy, chiropractors
 - physical therapy, speech therapy, and similar services
- Retail sector
- Hair salons/ barbers/other personal service establishments
- In-person counselling
- Restaurants, cafes, pubs – with sufficient distancing measures
- Museums, art galleries, libraries
- Office-based worksites
- Recreation/sports
- Parks, beaches and outdoor spaces
- Child care

PHASE 3 (JUNE-SEPTEMBER, IF TRANSMISSION RATE REMAINS LOW OR IN DECLINE)**UNDER ENHANCED PROTOCOLS**

- Hotels and resorts (June)
- Parks – broader reopening, including some overnight camping (June)
- Film industry – beginning with domestic productions (June/July)
- Select entertainment – movies and symphony, but not large concerts (July)
- Post-secondary education – with mix of online and in-class (September)
- K-12 education – partial return in June, full return in September

PHASE 4 (TBD)**CONDITIONAL ON AT LEAST ONE OF: WIDE VACCINATION; “COMMUNITY” IMMUNITY; BROAD SUCCESSFUL TREATMENTS.**

- Activities requiring large gatherings, such as:
 - » conventions
 - » live audience professional sports
 - » concerts
- International tourism

Attachments:

1. COVID-19 Recovery Plan Policy: May 25, 2020

**PRRD COVID-19 RECOVERY PLAN**

Department	Board	Policy No.	
Section	General	Date Approved by Board	
Repeals		Board Resolution #	

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

Repealed		Board Resolution #	
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Updated by CAO		Section(s) Updated	
Updated by CAO		Section(s) Updated	
Updated by CAO		Section(s) Updated	

1. Purpose

- 1.1 The PRRD COVID-19 Recovery Plan Policy sets out the core measures that will guide the resumption of services provided by the PRRD and its partners. It is intended to help plan a cautious and phased return towards the 60% social contact maximum of the pre-COVID-19 normal, and to modify behavior and protective measures to cautiously allow for greater interactions, without putting PRRD staff and others at risk.

2. Scope

- 2.1 This Policy applies to all PRRD staff, elected officials, contractors, and PRRD operated facilities.

3. Policy

- 3.1 The "PRRD COVID-19 Recovery Plan" is attached to and forms part of this Policy.
- 3.2 The Chief Administrative Officer has the authority to amend this Policy as necessary to keep it in alignment with Federal and Provincial orders related to COVID-19.

Affiliated Procedure	
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PEACE RIVER REGIONAL DISTRICT

COVID-19 Recovery Policy & Plan

Last Updated by CAO: May 25, 2020

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BACKGROUND

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. WHO stated there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries around the world.

The Peace River Regional District (PRRD) has developed this recovery plan based on the following:

- 1) Issued by the Province of BC:
 - a) [BC's Restart Plan: Next Steps to Move Through the Pandemic](#)
 - b) B.C. COVID-19 Go-Forward Strategy
 - c) Key Steps to Safely Operating Your Business or Organization and Reducing COVID-19 Transmission
- 2) [WorkSafe BC](#)
 - a) [COVID-19 Information & Resources](#)
 - b) [COVID-19 Safety Plan Checklist](#)
 - c) [Offices: Protocols for returning to operation](#)
 - d) [Parks: Protocols for returning to operation](#)
 - e) [Restaurants, cafes and pubs: Protocols for returning to operation](#) (with respect to food service in community halls)
- 3) [BC Centre for Disease Control](#)
 - a) COVID-19 Information
- 4) Northern Health
 - a) [Coronavirus \(COVID-19\): A Northern Health guide for your community \(May 7, 2020 edition\)](#)

Purpose of this Plan

The PRRD COVID-19 Recovery Plan sets out the core measures that will guide the resumption of services provided by the PRRD and its partners. It is intended to help plan a cautious and phased return towards the 60% social contact maximum of the pre-COVID-19 normal. Medical professionals speculate that it could be 12-18 months before a vaccine is developed. Until then, the challenge will be modifying behavior and protective measures cautiously to allow for greater interactions without putting ourselves and others at risk.

Activities will align with regional, provincial and national health orders and guidelines.

Provincial Health Officer's Orders

Each health authority has a Chief Medical Health Officer and a number of other Medical Health Officers working with the region. Medical health Officers provide the primary health interface with a local government.

Under the *Health Act*, the Provincial Health Officer has the authority to enact community-based control measures that he/she believes are important in controlling the spread of influenza and minimizing its impact (i.e., the prohibition of public gatherings).

Key [Orders](#) & guidance documents issued that relate to this plan (as of May 12, 2020):

- a) Mass Gatherings Order: no gatherings over 50 people
- b) Quarantine Order (federal): must quarantine for 14 days upon return to Canada
- c) Compliance & Enforcement Brief & Guide: guidance on enforcement of public health orders

Minister of Public Safety & Solicitor General Orders

The orders issued by Minister Mike Farnworth under the *Emergency Program Act* related to the COVID-19 pandemic will be in place for the duration of the Provincial State of Emergency for COVID-19. The Minister has the ability to rescind the orders at any time if they are no longer needed.

Key Orders

- a) Electronic Attendance at Corporate Meetings [M116](#)
 - i. [Guidance to Conduct Public Hearings](#)
- b) Local Government Meetings & Bylaw Process [M139](#)
- c) Freedom of Information & Protection of Privacy Act [M085](#)
- d) Bylaw Enforcement [M082](#)
- e) Local Authorities & Essential Goods & Supplies [M084](#)

Further information can be found:

- [COVID-19 Updates for Local Governments & Improvement Districts](#)
- [COVID-19: Frequently Asked Questions related to Provincial Orders](#)
- [COVID-19: Local Government & First Nations Frequently Asked Questions](#)

WorkSafeBC

WorkSafeBC is working to support the direction of public health agencies for slowing the progression of COVID-19 (coronavirus) by helping workplaces to take appropriate preventative measures. This plan will follow [guidelines](#) set out BC WorkSafeBC to ensure the health and safety of staff, the directors and the public.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but during a WorkSafeBC inspection they will ask employers about the steps they have taken to protect their workers.

REDUCING TRANSMISSION

Transmission Facts

- 1) **Coronavirus is transmitted via** larger liquid droplets when a person coughs or sneezes but also potentially when they are talking in very close proximity to another person. **The virus in these droplets then can enter the body of another person when that person breathes in the droplets or when the droplets touch the eyes, nose or throat of that person.**
- 2) This requires you to be in close contact – less than the so-called social distancing of 3 – 6 feet. This is referred to as ‘droplet’ transmission and is believed to be the primary way COVID-19 is transmitted.
- 3) In addition, droplet transmission is much more likely when in close contact in an indoor setting. COVID-19 can also be transmitted through droplets in the environment if someone **touches the contaminated area then touches their face or eyes without cleaning their hands**. This speaks to the importance of regularly cleaning one’s hands and also cleaning of high touch areas in the environment.
- 4) A key issue in transmission is the median incubation period (the time from infection to appearance of symptoms) and the serial interval (the time between successive cases) for the Covid-19 virus. The **serial interval for Covid-19 virus is estimated to be 5-6 days**. The serial interval is 3 days for influenza with transmission taking place in the first 1-3 days of illness, **pre-symptomatic transmission** (transmission of the virus before the appearance of symptoms) being a major driver of transmission for influenza. For Covid-19 there are some emerging indications that there are people who can shed Covid-19 virus 24-48 hours prior to symptom onset, but at present, the WHO suggests that this **does not appear to be a major driver of transmission**. However, we need to acknowledge that there is debate about this and that at this time we cannot be categorical.

Core Personal Measures for the “New Normal”

There are currently no vaccines available to protect against human coronavirus infection. Medical professionals speculate that it could be 12-18 months before a vaccine is developed. Until that time, the following are core personal measures that everyone must take:

- 1) No hand shaking as the new norm.
- 2) Practice good hygiene (frequent hand washing with soap and water and use of hand sanitizers; avoid touching one’s face; respiratory etiquette; disinfect frequently touched surfaces).
- 3) Maintain reasonable physical distancing as much as possible and use a non-medical mask or face covering in situations where reasonable physical distancing cannot be consistently maintained, and engineering controls are not available (e.g. plexiglass barriers).
- 4) If you have the symptoms of a cold, flu, or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue you must stay at home (not going to school/work) and keep a safe distance from others in your family until those symptoms have completely disappeared. Retail malls, shops, and supermarkets should implement clear policies to strongly encourage customers who

have the symptoms of a cold, flu, or Covid-19 with any coughing or sneezing to not come into their stores through highly visible signage and verbal prompts if required.

- 5) A further consideration are the extra precautions individuals should consider if they are at increased risk of a more severe illness because they are over 60 years old, or if they have compromised immune systems or underlying chronic medical conditions.

Reducing Contact with Others

The risk of transmission in the workplace and in the community is a direct function of two variables:

- 1) The number of contacts (number of people present at the same time)
- 2) The contact intensity
 - a) type of contact – close or distant
 - b) length of contact – brief or prolonged

Steps can be taken to reduce the risk by:

- 1) Physical distancing measures – measures to reduce the density (intensity and number of contacts) of people in your setting.
- 2) Engineering controls – physical barriers (e.g. plexiglass barriers; one-way systems for customer flow; physical space between seating).
- 3) Administrative controls – rules and guidelines to reduce the likelihood of transmission in your setting (e.g. stay away if sick; hours of operation).
- 4) PPE – use of non-medical masks.
- 5) Cleaning and sanitization – increasing frequency of cleaning of high touch surfaces, cleaning or sanitizing hands on a regular basis

STEPS TOWARDS RECOVERY

The following represents a step-by-step process to resuming PRRD and partner operations in accordance with the requirements and guidelines set by the Province of BC.

Phase 1 – Mid to Late May 2020

- 1) Staff resume work in Dawson Creek and Fort St John offices
- 2) Montney Centennial Park and Iver Johnson Park opens for day-use only

Phase 2 – June to September 2020 (if transmission rates remain low or are in decline)

- 1) PRRD offices open to the public (starting June 1st)
- 2) Charlie Lake Fire members resume in-person training with conditions (starting June 1st)
- 3) PRRD community halls may resume maintenance and cleaning activities with conditions (starting June 1st)
- 4) Essential public hearings, on a case by case basis, may resume in-person if electronic options are not available and if appropriate meeting venues and sanitization requirements can be met
- 5) Blackfoot Regional Park opens for camping to the public (June 1st)
- 6) Minaker River Regional Park opens for camping (July 1st)
- 7) PRRD will consider, on a case by case basis, community halls holding small events with less than 50 people (starting in July)
- 8) Chetwynd Recreation Centre and North Peace Leisure Pool will open under the direction and control of the municipal operators
- 9) Buick and Clearview Arenas will open at the direction of School District No 60
- 10) Essential in-region travel

Phase 3 – TBD (dependent on public health, social and economic factors to be examined starting in August 2020)

- 1) Non-essential public or stakeholder meetings
- 2) Public engagement activities that involve residents opinion on services that may increase their taxes
- 3) In-person engagement with First Nations communities
- 4) Out-of-region travel

COVID-19 RECOVERY REQUIREMENTS

Note that different protocols offer different protection. Wherever possible, use the protocols that offer the highest level of protection and add additional protocols as required.

First level protection (elimination):

Use policies and procedures to keep people at a safe physical distance from one another. Limit the number of people in your workplace at any one time, and implement protocols to keep workers at least 2 metres from other workers, customers, and members of the public.

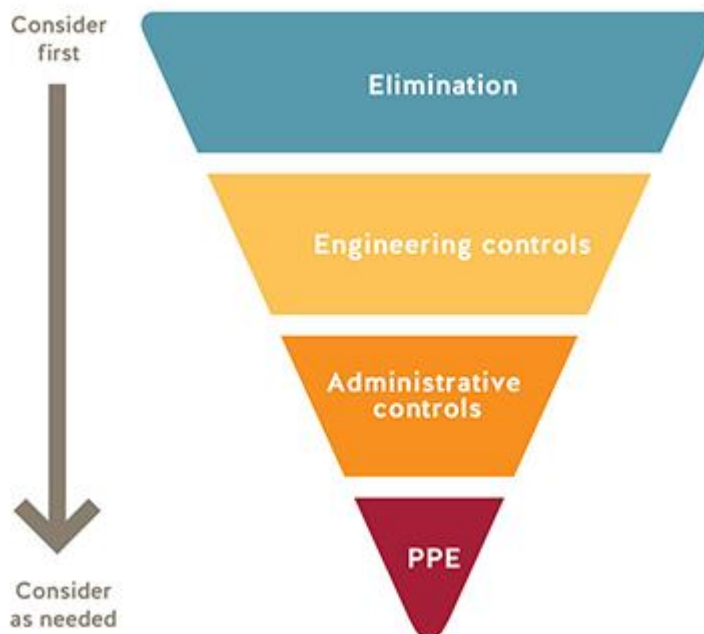
Second level protection (engineering controls):

If staff/contractors/public cannot maintain physical distancing, plexiglass barriers will be installed to separate people.

Third level protection

(administrative controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, staff will consider the use of non-medical masks. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Workers must use the masks appropriately.



PRRD Office Workspaces & Transportation

Starting in mid to late May 2020, staff will return to work in the PRRD offices. Many have been working from home since mid-March under remote worksite agreements. Modifications will be need to be made to many workspaces to reduce the risk of transmission at any of our work sites. Staff currently work out of the following four work sites:

- 1) Dawson Creek office (36-40 staff)
- 2) Dawson Creek warehouse (5-9 staff depending on seasonal/casual)
- 3) Fort St John office (5 staff)
- 4) Charlie Lake Fire hall (2 staff)

Where possible the use of technology (phone, email and Webex) should continue to be utilized to reduce the need for staff to move through the office environments.

Common areas will have signs posted to indicate the maximum occupancy limitations (Appendix F).

In order to bring staff back into PRRD office environments the following will be implemented prior to their return:

Physical Distancing

1) Individual Workspaces

The majority of desks within the Dawson Creek and Fort St John offices are currently spaced at minimum 6ft apart, with many having their own individual offices. For those departments where desks are not currently spaced the minimum of 6 ft apart, changes will need to be made as follows:

- a) Finance Department (Dawson Creek):
 - i. Casual finance staff will work in the downstairs meeting room when they are in the office on Mondays and Tuesdays.
 - ii. Two finance staff will be moved to temporary desk locations for the next 12-18 months so that there are only 4 staff working in the open office environment.
 - o The Grant Coordinator will move to the CFO's office.
 - o One of the Finance Clerks (EB) will be moved to the extra desk in the Community Services office area.
- b) Field Services (Warehouse)
 - i. New workspaces will be built by July 1st for casual and seasonal staff to ensure there is appropriate physical distancing at the warehouse.
- c) Information Technology
 - i. The GIS Technologist will be moved to the vacant Planning Services Manager office.

2) Lunch Room (Dawson Creek office)

- a) Maximum capacity = 10
- b) Coffee Breaks: Rotating coffee breaks will be established so that not more than 10 people will be in the room at any one time. See Appendix A for Dawson Creek staff's scheduled breaks. Staff are encouraged to take breaks at their desk if possible.
- c) Lunch Hours: the use of the room at lunch hours will be on a first come, first serve basis. Small meetings rooms may also be used for lunch breaks.

3) Board Room (Dawson Creek office)

a) Maximum Capacity = 20 without room divider; 10 each side with room divider in place.

b) Board Meetings

- i. Staff reports will be grouped together on the agenda so that department heads may enter the room for their block of reports and leave once they are complete. This will help to minimize the maximum number of people in the room. Only one person may sit at a staff desk at a time.
- ii. Staff will continue to dial into the meeting from their workspaces in order to be available to answer additional questions if needed. Or if space permits, they will attend in person.
- iii. The CAO, Corporate Officer, Deputy Corporate Officer, Legislative Services Clerk, and IT Manager will be the only staff present in the room for the duration of the meeting and will be seated at separate admin desks or will sit on either side of the plexiglass barriers. The videographer may also be present in the room.
- iv. The number of public members will be limited based on capacity ratings. If needed, the public may have the option to ask questions of the Board from the upstairs lobby office.
- v. Reception will perform a count of how many people enter the room to ensure that it does not exceed 20.

c) Committee Meetings

- i. Staff reports will be grouped together on the agenda so that managers may enter the room for their block of reports and leave once they are complete. This will help to minimize the maximum number of people in the room.
- ii. As needed, staff will continue to dial into the meeting from their workspaces in order to be available to answer additional questions.
- iii. The manager responsible for the committee and the recording clerk will be present in the room for the duration of the meeting; other staff may be present dependent on the number of elected officials and members of the public in attendance.
- iv. Committee meetings must take place around the Board table where there are plexiglass barriers between seats.

d) Staff Meetings

- i. Exempt staff meetings: exempt staff meetings will take place in the Board room by utilizing the full room and spacing staff accordingly.
- ii. All staff meetings: all staff meetings will take place through a combination of in-person attendance (up to 20 people in the Board room) and staff connecting through electronic means.
- iii. Department or project meetings: may take place in meeting rooms or electronically as determined by the Department Head.
- iv. EOC activation: where possible the EOC will operate virtually and where staff are required to be located in the PRRD EOC, the requirements set out for the Board room will apply.

4) Meeting Rooms

- a) Dawson Creek Office: Maximum capacity of each small meeting room = 2 (3 if two people are from the same household - in the upstairs meeting room only).
- b) Fort St John Office: maximum capacity = 5.
- c) Charlie Lake Fire Hall: maximum capacity = 16.

5) Traffic Flow

Staff will be mindful of those working at their desks as they move through office environments. If they need to speak with another staff member, they will abide by the signs on each office and will do their best to remain 6ft away from each other.

- a) Community/Environmental Services: staff will move through the office environment in a clockwise manner, paying attention to remain 6ft away from other staff.
- b) Development Services: staff will move through the office environment in a clockwise manner, paying attention to remain 6ft away from other staff.
- c) Finance: only one staff external to the department may enter at a time; staff must stay in the center of the office environment; where possible staff external to the department should try to avoid entering the office space.
- d) Administration: before walking towards the CAO's office or Executive Assistant's Office, staff will check to see if other staff are in the hallway before proceeding.
- e) Only one staff member should be in a staircase at a time. In the event that more than one person needs to travel from upstairs to downstairs or vice versa, the person going downstairs will have the right of way and the other person will need to wait until the staircase is clear. A convex mirror will be installed on the main staircase and the staircase to the vault in order to see if others are approaching.

6) Worker Transportation

- a) Whenever possible, staff should travel alone in vehicles in order to practice physical distancing.
- b) No more than two staff must travel in the same vehicle, riders must be staggered to allow maximum distance between them. These measures may mean using larger vehicles to ensure maximum spacing or using multiple vehicles.
- c) Where staff cannot maintain 2 m/6 ft of distance between workers in a vehicle, they must wear a non-surgical masks while in the vehicle.

7) Loading/Unloading Equipment

- a) Where safe to do so, equipment should be loaded or unloaded by a single staff member.
- b) Where more than one staff member is needed to safely load or unload equipment and they cannot maintain physical distancing, non-medical masks must be worn.
- c) Workers waiting for loading/unloading should maintain physical distancing while remaining safely away from traffic or other hazards.

8) IT Assistance

- a) Where staff require assistance from the Information Technology branch and IT staff are required to work on another staff's computer, the requesting staff person will leave their workspace while IT staff work on their computer.
- b) In order to reduce physical contact, Staff are directed to submit tickets through helpdesk@prrd.bc.ca or through the helpdesk phone for technical support and should not "walk up" to IT when possible.

c) [Section “Cleaning & Transmission Controls” for further details.](#)

9) Receiving the Public

In order to maintain physical distancing, staff must not shake hands with members of the public.

a) Dawson Creek Office

- i. Members of the public will be restricted to the reception area only and will not be allowed to meet with staff in their workspaces. If needed, the lobby office or Board room may be used as a meeting space, if available.
- ii. No more than three members of the public may wait in the lobby at any time.
- iii. Retractable belt tape barriers will be placed at the entrance to the Development Services Department to restrict the public from going downstairs. Belt tape barriers will include signage stating that these areas are for staff only.
- iv. On Board and committee meeting days, seats for members of the public will be spaced to allow for physical distancing requirements. Reception will be required to count the number of people entering the meeting room, and will limit it to the maximum occupancy requirements.
- v. Visitors must provide their name and phone number to Reception, who will complete the visitor log for any non-staff member or Director, upon entry to the building for any reason (see Appendix E).

b) Fort St John Office

- i. Members of the public will be restricted to the reception area only.
- ii. Only two members of the public may be present in the office at any time.
- iii. Visitors will provide their name and phone number to Reception, who will complete the visitor log for any non-staff member or Director, upon entry to the building for any reason (Appendix E).

c) Charlie Lake Fire Hall

- i. Members of the public will be required to call the fire hall first to make an appointment to meet with staff, and will meet in the vehicle bay or training room.
- ii. Visitors will provide their name and phone number to staff who will complete the visitor log for any non-staff member or Director, upon entry to the building for any reason (Appendix E).

d) Warehouse

- i. Will receive deliveries only through the main bay doors.
- ii. Visitors will provide their name and phone number to staff who will complete the visitor log for any non-staff member or Director, upon entry to the building for any reason (Appendix E).

Engineering Controls

The following engineering controls will be utilized to reduce the risk of transmission:

1) Plexiglass

- a) Where possible barriers will be designed and installed following WorkSafe BC's guidelines (see Appendix D)

b) Barriers will be installed in the following locations:

- i. Reception desks in Dawson Creek & Fort St John to provide a barrier between staff and the public.
- ii. Development Services Coordinator to provide a barrier between staff walking past this desk.
- iii. GIS Technologist to provide a barrier between staff and the public.
- iv. Between the Environmental and Solid Waste Coordinators who usually sit facing each other.
- v. Between Community Services Clerk and Protective Services Coordinator who usually sit facing each other.
- vi. Between each Directors' seat at the Board room tables.
- vii. On each admin desk in the Board room, barriers will also be installed at the front of each desk to provide a barrier between the closest Director and the staff person.

2) Door Knobs

- a) New swing door knobs (levers) will be installed on all interior doors (non-fire doors) of the Dawson Creek and Fort St John offices to allow staff to open doors with limited touch.

Administrative Controls

- 1) WorkSafe BC entry check signs for workers will be posted at all staff entrances.

2) Managing Symptoms

Any supervisor or other person who controls the workplace has responsibility for the health and safety of employees and others there, and to ensure that employees' actions or inactions do not cause harm to others. During the workday, staff will self-monitor to determine if they are experiencing any symptoms of COVID-19.

According to Northern Health's ["Coronavirus \(COVID-19\): A Northern Health guide for your community"](#) (May 7, 2020 edition), anyone who has symptoms must:

- a) Self-isolate. This means you need to stay at home for any of the following reasons:
 - i. You have a fever. If you don't have a thermometer, you might feel hot to touch on your chest or back.
 - ii. You have a new, continuous, dry cough. This means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
 - iii. You have difficulty breathing.
 - iv. You have a sore throat.
 - v. If you have symptoms of COVID-19, you need to stay home for 10 days.
 - vi. If you're returning from international travel, you need to self-isolate for 14 days (even if you don't have symptoms) [See item 7 – Travel Outside Canada](#).
 - vii. If you live with someone who has symptoms, you need to stay home for 10 days from the day the first person in the home started having symptoms.
 - viii. If you also develop symptoms, you need to stay home for 10 days from the day your symptoms began.

- ix. After 10 days, if your temperature is normal and you feel better, you can return to your routine activities. You might still have a dry cough, but that's OK. Your cough might last for a few weeks, but if you just have a cough (and no other symptoms), it's OK to stop self-isolating after 10 days.
 - b) Call the Northern Health COVID-19 online clinic and information line at 1-844- 645-7811. It's run by nurses, doctors, and nurse practitioners – they will help you decide if you need to be tested.
 - c) Don't go to see your family doctor or nurse practitioner, pharmacist, or emergency department. Instead of going in person, call your family doctor or nurse practitioner.
- 3) Notifying the Employer
- a) If a staff member becomes symptomatic (or has symptomatic members of their household) they must notify their supervisor electronically or by phone, and avoid contact with co-workers until they are advised it is safe to return to work.
 - b) If a supervisor observes a staff member exhibiting symptoms, they will send the staff member home. If a supervisor sends a staff member home or is advised that one of their staff is staying home due to symptoms, the supervisor should ensure that the Human Resources Department or CAO has been advised.
- 4) Use of Sick Time
- a) Staff exhibiting symptoms of the virus must self-isolate for the 10 day self-isolation period or until negative test results clear them to return to work.
 - b) Staff can utilize their sick time and vacation banks. If staff qualify for unpaid COVID-19 leave under the Employment Standards Act s.52.12, they must contact their supervisor.
- 5) Extended Absences
- Staff members that extend beyond the 10 day self-isolation period may be required to seek confirmation from a doctor that their isolation period requires extension.
- 6) Non-Essential Travel
- Non-essential transportation or business travel will be limited, and on an exceptional basis only. Supervisors will determine with the CAO whether staff should be traveling in and out of region.
- Travel will be restricted between offices or work locations to critical business functions.

7) Travel Outside of Canada

Employees who return from out of country on or after March 12, 2020 are required by the Province of BC to self-isolate for two weeks. Based on the Province's requirement, PRRD employees who elect to travel out of country after March 12, 2020, knowing the risks, must self-isolate for 14 calendar days when they return to Canada, prior to returning to work. These additional weeks away from work must be taken from employees' sick banks, vacations banks, or banked time or employees may apply for COVID leave under the *Employment Standards Act*. Employees with depleted time away banks will be required to take leave without pay for the required absence.

Staff members who are not symptomatic, even if they have a family member who has travelled abroad and is self-isolating, are not required to self-isolate themselves.

8) Working Remotely

In exceptional circumstances, and with the approval of the CAO, staff may be able to work from home. Staff must complete/follow the (Appendix B):

- a) Working From Home Policy;
- b) Telework Agreement; and
- c) IT-Work from Home Checklist.

9) Public Access to Facilities

Signs will be posted at entrances to remind members of the public that they are not allowed to enter any of the facilities if they are showing sign of symptoms. If a member of the public enters the building and is showing visual symptoms, staff will ask them to leave immediately. See Appendix E for entry check signs.

10) Dispute Resolution Process

Workers have the right to refuse work if they believe it presents an undue hazard. If workers have a concern they must first staff must discuss the concern with their supervisor.

- a) If the concern remains unresolved, then:
 - i. CUPE staff will discuss the issue with their shop steward, who will bring it forward at a Joint Occupational Health & Safety Committee meeting.
 - ii. Exempt staff will have their supervisor forward the concern to the Joint Occupational Health & Safety Committee.
- b) If the concern continues to remain unresolved, then the concern will be considered by:
 - iii. CUPE staff: Labour Management Committee.
 - iv. Exempt staff: CAO and an HR Representative.

Personal Protective Equipment (PPE)

Where staff are not able to maintain a minimum 6ft distance from another staff member or member of the public, non-medical masks must be worn. The PRRD will provide staff with non-medical masks, or if they choose, staff may supply their own mask or scarf.

When a mask must be worn, staff will follow the procedures for the safe use of masks as set out by WorkSafe BC and found in Appendix C.

Charlie Lake Fire will follow PPE requirements as set out in their Standard Operating Guideline.

Cleaning & Transmission Controls

1) Cleaning & Sanitization

In accordance with the requirements set out in the PRRD's COVID-19 Response Plan, the following cleaning and sanitization protocols will remain in place. Following cleaning, wash your hands with soap and water or an alcohol-based hand sanitizer. (See Appendix K)

- a) Individual workspaces must be cleaned twice per day by staff.
 - i. Desks, arm rests on staff chairs, cabinet doors/drawers will be sprayed using an approved hard surface cleaner.
 - If using Purell, spray the surface and wait 60 seconds before wiping off with a paper towel. Wash or sanitize hands after wiping the area.
 - ii. Electronic components must be wiped with an alcohol wipe or cloth sprayed with an approved electronics cleaner.
 - iii. Plexiglass surfaces must be wiped with the approved "Plastic Cleaner."
- b) Common surfaces
 - i. All common surfaces must be sanitized with an approved hard surface cleaner before and after each use (e.g., before and after meetings).
- c) Spray bottles should be used to prevent double dipping into containers with cleaners.
- d) All common surfaces must be sanitized before and after each use, using an appropriate disinfecting agent (e.g., before and after meetings).
- e) Board and meeting room tables for Directors and staff must be sanitized before and after each use.
- f) All staff will wash or sanitize their hands upon entry to the office environments, before and after breaks, and before and after lunches.
- g) The public will be encouraged to sanitize their hands upon entry to the offices.
- h) Janitorial staff will ensure that common high-touch areas such as door handles, washrooms, light switches and plexiglass surfaces are sanitized using an appropriate disinfecting agent on a daily basis.
- i) IT staff will sanitize their hands before and after touching another staff person's computer. The requesting staff will lightly wipe their keyboard with a paper towel sprayed with a cleaner or alcohol wipes, before IT staff touch their computer.
- j) Charlie Lake Fire Department will follow their Standard Operating Guidelines for cleaning and sanitization requirements for training and response activities.

2) Debit Machines & Photocopiers

- a) All debit machines will be fitted with a plastic cover or plastic wrap that will be cleaned after each use or disposed of.
- b) All photocopiers can be cleaned after each use of the touch screen or key pads as follows:
 - i. Sanitize hands first
 - ii. Wiped with approved electronic cleaner
 - iii. Wiped with a lightly moistened microfiber (not paper towel) cloth with Windex and gently wipe
 - iv. Do not use bleach or ammonia

3) Vehicles

All staff will ensure that their equipment and PRRD vehicles are sanitized on a daily basis.

- a) Staff must sanitize their hands prior to touching the keys and a spray sanitizer.
- b) Spray the non-electrical components of the vehicle, such as the handles, seat belts, steering wheel, gear shifter, and wait the 60 seconds prior to wiping it off.
- c) Use the provided disposable gloves when fueling up. Dispose of the gloves once completed.
- d) Spray the same pieces of the vehicle as in #2 once completed.
- e) Staff must wash your hands following use.
- f) Please refer to [Physical Distancing – Item 6\) Worker Transportation](#) for further information of vehicle use.

4) Re-usable Dishware and Cutlery

Cups, plates, bowls and silverware will not be provided by the PRRD for use by the staff. Staff are expected to bring anything they need to eat their snacks or lunches, or to stay hydrated during the day, from home. The PRRD will provide single use disposable clothes and dish soap for cleaning. Staff may not leave items in the sinks to dry.

5) No Shared Food

Staff must bring their own food each day and must not share it. All buffet style meals, potlucks and “goodie days” are suspended.

6) Coffee Protocol

- a) Prior to making coffee, the coffee pot must be cleaned with soap and water.
- b) Staff/Directors must wash or sanitize their hands prior to touching the coffee pot, coffee supplies, sugar or creamer dispensers.
- c) Following touching the coffee pot, coffee supplies or dispenser, staff/Directors must wash or sanitize their hands.
- d) Coffee will not be provided to the general public.
- e) On Board or Committee days where lunch is provided, it must be supplied by a caterer who provides individually packed “brown bag” lunches which includes cutlery and napkins. Leftovers will be either thrown away or taken home by the same person who opened the individual lunch.

7) Disinfectants

Staff and contractors will follow the BC CDC's "Cleaning and Disinfectants for Public Settings" and will use one of the types listed (Appendix K) or [Health Canada's approved disinfectants](#).

First Aid Attendants

PRRD First Aid Attendants will follow the guidelines set out by WorkSafe BC’s “OFAA protocols during the COVID-19 pandemic: A guide for employers and occupational first aid attendants.” (See Appendix G).

This information sheet provides information to employers and occupational first aid attendants on safely treating patients during the COVID-19 pandemic. It provides additional precautions to first aid attendants on following the public health directives—including physical distancing, hand hygiene, and sanitization—while treating a patient. In this resource, staff can also review these protocols used in three first aid scenarios.

Regional & Community Parks

The Peace River Regional District operates five regional parks and one community park.

Name	Amenities	Season
Blackfoot Regional Regional Park (campground)	15 individual campsites, 5 pit toilets, playground, garbage receptacles, caretaker site under development. No caretaker until end of June 2020. Located 45 mins from Dawson Creek on the Peace River next to the Clayhurst Bridge.	Generally May 1- September 15 of each year 2020 – opening adjusted to June 1st without attendant; June 27 th with attendant
Montney Centennial Regional Park (campground)	Boat launch and open campground (no individual sites), garbage receptacles, picnic tables, fire pits and two pit toilets. No caretaker. Located on the northeast corner of Charlie Lake.	Generally May 1 – September 15 2020 season – day-use only starting May 14
Minaker River Regional Park (campground)	Open campground with picnic tables, fire rings, garbage receptacles and one pit toilet. Located at Mile 200 of the Alaska Highway.	Generally mid-May/end of June depending on freshet (road floods) until late October 2020 season – closed until July 2020
Spencer Tuck Regional Park (day-use only)	Boat launch, 3 pit toilets, picnic tables, garbage receptacles and fire rings. Located on the north side of Moberly Lake.	Year round but maintenance limited in winter months. 2020 season – remained open for day-use only
Sundance Lake Regional Park	One double pit toilet, 2 picnic tables, and 2 garbage receptacles (one at picnic site and one near dock operated by Rec & Trails Sites BC). Located on Sundance Lake east of Chewtynd on Hwy 97S	Year round but maintenance limited in winter months. 2020 season – remained open for day-use only
Iver Johnson Community Park	One pit toilet and grassed area. Playground to be developed at later date. Located in Hasler on Middlemiss Drive.	Year round but maintenance limited in winter months. 2020 season – day-use only starting May 15, 2020

Contractors are responsible for ensuring that they meet all WorkSafe BC requirements for their staff.

Physical Distancing

- 1) Maintaining appropriate physical distancing will be the responsibility of park users at both day-use parks and campgrounds.
- 2) Signs will be posted reminding users of physical distancing requirements.
- 3) All washrooms are for individual use.

- a) Blackfoot Park
 - i. Camping will open June 1st and will continue until September 15, 2020.
 - ii. Each campsite will be signed indicating the maximum number of RV's and maximum number of people per site.
 - iii. Starting on or about June 27th, a caretaker will be on-site to provide oversight and remind park users of physical distancing and mass gatherings restrictions.
- b) Minaker River Park
 - i. Camping will be open July 1st.
 - ii. There are no designated camping spots and it will be the responsibility of the park users to maintain physical distancing.
- c) Montney Centennial Park
 - i. Will remain day-use only for the duration of the 2020 season.
 - o It is important to note that there are three other campgrounds on Charlie Lake that the public can visit - Charlie Lake Provincial Park, Beatton Provincial Park and Rotary Campground.
 - ii. Picnic tables will be signed stating "no camping, picnic area only".

Engineering Controls

N/A

Administrative Controls

Signs will be posted in each park reminding users of physical distancing requirements, maximum occupancy limits for campsites and picnic tables, to regularly clean their hands, limitations on cleaning of facilities, and closures.

Personal Protective Equipment (PPE)

Gloves must be worn while cleaning outhouses, playgrounds, picnic tables and garbage receptacles.

- 1) Gloves:
 - a) Staff will follow the procedures set out by WorkSafe BC on the safe removal of gloves (See Appendix C)

Cleaning & Transmission Controls

- 1) Blackfoot Park will be cleaned twice a week between June 1 and June 27. Once a caretaker is on-site (on or around June 27th), cleaning will be conducted daily until the park is closed on September 15th.
- 2) Montney Centennial, Spencer Tuck, Sundance Lake, Iver Johnson will be cleaned once a week between June 1 and on or about October 31, weather permitting.
- 3) Minaker River will be cleaned once every two weeks until mid-September.

- 4) The following cleaning standards will be met:
- a) Outhouses
 - i. All door handles, toilet paper dispensers and toilets will be cleaned and sanitized with an approved disinfectant.
 - ii. The interior and exterior of the outhouses will be swept.
 - iii. If muddy, the interior will be mopped.
 - b) Picnic Tables
 - i. Tables tops and seats will be cleaned and sanitized with an approved disinfectant.
 - c) Garbage Receptacles
 - i. Upon removal of garbage and recycling, all touch points will be cleaned and sanitized with an approved disinfectant.
 - d) Blackfoot Park Playground
 - i. Playground equipment will be cleaned and sanitized with an approved disinfectant.
 - ii. Signs must be posted alerting users that the playground equipment will not be regularly cleaned and they are responsible to wash or sanitize their hands after each use.
 - e) Staff and Contractors
 - i. Staff and contractors will follow the BC CDC's "Cleaning and Disinfectants for Public Settings" and will use one of the types listed (Appendix K) or [Health Canada's approved disinfectants](#).

Community Halls & Recreation Facilities

The PRRD owns or leases 10 community halls/recreation grounds, a recreation centre and a pool.

The Chetwynd Recreation Centre is operated by the District of Chetwynd and the North Peace Leisure Pool is operated by the City of Fort St John. COVID-19 safe operating plans for these two facilities are the responsibility of the operators and will conform to sector and WorkSafe BC guidelines.

The following are minimum requirements that the community facilities must follow. As operators of these facilities, societies are encouraged to develop their own plans.

Societies will need ensure that they abide by all Provincial Health Orders and guidelines as well as WorkSafe BC guidelines.

Starting June 1st, community societies will be allowed to enter their facility to conduct maintenance and clean their facility.

Starting July 1st, societies may host or rent their facility for small events of 50 people or less - upon approval from the PRRD. Societies must establish a policy outlining who will sanitize before and after each use, and the standards to which cleaning and sanitizing is done.

#	Facility Name	Physical Address	Operator	Mailing Address	Contacts	Contact Information
1	Buick Creek Recreation Grounds	15349 Rodeo Road	Buick Creek Community Club	Box 3058, Buick Creek, BC VOC 2R0	Joe Bergen Cathy Bergen	jabergen@pris.ca ; bergentc@hotmail.com
2	Cache Creek Community Hall	17031 Robinson Road	Cache Creek Community Club	Box 161, Charlie Lake, BC VOC 1H0	Tammy Bovee	tammy@fsjmail.com
3	Chetwynd Recreation Centre	4522 North Access Road	District of Chetwynd	PO Box 757, Chetwynd, BC VOC 1J0	Steve McLain	smclain@gochetwynd.com
4	Golata Creek Community Hall	6161 Golata Creek Road	Golata Creek Community Association	Box 98, Cecil Lake, BC VOC 1G0	Debbie Smith	daryns@xplornet.ca
5	Goodlow Recreation Grounds	219A O'Connel Rd	Goodlow Community Club		Matt Bruha	mbruha@tervita.com
6	Halfway Graham Recreation Grounds	22380 Highlands Sub	Halfway Graham Community Club	Box 826, Charlie Lake, BC VOC 1H0	Denise Simpson	valwal@gmail.com
7	Jackfish Community Hall	1515 Old Jackfish Road	Jackfish Community Club	Box 1469, Chetwynd, BC VOC 1J0	Betty Deck	bdeck@pris.ca
8	Kelly Lake Community Centre	107 Kelly Lake Road	Kelly Lake Community Centre Society	PO Box 206, Tomslake, BC VOC 2L0	Lois Duke	pres.klccs@gmail.com
9	Moberly Lake Community Hall	6494 Lakeshore Drive	Moberly Lake Community Association	Box 74, Moberly	Petra Rowell	prowell@shaw.ca

				Lake, BC V0C 1X0		
10	North Peace Fall Fair	15177 Rose Prairie Road	North Peace Fall Fair Society	RR #1 Site 16 Comp 56, Fort St John, BC V1J 4M6	Bruce Christensen	b&cchristensen@telus.net
11	North Peace Leisure Pool	9505 100 Street	City of Fort St John	10631 100 Street, Fort St. John, BC V1J 3Z5	Moir Green	mgreen@fortstjohn.ca
12	Osborn Community Hall	17526 Siphon Creek Road	Osborn Community Hall	Box 70, Cecil Lake, BC V0C 1G0	Tena Thiessen	tenathiessen62@gmail.com

Physical Distancing

- 1) Where possible, events should be held outdoors.
- 2) Where events are to be held indoors, maximum occupancy limits will need to be determined by each society operating the facility. The maximum number cannot exceed 50; however, due to physical distancing requirements and the size of particular facilities, the maximum occupancy may be less than 50.
 - a) Occupancy limit signs will be posted at the entrance of each facility and/or room where there are multiple rooms in a facility (see Appendix F)
 - b) Outdoor facilities where there are bleachers will need to have maximum occupancy limits calculated by the society operators. Signs will need to be posted (see Appendix F)
- 3) Chairs and tables for events must be spaced 6ft/2m apart.
 - a) Where family/friend groups are attending an event, tables and chairs may be rearranged to accommodate small groups as outlined by the Provincial Health Officer.
- 4) Food preparation:
 - a) The number of staff/volunteers handling food should be limited in order to ensure that physical distancing can take place in kitchens and food prep areas.
 - b) Societies must work with Northern Health to determine safe operating procedures.
 - c) Occupancy limit signs will need to be posted (see Appendix F)

Engineering Controls

Only as deemed necessary by the society operating the facility.

Administrative Controls

- 1) The following WorkSafe BC signs must be posted in each facility:
 - a) Entry Check Visitor Signs (Appendix E)
 - b) Handwashing (Appendix C)
 - c) How to Use a Mask (Appendix C)

- 2) Societies are required to keep a sign-in sheet or visitor log of everyone who attends or utilizes the facility. The following information must be collected and kept for the next 12-18 months, and may need to be provided to Northern Health in the event of an outbreak:
 - a) Date & time of visit
 - b) Name of visitor or volunteer
 - c) Phone number of visitor or volunteer
 - d) Reason for attending the facility (event, work bee, etc.)
- 3) Societies that rent their facilities over the next 12-18 months, must have renters complete the COVID-19 rental form. This form is in addition to rental forms that are already in use and have been recommended by the PRRD's insurance provider for the benefit of both the society and the PRRD.
- 4) Societies who plan to host events or rent their facility for an event must provide the PRRD, two weeks in advance, with a plan outlining the following:
 - a) Event description
 - b) Renter or organizer
 - c) Number of people to be attending
 - d) Food and beverage service plan
 - e) Physical distancing plan
 - f) Cleaning and sanitization plan
- 5) Societies can choose to have renters develop these plans for submission. Society operators must also be comfortable with the plans and should provide guidance to those renting their facilities.

Reopening Child Care & Summer Camps

Facilities that provide camps or childcare programs must provide the PRRD with a plan on how they will meet Provincial Health Officer requirements. This plan must be posted so that users of the facility and those accessing programs can review the plans. The following resources may help societies in developing their plans:

- 1) [ViaSport: Return to Sport](#)
- 2) [BC Recreation & Parks Association](#)
- 3) [WorkSafe BC](#)

Where societies rent facilities to a third party to operate these programs, the renter must provide the society with a plan, who in turn will submit it to the PRRD.

The basics will include routine daily screening of staff and kids; frequent cleaning; and ensuring staff and children who have cold or flu symptoms do not attend child care or summer camps. Operators are required to review and work through new practices in their specific sectoral standards such as the [Child Care Setting Practice Standards](#) (See Appendix I).

For more information on protective measures that will be required of day cares and summer camps, please refer to the "BC COVID-19 Go-Forward Management Strategy" and the "BC COVID-19 Go-Forward Management Checklist" (See Appendix H).

Personal Protective Equipment (PPE)

Where volunteers are not able to maintain a minimum 6ft distance from another volunteer member or member of the public, non-medical masks must be worn. Societies will either provide their volunteers with masks or ask their volunteers to bring their own mask or scarf.

Disposable Gloves:

- 1) Frequent and proper handwashing is always encouraged as it is the best way of preventing all respiratory virus infections and other foodborne illnesses. If a food premises chooses to use gloves, employees must wash their hands thoroughly before putting on the gloves and change them regularly. Change the gloves before you handle money or credit card machines, and afterward. Wearing gloves does not reduce the need for hand washing. Even while wearing gloves, employees must avoid touching the face. See Appendix C for glove removal procedure.

Non-Medical Masks:

- 1) When a mask must be worn, volunteers will follow the procedures for the safe use of masks as set out by WorkSafe BC and found in Appendix C.

Cleaning & Transmission Controls

1) General Cleaning & Sanitization

In accordance with the requirements set out in the PRRD's COVID-19 Response Plan, the following cleaning and sanitization protocols must be implemented by PRRD owned or leased community facilities.

- a) All common surfaces must be sanitized before and after each use, using an appropriate disinfecting agent. (e.g., before and after meetings or events). Spray bottles should be used to prevent double dipping into containers with cleaners.
- b) Volunteers and facility users will wash or sanitize their hands upon entry to the facility and throughout the day.
 - i. Common high-touch surfaces must be cleaned before and after each day that the facility is open. This includes door handles, washrooms, light switches, kitchen facilities and playgrounds.
 - ii. Societies must also follow [BC Centre for Disease Control](#) information and guidelines with respect to cleaning and food prep.
 - iii. Societies will utilize one of [Health Canada's approved disinfectants](#) and will follow the BC CDC guidelines in Appendix K.

2) Food Service

- a) If food is being served at an event at a community hall, operators must follow the applicable guidelines set out by WorkSafe BC relating to [restaurants, cafes and pubs](#) until such time there are guidelines that are more applicable to community halls.
- b) Buffets, potlucks and self-serve amenities are not allowed due to the high risk of transmission of COVID-19. Instead food be served "restaurant" style to each table.

- c) Societies must continue to follow all requirements set forth by Northern Health with respect to food preparation and service.
 - d) Societies must also follow [BC Centre for Disease Control](#) information and guidelines with respect to cleaning and food prep.
 - e) WorkSafe BC has provided the following additional recommendations:
 - i. Have guests pour their own water by providing water in a bottle or jug at the table. Or pre-pour water glasses at the bar.
 - ii. Have servers leave food and drinks at the front of the table and let guests pass them after the server has stepped away.
 - iii. Remove one chair per table and use that space as a designated place for the server to come to the table, similar to the open side on a booth. This ensures that workers don't have to squeeze in between people.
 - iv. Remove salt and pepper shakers, sauce dispensers, candles, and other table top items. Provide if requested and replace with thoroughly cleaned and sanitized ones. Consider single-use options.
 - v. Avoid touching coffee cups when refilling.
 - vi. If people ask to take unfinished food with them, provide packaging and let the customer put the food into the container.
 - vii. Enhance cleaning and disinfecting practices for high-contact areas such as surfaces in public serving zones; incorporating regular and end-of-shift cleaning and disinfection for all shared spaces; and ensuring workers are provided with appropriate supplies, such as soap and water, hand sanitizer, and disinfectant wipes.
 - viii. As much as possible, cooks should use their own high-use tools such as knives.
 - ix. Establish a system to eliminate or minimize sharing of communal equipment and small tools (implements). Any shared equipment such as small appliances, mixers, etc. should be cleaned between use and workers should wash their hands.
 - x. Ingredients and containers that are often shared should be included in your cleaning protocol.
 - xi. High touch equipment (freezer doors, oven handles, knobs) should be included in your cleaning protocol.
 - xii. Develop and establish additional handwashing procedures for all kitchen staff. This includes before and after leaving the kitchen and using equipment.
- 3) Playgrounds
- a) Playgrounds located on the facility grounds may be opened by the societies at their discretion.
 - b) Signs must be posted alerting users that the playground equipment will not be regularly cleaned, and they are responsible to wash or sanitize their hands after each use.

- c) If the facility is being rented for an event, it is recommended that the playground be sanitized before and after the event; however, signs should remain in place reminding users that it is a “high touch” surface and they need to wash or sanitize their hands.

Landfills & Transfer Stations

The PRRD owns/operates 3 landfills, 16 transfer stations and various unmanned transfer sites. Hours of operation can be found on the PRRD [website](#).

Name	Type	Location	Telephone	Operated by
Bessborough	Landfill	6688 237 Road, Arras, BC	250 843-0026	GFL Environmental Ltd.
Chetwynd	Landfill	3978 Blair Road, Chetwynd, BC	(250) 788-1066	GFL Environmental Ltd.
North Peace Regional	Landfill	7014 269 Road	[250] 784-4361	GFL Environmental Ltd.
Cecil Lake	Transfer Station	4484 248 Rd	[250] 219-7052	Tervita
Kelly Lake	Transfer Station	280 Kelly Lake Road	[778] 256-3617	Tervita
Prespatou	Transfer Station	13139 Altona Road	[778] 256-3627	Tervita
Rose Praire	Transfer Station	12452 260 Road	[778] 256-1720	Tervita
Tomslake	Transfer Station	15093 Old Edmonton Hwy	[778] 256-3635	Tervita
Wonowon	Transfer Station	18868 Highway 97 North	[778] 256-3625	Tervita
Dawson Creek	Transfer Station	829 Highway 49	[250] 782-1099	Tervita
Buick Creek	Transfer Station	19468 Aitken Creek Rd	[250] 219-5279	Tervita
Goodlow	Transfer Station	13197 Clayhurst Rd	[250] 219-7638	Tervita
Moberly Lake	Transfer Station	6464 Lakeshore Drive	[250] 788-3763	Tervita
Pink Mountain	Transfer Station	24740 Cypress Creek Road	[778] 256-3615	Tervita
Rolla	Transfer Station	5207 213 Road	[778] 256-1417	Tervita
Upper Halfway	Transfer Station	19337 Upper Halfway Road	[778] 256-0718	Tervita
Hudson's Hope	Transfer Station	20318 Canyon Road	[250] 783-5608	Carol Johnson
Tumbler Ridge	Transfer Station	103 Ridge Road	[250] 242-3638	Doug Beale
Mile 62.5	Transfer Station	14106 Dump Road	[250] 827-3471	Lorne Chisholm
Various Unmanned	Transfer Sites			Unmanned

All contractor plans differ from site to site but utilize the same practices as listed below. Contractors are responsible for ensuring that they meet all WorkSafe BC requirements for their staff.

Physical Distancing

All sites have signage posted to remind staff and the public to maintain physical distancing (where applicable). Unmanned sites include signage to respect physical distancing (see Appendix L).

Engineering Controls

Barriers are in place at manned sites to distance staff from the public. Cash transactions are accepted via a combination of container and gloves to limit exposure risk.

Administrative Controls

Attendants remain in buildings to conduct transactions and enter waste data.

Personal Protective Equipment (PPE)

Contractors are using gloves and masks where necessary. Operators/spotters at landfill sites continue to use standard PPE regardless of COVID (hardhat, safety boots, high-visibility vests, etc.).

Cleaning & Transmission Controls

Common surfaces continue to be sanitized between each use at manned sites (specifically transaction pad). Operators sanitize common surfaces on equipment between shifts, following requirements set out in Appendix L.

Water Tankloader Stations

The PRRD operates 5 water tankloader stations which supply potable water to the public, as listed below:

Name	Type	Location	Operated by
Boundary Lake	Tankloader	1105 Cecil Lake Road	Aquatech
Buick	Tankloader	14853 Buick Creek Road	Aquatech
Feye Spring	Tankloader	1863 Imperial Avenue	Aquatech
Prespatou	Tankloader	21869 Triad Road	Aquatech
Rose Prairie (not yet open to public)	Tankloader	15615 259 Road, North Pine	Aquatech

Contractors are responsible for ensuring that they meet all WorkSafe BC requirements for their staff.

Physical Distancing

Sites are signed for the public to respect physical distancing (see Appendix L). Contractors work singly or travel separately where heavy labour is needed.

Engineering Controls

N/A

Administrative Controls

The contractor schedule has been on an alternating 14-day schedule since March 23, 2020 to space operators - with supervisors coordinating remotely. Moving forward, supervisors will be based onsite at the Sewer Receiving Station (next section) to coordinate work, as done in the pre-COVID period.

Personal Protective Equipment (PPE)

Masks, gloves and standard PPE continue to be utilized.

Cleaning & Transmission Controls

Regularly used surfaces such as keypads, hoses and handles are sanitized on each operator visit - following requirements set out in Appendix K.

Sewer Receiving Station

The PRRD owns and operates a sewer collection network and trucked waste receiving facility. While the collection network sees little to no interaction with the public, the sewer treatment facility services multiple trucking companies registered to haul wastewater

Name	Type	Location	Operated by
Charlie Lake	Trucked Waste Receiving Facility	10800 273 Road, Charlie Lake, B.C.	Aquatech

Contractors are responsible for ensuring that they meet all WorkSafe BC requirements for their staff.

Physical Distancing

Sites are signed for the public to respect physical distancing (see Appendix L). Contractors work singly or travel separately where heavy labour is needed. Interactions with truck drivers are limited to only when they need help and support.

Engineering Controls

N/A

Administrative Controls

The contractor schedule has been on an alternating 14 day schedule since March 23, 2020 to space operators - with supervisor coordinating remotely. Moving forward, supervisor will be onsite at the Sewer Receiving Station to coordinate work, as done in the pre-COVID period.

Personal Protective Equipment (PPE)

Masks, gloves and standard PPE continue to be utilized.

Cleaning & Transmission Controls

Regular used surfaces (tables, Portalogic keypad and pipe connections) are sanitized at least twice per day - following requirements set out in Appendix K.

Public Meetings

Public meetings in the communities will only be held if absolutely necessary, and when other alternatives are not available. Most community engagement activities can be conducted through electronic means, rather than hosting engagement events where people need to gather in-person.

Public Hearings: Electronic participation options will be examined first and will comply with current [Ministerial Orders](#) where applicable.

In the instance that a public meeting must take place, the following measures will be conducted:

Physical Distancing

- 1) Each meeting room will be assessed to determine reasonable occupancy limitations, giving consideration to that space needs to be provided for both visitors and hosts.
- 2) Visitor chairs and hosts chairs will be spaced at least 6ft/2m apart
- 3) Maximum occupancy signs will be posted at the entrance to the meeting room.

Engineering Controls

N/A

Administrative Controls

- 1) WorkSafe BC entry check signs (Appendix E) will be posted at entrances advising the public that they should not enter the meeting if they show any of the following symptoms:
 - a) Fever
 - b) Chills
 - c) New or worsening cough
 - d) Shortness of breath
 - e) New muscle aches or headache
 - f) Sore throat
 - g) Have travelled outside of Canada within the last 14 days
 - h) Are a close contact of a person who has tested positive for 14 days
- 2) Anyone showing visible symptoms will be asked to leave the meeting immediately.
- 3) All those attending the meeting will be required to complete the visitor log. Staff will collect names and phone numbers accordingly (see Appendix E)
- 4) No handshaking.

Personal Protective Equipment (PPE)

Masks may be worn at the discretion of staff or visitors. See Appendix C on how to use a mask effectively.

Cleaning & Transmission Controls

- 1) All contact points must be cleaned and disinfected prior to and after holding a public meeting:
 - a) Door knobs
 - b) Tables
 - c) Chairs
- 2) Food and beverages will not be served.
- 3) All staff, Directors, and the public must sanitize or wash their hands immediately upon entry to the meeting facility.
- 4) Printed materials will be limited, and will be placed on each visitor chair prior to the start of the meeting.
- 5) Appendix K will be used as a guide for disinfectants () or one of [Health Canada's approved disinfectants](#).

Charlie Lake Fire Department

Fire Operations - Training

Starting: June 1st, 2020

Charlie Lake Fire Department (CLFD) training will start on rotating Thursday evenings (Regular practice nights)

- 1) Platoons A & B, C & D will start practicing as directed.
- 2) Groups shall be no larger than 16 members, plus an instructor.
- 3) CLFD will continue with the Fire Operation Plan until COVID-19 measures are over, or when they are allowed to carry out normal fire department training operations.
 - i. The chance of having all members from a platoon showing up are slim, this will allow for groups of 16 or less in most cases.
- 4) Platoons “A” & “B” will come together on Thursday evenings for practice, the next Thursday “C” & “D” will attend practice. Groups shall not be larger than 16 members, plus an instructor. This will continue on until COVID-19 allows the Department to get back to normal practice nights.
- 5) 1001’s will join their Platoons for Thursday practice nights.
- 6) 1001’s continue online self-study.
- 7) 1001’s, in small groups, get together for skill training.
- 8) 1001’s, in small groups, get together for skill testing.
- 9) 1001’s, in small groups, get together for test nights (until the whole group has completed testing).
- 10) Trained Firefighters will come together for training practices as directed/instructed by the Deputy Fire Chief.
- 11) Trained Firefighters will come together for any testing that is require to maintain their qualifications, as directed by the Deputy Fire Chief.

Physical Distancing

- 1) Preventing Illness with Physical Distancing
 - a) To the extent possible, continue to minimize the number of member’s onsite by:
 - i. assessing Members prior to their arrival at the hall;
 - ii. educating members to prevent all symptomatic individuals from arriving at the hall;
 - iii. recommending self-screening prior attending training events; and
 - iv. distancing enforced by all members. Officers will encourage enforcement with all members.
 - b) Management from the PRRD may send any member home if they appear to have COVID-19 like symptoms, if identified on arrival.

- i. Special Note: Upon confirmation of a positive COVID-19 test result of a CLFD Member, that may come to light following the following infection control protocols will be implemented (Chief Officers or Officer in Charge (OIC) will collect information):
 - o Notification to Northern Health and PRRD CAO;
 - o gathering case background specifics;
 - o delivering appropriate notifications;
 - o conducting ongoing monitoring and screening;
 - o invoking enhanced cleaning measures for primary work areas (if it was a Member);
 - o conducting case follow up, including monitoring and liaising with Public Health; and
 - o notifying the Fire Chief immediately of suspected symptoms or of a member testing positive of symptoms of CLFD member(s) .

2) CLFD Group Settings

a) Practice nights

- i. Indoors up to 16 personnel plus instructor(s), maintain reasonable physical distancing of 2 meters.
 - o Weather permitting, open windows and doors to improve air circulation in the room.
- ii. When able, split groups into smaller work groups.
- iii. Outdoors - up to 50, risk is much lower (as per WorkSafeBC). Maintain physical distancing practices.
 - o Training Room (Upstairs/Apparatus Bays)
 - Limit to 16 personnel, plus instructor – no mask required if physical distancing can be maintained, if physical distance cannot be maintained face coverings must be worn.
 - Seating – maintain distance per table. Tables shall be spread apart to maintain distance if necessary. No more than two personnel per table.
 - If more than two people per table masks must be worn. (Ex. Special Meeting).
 - Conduct cleaning of high touch areas after each event.

b) Work Parties (Truck Checks)

- i. Work in pairs, practice maintaining physical distance of 2m.
- ii. Working closer than 2m, non-surgical masks shall be worn (See Appendix C).
- iii. Truck Checks shall be completed by the Platoon on Duty.
- iv. Conduct cleaning of equipment during truck checks if handled (cab, equipment, handles, etc.).

c) Visitors – During a Practice Event

- i. Maintain/continue with safe distancing procedures of 2m for visitors.
- ii. Visitors – visit by appointment only (meetings, sales, repairs).
 - o Conduct cleaning of high touch areas after each visit.
 - o Maintain distancing of 2m.
 - o Visitors shall be directed to the Officer in charge.

Engineering Controls

- 1) The following engineering controls will be utilized to reduce the risk of transmission:
 - a) Cleaning practices will be maintained, facility decontamination performed at the end of practice.
 - b) High use/touch items: enhanced cleaning practices will be maintained and enforced.
- 2) The Charlie Lake Fire Department will not be installing barriers at this time, groups setting will follow distancing measures. Once CLFD has more information and/or updates either from the PRRD, Office of the Fire Commissioner (OFC) or Fire Chiefs Association of BC (FCABC) these practices will continue. CLFD will adopt to all recommended changes as necessary.

Administrative Controls

Please refer to [PRRD Office Workspaces & Transportation – Administrative Controls](#) section.

Personal Protective Equipment (PPE)

- 1) Where staff or members are not able to maintain a minimum 2m distance from another staff person/member or member of the public, non-medical masks must be worn.
 - a) CLFD will provide staff/members with either medical or non-medical masks or face covering product, or if they choose, staff/members may supply their own mask or scarf.
- 2) CLFD will follow PPE requirements as set out in their Standard Operating Guideline.
- 3) When able, and if not in bunker gear, staff/members will wear coveralls during practice events. Coveralls shall be washed after each training event. Washing coveralls is the responsibility of the user.
- 4) PPE shall be worn for all emergencies as per the Guidelines.
- 5) Contaminated PPE – Decontaminated Procedures will be followed, as per the Guidelines.
- 6) Cleaning PPE - See [Cleaning & Transmission Controls](#) Section:
- 7) Any personnel coming into contact with known flu like systems will follow self-monitoring procedures as per Health Authorities, WorkSafe, CLFD/PRRD Policy.
- 8) CLFD members will monitor and self-isolate, using the self-assessment tool before returning.
 - a) Self-assess for symptoms and return when healthy.
- 9) The first pillar of the mitigation strategy will be to make efforts to prevent illness from arriving in the hall in the first place. The best approach to this end will be to screen incoming members on the basis of symptom presentation. This will not eliminate asymptomatic people but is key to reducing potential arrival of illness.

Cleaning & Transmission Controls

Enhanced Cleaning

- 1) Facility Decontamination Performed at the End of Practice
 - a) Keep doors open to eliminate high touch points.
 - b) Cleaning supplies will be used as supplied.

- c) Cleaning equipment and apparatus, spray and leave or wipe down to decontaminate as necessary, applicable to the equipment being cleaned.
 - d) Firefighters will perform a post-structure fire decon of structural PPE at the end of each practice.
 - i. Instructors, who require PPE will not be required to perform this decon.
 - e) Instructors will wear station issued coveralls while training or applicable to the training event.
 - ii. They can be easily doffed and cleaned at the end of the training day.
- 2) Additional Measures
- a) No sharing of SCBA or Radios during any given practice day.
 - b) New Recruit firefighter PPE will be stored away from the gear of regular firefighters (stay in designated area / once new intake of members are in place).
- 3) Cleaning PPE
- a) PPE will be maintained and cleaned by each member as per the Standard Operating Guidelines.
 - b) Cleaning of PPE cleaning will be carried out after interaction with public (working within 2m of public interaction).
 - c) Any PPE/equipment that is used when in contact with known flu like symptoms will be washed, following decontamination procedures/guidelines.
- 4) Communications
- a) Each day's lesson will begin with a safety briefing, which will include an overview of COVID precautions to be taken during the session.
 - b) Each day's lesson will conclude with a safety "wrap up", where all firefighters and instructors will have the opportunity to suggest improvements to this plan.
- 5) Continual Improvement
- a) This plan will be reviewed each week to ensure that lessons learned from the previous weekend's practices can be incorporated. Updated plans will be shared with both shifts.

SECOND WAVE

In the instance that there is a second wave of COVID-19 and health officials recommend that increased protective measures must take place. In such a situation, the PRRD will refer to the COVID-19 Response Plan.

Appendix A – Coffee Breaks (Dawson Creek Office)

WorkSafe BC recommends staggering coffee and lunch breaks in order to ensure that communal areas are not overcrowded and physical distancing can be maintained. In order to ensure that no more than 10 people are in the Dawson Creek break room at one time, staff will have coffee breaks scheduled as follows. Staff may, with agreement of their supervisor, take their break at another time, but they will not be able to access the break room unless there are fewer than 10 people in the room. Priority will be given to the staff scheduled for a break at the applicable time.

Access to the break room at lunch will be on a first come first serve basis.

Morning Break	Afternoon Break	Group & Staff	
9:45-10:00	2:45-3:00	Group 1 1. Kelsey 2. Paulo 3. Ian 4. Judith 5. Kari	6. Jennifer 7. Hunter 8. Bernie 9. Trevor 10. Kole
10:00-10:15	3:00-3:15	Group 2 1. Tyra 2. Brenda 3. Leanne 4. Shannon 5. Deanne	6. Jodi 7. Jacqui 8. Planning Services Manager 9. Crystal 10. Symon
10:15-10:30	3:15-3:30	Group 3 1. Shawn 2. Edda 3. Aden 4. Bryna 5. Loryn	6. CFO 7. Trish 8. Shelley 9. Protective Services Manager 10. Devon
10:30-10:45	3:30-3:45	Group 4 1. Kyla 2. Jill 3. Protective Services Coordinator 4. Erin 5. Gerritt	6. Jr Planner 7. Teri 8. GM Dev Services 9. Suzanne 10. Admin Clerk



PEACE RIVER REGIONAL DISTRICT

COFFEE PROTOCOL



Prior to touching the
coffee pot or supplies
you **MUST**

**Wash or
Sanitize Your
Hands**

- Prior to making coffee, the coffee pot must be cleaned with soap and hot water.
- Following touching the coffee pot, coffee supplies or dispenser or counter, staff/directors must wash or sanitize their hands.
- Coffee will not be provided to the general public.
- Disposable cups will be used for directors; staff may use their own cups which they are responsible for washing. Cups may not be dried in sinks and must be in the possession of the staff member they belong to.

diverse. vast. abundant.

Appendix B – Work from Home Requirements

This section contains the following:

- 1) Working From Home Policy (PRRD)
- 2) Telework Agreement (PRRD)
- 3) IT- Work from Home Checklist (PRRD)
- 4) Setting up, organizing, and working comfortably in your home workspace (WorkSafe)
- 5) Working from home: A guide to keeping workers healthy and safe (WorkSafe)



WORKING FROM HOME

Department	Administration	Policy No.	0340-20-79
Section	Human Resources	Date Approved by Board	April 9, 2020
Repeals		Board Resolution #	RD/20/04/10 & RD/20/04/11

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

Repealed		Board Resolution #	
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1. Purpose

- 1.1 The purpose of the Working from Home Policy is to establish clear guidelines for flexible working arrangements during a State of Emergency for pandemics or any Other Emergency that deems it appropriate for staff to work from home.

2. Scope

- 1.2 This Statement of Policy applies to all staff of the Peace River Regional District (PRRD) who are working from home. Not every position can be performed from a staff's home.

3. Definitions

- 3.1 **Physical PRRD Files:** any physical record or file that is the property of PRRD.
- 3.2 **Safety Precautions:** the most recent protective measures in place by the World Health Organization (WHO) and the senior levels of government in Canada.
- 3.3 **State of Emergency:** refers to pandemics and other emergencies that deem it appropriate for staff to work from home.
 - i. **Pandemic:** global outbreak of a disease.
 - ii. **Other Emergency:** a situation where staff are either deemed safer and/or only capable of working from home for the persistence of operations.
- 3.4 **Telework Agreement Form:** a working from home form required to be completed by all PRRD staff who are approved to work from home.
- 3.5 **Working from Home:** staff conducting their job from home.

4. Policy

- 4.1 PRRD staff deemed essential and who can fulfill their job duties remotely may have the option of working from home during a State of Emergency.
- 4.2 All PRRD staff who are approved to work from home are required to read and sign the *Telework Agreement* form, then submit it to their manager for approval, who will then submit the completed document to hrprrd@prrd.bc.ca.



- 4.3 The *Telework Agreement* form outlines Occupational Safety and Health expectations. All staff must act in accordance with the Ergonomic Considerations, Working Alone Call-In Procedures, and Emergency Preparedness.
- 4.4 Staff must complete the Working from Home Checklist prior to leaving their office workspace.
- 4.5 Staff can utilize required IT equipment but it remains the property of the PRRD, and must be returned to the office upon the completion of a State of Emergency.
- 4.6 At home workspaces need to be in safe working condition in order to perform job duties, as defined by the Government of British Columbia.
- 4.7 Staff must check in with their designated manager at the beginning and end of each workday.
- 4.8 All staff must be available by email and phone for their regular hours of work, unless other arrangements have been made with their designated manager.
- 4.9 Staff must practice the proper sanitization methods and comply with the Federal and Provincial requirements of a State of Emergency.
- 4.10 Staff are responsible for ensuring a productive working environment and for tracking their activities and deliverables.
- 4.11 Staff are expected to follow the same process for appointments and sick leave by submitting leave requests and taking sick leave.
- 4.12 Staff may be expected to videoconference or teleconference for meetings or check-ins.
- 4.13 All PRRD Staff are to cancel non-essential work related travel (both in-region and out-of-region) and have alternate arrangements approved by their designated manager.
- 4.14 Work-related incidents and injuries must be reported to designated managers the same day as occurrence.
- 4.15 If staff wish to return to their regular worksite, a request must be made to their designated manager.
- 4.16 PRRD staff must not take physical PRRD files home. If physical files are needed, staff may need to come into the PRRD office and follow the proper safety precautions to use the files.

Affiliated Procedures	COVID 19 Response Plan (as updated from time-to-time)
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Disclaimer: Federal and Provincial Acts, Legislation and Law supersede this policy.

**Section 1: Summary Information**

Effective Date:

Agreement between:
Peace River Regional District
AND
Employee:

Manager/Employer:

Section 2: The Employer and the Employee agree to the following:

1. Work Duties and Responsibilities	The employee's work duties and responsibilities while teleworking will include: Duties as per employees current job description. (Supplied on request)
2. Telework Location	Address: City, Postal Code: Personal Phone: Business Phone: Fax: E-mail:
3. Official Office Work Location	Address: Personal Phone: Business Phone: Fax: E-mail:
4. Date/Duration of Agreement	<p>The employee's telework schedule will be implemented starting on (mm/dd/yy):</p> <p>The arrangement may be terminated by either the employee or the employer provided written notice is given within 30 or fewer days. Reasonable notice of the change may be influenced by employee performance, existing space in the office, or hazards to the employee.</p>
5. Schedule	<p>The employee's telework schedule and hours will be as follows: As per employment offer. (Available upon request)</p> <p>The employee will make necessary adjustments or changes to schedule for meetings etc. as required.</p> <p>The schedule is subject to change with mutual agreement of employee and supervisor.</p>
6. Employee Status, Benefits and Entitlements	Employee status, benefits and leave entitlements, eligibility for authorized overtime and employee salary are not altered by this agreement and will be arranged/dealt with through existing practices/directives.



7. Conditions of Employment, Legislation, Policy and Guidelines, Collective Agreements etc.	The provisions of all relevant workplace policies and guidelines, legislation, Terms and Conditions of Employment and/or relevant to Exempt and Collective Agreement provisions will continue to apply.
8. Occupational Safety and Health	<p>The employee agrees to maintain a designated and dedicated workspace that meets occupational safety standards for the home office and office ergonomics. <u>The employee has read and implemented the precautions outlined on the Safety Inspection for Telework page</u>, and understands the additional responsibilities in each of the following areas that are assumed when working from a home office:</p> <p>Ergonomic Considerations; Working Alone Call-In Procedures; and Emergency Preparedness.</p> <p>WCB liability for work related accidents will continue to apply during the telecommuting work schedule as defined in this agreement.</p> <p>The Employer will not be responsible for any non-work related injuries that may occur at home. Compensation will be limited to the approved telework times only and will be limited to designated telework workspace.</p> <p>The employee agrees to follow safe work practices and to promptly report any work-related accident that occurs at the telework (home) office to their supervisor and/or appropriate employer representative.</p>
9. On-Site Visits	On-site visits may be made for the purpose of retrieving equipment and other Employer property in the event of the employee's illness, termination, or any other extraordinary circumstances.
10. Technology, Equipment, Materials and Supports	<p>The employee and Employer have consulted the information about mobile work options including the technology useful for supporting each work style, and have agreed on what equipment will be used to support the telework arrangement.</p> <p>All software used by the employee on Employer computers must be legally acquired and licensed by the Employer, and installed by appropriate Employer personnel.</p> <p>All the equipment provided for teleworking shall remain the property of the employer and must be returned should employment or the telework agreement terminate.</p> <p>Equipment and supplies provided by the Employer are to be used only for the purpose of carrying out the Employer's work - employer owned equipment shall not be employed for personal use.</p> <p>The employee will be responsible for all assets belonging to the Employer and will be responsible for the replacement value of those assets that cannot be accounted for.</p>



11. Costs	<p>The cost of all equipment and supplies provided by the Employer will be paid for and maintained by the Employer including the following:</p> <p>LIST: (eg. Phone lines, long distance calls for work etc.).</p> <p>Employees are expected to maintain the teleworkplace including items such as homeowner or tenant insurance, heat and hydro.</p> <p>Employees are responsible for any costs linked to home renovations required to have a home office.</p> <p>Employees are responsible for maintenance of their own equipment.</p>
12. Insurance	<p>The Employee will ensure that teleworking (i.e. operating a home office) does not breach the terms of their household insurance policies.</p>
13. Confidentiality/Security Standards	<p>Employee will be responsible to secure and protect the property, documents and information belonging to the Employer. The employee has read and implemented the precautions outlined on the Flexible Workplaces & Information Security page, including those in the Appropriate Use Policy and the Tip Guide: How to Protect Your Home Computer.</p> <p>Information must be managed and disposed of in accordance with BC government guidelines.</p> <p>Employee will promptly report to their supervisor, any circumstances or incidents which may compromise the confidentiality of any property, documents or information in connection with their employment.</p> <p>Physical PRRD records/files are not to leave the office.</p>
14. Childcare/Family care	<p>The Employee must ensure that dependant care arrangements are in place and that personal responsibilities are managed in a way which allows them to successfully meet their job responsibilities. Telework is not a substitute for dependant care.</p>
15. Tax implications	<p>Working from home, and/or having a home office may have tax implications for the Employee. The Employee is responsible for working with the Canada Revenue Agency to get the information they need.</p>
16. Municipal/Regional/District Requirements	<p>The employee must ensure that the telework arrangement is consistent with all municipal or regional district bylaws and regulations. The onus is on the employee to determine.</p>



	The employee must ensure that the telework arrangement does not contravene any rental or lease agreements. The onus is on the employee to determine.
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Section 3: Comments
Employee's Comments
Manager's Comments
Eliminating hazards and ensuring safety are the employee's responsibilities. Employee must notify the employer immediately if they become ill. Employee must not work from home if they are ill. Sick bank and/or vacation time can be utilized at that point.
Section 4: Signatures

Agreed to by Employee:

I have read and agree with the above telework Agreement. I fully understand the duties, responsibilities, obligations and conditions for telework expressed in this document. I also understand that these are in addition to my normal duties, responsibilities and obligations as a Public Service Employee.

Employee Signature_____
(Print Name)_____
Date**Agreed to by Manager:**_____
Manager Signature_____
(Print Name)_____
Position Title_____
Date**Agreed to by Manager/Decision Authority:**_____
Manager / Decision Authority Signature_____
(Print Name)_____
Position Title_____
Date

Work From Home – Staff Technology Checklist

We have a quick checklist to help you understand what you need to do before you head home for work.

- ☐ [Forward your desk-phone](#) to your smartphone, home phone or work mobile.
- ☐ Download an updated copy of the [PRRD phone list](#)
- ☐ If you need any contacts, be sure to save them to your phone or computer before leaving.
- ☐ If you need [voicemail-to-email](#) set up for your desk phone, please contact helpdesk@prrd.bc.ca ASAP. Due to high call volume, this can take one day to process.
- ☐ Make sure the PRRD VPN software is installed on your laptop (*or a laptop has been provided to you by IT – let us know if you do not have it*).
- ☐ You have reviewed [VPN use video](#) and/or [RDP use](#).
- ☐ Pack up an extra monitor, keyboard/mouse and any other tech you might need. If you need adapters, or cables be sure to check with IT before heading home. *We have a limited number of laptops, monitors, extra cell phones and equipment at this time.*
- ☐ From time-to-time, you may be asked by IT to bring your laptop into the office for updates, hardware repair, etc. While we have remote-access tools to assist, we are not making house calls.

Extra help:

Forwarding your desk phone to mobile device or other extension:

<https://staff.prrd.bc.ca/forwarding-desk-phone/>

Teleconference Information:

<https://staff.prrd.bc.ca/telus-audio-conference-information/>

WebEx Links:

<https://staff.prrd.bc.ca/webex-support-video/>

<https://staff.prrd.bc.ca/cisco-webex-video-conferencing/>

VPN Links:

<https://prrd.wistia.com/medias/cnyknznn8w>

<https://staff.prrd.bc.ca/introducing-the-new-prrd-rds-server/>

Setting up, organizing, and working comfortably in your home workspace

Working from home can be safe, positive, and productive with a well-planned workspace.

It's important to use equipment in a way that helps you work in a healthy and safe manner. You will reduce the risk of injury if you maintain your body in a neutral position while sitting at a work surface. Maintaining a neutral position means you should be relaxed with your joints aligned (i.e., no twisting or awkward angles) to minimize stress on the body. Some relatively simple modifications can be made if you don't have the same adjustable equipment at home as in your workplace.

Here are some tips to help you achieve correct posture and reduce the risk of injury while working from home.

Setting up your workspace

Choosing a chair

- The chair you use should be stable with a back rest. Try using a small cushion or rolled up towel behind your lower back for additional lumbar support.
- You should be able to put three fingers of space between the back of your knees and the front of the chair. If not, add a cushion to the back to shorten the seat depth.
- Sit with your buttocks all the way back against the backrest. Your back should be nearly upright.
- Make sure you sit with your knees and hips at the same height to avoid pressure on the back of your thighs. Consider using a raised footrest (for example, a stool, box, or book) to support your feet. Make sure your footrest does not raise your knees higher than your hips.

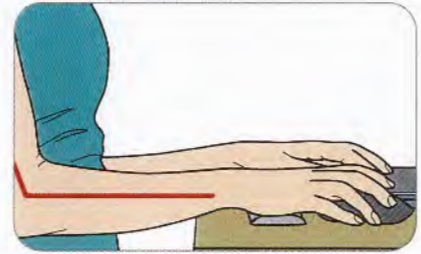
Using your keyboard and mouse

On a work surface:

- Make sure the work surface you choose allows for a neutral posture and is not too high.



- Use an external keyboard and mouse and place them at the same height.
- Your elbows should be at the same height as the keyboard surface with your elbows at your side and not reaching forward.
- To keep your upper extremities neutral, position the keyboard and mouse just above your thighs so you can keep your shoulders relaxed and wrists straight.



On your lap:

- If you are using the keyboard on your laptop, it should be placed on your lap. This means you will have to flex your neck, but your upper extremities will be neutral.
- If you use your laptop while sitting on a couch or a chair, put it on top of a pillow or lap tray. This will help keep your elbows at 90 degrees and reduce the amount of neck flexion when you look at the screen.

Adjusting your monitor and reducing glare

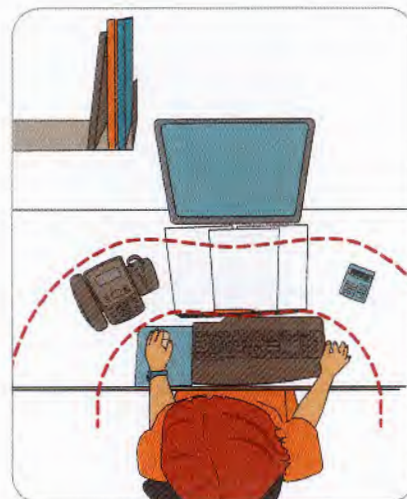
- Ideally, the monitor should be an arm's length away and the top line of text at eye level. This requires creativity with a laptop. Neck flexion for short periods of time is okay for most people, but make sure you take regular stretch breaks. Looking slightly downward helps with eye strain.
- If you wear bifocals or progressives, your screen may need to be lowered so that you don't tip your head back.
- Possible sources of glare include windows, overhead lights, or any shiny surfaces.
- Try switching off room lights and using task lights. Adjust blinds and curtains.
- Windows should be at your side and not in front of or behind your monitors.
- Adjust brightness and contrast on the monitor so that it is similar to your surroundings.
- Clean your screen and eyeglasses.
- Use the zoom feature to adjust font sizes to help reduce eye strain.



For more information, please see the [How to Make Your Computer Workstation Fit You](#) publication and other information at worksafebc.com/ergonomics

Organizing your work area

- Reduce the risk of injuries by identifying the tasks you work on and analyzing them to find out the safest way to do them.
- High-use items (e.g., keyboard and mouse) should be reachable with your elbows at your side and not reaching forward.
- Occasionally used items (e.g., phone, pens) should be reachable with your arm extended while keeping your back on the backrest.
- Reference material and other documents should be in line with the monitor to avoid excess neck rotation and placed on a slanted surface, if possible, to reduce neck movement.
- Use a phone headset or speaker phone for long or frequent phone use. Avoid holding the phone with your shoulder.
- Make sure your work area is free from tripping hazards, including electrical cords, loose carpeting, and other objects.



Working comfortably

- Examine your work habits and activities to ensure you are avoiding awkward postures and staying in one place for too long.
- Alternate tasks to change posture and use different muscle groups.
- Avoid working for too long on a task. Try to insert shorter tasks in the middle of longer ones.
- You may have less interruption at home, which can lead to fewer breaks from work. It's important to find ways to break work into smaller chunks.
- Follow the 20/20/20 guideline: Take a 20-second stretch break every 20 minutes, and look about 20 feet away.
- Leave the radio or TV on in the background if you miss the noise or energy of the office environment.
- Use a morning start-up routine (e.g., shower, get dressed, and eat breakfast) to help psychologically trigger your mind into work mode.
- Having an "end of the workday" routine (e.g., change your clothes, go for a walk, do some exercise) is also helpful to keep work and home life separated.



If you experience any discomfort when working at home, discuss this with your manager immediately.

Working from home:

A guide to keeping your workers healthy and safe

Working from home on a regular basis can benefit both you and your workers by reducing business expenses, allowing for a more flexible lifestyle, and improving the environment. Sometimes it can also be necessary to work from home temporarily while dealing with health concerns, child care arrangements, or other issues that may unexpectedly arise in daily life.

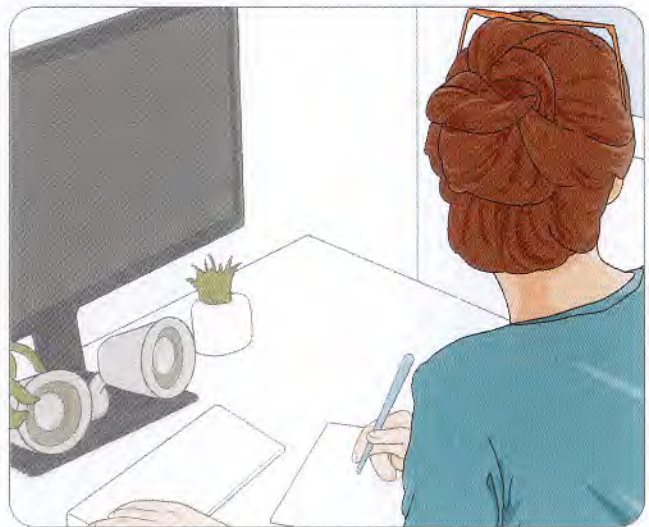
As an employer, you must ensure the health and safety of your workers when they work from home. It's important to understand that working from home is an extension of the workplace, and the [Workers Compensation Act](#) and [Occupational Health and Safety Regulation](#) still apply. With consideration and planning, working from home can be positive and safe for both workers and employers.

This guide discusses a health and safety policy for working from home and outlines some useful tips and resources to help ensure the health and safety of your workers.

Develop a health and safety policy for working from home

As an employer, ensure you have a working from home health and safety policy in place, and that everyone understands their roles, duties, and responsibilities. This policy should require workers to assess their workspace and report any potential hazards to their manager. Your policy should also include the following information:

- Protocols for evacuating from the worker's home to a safe location if needed and how workers can contact you in case of emergency
- Safe work practices and how to report any work-related incidents or injuries
- Communication protocols and procedures for check-ins if a worker is working alone or in isolation
- Requirements for education and training
- Ergonomic considerations



Reduce risks while working from home

Setting up a safe workspace at home will be different for everyone, but there are some common risks. As an employer, ensure that you and your workers adequately identify and control unsafe conditions and activities

that may cause injury or illness. Some factors to consider include the following:

- Environment
(e.g., asbestos, mould, tobacco smoke)
- Electrical safety
- Ergonomics
- Slips, trips, and falls
- Violence
- Working alone

For more information on these topics and related resources, visit [worksafebc.com](https://www.worksafebc.com).

Find more information

- [Setting up, organizing, and working comfortably in your home workspace](#) (WorkSafeBC publication)
- [How to Make Your Computer Workstation Fit You](#) (WorkSafeBC publication)
- [Ergonomics](#) (WorkSafeBC webpage)
- OHS Guidelines on the [Definition of working alone or in isolation \(G 4.20.1\)](#) and [Procedures for checking the well-being of workers \(G.4.21\)](#)

Appendix C – How to Use a Mask, Glove Removal & Handwashing

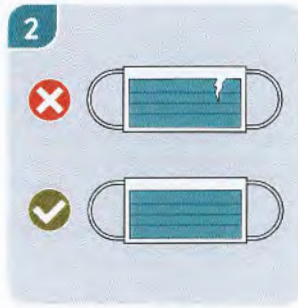
This section contains the guidelines from WorkSafe BC on:

- how to use a mask
- glove removal procedures
- handwashing

Help prevent the spread of COVID-19: How to use a mask



1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.

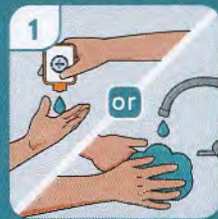


8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask



1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



3 Dispose of the mask safely.



4 Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."



Glove removal procedure

To protect yourself from exposure to contamination, you must take your gloves off safely.

How to remove gloves safely



1. With both hands gloved, grasp the outside of one glove at the top of your wrist.



2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.



3. Hold the glove you just removed in your gloved hand.



4. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.



5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.

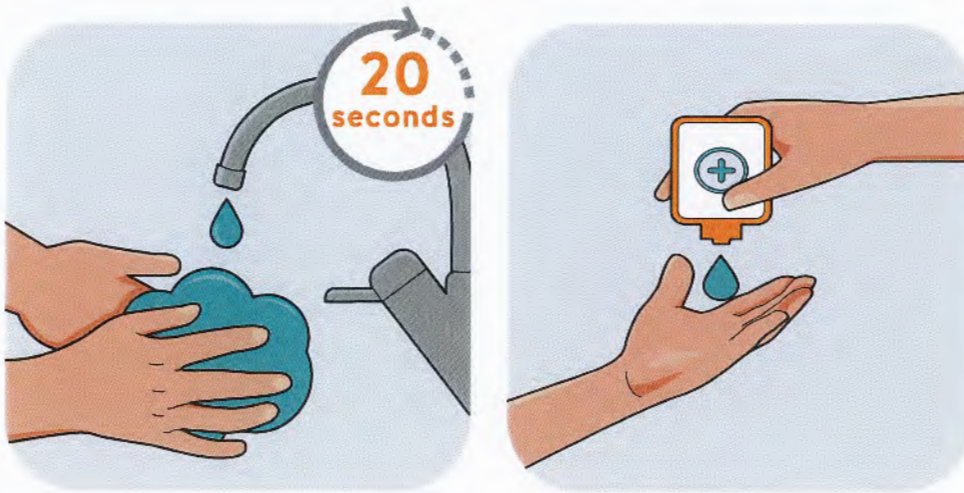


6. Dispose of the gloves following safe work procedures. **Do not** reuse the gloves.



7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.

Help prevent the spread of COVID-19



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

Appendix D – Designing Effective Barriers

This section contains the guidelines from WorkSafe BC on designing effective barriers.

COVID-19 health and safety

Designing effective barriers

To help prevent the spread of the virus that causes COVID-19, employers must implement measures to reduce the risk of person-to-person transmission. Employers must also implement effective cleaning and hygiene practices. The first and most effective way to prevent person-to-person transmission is to ensure that workers keep at least 2 m (6 ft.) away from co-workers, customers, and others. When this is not possible, consider using barriers to separate people.

This document was adapted by [research](#) produced by the [National Collaborating Centre for Environmental Health](#), which may be reviewed for more detailed guidance.

When to use barriers

As an employer, you should consider barriers for jobs where workers will frequently be within 2 m (6 ft.) of co-workers, customers, or others for longer than brief interactions. Examples where barriers might be useful include retail checkouts or kiosks. Barriers can be an effective way to prevent the spread of COVID-19 through respiratory droplets.

As a protective measure, barriers may be preferable to masks in some circumstances because of the following:

- Their effectiveness doesn't rely on correct usage, as is the case with masks.
- They don't need to be continually supplied.
- They protect people on both sides of the barrier from breathing the other person's droplets. (Non-medical masks offer limited protection to the wearer, although they may limit the spread of respiratory droplets from the wearer to others.)
- They can serve as a visual reminder of physical distancing requirements.

Materials and dimensions

Barriers can be made of any material that blocks the transmission of air. For many work tasks, barriers need to be transparent. Transparent barriers can be made of plexiglass, acrylic, polycarbonate, or similar materials. Opaque barriers may work for some applications, such as cubicles.

Barriers must be large enough to create an effective barrier between the breathing zones of the people on each side. A person's breathing zone has a diameter of about 60 cm (24 in.), which means it extends 30 cm (12 in.) in every direction from the person's nose.

A barrier should be positioned to accommodate the heights of the tallest and shortest people who will likely be near it. If one person is standing and the other is seated, the barrier should extend 30 cm (12 in.) below the seated person's nose and 30 cm (12 in.) above the standing person's nose. Barriers should also be wide enough to account for the normal movement of both people.



A person's breathing zone extends about 30 cm (12 in.) in every direction from that person's nose.

If a barrier needs an opening to pass documents, money, or other materials, that opening should be positioned so that it is out of the breathing zone of both people.

Barriers should not be designed or installed in such a way that they impede ventilation in the room.

Installation

Some barriers are free standing and supported by brackets, wings, or side panels. You can also hang barriers from the ceiling or fasten them to walls, desks, or counters. When installing barriers, ensure the following:

- Free-standing barriers are stable so they won't fall and injure anyone.

- Hanging barriers won't swing, which can waft air from one side of the barrier to the other.
- The barrier won't hinder a person's escape in case of emergency.

When installing barriers in vehicles, ensure the following:

- Barriers should be installed in such a way that the vehicle remains in safe operating condition in accordance with the [Motor Vehicle Act Regulations](#), Occupational Health and Safety Regulations [4.3](#) and [17.8](#), and the [Passenger Transportation Act](#) as applicable.
- The barrier is not mounted rigidly on the vehicle or in any way that might injure someone in the vehicle if there's an accident.
- The barrier will let the driver and passengers exit the vehicle if their doors become unusable.
- The barrier doesn't hinder the driver's vision or obstruct the safe operation of the vehicle.

Cleaning and maintenance

Your **cleaning and disinfecting** process must include your barriers. The entire barrier needs to be cleaned regularly to prevent the accumulation and transmission of contaminants. Barriers with openings that people pass materials through should be included in your inventory of commonly touched surfaces and cleaned more frequently. Follow the manufacturers' instructions for both the barrier and the cleaning product used, to ensure they do not damage or degrade the barrier.

Let's all do our part

When workplaces in British Columbia are healthy and safe they contribute to a safe and healthy province. As COVID 19-restrictions are lifted and more businesses resume operations, let's all do our part. For more information and resources on workplace health and safety visit [worksafebc.com](https://www.worksafebc.com).

Appendix E – Entry Check & Visitor Log

This section contains:

- Entry Check posters for visitors and workers from WorkSafe BC to be posted at all entrances to PRRD buildings
- The “Visitor Log” template to be used at the Dawson Creek and Fort St John offices, Dawson Creek Warehouse and Charlie Lake Fire Hall. The visitor log will also be used at any PRRD public meetings that take place in the community.

Help prevent the spread of COVID-19

Please do not enter this workplace if you:

- Have any of the following symptoms:
 - Fever
 - Chills
 - New or worsening cough
 - Shortness of breath
 - New muscle aches or headache
 - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.

Help prevent the spread of COVID-19

Please do not enter this workplace if you:

- Have any of the following symptoms:
 - Fever
 - Chills
 - New or worsening cough
 - Shortness of breath
 - New muscle aches or headache
 - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.

PRRD COVID-19 Visitor Log

The information collected on this form is collected by the PRRD for the safe operation of its business offices during COVID-19, under the authority of FOIPPA Section 26 (c). This information will be shared with Northern Health, to assist with contact tracing efforts, in the event of COVID-19 illness in this building or a person who has visited this building.

Questions or concerns may be directed to the Freedom of Information Head for the PRRD:

Tyra Henderson, Corporate Officer
1981 Alaska Avenue, Dawson Creek, BC V1G 4H8 250-784-3216

Date	Time	Visitor Name	Visitor Phone	Reason for Visit (person met with, meeting attended, delivery)

Appendix F – Occupancy Limits

This section includes signs indicating occupancy limits for each room.

Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

Address/room/space:

Occupancy limit: _____ **people**

Appendix G – First Aid Attendants

This section includes WorkSafe BC’s “OFAA protocols during the COVID-19 pandemic: A guide for employers and occupational first aid attendants.”

This information sheet provides information to employers and occupational first aid attendants on safely treating patients during the COVID-19 pandemic. It provides additional precautions to first aid attendants on following the public health directives—including physical distancing, hand hygiene, and sanitization—while treating a patient. In this resource, you can also review these protocols used in three first aid scenarios, as well as link to further COVID-19 health and safety resources.

OFAA protocols during the COVID-19 pandemic

A guide for employers and occupational first aid attendants

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions you may take to include public health directives such as physical distancing, hand hygiene, and disinfection in your procedures.

1. When you receive a call for first aid, if possible, gather the following information:
 - What are the circumstances surrounding the call for assistance?
 - Are critical interventions likely required? If so, call 911 or have an emergency transport vehicle (ETV) prepared.
 - Are there any obvious signs of COVID-19? If so, send the patient home or to a hospital.
2. If no critical interventions are required, if possible and appropriate, interview the patient from a distance. Ask the following questions:
 - Is anyone sick or in self-isolation in your household?
 - Have you been in contact with anyone who has been sick?
3. When you arrive at the patient's location, assess the situation:
 - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?

- If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario below).

4. If the patient can't self-treat, don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
 - Face shield or surgical-type mask
 - Pocket mask
 - Gloves
 - Coveralls (disposable or washable)
 - Apron or lab coat
 - Glasses or goggles

Because the global supply of PPE is scarce, you may need to consider other options. There are various types of masks, face shields, and respirators that you can consider.

5. After treatment, sanitize all equipment with either soap and water or 70% isopropyl alcohol. Remove and wash any PPE that is not disposable, as well as any exposed clothing. Wash your hands thoroughly. If critical interventions are required and there is no way of determining background information, don appropriate PPE and limit access to the patient to the number of people required to deal with the critical intervention. It is important to limit the exposure of others.

Scenario: Self-treatment with direction

A first aid attendant receives a call stating a worker has injured her hand. The attendant collects as much information about the severity of the injury as possible. The injury is deemed to be minor with no other concerns, so the attendant goes to the worker, but stays 2 metres (about 6 feet) away. On arrival, the attendant asks:

- Is anyone sick or in self-isolation in your household?
- Are you able to administer first aid to yourself if I tell you what to do and how to do it?

After the first aid attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions relating to the injury.

The attendant then places the required first aid supplies on a surface 2 metres from the patient. The attendant steps back and directs the patient to pick up and apply the supplies. The first aid attendant then verbally conducts a modified secondary survey and documents the findings.

Scenario: OFA Level 1 and Level 2 with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately ensures that 911 is called. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and conducts a primary survey to determine what, if any,

critical interventions are required. The attendant positions the patient in the three-quarter-prone position to ensure that the airway is open and clear and no further interventions are needed. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away. The attendant monitors the patient until the ambulance arrives.

Scenario: OFA Level 3 — employer ETV for transport with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately arranges for the ETV to be ready. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and ensures an open airway. Once the airway is open and clear, the attendant stabilizes the patient's head with an inanimate object (to free the attendant's hands) and inserts an oropharyngeal airway (OPA) to protect and maintain the airway. The attendant then conducts a primary survey to determine what, if any, further critical interventions are required. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away.

Helpers will be needed to assist the first aid attendant in lifting the patient into the basket and ETV. Use any PPE or other measures available to provide a barrier between the helpers and the patient, including covering the patient with a blanket. Once the patient is loaded, ensure the helpers remove their PPE and wash their hands with soap and water.

Additional resources

Below are links to key resources from the public health agencies that are providing guidance on COVID-19.

Public health agency websites

For more information about the COVID-19 situation, including public health alerts and FAQs, please see the COVID-19 pages on the following websites:

- [HealthLinkBC](#)
- [BC Centre for Disease Control](#)
- [Public Health Agency of Canada](#)

Self-assessment tool

The BC Ministry of Health has developed an online [BC COVID-19 Symptom Self-Assessment Tool](#) to help people determine whether you need further assessment or testing for COVID-19.

Information for employers & businesses

The BC Centre for Disease Control has collected [COVID-19 information for Employers & Business](#), where you will find information for essential businesses.

Canadian Centre for Occupational Health and Safety

To help support workplaces during the COVID-19 pandemic, the CCOHS has made a number of online products and resources available on [its website](#).

Phone resources

- 1.888.COVID19 (1.888.268.4319):
For non-medical information about COVID-19.
Available 7:30 a.m. - 8 p.m., 7 days a week.
- 8-1-1 (HealthLink BC): To talk to a nurse if you need advice about how you are feeling and what to do next.

Appendix H – BC's Go Forward Strategy & Management Checklist

This section includes the following:

- BC's COVID-19 Go Forward Strategy
- BC's COVID-19 Management Checklist

COVID-19 IN BC

BC COVID-19 Go-Forward Management Strategy

Stay Informed
gov.bc.ca/COVID-19



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The Context¹

Pandemics of respiratory viruses, such as COVID-19, can be declared over when the proportion of the population that is immune is large enough that transmission between people is no longer sustained.

That can happen in two ways:

- after enough people have been infected and have recovered and/or
- when enough people have been immunized with a vaccine (this is most likely, but not definitely, up to 18 months away from development, to manufacturing, to mass immunization).

Both outcomes will likely happen, but both are going to take time. Until that time, our goal is to slow the spread of COVID-19, especially among those most vulnerable to severe disease, to provide time for development of a vaccine and to enable the health care system to respond to a moderate increase in demand. Without a vaccine or treatment, the only way to achieve this was through the public health measures we have seen imposed in BC, in Canada and around the world. All jurisdictions needed to act very quickly in the face of a great deal of uncertainty about the new virus. As a result, BC, along with many other jurisdictions, imposed, over a very short period of time, a full range of public health measures, including: isolation of people with symptoms, quarantine of contacts of people with COVID-19, closure of schools, closure of dine-in restaurants and bars, cancellation of mass gatherings, and restrictions on travel. Additional voluntary measures were taken by individuals, service providers and businesses. This approach worked and the COVID-19 epidemic in British Columbia is currently under control. The slowing of COVID-19 spread has also given British Columbia the ability to expand testing, public health and clinical capacity to respond to future increases in COVID-19 transmission. It has also given us the chance to learn more about how this virus behaves. We now know a great deal more about COVID-19 than we did only a few weeks ago. We know that 82% of people have a mild, self-limiting illness, and that severe illness and death are much more likely in the elderly and in those with chronic medical conditions. We also know that, unlike with influenza, children are much less likely to get sick or transmit the virus than adults. The virus is largely transmitted through close, prolonged contact in households or congregate settings, and it is not easily transmitted outdoors. Staying home when you are sick and washing hands frequently remain essential parts of prevention.

In this next phase of our response, this information will be critical to help us return to essential activities of society. During any pandemic, public health measures need to be re-evaluated in the light of new information, to determine how effective each measure is and if the benefits of each measure outweighs the harms.

.....

1 A range of papers and think pieces have been used in preparing this draft exploring and discussing how best to move forward in managing the COVID-19 outbreak after the first wave of flattening the curve; including a thoughtful paper by Dr. Leung, an infectious disease epidemiologist and dean of medicine at the University of Hong Kong, which was shared by the PHO. In addition, we need to recognize the analysis and great work provided by the BCCDC.

While COVID-19 transmission is likely to continue to some degree, measures to limit transmission will aim to both protect people and ensure we have adequate capacity in our health system to appropriately care for infected people. However, since measures that limit transmission have substantial negative health, economic and social consequences, a strong imperative exists that reducing COVID-19 transmission must be done, while also resuming a healthy and safe level of social and economic activity. The current situation is neither sustainable nor healthy, bringing its own significant costs and damage to individuals socially, emotionally and economically.

Two sides will likely be debated as we move forward as a community:

1. Current lockdowns are becoming harmful in both social, economic, and health terms and need to be lifted, so as not to cause enormous damage to economies, civil society, and emotional and mental health well-being.
2. Current lockdowns are both needed and must be sustained for a significant period to protect a percentage of individuals within our communities from dying due to COVID-19 and to protect our health system from being overwhelmed (impacting our ability to care for both non-COVID-19 and COVID-19-related serious illnesses)

These two narratives are in fact two ends of a continuum, with a range of potential actions that government can take in between. In either direction, there is potential for significant human cost. There is an imperative to hit “just enough” restrictions to adequately slow transmission, but these actions do not outweigh the harms caused by those restrictions. Inevitably, it will be impossible to get this perfect, but step-wise lifting of restrictions with mitigation strategies in place is the most prudent way to go forward.

The current “lockdown” strategies implemented, predominantly starting mid-March, reflected the fact that our Province had to respond the rapid growth rate of transmission in BC. That action worked. Our most recent modelling and analysis suggests we now have an opportunity to try to better manage the ongoing transmission and a potential wave two of the pandemic in the fall/winter by adopting a sustainable and more moderate public-health strategy to carry us through to “community” immunity, through either gradual infection and/or immunization by vaccine.

This situation is complex and without precedent in the modern age. We have never confined so many people and so, by definition, have never relaxed confinement of such a large number of people. This plan has been developed by public health and the Ministry of Health based on an evidence-based framework. It sets out what public health measures might be optimal to slow the spread and what steps the health system can take to be as robust as possible to meet possible total health care demand in the coming 12 to 18 months. It also sets out proposed requirements to safely optimize both economic activity and social activity.

This will require the full engagement of individual citizens, key institutions, and employers to hard wire these requirements in to day-to-day practice, starting in May, and then refining them over the next 12 to 18 months based on our go-forward experience of the pandemic. This will need to be done in collaboration with the Office of the Provincial Health Officer and broader government. The overall goal is to find the right balance for BC against five goals:

1. Protect lives by suppressing the transmission rate to the lowest rate possible for at-risk populations, until a vaccine becomes available. Ongoing monitoring and assessment of this possibility will be important, and our strategies will need to evolve based on what materializes or does not materialize over the coming 12 to 18 months.
2. Make sure the health system does not get overwhelmed to the point that it can't offer quality care to both non-COVID-19 and COVID-19 patients. This includes managing the transmission rate within the capacity of the health system until a vaccine is available.

Balanced against:

3. Meeting the very real, ongoing physical and mental health needs of non-COVID-19 patients and populations
4. Getting people back to work and rebuilding the economy
5. Optimizing the social fabric of our families and communities

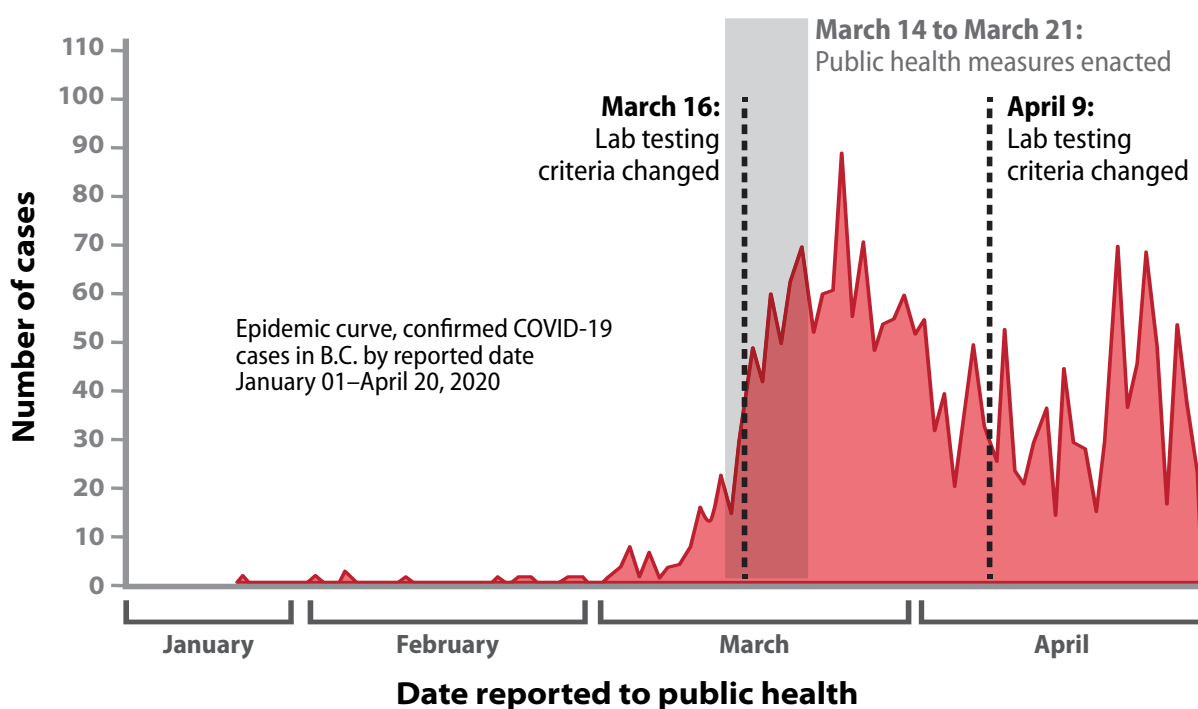
How to safely increase our opportunity for broader social interaction by carefully relaxing what are very taxing social-distancing measures. How to safely and sensibly reboot the economy as much as possible, while keeping people safe. This is not a simple trade-off, but an extremely complex exercise for all of us in optimizing the physical, mental, social, and economic health of the people of British Columbia in the face of an epidemic that is more challenging than we have seen in generations. Physical, emotional, social and economic health rise and fall together.

This plan sets out the proposed dimensions of this balancing act based on hitting a “sweet spot” using dynamic modelling based on BC data – moving from the current targeted lockdown restrictions resulting in approximately 30% of normal social interaction, toward a sustainable 60% of social interaction, with restated levels of targeted restrictions. Our dynamic modelling suggests that going above this level will result in a significant and unsustainable growth in transmission of the virus. These models give us an indication that there is room to move. Monitoring both infection rates, but also unintended consequences of measures, will be required to find the right balance in practice. As referenced by other jurisdictions, this will involve “turning the dial” or “adjusting up the dimmer switch”, not flicking an “on/off switch”.

Dynamic compartmental modelling of social contacts as the basis for moving forward

BC has pursued an evidence-based and transparent approach to managing the pandemic, with daily briefings and several detailed updates on our modelling and planning.

As demonstrated by the graph below, the significant and “stringent” (Oxford Stringency Index) measures taken by BC were both needed and are working in flattening BC’s epidemic curve.



However, these measures have come with significant economic and social costs, which will have their own significant impact on the health of the population. The benefit at a population level is that these stringent measures have created hyper-awareness of COVID-19 transmission risks, which should provide a more secure platform for us to achieve a “new normal” to get us through the coming 12 to 18 months. In setting out this plan, it is worth restating the epidemiological evidence as we currently understand it and then to use this evidence to shape our actions moving forward.

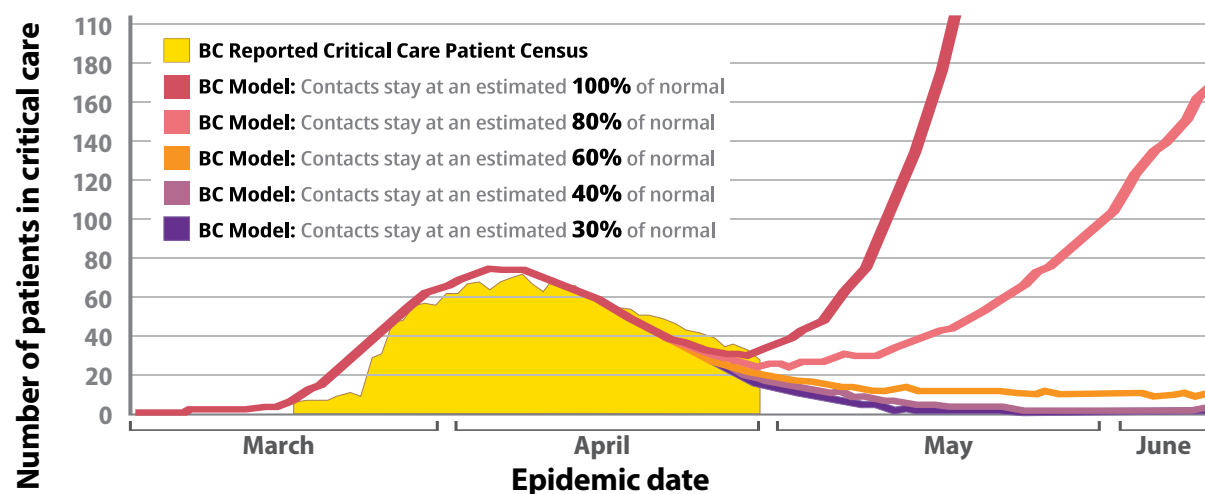
Rates of infection are very dependent on contacts between people. A dynamic compartmental model estimates the rate at which susceptible people transition to being infected and on to recovery or death. These transitions are determined by contact rates between people, which have been inferred directly from epidemiological observations in BC. The models are based on our own observed data. The models illustrate different possible future states for different levels of contact.

While all models are just that, we have some confidence in these simulations because:

1. They have accurately predicted trends in hospitalization, ICU visits and new confirmed infections over the last month.
2. The BCCDC works with several, quite different modelling approaches and these agree with each other.
3. BCCDC's general findings of increasing risk of rebound once a threshold of increased contact is reached are echoed in models from elsewhere.

Models help guide our thinking. They indicate that BC can move cautiously to lift restrictions, while maintaining enhanced surveillance and determining thresholds of actual hospitalizations, ICU, and ventilated cases, which might then require us to enhance efforts.

The modelling in the graph below points to the current level of social contacts being estimated at 30% of normal, based on the significant and targeted restrictions on social contacts following the partial lockdown measures implemented in mid-March 2020.



A model released by the BC government of how critical care cases for COVID-19 could develop over the coming months based on the level of social contacts. (BC Centre for Disease Control)

While a return to normal levels, or near normal levels, is predicted to radically increase transmission, the move to 60% of normal is forecast to result in a flat transmission rate, as indicated by the number of patients requiring critical care. This would be a “new normal” level for the coming 12 to 18 months while a vaccine is hopefully developed and deployed.

The challenge is to translate what is currently a theoretical space into a practical suite of actions. These actions are linked from a population health perspective to suppressing the rate of transmission or viral spread in the population, and from a health system perspective to its capacity to offer appropriate (1) public health capacity to detect, test, contact trace and therefore manage cases to prevent outbreaks in the community and (2) provide appropriate levels of hospital, critical, and ventilated care to patients with a more severe experience of the infection. Each of these will now be considered in sequence setting out the analysis and then proposed actions.

Managing transmission in organizational and specific settings

Key to deciding which actions to take is understanding the what, where, and how of virus transmission.

Coronavirus is transmitted via larger liquid droplets when a person coughs or sneezes, but also, potentially, when they are talking in very close proximity to another person. The virus in these droplets then can enter the body of another person when that person breathes in the droplets or when the droplets touch the eyes, nose or throat of that person. This requires you to be in close contact – less than the so-called social distancing of 2 metres. This is referred to as droplet transmission and is believed to be the primary way COVID-19 is transmitted.

In addition, droplet transmission is much more likely when in close contact in an indoor setting. COVID-19 can also be transmitted through droplets in the environment if someone touches a contaminated area, then touches their face or eyes without cleaning their hands. Unfortunately, humans touch their mouths, noses, and eyes with a very high level of frequency per hour. This speaks to the importance of regularly cleaning one's hands and also cleaning high-touch areas in the environment.

A key issue in transmission is the median incubation period (the time from infection to appearance of symptoms) and the serial interval (the time between successive cases) for the COVID-19 virus. The serial interval for COVID-19 virus is estimated to be 5-6 days. There are some emerging indications that there are people who can shed COVID 24-48 hours prior to symptom onset, but at present, the WHO suggests that this does not appear to be a major driver of transmission. However, we need to acknowledge that there is debate about this and that at this time we cannot be categorical.

The direction and measures set out in this paper focus on three areas: personal self-care; social interaction with extended family and friends; and social interaction in organizations and public institutions. Actions across all three areas will be critical to our efforts to continue to successfully suppress transmission.

REDUCING TRANSMISSION – *Core Measures for Personal Self Care*

This is the foundation to reduce transmission:

- No handshaking as the new norm.
- Practice good hygiene (frequent hand washing with soap and water and use of hand sanitizers; avoid touching one's face; respiratory etiquette; disinfect frequently touched surfaces).
- Maintain reasonable physical distancing as much as possible when outside the home and using a non-medical mask or face covering in situations where reasonable physical distancing cannot be consistently maintained, or engineering controls are not available (e.g. plexiglass barriers).
- If you have the symptoms of a cold, flu, or COVID-19, including a cough, sneezing, runny nose, sore throat, or fatigue, you must stay at home (not going to school/work) and keep a safe distance from others in your family until those symptoms have completely disappeared.
- A further consideration is for individuals at risk of a more severe illness (because they are over 60 years old, have compromised immune systems, or underlying chronic medical conditions) to properly inform themselves of risk, assess their own risk-tolerance, and think through extra precautions they may wish to take over the coming months.

REDUCING TRANSMISSION – *Core Measures for Managing Social Interaction with Extended Family and Friends*

Social interaction is critical to our individual well-being and health. Increased social interaction must balance this fundamental human need with key actions to reduce transmission. A further consideration are the extra precautions for those at increased risk of a more severe illness if they contract COVID-19, in terms of the older population and individuals with compromised immune systems or certain underlying medical conditions. In addition to the personal measures set out above, there are several additional measures that can be taken to reduce transmission:

- Maintain a zero-tolerance standard for yourself, family and close friends to not socialize when any of you have the symptoms of a cold, flu, or COVID-19, including coughing or sneezing.
- Maintain regular social contact with extended family or a small group of friends, but only get together in small groups (2-6 people) and maintain reasonable physical distance (cautiously expand our circles of social contact, while protecting those more at risk).

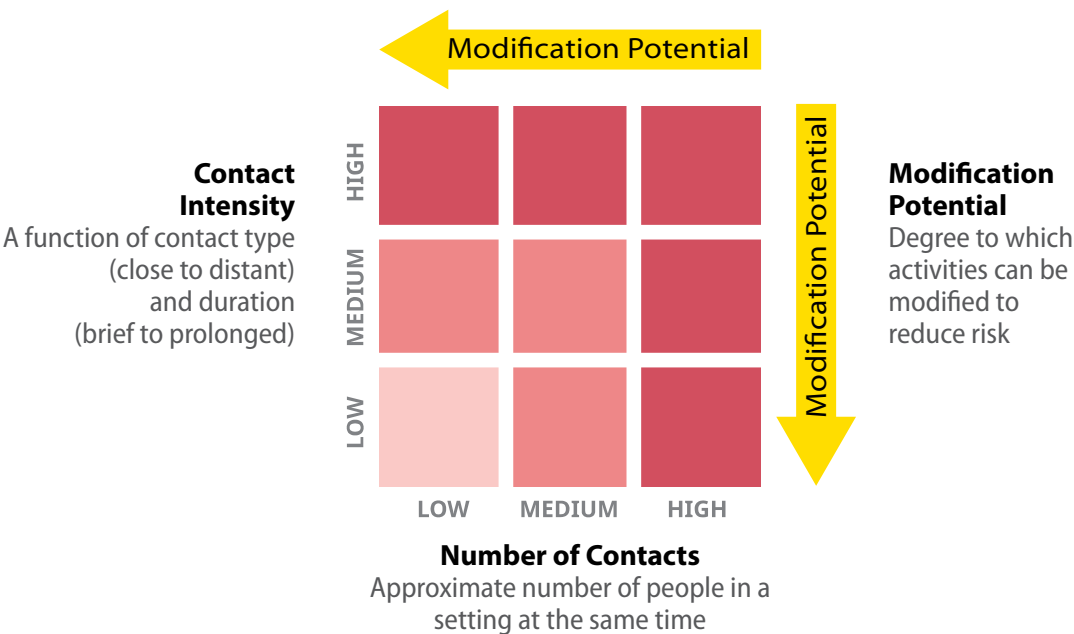
These measures require a sustained and strong in-group code of behaviour and then also across the multiple groups where you are a member.

REDUCING TRANSMISSION – Core Measures to Implement Safe Practices in Organizations and Public Institutions

Assessing the risk of transmission from social interaction in organizational settings and public institutions is a function of two variables (rated as low, medium, and high) supported by a range of actions you can take to further reduce the risk of transmission:

- 1. What is the contact intensity in your setting – the type of contact (close/distant) and duration of contact (brief/prolonged)?
- 2. What is the number of contacts in your setting – the number of people present in the setting at the same time²?

By completing these ratings, you can position your organizational setting on the risk matrix below:



However, the medium and high categories are also subject to potential modification or controls which can help you move to a lower risk category by taking a combination of actions:

- Physical distancing measures – measures to reduce the density (intensity and number of contacts) of people in your setting
- Engineering controls – physical barriers (e.g. plexiglass barriers; one-way systems for customer flow; physical space between seating)
- Administrative controls – rules and guidelines to reduce the likelihood of transmission in your setting (e.g. stay away if sick; hours of operation)
- PPE – use of non-medical masks

2 John Hopkins University, Bloomberg School of Public Health, Centre for Health Security April 2020

Using this assessment and applying the potential modifications or controls to further reduce risk of transmission, organizations (workplaces, retail outlets, public institutions, community organizations) are being asked to develop explicit plans for the measures they will implement and maintain over the coming 12-18 months. Specifically, they are being asked to apply a series of core measures across three areas (personal, social, organizational) that set parameters for the “new normal” in terms of formal and required actions that are the basis for workplaces and commercial businesses being in operation until the PHO lifts the public emergency requirements. This assessment framework combined with specific measures set out below will be used by organizations and public institutions to reduce the risk of transmission.

REDUCING TRANSMISSION – *Core Measures to Implement Safe Organizational Practices*

- Actively promote and monitor personal self care actions in your organization
- Actively promote and implement the core measures for managing social interaction in your organizational setting in congregate social settings (kitchens, staff room, canteens, shared public spaces)
- You **must** have clear policies to enable and ensure that **individuals who have the symptoms of a cold, flu, or COVID-19 including coughing or sneezing should not come into the workplace.** As part of opening your specific settings, you should implement sick day policies for the coming 12 months that actively work with individual staff being off sick more often or working safely at home during these illnesses. As employers you must take leadership in this regard with routine screening/questions of staff for symptoms checking.
- Require and sustain higher levels of **frequent cleaning of “high touch” areas** in workplaces and retail outlets throughout the day and availability of hand sanitizer stands at entrances or around workplaces and shops.
- Where appropriate and practical increase **use of temporary physical barriers** (such as plexiglass at service counters or checkouts)
- Focus on how you will **support and accommodate higher-risk populations** including those 65+ and those with underlying medical conditions. Workplaces, retail and personal service businesses are encouraged to exercise greater accommodation for these age groups in terms of work space, more flexible hours of work or shopping (earlier, later, mid-day) or working at home options.

Additional core measures specific to organizational settings (more will be developed as sectors are engaged and sector wide norms are adopted/required as set out later in this section):

- For **Office-Based Organizations**, where possible continue to encourage working from home part of the time to reduce “contact intensity” and “number of contacts” in the workplace. Where this is not possible or in addition to working from home policies, enable employees to have less contacts by using staggered shifts or work hours, creating smaller teams working together virtually; forgoing in person group meetings as much as possible.

- For **Retail Organizations** implement strategies that support sensible physical distancing (2 metres) and sensible volume of customers in the retail space based on the transmission fact basics.

Note: Guidelines have been provided for retail grocery stores that will continue to be reviewed – lining up outside retail stores, especially in the rain or cold fall and winter months may not socially sustainable, practical or healthy. For all retail outlets density of customers needs to be considered – there appears to be confusion with respect to applying the “mass gathering” number of no greater than 50 people to a number of organizational settings. This was not the intent of that directive.

Best practice for the retail sector will be open to discussion as the sector develops its proposed plans. There are several actions the sector should think through in developing their proposed plans:

- Ability to increase throughput of customers and reduce line-ups by opening and maintaining a higher number of check-outs once physical plexiglass barriers are installed between checkouts
- Increased or continued encouragement of on-line shopping, deliveries, and/or pick-ups to reduce volume of visits
- Increasing hours of shopping to decrease density of customers throughout the day
- Encourage or require utilization of basic non-medical masks while shopping in the store to reduce the spread through individuals coughing, sneezing, or close interpersonal contact and therefore increase density
- Use of physical barriers such as plexi-glass
- Messaging re not shopping while sick (cold, flu, COVID-19 symptoms) and routine screening/questions of customers for symptoms checking

For **Personal Service Organizations** (barbers, hair salons, nail salons)

- Messaging about not accessing services while sick (cold, flu, COVID-19 symptoms) and routine screening/questions of customers for symptoms checking
- Manage in terms of physical distancing or eliminate waiting areas
- Require appointments or bookings to manage customer flow
- Use of non medical masks and maintaining distance between customers while being served
- Use of physical barriers such as plexi-glass where practical

For **Child Care Centres and Education Settings/Camps**

- Child care centres an important part of the social infrastructure to support parents returning to work.
- While it is well established that children are important drivers of influenza virus transmission in the community; for the COVID-19 virus, initial data indicates that children are less affected than adults and that clinical attack rates in the 0-19 age group are low. Further preliminary data from household transmission studies in China suggest that children are infected from adults, rather than vice versa. This is an important consideration with respect to school closures and reopening but is an area in which the evidentiary base will continue to develop.

- The evidence of the impact of COVID-19 on young adults appears to be evolving although the data to date suggests that they are very likely to experience mild symptoms.
- In general, educational settings are critical to a child's and youth's psycho-social development as well as learning but also for younger children, important to a parent's ability to maintain employment. Any actions taken in this area should take in to consideration all these dimensions.
- Recreation and involvement in sports are also important developmental activities for many children and young people.

CHILD CARES CENTRES

- ▶ Routine daily screening for all staff and students
- ▶ Routine and frequent environmental cleaning
- ▶ Explicit policy for children or staff who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing **not** coming into child care.

SCHOOLS (K-12)

- ▶ Routine daily screening for all staff and students
- ▶ Routine and frequent environmental cleaning
- ▶ Implement a range of options to reduce transmission including smaller class sizes; separation of desks; potential of differential school attendance on a routine basis each week; strong focus in the daily routine on frequent washing of hands and other hygiene practices; small group activities and wearing of non-medical masks for those group activities; no high contact sports; limit group sizes of extracurricular activities.
- ▶ Explicit policy for children, youth and staff who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing not coming into school or taking part in extra curricula activities and sports.
- ▶ Planning over the summer for increased use of remote online learning, especially for high school children.
- ▶ Early arrival and self-isolation for 14 days of international students.

POST SECONDARY INSTITUTIONS

- ▶ Routine daily screening for all staff and students
- ▶ Routine and frequent environmental cleaning
- ▶ Explicit policy for students and staff who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing not coming into classes or taking part in extra curricula activities and sports.
- ▶ Increased use of on-line learning balanced against the need of social interaction for learning and development
- ▶ Early arrival and self-isolation for 14 days of international students.

RECREATION/SPORTS/CAMPS

- ▶ Routine daily screening for all staff and participants
- ▶ Support low contact sports (especially outdoor). Identify high contact sports that should not take place during the pandemic.
- ▶ Explicit policy for participants and staff who have the symptoms of a cold, flu, or COVID-19 symptoms with coughing or sneezing **not** being engaged in recreation, sports, or camps
- ▶ Staff and participants at higher risk of experiencing severe illness should not take part in recreational, sporting, or camp activities.

These core measures, supported by the Public Health Officer, are helpful for government and its sector partners when thinking about resuming businesses and institutions. Decision to reopen businesses and institutions is based on a sector analysis done through multiple relevant ministries and partnership tables. It is intended to help each sector think through and plan a cautious return towards the 60% social contact maximum of the pre-COVID-19 normal. There will be review of plans by a cross ministry oversight committee supported by guidance and advice through the PHO/BCCDC and WorkSafe BC.

Key sectors that will need to work through in detail and then implement approved “new normal” practice standards include:

- | | |
|---|---|
| ▶ Office Workplace Practice Standards | ▶ Child Care Settings Practice Standards |
| ▶ Personal Service Workplace Practice Standards (hairstylist/barbers; spas) | ▶ School and Post Secondary Institutions Practice Standards |
| ▶ Retail Practice Standards (including grocery stores) | ▶ Recreational Facilities Practice Standards |
| ▶ Resource Sector Standards | ▶ Outdoor Recreational Setting Practice Standards |
| ▶ Restaurant and Food Service Practice Standards | ▶ Parks, Beaches and Outdoor Space Standards |
| ▶ Hotels and Resorts (Including Camping) Practice Standards | ▶ Bar, Casino, Night Club Practice Standards |

To further assist organizations a COVID-19 site will be maintained to host all core measures and guidance; allow organizations to pose questions/receive answers, and curate a Q&A record for public access and information.

Beyond specific settings, BC will in the coming several weeks bring further clarity on its medium-to-longer-term position on several other areas for the coming 12 to 18 months on:

- Travel Management Measures will require careful consideration with no immediate change in the status of international travel measures. Other areas for further consideration will be Internal travel guidance in province particularly over the summer months; inter-provincial travel for family visits or tourism; international travel (outbound and inbound) for family visits; business; or tourism over the coming months
- Further consideration as to whether there needs to be formal enforcement or legislative provisions attached to some of the measures.

One area where there will be no change in the immediate future are large scale public events. The PHO has restated total bans on mass gatherings and will maintain the direction on gatherings being of no more than 50 people with required physical distance and health hygiene practices for groups under that number.

Managing public health and healthcare service capacity

A key argument made in the response to the COVID-19 epidemic has been the need to protect the health system and health workers from being overwhelmed to the point of not being able to provide appropriate care to both non-COVID-19 and COVID-19 patients. This is linked to both the experience of the severity of the illness at a population level and the ability of the health system to respond to the volume of patients requiring care at any one point in time.

As noted earlier in the discussion paper, from a health system perspective we need to consider our capacity to offer appropriate (1) public health services to detect, test, contact trace and therefore manage cases to prevent outbreaks in the community and (2) provide appropriate levels of hospital, critical, and ventilatory care to patients with a more severe experience of the infection. This is against the backdrop of allowing non-urgent health care services to resume (such as scheduled routine public health functions; primary care; dental care; physiotherapy and chiropractic care; scheduled surgeries; outpatient clinics, screening, and imaging services)

Public Health Strategies, Safeguards, and Capacity

A number of articles and think pieces argue that the reality of the next 18 months (nominal time for a vaccine) will be characterized by a cycle of lockdowns and unlocking with restrictions partially relaxed for a period of a few weeks at a time on a geographical, age group, or other factors until infection rates start to climb again with clear messaging on this reality to the public and encouragement to stay with this challenge. Is this practical? Would this be managed at a geographical level based on a community level analysis? Public health leadership in BC is focussed trying to find a steady state “sweet spot” for the coming 12 to 18 months but will monitor transmission and hospital rates closely and take additional restrictive action if required.

Testing will remain an important part of the management strategy going forward. BC’s testing strategy has evolved and changed over the course of the pandemic. Public Health has recently revised guidance for COVID-19 Testing by Nucleic Acid Tests (NATs) as follows:

1. Test all individuals with new respiratory or symptoms compatible with COVID-19, however mild. Symptoms may include fever, chills, cough, shortness of breath, sore throat, odynophagia, rhinorrhea, nasal congestion, loss of sense of smell, headache, muscle aches, fatigue, or loss of appetite.
2. Individuals in the following groups should be prioritized for testing :
 - a. Residents and staff of long-term care facilities
 - b. Individuals requiring admission to hospital or likely to be admitted, such as pregnant individuals near-term, patients on hemodialysis, or cancer patients receiving radiation or chemotherapy.
 - c. Health-care workers

- d. Individuals with a higher probability of being infected with COVID-19 such as contacts of a known case of COVID-19 and travellers just returned to Canada
 - e. Residents of remote, isolated communities, including remote and isolated Indigenous communities
 - f. People living in congregate settings such as work-camps, correctional facilities, shelters, group homes, assisted living and seniors' residences
 - g. People who are homeless or have unstable housing
 - h. Essential service providers, such as first responders
3. Health-care providers can order a COVID-19 test for any patient based on their clinical judgment.
 4. COVID-19 testing is not recommended for individuals without symptoms.
 5. The Medical Health Officer may recommend testing for others, such as those who are part of an investigation of a cluster or outbreak.

In public health, contact tracing is the process of identification of persons who may have come into contact with an infected person ("contacts") and subsequent collection of further information about these contacts. This will remain a key tool moving forward and it will be essential that we build up sufficient capacity to carry out this important measure.

Core Public Health Measures for the "New Normal"

- BC will make net new investments in Public Health/BCCDC capacity over the summer to ensure it is able to undertake timely testing, case tracking and contact tracing; as well as rapid response capacity for outbreak event management:
 - ▶ Adequate capacity for appropriate and rapid testing and laboratory capacity
 - ▶ Adequate capacity for contact tracing/self isolation
 - Build out adequate capacity to conduct contact tracing and analytics to support appropriate evidence based targeted actions to suppress transmissions
 - Explore, develop and use technology to supplement traditional contact tracing:
 - Aim to selectively detect and isolate as many cases and contacts as possible whilst leaving everyone else to move around freely
- Is in process of validating and then will introduce serological testing
- Preparation and resourcing to quickly respond to outbreaks as required including using emergency powers as required:
 - ▶ A singular large public exposure
 - ▶ A wide spread hospital or long-term care facility exposure
 - ▶ A community based organizational exposure (e.g. workplace, church population)
 - ▶ Specific wide spread localized community spread virus activity
 - ▶ Novel clinical presentation

- Provide additional risk-based guidelines targeted at at-risk populations to help individuals and families think through how to healthily self manage over the coming 12 to 18 months
- Explore developing an APP and support materials as an Alert System (amber/red) signalling the need for individuals and organizations to take immediate social distancing measures.(see for example New Zealand's Alert System – <https://COVID19.govt.nz/alert-system/COVID-19-alert-system/>)
- A sustained public communication strategy
- Net new investment in Provincial Health Services Authority and BCCDC for data analytics, modelling, and reporting

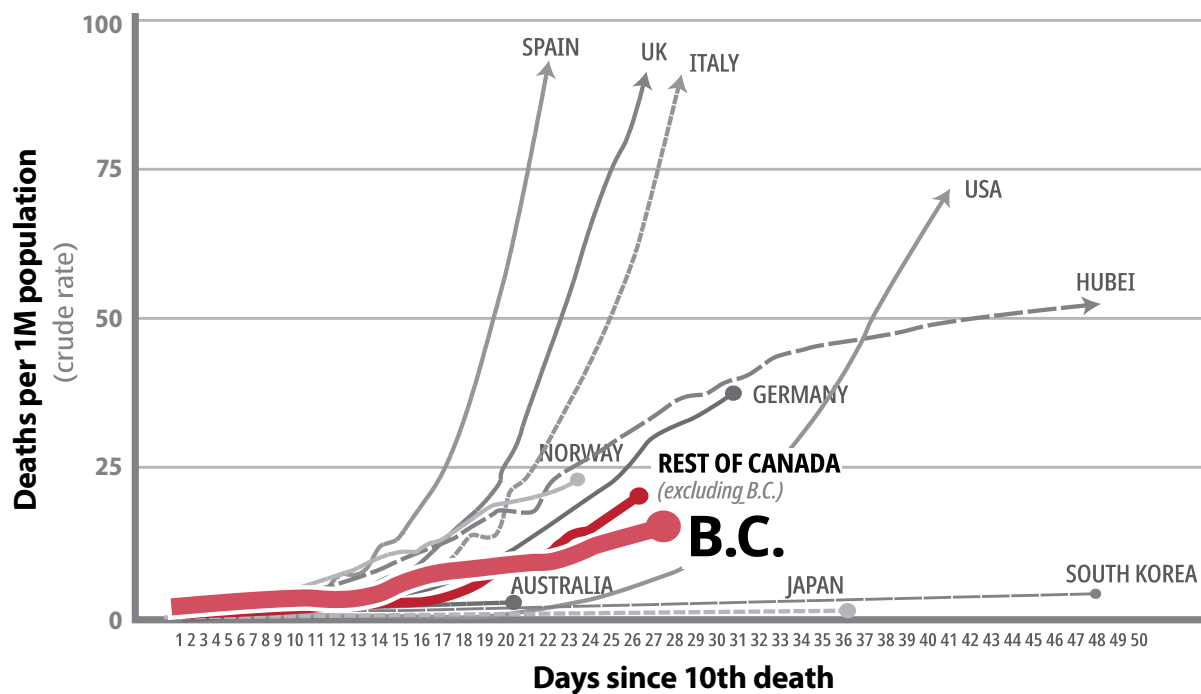
Health Service Strategies, Safeguards, and Capacity

For COVID-19, data to date suggest that 80% of infections are mild or asymptomatic, 15% are severe infection, requiring oxygen and 5% are critical infections, requiring ventilation. BC clinical experience has been slightly different in that 22% of infected patients have been assessed as benefiting from hospitalization, 11% have been provided critical care and 9% have been ventilated. For COVID-19, our current understanding remains that older age and underlying conditions increase the risk for severe infection.

The experience of the pandemic in BC aligns with the broader experience of the severity and impact of the disease impacting the older population. As of April 14, 2020, the median age of people who have died in BC was 86 (in total only one person died in the 40-49 age group and two people died in the 60-69 age group). As reported earlier in the pandemic, the data from China reported that percentage of people with an underlying condition or disease diagnosed with COVID-19 who died (from China CDC February 2020) was as follows:

- | | |
|--------------------------------------|------------------------------|
| ➤ Cardiovascular disease – 10.5% | ➤ Hypertension – 6% |
| ➤ Diabetes – 7.3% | ➤ Cancer – 5.6% |
| ➤ Chronic Respiratory Disease – 6.3% | ➤ No Health Condition – 0.9% |

The researchers found that the crude mortality ratio for those with an underlying health condition is much higher than for those without. By comparison, the crude mortality rate was only 0.9% – more than ten times lower – for those without a pre-existing health condition. In BC we are still at the early stages of analysis but have reported that 35.8% of 707 cases reviewed to date had at least one chronic condition (cancer, diabetes, cardiac disease, liver disease, neurological disorder, renal disease, or respiratory disease). There is little that can be concluded from this at this time but as the analysis advances it will better inform our understanding of the severity of the disease for classes of the population. In particular we need to determine the underlying illnesses and age for hospitalized, ICU, and ventilated patients and deaths.



In broader terms, there are significant difference in the rates of death per million population across jurisdictions, which may be linked to the ability of a health system to respond in a timely and appropriate way to the progress of the illness in a subset of the population who become more severely ill. This likely relates to the capacity of the health system at the time of the surge in the pandemic to provide access to critical care and ventilated critical care. By continuing to flatten the curve we save lives today and tomorrow, by protecting the capacity of the system and postponing exposure until better treatments and vaccines become available.

The capacity of the health-care system is referenced as critical to considerations of how to respond to the pandemic. If there are more critically ill people than there are intensive care facilities and ventilators, people will die who otherwise might not have. This requires close monitoring of hospitalization, ICU, and ventilator utilization that the health system can handle without becoming overwhelmed:

Underpinning this consideration is the transmission rate that BC can manage. Transmission ideally should be understood in terms the COVID-19 real-time, effective reproduction number, or its actual ability to spread at a particular time. The rate at which a virus is transmitted – known as the R-naught (R_0), or basic reproductive number – refers to the average number of people to whom an infected person passes on the virus in a population with no pre-existing immunity. The R_0 can vary from place to place because of the population's age structure and how frequently people come into close contact with each other. The "effective" version of that number, the R_t – or the reproductive number at time "t" – is the virus's actual transmission rate at a given moment. It varies according to the measures to control the epidemic – quarantine and self-isolation protocols, travel restrictions, actions to reduce transmission – that have been put in place and the level of immunity gradually building in the population post-infection and recovery.

At this stage of our pandemic BCCDC suggests this is not possible to get an accurate timely estimate of R_t and as such it is proposed that we use hospitalization and in particular critical care census data for COVID-19 and non-COVID-19 patients as a practical and easily measured/reported reference point linked to our capacity in any community or region.

We must determine the real-time effective number that the BC health system can appropriately manage given our hospital (medical in-patient bed) and critical care capacity that includes both COVID-19 and routine inpatient demand for these services. There will need to be conservative thresholds for numbers in critical care that would trigger rapid review and action as any measures taken will take up to fifteen to twenty days to have an impact as we saw after our interventions in March.

Based on the BC experience and that of other jurisdictions one of our most vulnerable populations is our citizens in long-term care (LTC) and to a slightly lesser extent assisted living (AL). Several measures have been taken to provide greater protection to these individuals and better manage an outbreak when it occurs. These measures will need to continue to evolve over the coming weeks and months. Other populations include older individuals (60+ and especially in to late 70s+) and individuals with underlying medical conditions (cardiac; diabetes; chronic respiratory illnesses; compromised immune systems).

Unintended consequences:

Measures we have taken have unintended health, social and economic consequences, which must be balanced against risk of COVID-19. We have a responsibility to monitor these consequences over the coming months and adjust our strategy accordingly. Two strategies are being developed to achieve this:

- A population health survey, which can be repeated as necessary to understand the effect of COVID-19 and the measures used to control the pandemic
- Establishment of an unintended consequences working group to monitor health and social consequences of public health measures.

In summary:

- Maintain infection rates at a low level that is manageable in terms of providing optimal ICU and ventilator care to a sub-group of patients who experience a severe form of the illness – it won't be zero;
- Focus on protecting our citizens who are most vulnerable to a severe form of the illness
- Establish an upper limit on ICU cases at a low level to protect some surge capacity;
- Understand that an outbreak could take off in a few days and that responsive measures could take 15 to 20 days to have an impact and so will need ongoing vigilance and nimble responses.

Core Health System Measures for the “New Normal”

- PHSA/BCCDC to fully complete **modelling** to establish sustainable hospitalization rates for the BC system to be able to manage inclusive of normal demand. This modelling will also include potential transmission, in hospital bed, critical care thresholds that would be used to trip review and action for increased public health measures.
- Continue to operationalize **urgent and primary care centres** as a key service element to reduce pressure on ERs and to respond to COVID-19 testing and care in the community. These could be used as separate “respiratory care centres” for the coming fall/winter flu/COVID-19 season. Continue implementation of Primary Care Networks with enhanced access to the **virtual care initiatives** initiated in the early stages of the pandemic crisis in BC
- Safely **reboot key areas of the health-care system** including clinic based medical and dental care; out patient care; scheduled surgeries. A high level of attention and care will need to be given to the re-densification of hospitals and with that both the contact intensity and number of contacts in key hospital settings. Health Care Settings Practice Standards will be fully developed and implemented over the coming month.
- Continue focused efforts to maximize safety of individuals in **LTC and AL settings**
 - ▶ Ongoing daily monitoring and strong policies in place for staff and visitors with respiratory illnesses not working at or visiting facilities.
 - ▶ Ongoing appropriate use of PPE in these settings
 - ▶ Supporting employers by continuing single site working directive and better structuring contracts through a template contract creating equitable funding structures and clear requirements for quality, including safety. This direction will remain in place as a permeant policy both during and after the COVID-19 epidemic.
- Continue focus on health and safety for individuals more likely to experience a serious form of the illness; care being provided in community service setting; homeless and vulnerable populations.
- Expedite operationalization and build out of the proposed **“hospital at home”** model (adopted from Australia) for implementation in fall and winter of 2020/21 across BC to reduce pressure on hospital in-patient medical beds. This involves identifying which sub-group of patients that are currently cared for in a hospital setting might be cared for at home by a team of outreach hospitalists and nursing staff providing daily care and monitoring to a virtual “community ward”.
- Continue to build out **ICU, HAU, ventilator capacity** (including building out urgently health care professional capacity required) over the balance of spring and summer based on modelling
- Move ahead with repatriation of cleaning and food services over the coming 12 months.
- Securing **PPE supplies and capacity** for the immediate and potential needs through the fall and winter and focus on ongoing training and support to staff in the appropriate and safe use of PPE.
- Refresh health system budget for consideration, review and approval of Treasury Board.

Conclusion and next steps

British Columbia, like all other jurisdictions, will likely face a potentially challenging transition from a virus-related lockdown to carefully restarting social and commercial life balancing warnings from public health officials of health risks with other warnings of the significant potential damage to economic and social life.

The challenge is a three-way balancing act between combating the disease, protecting or rebooting the economy and keeping society on an even keel. This requires carefully thinking through trade-offs that are proportionate as government works through decision making aligned with the legislated role of the Provincial Health Officer. The overall goal will be to make decisions about the trade-offs and consequences of those decisions:

The overall goal is to find the right balance for BC against five goals:

1. Protect lives by suppressing transmission rate to lowest rate possible for at-risk populations until a vaccine becomes available (ongoing monitoring and assessment of this possibility will be important, and our strategies will need to evolve based on what materializes or does not materialize over the coming 12 to 18 months)
2. Make sure the health system does not get overwhelmed to the point that it can't offer quality care to both non-COVID-19 and COVID-19 patients. This includes managing the transmission rate within the capacity of the health system until a vaccine is available

Balanced with:

3. Meeting the very real ongoing physical and mental health needs of non-COVID-19 BC patients and populations
4. Getting people back to work and rebuilding the economy
5. Optimizing the social fabric of our families and communities.

British Columbia should not implement an “all at once, everywhere and for everyone” lifting of restrictions but rather a step wise process based on the measures set out in this paper. The “unlocking and partial reboot” phase will need significant coordination between different parts of government, the business sector, and civil society supported by a significant and consistent communication strategy. There is no right or wrong answer about the best way to respond to a threat as great and as complex as this pandemic, but individuals, institutions, and government will be judged on the outcomes. The BC government will establish a number of “multi-sector partnership tables” to monitor and further fine tune response for the coming 12 to 18 months.

Overall, the go-forward management plan must remain flexible enough to allow the Province to fine-tune our interventions quickly enough to stay ahead of the outbreak's trajectory. This can be done through either an acceptable steady state (contemplated by the <60% social interaction modelling) and/or a series of moderate “lift and suppress” policies and actions – cycles during which restrictions are relaxed and then reapplied in ways that can keep the pandemic under control but at an acceptable economic and social cost.

Notes

[illegible]



Practice physical distancing



Clean your hands



Stay at home if you're feeling ill - no exceptions



Increase cleaning at home and at work



Stay informed



Cover your cough



Minimize non-essential travel



Make spaces safer



BRITISH
COLUMBIA

KEY STEPS TO SAFELY OPERATING YOUR BUSINESS OR ORGANIZATION AND REDUCING COVID-19 TRANSMISSION

The core measures set out below provide the basis for Government and sector partners to think through and plan for business and institutional resumption based on a sectoral analysis through its multiple ministries and sectoral partnership tables. It is intended to help the sectors think through and plan a cautious return towards the 60% social contact maximum of the pre-Covid-19 normal.

Key sectors that will need to work through in detail and then implement the “new normal” practice standards include:

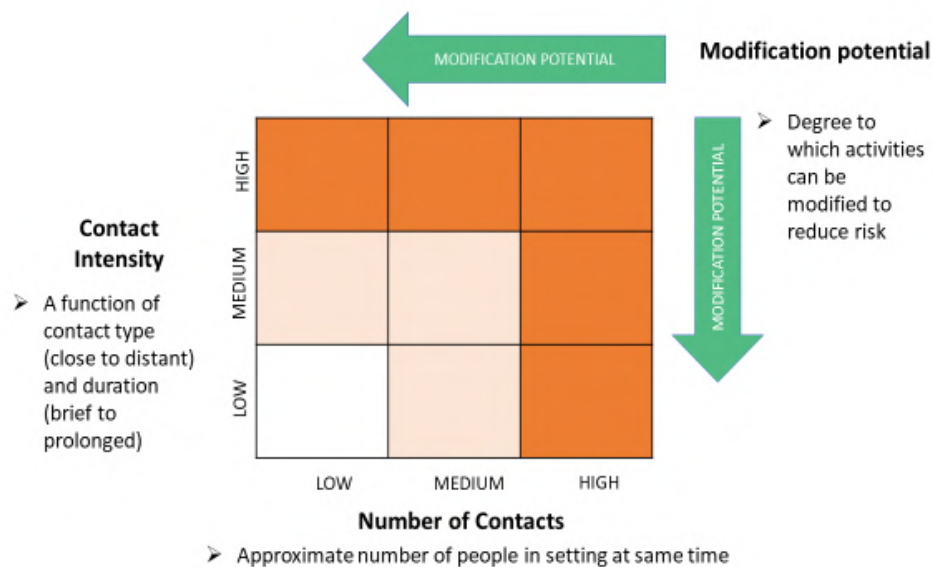
- Office Workplace Practice Standards
- Health Workplace Standards
- Personal Service Workplace Practice Standards (hairstylist/barbers; spas)
- Retail Practice Standards (including grocery stores)
- Resource Sector Standards
- Restaurant and Food Service Practice Standards
- Bar, Casino, Night Club Practice Standards
- Hotels and Resorts (Including Camping) Practice Standards
- Child Care Settings Practice Standards
- School and Post-Secondary Institutions Practice Standards
- Recreational Facilities Practice Standards
- Outdoor Recreational Setting Practice Standards
- Parks, Beaches and Outdoor Space Standards

1. You and your staff need to know the basic transmission facts and work with them:
 - Coronavirus is transmitted via **larger liquid droplets when a person coughs or sneezes but also potentially when they are talking in very close proximity to another person.** The virus in these droplets then can enter the body of another person when that person breathes in the droplets or when the droplets touch the **eyes, nose or throat** of that person.
 - This requires you to be in close contact – less than the so-called social distancing of 3 – 6 feet. This is referred to as ‘droplet’ transmission and is believed to be the primary way COVID-19 is transmitted.
 - In addition, droplet transmission is much more likely when in close contact in an indoor setting. COVID-19 can also be transmitted through droplets in the environment if someone **touches the contaminated area then touches their face or eyes without cleaning their hands.** This speaks to the importance of regularly cleaning one’s hands and also cleaning of high touch areas in the environment.
 - A key issue in transmission is the median incubation period (the time from infection to appearance of symptoms) and the serial interval (the time between successive cases) for the Covid-19 virus. The **serial interval for Covid-19 virus is estimated to be 5-6 days.** The serial interval is 3 days for influenza with transmission taking place in the first 1-3 days of illness, **pre-symptomatic transmission** (transmission of the virus before the appearance of symptoms) being a major driver of transmission for influenza. For Covid-19 there are some emerging indications that there are people who can shed Covid-19 virus 24-48 hours prior to symptom onset, but at present, the WHO suggests that this **does not appear to be a major driver of transmission.** However, we need to acknowledge that there is debate about this and that at this time we cannot be categorical.

2. Use the tool below to assess the risk of transmission from social interaction in your organizational settings based on two dimensions based on an assessment of low, medium, high:

- (1) What is the **contact intensity** in your setting – the type of contact (close/distant) and the duration of contact (brief/prolonged);
- (2) What is the **number of contacts** in your setting – the number of people present in the setting at the same time¹.

By doing these ratings you can position your organization on the risk matrix below:



¹ John Hopkins University, Bloomberg School of Public Health, Centre for Health Security April 2020

3. Low is low risk; however, the medium and high categories are also subject to potential modification or controls which can help move you to a lower risk category by taking a range of actions:
 - Physical distancing measures – measures to reduce the density (intensity and number of contacts) of people in your setting.
 - Engineering controls – physical barriers (plexiglass for example)
 - Administrative controls – rules and guidelines to help employees, students, customers reduce the risk of transmission.
 - Use of personal protective equipment in the form of non-medical masks.

4. Using the assessment and potential modifications or controls to further reduce risk of transmission, you are being asked to **develop an explicit plan for the measures you will implement and maintain over the coming 12-18 months** thinking through three areas that will become the “new normal” in terms of formal and required actions that are the basis for workplaces and commercial businesses being in operation until the PHO lifts the public emergency requirements:

Reducing Transmission - Personal Self Care in Organizational Settings

This is the foundation to reduce transmission:

Core Personal Measures for the “New Normal”:

- No hand shaking as the new normal.
- Practice good hygiene (frequent hand washing with soap and water and use of hand sanitizers; avoid touching one’s face; respiratory etiquette; disinfect frequently touched surfaces).
- Maintain reasonable physical distancing as much as possible and use a non-medical mask or face covering in situations where reasonable physical distancing cannot be consistently maintained, and engineering controls are not available (e.g. plexiglass barriers).
- If you have the symptoms of a cold, flu, or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue you must stay at home (not going to school/work) and keep a safe distance from others in your family until those symptoms have completely disappeared. Retail malls, shops, and supermarkets should implement clear policies to strongly encourage customers who have the symptoms of a cold, flu, or Covid-19 with any coughing or sneezing to not come into their stores through highly visible signage and verbal prompts if required.
- A further consideration are the extra precautions individuals should consider if they are at increased risk of a more severe illness because they are over 60 years old, or if they have compromised immune systems or underlying chronic medical conditions.

Reducing Transmission – Managing Social Interaction in Organizational Settings

Social interaction is critical to our individual well-being and health. It is a key part of our organizational settings. Increased social interaction must balance this fundamental human need with key actions to reduce transmission. In addition to the personal measures set out above there are two additional measures can be taken to reduce transmission.

Core Social Interaction Measures for the “New Normal”:

- Ensure congregate social settings (kitchens, staff rooms, canteens) in the organization maintain best practice in terms of social distance.
- Ensure increased cleaning throughout the day when in use.

Reducing Transmission – Implement Safe Organizational Practices

Core Institutional and Work Place Measures for the “New Normal”

- You must have clear policies to enable and ensure that individuals who have the symptoms of a cold, flu, or Covid-19 including any coughing or sneezing should not come into the workplace. As part of opening up your specific settings, you should implement sick day policies for the coming twelve months that actively support individual staff being off sick more often or working safely at home during these illnesses. As employers you must take leadership in this regard.
- For office-based organizations, where possible encourage working from home part of the time to reduce “contact intensity” and “number of contacts” in the work place. Where this is not possible or in addition to working from home policies, ensure employees have less contacts by using staggered shifts or work hours, creating smaller teams working together virtually; forgoing in person meetings as much as possible.
- For retail organizations implement strategies that reduce contact intensity and number of contacts by continuing to promote sensible social distancing (3-6 feet) and sensible volume of customers in the retail space based on the transmission fact basics. The 50 number is for large social gatherings not larger shopping or retail spaces. Lining up outside retail stores, especially in the rain or cold winter months is not socially sustainable or healthy. A number of strategies can be used: increasing throughput of customers by maintaining a high number of check-outs; increasing hours of shopping to decrease density of customers; encourage or require utilization of basic non-medical masks to reduce the spread through individuals coughing, sneezing, or close interpersonal contact; manage or eliminate waiting areas; increased use of

appointments or bookings; increased on-line shopping/deliveries and/or pickups; use of physical barriers such as plexi-glass.

- Focus on higher-risk populations including those 65+ and those with underlying medical conditions. Workplaces, retail and personal service businesses are encouraged to exercise greater accommodation for these age groups in terms of work space, more flexible hours of work or shopping (earlier, later, mid-day) or working at home options.
- Require and sustain higher levels of frequent cleaning of “high touch” areas in workplaces and retail outlets throughout the day and availability of hand sanitizer stands at entrances or around workplaces and shops.
- Where appropriate and practical increase use of temporary physical barriers (such as plexiglass at service counters or checkouts).

Reducing Transmission – Child Care and Education Settings/Camps

Daycares are an important part of the social infrastructure to support parents returning to work.

While it is well established that children are important drivers of influenza virus transmission in the community; for the COVID-19 virus, initial data indicates that **children are less affected than adults and that clinical attack rates in the 0-19 age group are low**. Further preliminary data from household transmission studies in China suggest that children are infected from adults, rather than vice versa. This is an important consideration with respect to school closures and reopening but is an area in which the evidentiary base will continue to develop.

The evidence of the impact of covid-19 on young adults appears to be evolving although the data to date suggests that they are more likely to experience mild symptoms.

In general, educational settings are critical to a child's and youth's psycho-social development as well as learning but also for younger children, important to a parent's ability to maintain employment. Any actions taken in this area should take in to consideration all these dimensions.

Recreation and involvement in sports are also important developmental activities for many children and young people.

Specific Additional Measures for Child Care and Education Settings/Camps for the “New Normal”:

Child Care

- Routine daily symptom screening for all staff and students.
- Routine and frequent environmental cleaning.
- Explicit policy for children or staff who have the symptoms of a cold, flu, or Covid-19 with any coughing or sneezing not coming in to child care settings.

Schools (K-12)

- Routine daily screening for all staff and students.
- Routine and frequent environmental cleaning.
- Smaller class sizes, increased space between desks, alternating attendance arrangements, frequent hand washing, wearing non-medical masks for group activities and sports, and limiting group sizes.
- Clear policy for children, youth and staff who have symptoms of a cold, flu, or COVID-19, with any coughing or sneezing not coming into school or taking part in extracurricular activities and sports.
- Planning over the summer for increased use of remote online learning, especially for high school children.
- Early arrival and self-isolation for 14 days of international students.

Post-Secondary Institutions

- Routine daily screening for all staff and students.
- Routine and frequent environmental cleaning.
- Clear policy for students and staff who have symptoms of a cold, flu, or COVID-19, with any coughing or sneezing not to attend classes, extra curricula activities, sports or work.
- Increased use of on-line learning balanced against the need of social interaction for learning and development.
- Early arrival and self-isolation for 14 days of international students.

Recreation/Sports/Camps

- Routine daily symptom screening for all staff and participants.
- Support low contact sports (especially outdoor). Identify high contact sports that should not take place during the pandemic.
- Clear policy for participants and staff who have the symptoms of a cold, flu, or COVID-19 symptoms, with any coughing or sneezing not participating.
- Staff and students at higher risk of experiencing severe illness should not take part in recreational, sporting, or camp activities.

Appendix I – Child Care Settings

This section includes the “COVID-19 Public Health Guidance for Child Care Settings” issued by the Provincial Health Officer on May 19, 2020.

This section maybe applicable to community halls that operate child care programs or summer camps.

Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



Key Facts

We are focused on slowing the spread of COVID-19 in our communities.

A sudden increase in people becoming infected with COVID-19 may impact the capacity of our health system to provide care to everyone who needs it.

By slowing the spread of the virus, our most vulnerable will be able to access care when and where they need it.

80% of people who are infected will have mild symptoms that will not require care outside of the home.

Around 1 out of 6 people who get COVID-19 may become seriously ill and develop difficulty breathing.

Older people, and those with preexisting medical conditions such as high blood pressure, heart problems or diabetes, are more likely to develop serious illness.

WHAT YOU CAN DO TO SLOW TRANSMISSION

Take care of others by taking care of yourself.

Wash your hands, don't touch your face, and stay home if you are sick.

Monitor yourself.

If you have a fever, a new cough or difficulty breathing, call 8-1-1 for guidance.

WHAT BUSINESSES CAN DO TO SLOW TRANSMISSION

Support hand washing, social distancing, and adopt flexible sick-leave policies to allow people who are sick to stay home.

Clean and disinfect frequently touched surfaces using routine practices and consider cleaning and disinfecting twice a day if possible.

COVID 19: Public Health Guidance for Childcare Settings

March 24, 2020

As child care owners and/or operators, you and your staff play a key role in protecting children from, and minimizing the impact of infection and illness. This is especially important at this time as we work to prevent and minimize the spread of the novel COVID-19 virus.

Here are some guidelines about hand washing, cleaning and ideas about social distancing for you to consider in your childcare setting.

If you're ill – stay at home.

Within childcare settings, children and staff will often have influenza or other respiratory viruses with symptoms similar to COVID-19 (i.e., influenza). For this reason, all children and staff who are ill with fever, have cold, influenza or infectious respiratory symptoms of any kind need to stay home. If children and staff have symptoms, self-isolate for a minimum of 10 days from the onset of symptoms. They may return to childcare if you are at all unsure of your status, the BC Centre for Disease Control's [online assessment tool](#) can help you assess whether you should stay home or not.



Encouraging hand hygiene

As we know, little and big hands pick up germs easily, from anything they touch, and can spread those germs to objects, surfaces, food and people. Handwashing with soap and water is still the single most effective way to reduce the spread of illness.

Children forget about proper hand washing so practice often and teach them to wash their hands properly in a fun and relaxed way. Everyone – all staff and children should wash their hands more often!

When sinks for hand washing are simply not available, you may use alcohol-based hand sanitizers (ABHS) containing at least 60% alcohol. Know that this is not very effective when a child's hands are quite soiled, when coming in from outside, for example. Read labels and wash hands with sanitizer the same way you would wash with soap and water.

Six steps to proper handwashing

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together **for at least 20 seconds** (sing the ABC's). Rub palms, backs of hands, between fingers and under nails and creating a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

Children should wash their hands...

- When they arrive at the centre and before they go home
- Before eating and drinking
- After a diaper change, using the toilet
- After playing outside or handling pets
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

Child care staff should wash hands...

- When they arrive at the centre and before they go home



- Before handling food, preparing bottles or feeding children
- Between handling raw and cooked food – cross contamination is a risk
- Before and after giving or applying medication or ointment to a child or self
- After changing diapers, assisting a child to use the toilet, using the toilet
- After contact with body fluids (runny noses, spit, vomit, blood)
- After cleaning tasks
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty

Cough and sneeze etiquette:

- Cough and sneeze into arm or tissue.

Fever or coughing

If a child or staff member starts showing symptoms of what could be influenza or COVID-19, it is important to:

- Contact the child's parent or caregiver to come and pick them up right away.
- Have a separate and supervised area where you can promptly separate a child from others until their parent or caregiver can come and pick them up.
- Any staff showing symptoms should go home right away.
- Continue to practice good hand hygiene and respiratory hygiene such as coughing in elbows instead of hands and throwing tissues out immediately after use.
- Do a thorough cleaning of the space once the child has been picked up.

The use of masks

- Masks are not recommended for children. In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes.

Maintain cleaning and disinfecting policies

We don't yet know how long the virus causing COVID-19 lives on surfaces, but early evidence suggests it can live on objects and surfaces from a few hours to days. Regular cleaning and disinfecting of objects and high-touch surfaces is very important to help to prevent the transmission of viruses from contaminated objects and surfaces.

- Make sure you are well-stocked with hand washing supplies at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer).
- Increase how often you clean the premises and toys used.
- Clean and disinfect high-touch surfaces regularly.



- Stay on top of waste management. Empty your garbage containers often.
- Clean high-touch electronic devices (i.e., keyboards, tablets, smartboards) with 70% alcohol (i.e., alcohol prep wipes) making sure your wipe makes contact with the surface for 1 minute for disinfection.
- Use water, household detergents and common disinfectant products as this should be sufficient for cleaning and disinfection in childcare centres. You can also make your own disinfecting products using a mixture of 1 part household bleach and 9 parts water - making sure this solution on a wipe or cloth makes contact with the surface for 1 minute for disinfection.

What about toys?

- Keep enough toys out to encourage individual play. Offer toys that can be easily cleaned (i.e., no dress-up clothes or stuffed animals).
- Limit the use of playdough and goop to reduce hand-to-hand contact and cross contamination.

Physical Distancing Ideas

Understandably, social distancing is challenging in a childcare setting. At the same time, it is important that we do what we can to try to assist children. Use ideas that work for your setting.

- Avoid close greetings like hugs or handshakes
- Help children to learn about social distancing by creating games. For example, put on some music and have children spread their arms side to side and spin around slowly trying not to touch their friends.
- Take children outside more often.
- Set up regular activities outside such snack time, arts and craft time.
- Regularly clean and sanitize items that are designed to be shared, such as game controllers.
- Set up mini environments within your facility to reduce number of children in a group, for example set up 2 or 3 craft areas for colouring or doing crafts.
- Increase the space between children during activities such as snack and lunch by moving or separating tables and chairs so they are farther apart.
- Make use of all the space in your facility for napping to increase space between children.
- When children want to use the same area or do the same activity, redirect some children to another area.
- Set up distinct areas for children who may have symptoms of illness until they can be picked.
- Discourage any food or drink sharing.
- Eliminate group food preparation activities such as making a cake and each child taking turns to dump the flour in the mixing bowl.



- Consider staggering snack and lunch time so you can accommodate smaller groups with more space.
- Minimize the number of non-essential people into the facility such as entertainers, librarians.
- Reinforce and remind of the rule of “hands to yourself”.
- Consider using educational videos and online programs, i.e., watching Sesame Street, so children can sit independently and distanced from each other.

Provide reassurance, good listening and maintain routines

Children hear and take in a lot of the talk that is going on around them, especially as they get older.

- Reassure children about their personal safety and health. Tell children that it is okay to be concerned and there is a lot we can do to stay safe and healthy. Make sure the information is suitable for their age level.
- Let them know they can ask questions. Answer questions honestly but make sure that the information is suitable for their age level.
- Maintain familiar activities and routines, as possible, as it can reinforce the sense of security of children. At the same time, build in those social distancing strategies into your play and activities.

Keeping parents and caregivers informed

- Keep parents and caregivers informed about what you are doing in your childcare centre to take extra precautions, be responsive to children.
- Be clear about your policy that children need to stay home if they are sick.

March 20, 2020

Parts of this document have been developed based on the Preventing and Managing Illnesses in Child Care Centres Peel Region <https://www.peelregion.ca/health/infectioncontrol/pdf/ENV-0227.pdf>



Appendix J – COVID-19 Rental Agreement

This section includes the supplemental rental agreement that must be included in addition to the standard rental agreement used by community halls when renting their facilities.

Appendix K – Disinfecting

This section includes BC CDC information on “Cleaning & Disinfecting for Public Settings.” More information can be found online at [Health Canada’s list of approved disinfectants](#).



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.

This document provides advice to public groups, transit, schools, universities, and other institutions in BC on cleaning for non-health care settings.

Make sure to wash hands with plain soap and water after cleaning or use an alcohol-based hand sanitizer.



OR



Cleaning: the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

All visibly soiled surfaces should be cleaned before disinfection.

Cleaning for the COVID-19 virus is the same as for other common viruses.

Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

Recommendations:

- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g., door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g., newspapers, magazines, books, toys).

Cleaning

For cleaning, water and detergent (e.g., liquid dishwashing soap), or common household cleaning wipes should be used, along with good physical cleaning practices (i.e., using strong action on surfaces).

Disinfection

For disinfection, common household disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) can be used. Use the figure and table below for guidance. Always follow the manufacturer's instructions printed on the bottle.

IPC v2.0





Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

See Health Canada's **List of hard-surface disinfectants for use against coronavirus (COVID-19)** for specific brands and disinfectant products.

IMPORTANT NOTES:

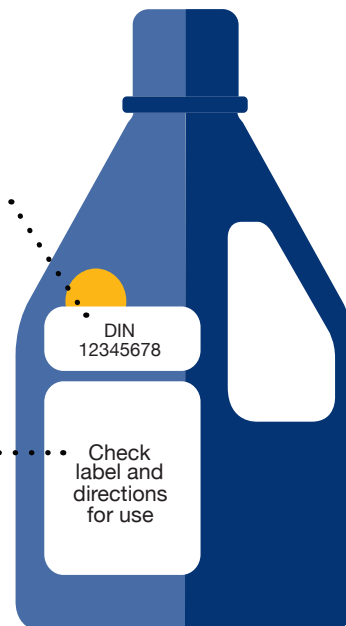
- Ensure disinfectant product has a Drug Identification Number (DIN) on its label.
- Follow product instructions for dilution, contact time and safe use.
- All visibly dirty surfaces should be cleaned **BEFORE** disinfecting (unless otherwise stated on the product).

Drug Identification Number (DIN):

A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.

Agents effective against coronavirus:

- Bleach: sodium hypochlorite (5.25%)
- Hydrogen peroxide (0.5%)
- Alkyl dimethyl ammonium chlorides



List of disinfecting agents and their working concentrations known to be effective against coronaviruses^{1,2}:

Agent and concentration	Uses
1. 1:100 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)* 10 ml bleach to 990 ml water	Used for disinfecting surfaces (e.g., hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surface to air dry naturally.
2. 1:50 dilution Chlorine: household bleach - sodium hypochlorite (5.25%)* 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.
3. Hydrogen Peroxide 0.5%	Used for cleaning and disinfecting surfaces (e.g., counters, hand rails, door knobs).
4. Quaternary Ammonium Compounds (QUATs): noted as 'alkyl dimethyl ammonium chlorides' on the product label	Used for disinfecting surfaces (e.g., floors, walls, furnishings).

¹ Dellanno, Christine, Quinn Vega, and Diane Boesenberg. "The antiviral action of common household disinfectants and antiseptics against murine hepatitis virus, a potential surrogate for SARS coronavirus." *American journal of infection control* 37.8 (2009): 649-652.

² Provincial Infection Prevention Control Network of British Columbia. "Infection Prevention and Control Guidelines for Providing Healthcare to Clients Living in the Community." (2014). https://www.picnet.ca/wp-content/uploads/PICNet_Home_and_Community_Care_Guidelines_2014_.pdf

The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products. IPC v2.0



Workspace & Common Surface Cleaning Instructions

A clean office promotes a healthy environment and helps to stop the spread of COVID-19. You have a role in keeping your workstation and common surfaces clean on a daily basis.

Individual workspaces must be cleaned twice per day by staff.

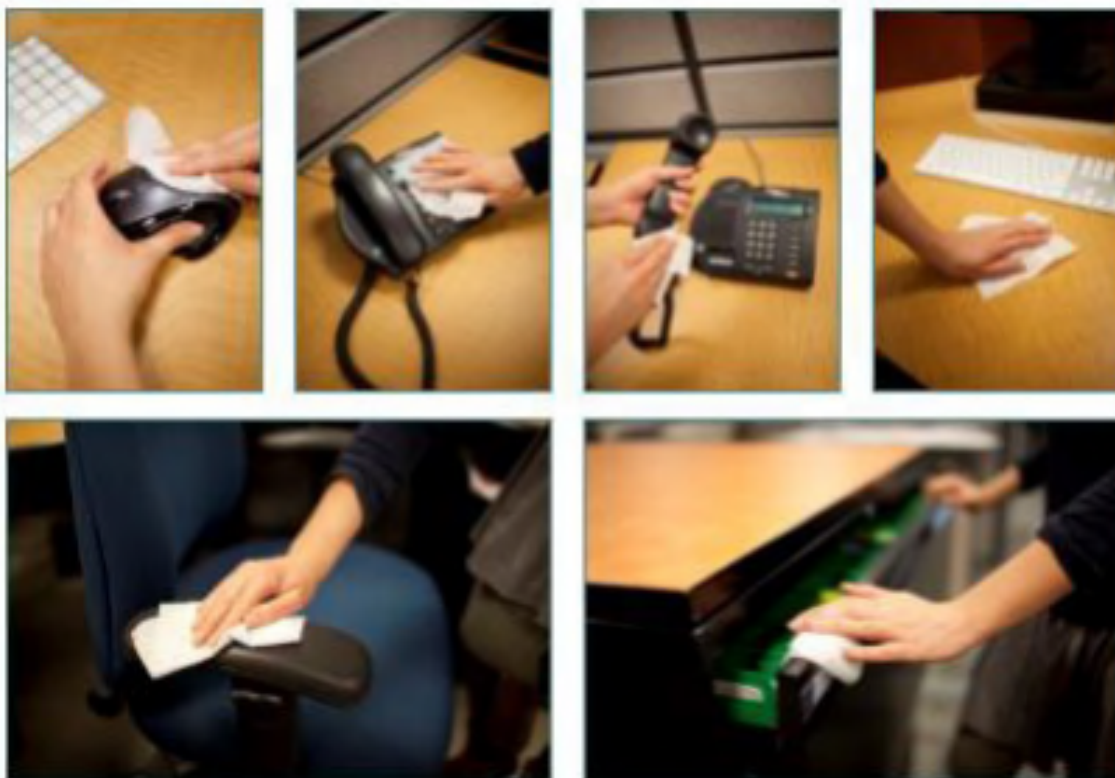
- Desks, arm rests on staff chairs, cabinet doors/drawers will be sprayed using an approved hard surface cleaner.
 - o When using Purell, spray the surface and wait 60 seconds before wiping off with a paper towel. Wash or sanitize hands after wiping the area.
- Electronic components must be wiped with an alcohol wipe or cloth sprayed with an approved electronics cleaner.
- Plexiglass surfaces must be wiped with the approved "Plastic Cleaner."

Common surfaces

- All common surfaces must be sanitized with an approved hard surface cleaner before and after each use (e.g., before and after meetings).

If you are unsure which cleaner to use, please ask your supervisor.

Following cleaning, wash your hands with soap and water or an alcohol-based hand sanitizer.





PEACE RIVER REGIONAL DISTRICT

Photocopiers, Printers & Smart Boards

- 1) After touching the keypad or touchscreen, wipe with an approved electronic cleaner
- 2) Wash or sanitize your hands

diverse. vast. abundant.



REPORT

To: Chair and Directors

Report Number: DS-BRD-004

From: Tyra Henderson, Corporate Officer

Date: May 6, 2020

Subject: OCP & Zoning Amendment Bylaw No. 2325 & 2326, 2020, PRRD File No. 17-218

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board give Official Community Plan Amendment Bylaw No. 2325, 2020, to re-designate the property identified as PID 008-845-549 from 'Settlement' to 'Industrial', third reading; further,

That the Regional Board give Zoning Amendment Bylaw No. 2326, 2020, to rezone the property identified as PID 008-845-549 from R-4 'Residential 4 Zone' to I-1 'Light Industrial Zone', third reading.

RECOMMENDATION #2: [Corporate Unweighted – 2/3 Majority]

That the Regional Board adopt Official Community Plan Amendment Bylaw No. 2325, 2020 and Peace River Regional District Zoning Amendment Bylaw No. 2326, 2020.

BACKGROUND/RATIONALE:

Proposal:

To re-designate and rezone the subject property for the purpose of allowing the storage of equipment, as a permitted use. For clarity, the entire parcel, and not only a 4 ha parcel (as noted in the staff report on the February 13, 2020 Board meeting agenda, at the time the bylaw was given first and second reading) is proposed to be re-designated and rezoned. The bylaw and public notice(s) indicated the entire property was the subject of the application.

File Details

Owners: Canadian Forest Products Ltd.
Area: Electoral Area E
Location: Jackfish Lake
Legal: Lot A District Lot 2964, PRD, Plan PGP32590
Civic Address: 2956 Jackfish Subdivision
PID: 008-845-549
Lot Size: 24.3 ha (59.9ac)

Site Context

The subject property is located within the community of Jackfish Lake, which is approximately 8 km northeast of the District of Chetwynd's boundary. Dominant land uses surrounding the subject property include Crown land, small agricultural holdings, and smaller rural residential lots.

Summary of Procedure

Official Community Plan & Zoning Amendment Bylaw No. 2325 & 2326, 2020 was read for a first and second time on February 13, 2020, and authorization was given for a public hearing. The following activities have occurred since then:

March 3, 2020	Notice of Public Hearing mailed to landowners within notification area
March 5 & 12, 2020	Notice of Public Hearing advertised in the Mirror News
March 17, 2020	Public Hearing Held in Jackfish Lake, BC

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse Official Community Plan Amendment Bylaw No. 2325, 2020, and Zoning Amendment Bylaw No. 2326, 2020 as submitted.
2. That the Regional Board give Official Community Plan Amendment Bylaw No. 2325, 2020, to re-designate the property identified as PID 008-845-549 from 'Settlement' to 'Industrial', third reading; further,

That the Regional Board give Zoning Amendment Bylaw No. 2326, 2020, to rezone the property identified as PID 008-845-549 from R-4 'Residential 4 Zone' to I-1 'Light Industrial Zone', third reading; and finally,

That the consideration of adoption of Official Community Plan Amendment Bylaw No. 2325, 2020, and Zoning Amendment Bylaw No. 2326, 2020, be subject to the registration of a restrictive covenant on title for the subject property limiting uses to: equipment storage; public utility use; mining, including gravel extraction and processing facilities; trucking contractor; logging contracting; construction trade contractor, including repair and maintenance of heavy trucks and equipment; and oil and gas field services contractor – except tank farm and chemical storage, steamer wash bay facility, or storage of well servicing, cementing, stimulation, or scrubber systems equipment.

3. 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 outcome of the Boards decision will be communicated to the applicant.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Draft Official Community Plan Amendment Bylaw No.2325, 2020
2. Draft Zoning Amendment Bylaw No.2326, 2020
3. Public Hearing Minutes for OCP & Zoning Amendment Bylaw No. 2325 & 2326, 2020

External Links:

1. [Public Notice for OCP & Zoning Amendment Bylaw No. 2325 & 2326, 2020](#)
2. [Public Hearing Agenda for OCP & Zoning Amendment Bylaw No. 2325 & 2326, 2020](#)
3. [Staff Report \(1st and 2nd Reading\) – Official Community Plan and Zoning Amendment Bylaw No. 2325 & 2326, 2020](#)

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2325, 2020

A bylaw to amend the "West Peace Fringe Area
Official Community Plan Bylaw No. 2312, 2018."

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt the "West Peace Fringe Area Official Community Plan Bylaw No. 2312, 2018;

AND WHEREAS, an application has been made to amend "West Peace Fringe Area Official Community Plan No. 2312, 2018" to facilitate an associated rezoning affecting Lot A, District 2964, Plan 32590, PRD;

NOW THEREFORE, the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as "West Peace Fringe Area Official Community Plan Amendment Bylaw No. 2325, 2020."
2. Schedule B - Map 3 of the "West Peace Fringe Area Official Community Plan Bylaw No. 2312, 2018" is hereby amended by redesignating Lot A, District Lot 2964, Plan 32590, PRD, from S "Settlement" to I "Industrial", as shown on Schedule 'A' which is attached to and forms part of this bylaw.

READ A FIRST TIME THIS	<u>13th</u>	day of	<u>February</u>	, 2020.
READ A SECOND TIME THIS	<u>13th</u>	day of	<u>February</u>	, 2020.
Notification mailed on the	<u>3rd</u>	day of	<u>March</u>	, 2020.
Public Notification published on	<u>5th and 12th</u>	day of	<u>March</u>	, 2020.
Public Hearing held on the	<u>17th</u>	day of	<u>March</u>	, 2020.
READ A THIRD TIME THIS	<u> </u>	day of	<u> </u>	, 2020.
ADOPTED THIS	<u> </u>	day of	<u> </u>	, 2020.

(Corporate Seal has been affixed to
the original bylaw)

Chair

Corporate Officer

I hereby certify this to be a true and correct copy of Bylaw
No. 2325, 2020", as adopted by the Peace River
Regional District Board on _____, 20____.

Corporate Officer

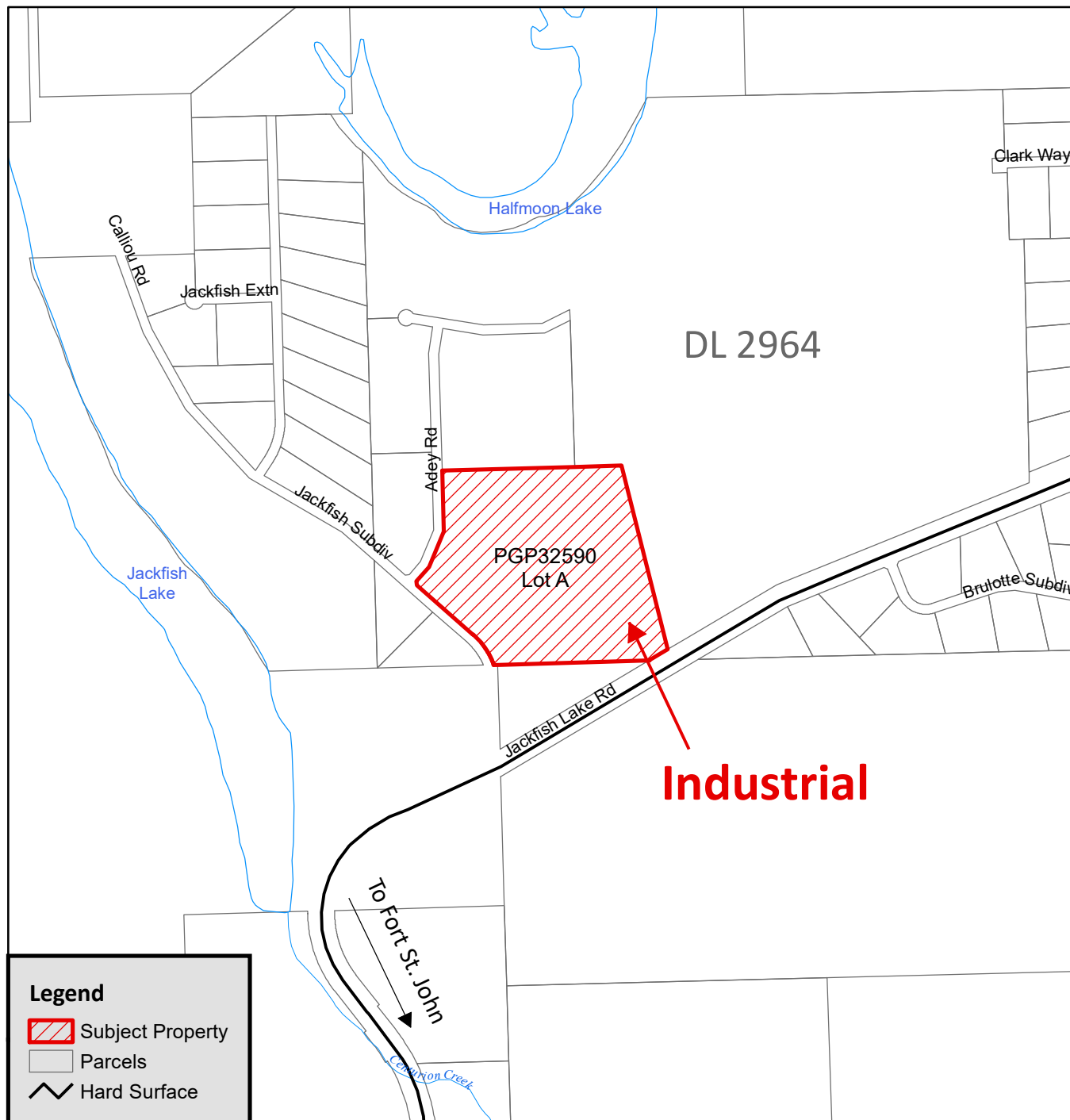


Peace River Regional District
Bylaw No. 2325, 2020
SCHEDULE "A"



1:15,000

Schedule B - Map 3 of "West Peace Fringe Area Official Community Plan Bylaw No. 2312, 2018" is hereby amended by redesignating Lot A, District Lot 2964, Plan 32590, PRD **from** S "Settlement" **to** I "Industrial" as shown shaded on the drawing below:



PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2326, 2020

A bylaw to amend Peace River Regional District
Zoning Bylaw No. 1343, 2001."

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt "Peace River Regional District Zoning Bylaw No. 1343, 2001";

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 2326, 2020."
2. Schedule C – Map 5 of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning Lot A, District Lot 2964, Plan 32590, PRD from R-4 "Residential 4 Zone" to I-1 "Light Industrial Zone", as shown on Schedule 'A' which is attached to and forms part of this bylaw.

READ A FIRST TIME THIS	<u>13th</u>	day of	<u>February</u>	, 2020.
READ A SECOND TIME THIS	<u>13th</u>	day of	<u>February</u>	, 2020.
Notification mailed on the	<u>3rd</u>	day of	<u>March</u>	, 2020.
Public Notification published on	<u>5th and 12th</u>	day of	<u>March</u>	, 2020.
Public Hearing held on the	<u>17th</u>	day of	<u>March</u>	, 2020.
READ A THIRD TIME THIS	<u> </u>	day of	<u> </u>	, 2020.
ADOPTED THIS	<u> </u>	day of	<u> </u>	, 2020.

(Corporate Seal has been affixed to
the original bylaw)

Chair

Corporate Officer

I hereby certify this to be a true and correct copy of "PRRD
Zoning Amendment Bylaw No. 2326, 2020,
as adopted by the Peace River Regional District
Board on _____, 20____.

Corporate Officer

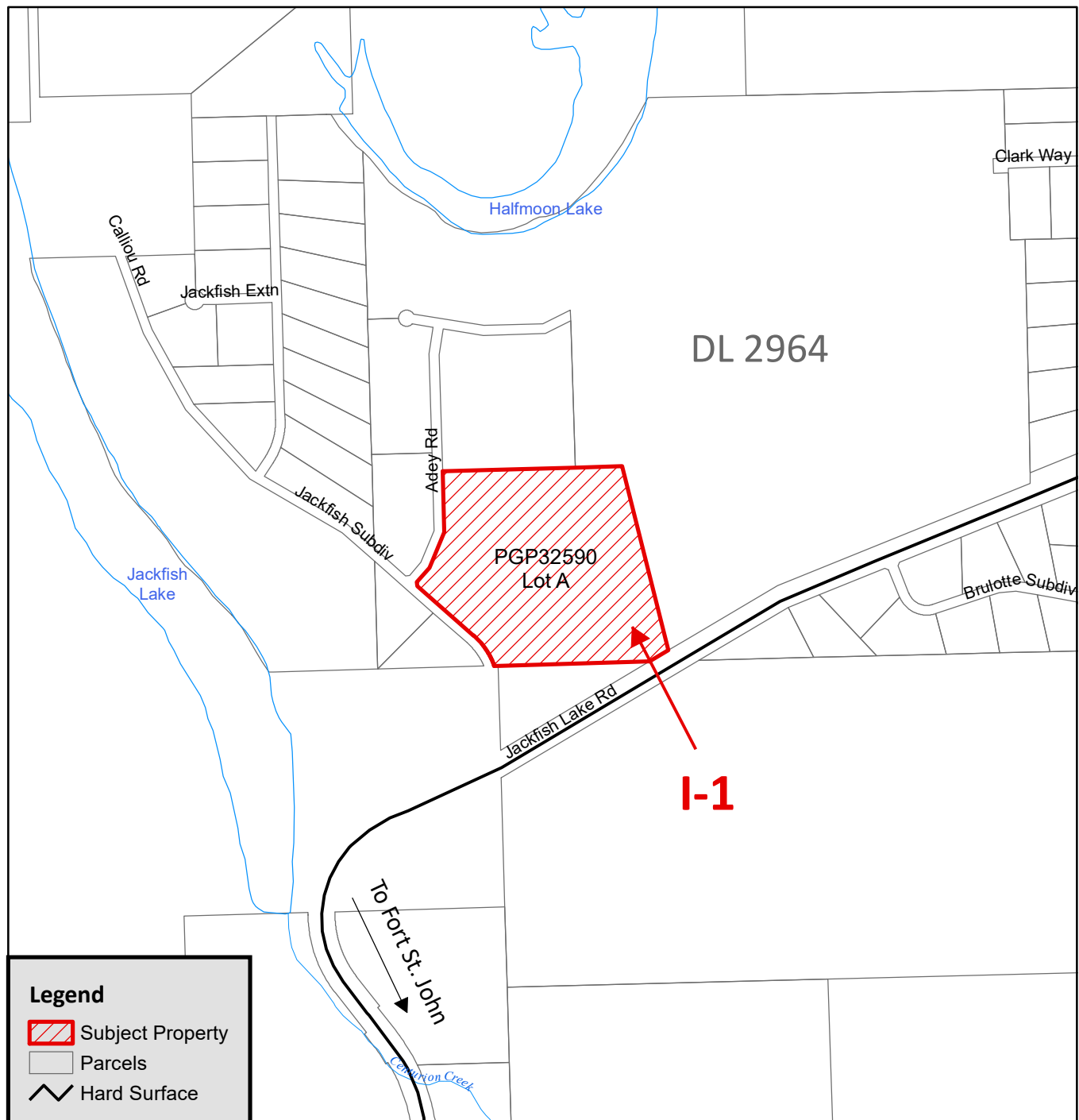


Peace River Regional District
Bylaw No. 2326, 2020
SCHEDULE "A"



1:15,000

Schedule C - Map 5 of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning Lot A, District Lot 2964, Plan 32590, PRD **from** R-4 "Residential 4 Zone" **to** I-1 "Light Industrial Zone" as shown shaded on the drawing below:





PEACE RIVER REGIONAL DISTRICT
PUBLIC HEARING – MINUTES
Official Community Plan and Proposed Zoning Amendment
Bylaw No. 2325 & 2326, 2020

March 17, 2020 @ 7:00 p.m.

Jackfish Lake Community Hall, 1515 Old Jackfish Road, Jackfish Lake, BC

ATTENDANCE:

Peace River Regional District: Dan Rose, Director of Electoral Area E (Chair)
 Kole Casey, South Peace Land Use Planner

Applicant/Owner: Ben Beaulac with Canadian Forest Products Ltd.

Public: 1 member of the public

1. CALL TO ORDER

The Chair called the meeting to order at 7:04 pm.

2. STATEMENT OF PUBLIC HEARING

The Chair stated the procedural rules in place to govern the conduct of the public hearing as written in the agenda.

3. INTRODUCTION TO PROPOSAL

Staff provided those in attendance with a summary of proposed OCP & Zoning Amendment Bylaw No. 2325 & 2326, 2020 for the property legally described as Lot A District Lot 2964, PRD, Plan PGP32590.

1. Staff summarized the proposal to redesignate and rezone the subject property for the purpose of allowing the storage of structures, such as bridges, as a permitted use.

SUMMARY OF APPLICATION PROCEDURE

Staff provided a summary of the application procedures and timeline as outlined in the agenda for those in attendance at the hearing.

4. COMMENTS FROM AGENCIES AND MUNICIPALITIES RECEIVED

Staff read aloud and summarized the comments received from agencies and municipalities as outlined in the agenda.

5. WRITTEN COMMENTS RECEIVED FROM PUBLIC

Chair called for any written comments from members of the public in attendance. None were offered.

Chair stated that as of 4:00 pm on March 17, 2020 the Peace River Regional District had not received any written comments from the public.

6. COMMENTS FROM APPLICANT(S)

The Chair asked the landowner if he would like to make any comments related to the proposed bylaw.

The applicant had no comments.

7. COMMENTS FROM PUBLIC

The Chair asked the member of the public in attendance if they had any comments related to the proposed bylaw.

The member of the public was worried about the aquifer that was below the parcel and the whole area in particular and what the applicant was doing to mitigate any spills.

The applicant responded that Canfor goes above the provincial standards and has a spill response for smaller spills exceeds the threshold of provincial standards.

The member then asked about the buffer area between the parcel and the residential properties surrounding it.

The applicant responded that the proposal is for the continued work in the gravel pit with the removal of about 3000m² of gravel annually for about 15 years. The buffer area of trees should not be affected. The storage of the bridges and equipment would not affect the buffer of trees that surrounds the property, with no intention of removing them.

8. FINAL COMMENTS FROM APPLICANT(S)

They appreciated the Director, staff and the member and thanked them for coming out.

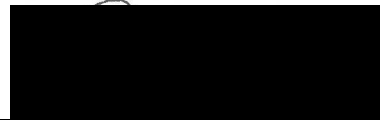
9. TERMINATION OF PUBLIC HEARING

The Chair terminated the Public Hearing at 7:13 pm.

Certified to be a fair and accurate summary of the nature of the representations respecting proposed OCP & Zoning Amendment Bylaw No. 2325 & 2326, 2020, held on Tuesday, March 17, 2020.



Kole Casey, Recorder



Director Dan Rose, Chair



REPORT

To: Chair and Directors

Report Number: DS-BRD-019

From: Tyra Henderson, Corporate Officer

Date: May 15, 2020

Subject: Zoning Amendment Bylaw No. 2404, 2020, PRRD File No. 20-004 ZN

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board give Zoning Bylaw Amendment No. 2404, 2020, to rezone the property identified as PID 007-684-509 from A-2 (Large Agricultural Holdings) Zone to R-5 (Residential 5) Zone, third reading.

RECOMMENDATION #2: [Corporate Unweighted – 2/3 Majority]

That the Regional Board adopt Zoning Bylaw Amendment No. 2404, 2020.

BACKGROUND/RATIONALE:

Proposal

To rezone the property from A-2 (Large Agricultural Holdings) zone to R-5 (Residential 5) zone under PRRD Zoning Bylaw No. 1343, 2001 for the stated final purpose of subdividing the property into two lots, each with a minimum parcel size of 4 ha.

File Details

Owner: Elisabeth & Leonardus Claus
Area: Electoral Area D
Location: South Dawson
Legal: Lot C Section 25 Township 77 Range 16 W6M PRD Plan 32208
PID: 007-684-509
Civic Address: 13470 227 Road
Lot Size: 16 ha (39.7 ac)

Summary of Procedure

Zoning Amendment Bylaw No. 2404, 2020 was read for a first and second time on April 9, 2020. The following activities have occurred since then:

May 15, 2020	Public notification mailed to landowners within notification area
May 14 & 21, 2020	Notice of intent to consider advertised in the Mirror News

The requirement for a public hearing was waived as the proposal is compliant with the Official Community Plan. Alternatively, public notification was issued in accordance with *Local Government Act*. At the time of preparing this report, no comments from the public had been received. Should any be submitted prior to the May 28 Board meeting, they will be reported verbally and attached as late items to the report as an addendum to the agenda.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse Zoning Bylaw Amendment No. 2404, 2020, to rezone the property identified as PID 007-684-509 from A-2 (Large Agricultural Holdings) Zone to R-5 (Residential 5) Zone, as submitted.
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 applicant.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Zoning Amendment Bylaw No. 2404, 2020
2. Public Notification for Zoning Amendment Bylaw No. 2404, 2020

External Links:

1. [Report – Zoning Amendment Bylaw No. 2404, 2020, PRRD File No. 20-004 – March 23, 2020](#)

**PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2404, 2020**

A bylaw to amend Peace River Regional District
Zoning Bylaw No. 1343, 2001."

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt "Peace River Regional District Zoning Bylaw No. 1343, 2001";

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 2404, 2020."
2. Schedule B – Map 12 of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning Lot C, Section 25, Township 77, Range 16, W6M, PRD, Plan 32208, from A-2 "Large Agricultural Zone" to R-5 "Residential 5 Zone", as shown on Schedule 'A' which is attached to and forms part of this bylaw.

READ A FIRST TIME THIS

_____ 9th day of _____ April _____, 2020.

READ A SECOND TIME THIS

_____ 9th day of _____ April _____, 2020.

Public Notification mailed on the

_____ 15th day of _____ May _____, 2020.

Public Notification advertised on the
READ A THIRD TIME THIS

_____ 14th and 21st day of _____ May _____, 2020.

_____ day of _____, 2020

ADOPTED THIS

_____ day of _____, 2020.

(Corporate Seal has been
affixed to the original bylaw)

Chair

Corporate Officer

I hereby certify this to be a true and correct copy of
"PRRD Zoning Amendment Bylaw No. 2404, 2020,
as adopted by the Peace River Regional District
Board on _____, 20__.

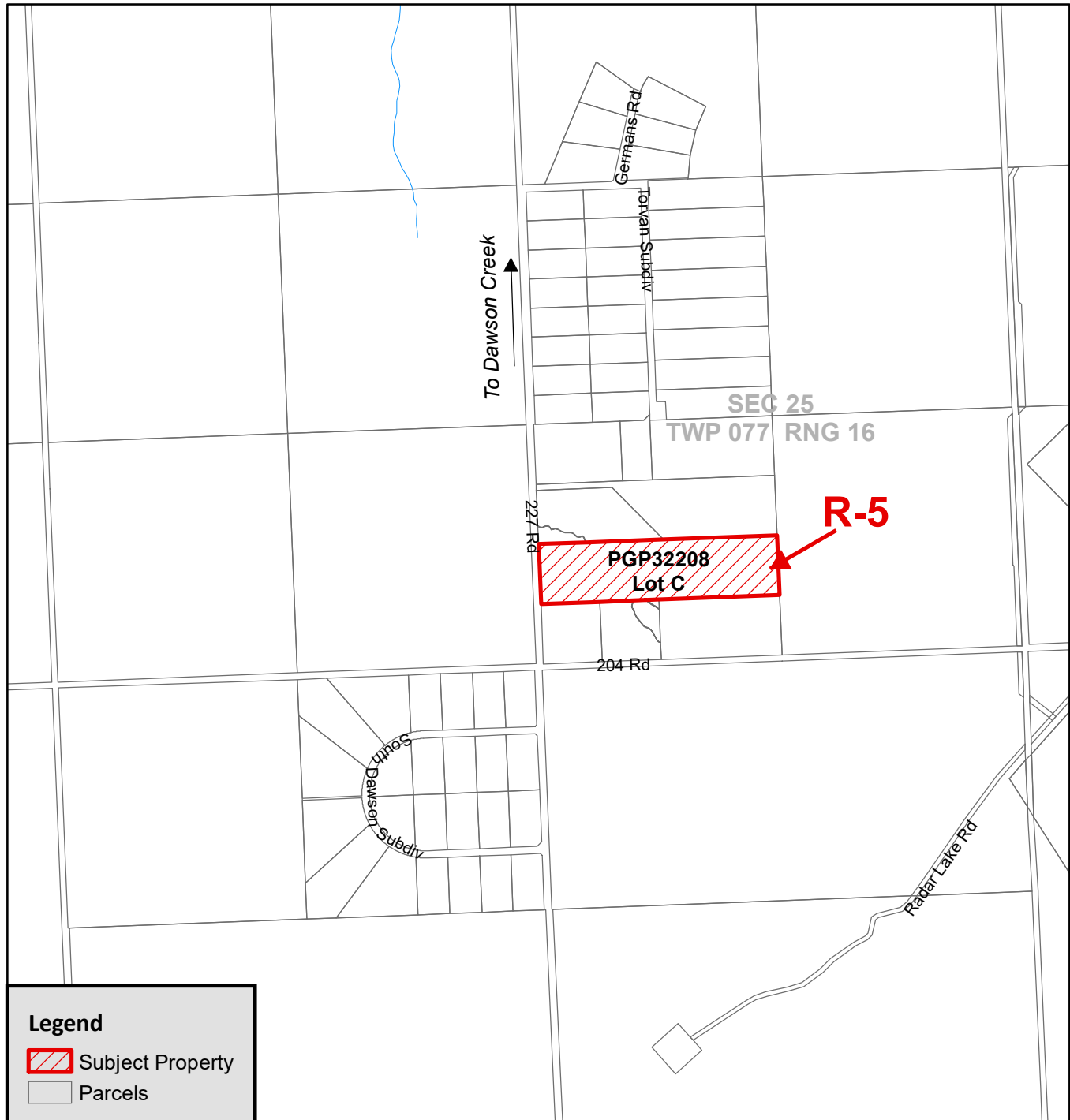
Corporate Officer



Peace River Regional District
Bylaw No. 2404, 2020
SCHEDULE "A"



Schedule B - Map 12 of "Peace River Regional District Zoning Bylaw 1343, 2001" is hereby amended by rezoning Lot C, Section 25, Township 77, Range 16, W6M, PRD, Plan 32208 **from** A-2 "Large Agricultural Zone" **to** R-5 "Residential 5 Zone" as shown on the drawing below:





Residential

Industry

Farm Use

Notice of Intent to Consider

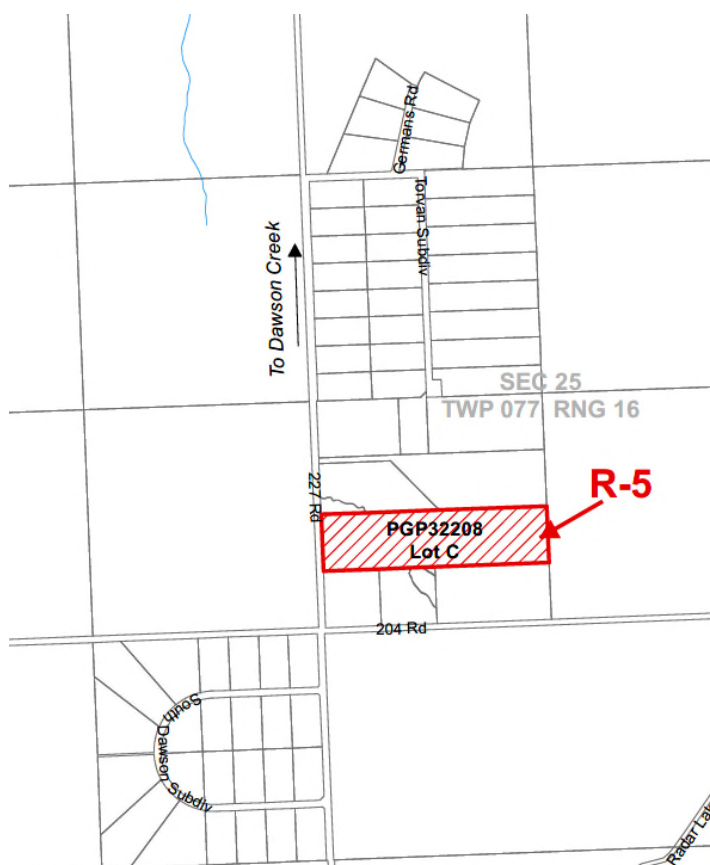
Zoning Amendment Bylaw No. 2404, 2020

FILE NO. 20-004 ZN

South Dawson

Property Location: Lot C Section 25 Township 77 Range 16 W6M PRD Plan 32208

Proposal: To rezone the property from A-2 (Large Agricultural Holdings) zone to R-5 (Residential 5) zone.



How to Participate

1 Get More Information

Contact the Peace River Regional District to get more information about the proposal. Bylaws are posted at the offices and may be viewed there or online anytime.

View Bylaws

Dawson Creek Office

1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Fort St. John Office

9505-100th Street
Fort St. John, BC V1J 4N4

Email, Phone or Fax

planning@prrd.bc.ca

250-784-3200

Toll Free 1-800-670-7773

Fax 250-784-3201

Online

View Development
Applications at
prrd.bc.ca/engage



2 Send in a Written Comment

In person, by mail, through Engage, or by email. Written comments or concerns will be accepted until 4:00 pm on May 27, 2020.

3 Watch the Board Meeting

While PRRD Offices are closed due to COVID, Meetings will be livestreamed via the PRRD Facebook Page.

When:

Thursday, May 28, 2020 at 10:00 am

Where:

Peace River Regional District 'Official Page' on Facebook

Peace River Regional District Office
1981 Alaska Avenue Dawson Creek, BC



REPORT

To: Chair and Directors

Report Number: DS-BRD-021

From: Tyra Henderson, Corporate Officer

Date: May 15, 2020

Subject: Zoning Amendment Bylaw No. 2406, 2020. PRRD File # 20-006 ZN

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board give Zoning Amendment Bylaw No. 2406, 2020, to rezone the property identified as PID 014-635-950 from RR-4 (Small Holdings) Zone to RR-1 (Rural Residential 1) Zone, third reading.

RECOMMENDATION #2: [Corporate Unweighted – 2/3 Majority]

That the Regional Board adopt Zoning Amendment Bylaw No. 2406, 2020.

BACKGROUND/RATIONALE:

At the April 23, 2020 Regional Board Meeting, the Board gave first two readings to Zoning Amendment Bylaw No. 2406, 2020, and included a request that the Ministry of Transportation and Infrastructure (MoTI) require a traffic impact study if any home-based business is proposed. This information was provided to MoTI for their consideration. The requirement for a public hearing was waived as the proposal is compliant with the Official Community Plan, and instead, public notice was issued as per the *Local Government Act*.

Details of the proposal are provided below for the Board's information.

Proposal

To rezone the property from RR-4 (Small Holdings) Zone to RR-1 (Rural Residential 1) Zone under PRRD Zoning Bylaw No. 479, 1986 for the final purpose of subdividing the property into two lots.

File Details

Owner: Daniel McLean
Area: Electoral Area D
Location: South Taylor
Legal: Parcel A (R2285), of the Southeast ¼ of Section 5, Township 81, Range 17, W6M, PRD
PID: 014-635-950
Civic Address: 5420 224 Rd
Lot Size: 10.7 ha (26.4 ac)

Summary of Procedure

Zoning Amendment Bylaw No. 2406, 2020 was read for a first and second time on April 23, 2020. The following activities have occurred since then:

May 15, 2020	Public notification mailed to landowners within notification area
May 14 & 21, 2020	Notice of intent to consider advertised in the Mirror
May 14, 2020	Zoning Bylaw No. 2406, 2020 approved by MoTI

At the time of preparing this report, no comments from the public had been received. Any comments received prior to the May 28 Board meeting will be reported verbally and added as late items to the report.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse Zoning Bylaw Amendment No. 2406, 2020, to rezone the property identified as PID 014-635-950 from RR-4 (Small Holdings) Zone to RR-1 (Rural Residential 1) Zone, as submitted.
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 applicant.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Zoning Bylaw No. 2406, 2020
2. Public Notification for Zoning Amendment Bylaw No. 2406, 2020

External Links:

1. [Report – Zoning Amendment Bylaw No. 2406, 2020, PRRD File No. 20-006 – April 2, 2020](#)

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2406, 2020

A bylaw to amend the "Dawson Creek Rural Area
Zoning Bylaw No. 479, 1986."

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt "Dawson Creek Rural Area Zoning Bylaw No. 479, 1986";

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 2406, 2020."
2. Schedule B – Map 11 of "Dawson Creek Rural Area Zoning Bylaw No. 479, 1986" is hereby amended by rezoning Parcel A(R2285), of the Southeast ¼ of Section 5, Township 81, Range 17, W6M, PRD, from RR-4 "Small Holdings Zone" to RR-1 "Rural Residential 1 Zone", as shown on Schedule 'A' which is attached to and forms part of this bylaw.

READ A FIRST TIME THIS	<u>23rd</u>	day of	<u>April</u>	, 2020.
READ A SECOND TIME THIS	<u>23rd</u>	day of	<u>April</u>	, 2020.
Notification mailed on the	<u>15th</u>	day of	<u>May</u>	, 2020.
Public Notification published on the	<u>14th and 21st</u>	day of	<u>May</u>	, 2020.
READ A THIRD TIME THIS		day of		, 2020.
Ministry of Transportation approval received this	<u>14th</u>	day of	<u>May</u>	, 2020.
ADOPTED THIS		day of		, 2020.

(Corporate Seal has been affixed to the original bylaw)

Brad Sperling,
Chair

Tyra Henderson,
Corporate Officer

I hereby certify this to be a true and correct copy of "PRRD Zoning Amendment Bylaw No. 2406, 2020", as adopted by the Peace River Regional District Board on _____, 2020.

Tyra Henderson, Corporate Officer

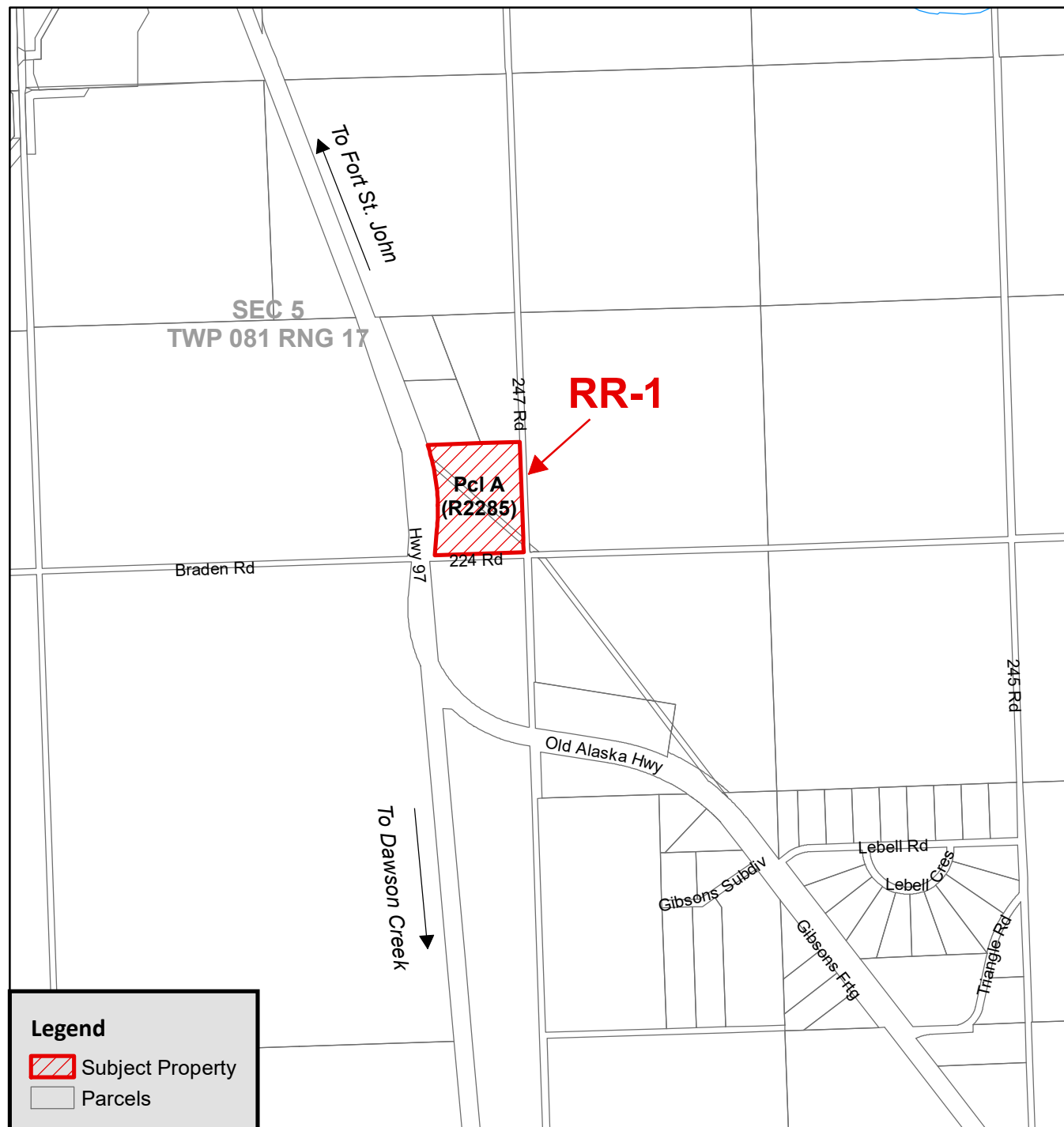


Peace River Regional District
Bylaw No. 2406, 2020
SCHEDULE "A"



1:20,000

Schedule B - Map 11 of "Dawson Creek Rural Area Zoning Bylaw 479, 1986" is hereby amended by rezoning Parcel A(R2285) of the Southeast 1/4 of Section 5, Township 81, Range 17, W6M, PRD **from** RR-4 "Small Holdings Zone" **to** RR-1 "Rural Residential 1 Zone" as shown on the drawing below:



G:\Development_Services\BYLAWS\Bylaw_2406 - Zoning - PENDING.mxd



Industry

Residential

Farm Use

Notice of Intent to Consider

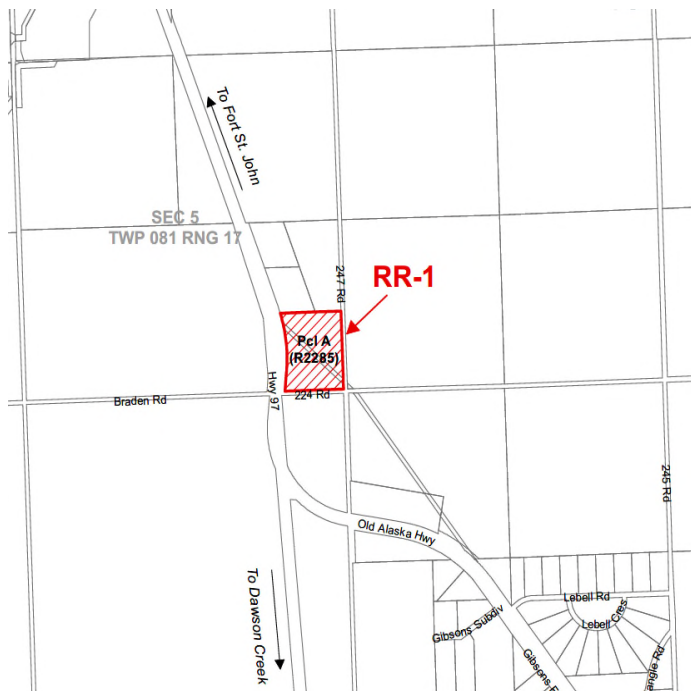
Zoning Amendment Bylaw No. 2406, 2020

FILE NO. 20-006 ZN

South Taylor

Property Location: Parcel A (R2285), of the Southeast ¼ of Section 5, Township 81, Range 17, W6M, PRD

Proposal: To rezone the property from RR-4 (Small Holdings) zone to RR-1 (Rural Residential 1) zone.



How to Participate

1 Get More Information

Contact the Peace River Regional District to get more information about a proposal. Bylaws can be viewed at the offices or online at anytime.

View Bylaws

Dawson Creek Office

1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Fort St. John Office

9505-100th Street
Fort St. John, BC V1J 4N4

By Phone, Email or Fax

planning@prrd.bc.ca

250-784-3200

Toll Free 1-800-670-7773

Fax 250-784-3201

Online

View Development
Applications at
prrd.bc.ca/engage



2 Send in a Written Comment

In person, by mail, through Engage, or by email. Written comments or concerns will be accepted until 4:00 pm on May 27, 2020.

3 Watch the Board Meeting

While PRRD Offices are closed due to COVID, Meetings will be livestreamed via the PRRD Facebook Page.

When:

Thursday, May 28, 2020 at 10:00 am

Where:

Peace River Regional District 'Official Page' on Facebook

Peace River Regional District Office
1981 Alaska Avenue Dawson Creek, BC



REPORT

To: Chair and Directors

Report Number: DS-BRD-023

From: Tyra Henderson, Corporate Officer

Date: May 11, 2020

Subject: Zoning Amendment Bylaw No 2405, 2020, PRRD File No. 20-005-ZN

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board give Zoning Amendment Bylaw No. 2405, 2020, to add “craft brewery or distillery” as a permitted principal use in the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001, third reading.

RECOMMENDATION #2: [Corporate Unweighted – 2/3 Majority]

That the Regional Board adopt Zoning Amendment Bylaw No. 2405, 2020.

BACKGROUND/RATIONALE:

Proposal

The proposed amendment would add “craft brewery or distillery” as a permitted principal use for all properties in the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001. The addition of the permitted use in all properties zoned I-1 was triggered by an application for a zoning amendment to allow it on a specific property. As noted below, the applicant’s intention is to establish a craft distillery on a specific property in the rural area outside of the City of Fort St. John.

File Details

The proposed amendment would apply to all land zoned I-1 (Light Industrial Zone) within PRRD Zoning Bylaw No. 1343, 2001, not just the property listed below.

Owner: Frontier Property Investments Ltd.
Agent: Jared Giesbrecht
Area: Electoral Area C
Location: Fort St. John area
Legal: Lot 1 Section 3 Township 84 Range 19 W6M Peace River District Plan 13593
PID: 012-322-253
Civic Address: 11248 269 Road
Lot Size: 0.27 ha (0.66 ac)

Summary of Procedure

Zoning Amendment Bylaw No. 2405, 2020 was read for a first and second time on April 9, 2020. The following activities have occurred since then:

April 27, 2020	Zoning Bylaw No. 2405, 2020 approved by MoTI
May 14 & 21, 2020	Public Notice advertised in the Alaska Highway News & Dawson Creek Mirror
May 15, 2020	Public Notice advertised in the Northern Horizon

Note: the postcard mail out notification was not required for this application, as per the *Local Government Act* section 466 (7) because this is an amendment to the entire I-1 (Light Industrial) Zone.

It was identified during first and second reading that there are additional processes that are required before a liquor establishment is permitted to operate. Section 38 of the *Liquor Control and Licensing Act* states that a license cannot be issued until the local government is notified of the application. The local government may provide comments and recommendations, and gather the views of the public with respect to the application. This may include recommending a license be issued, or not, or amended. Under the *Liquor Control and Licensing Act*, the local government's comments and recommendations must be considered in any decision made regarding whether or not a permit is issued or amended.

Comments Received from the Public

As of May 21, 2020, no comments from the public have been received. Any comments received in the interim will be reported verbally and added to the report as a late item, as it remains advertised until 4:00 pm on May 27, 2020.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse Zoning Amendment Bylaw No. 2405, 2020, to add "craft brewery or distillery" as a permitted principal use in the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001.
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 applicant.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Zoning Bylaw No. 2405, 2020
2. Notice of Intent to Consider Zoning Bylaw No. 2405, 2020

External Links:

1. [Report – Zoning Amendment Bylaw No. 2405, 2020, PRRD File No. 20-005-ZN – DS-BRD-006 – March 31, 2020](#)

A bylaw to amend Peace River Regional District
Zoning Bylaw No. 1343, 2001.”

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

- (bb) craft brewery or distillery.

9th day of April, 2020.

9th day of April, 2020.

14th and 21st day of May, 2020.

27th day of April, 2020.

_____ day of _____, 2020

_____ day of _____, 2020.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer

Corporate Officer



Industry

Residential

Farm Use

Notice of Intent to Consider

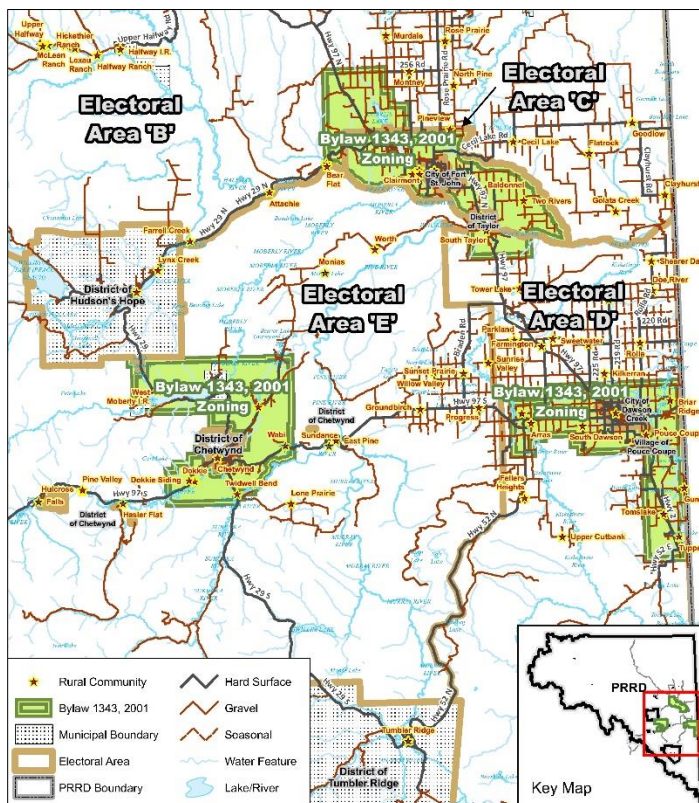
Zoning Amendment Bylaw No. 2405, 2020

FILE NO. 20-005 ZN

Region Wide

Property Location: All properties in the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001.

Proposal: To add “craft brewery or distillery” as a permitted principal use for all properties in the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001.



How to Participate

1 Get More Information

Contact the Peace River Regional District to get more information about the proposal. Bylaws are posted at the offices and may be viewed there or online anytime.

View Bylaws:

Dawson Creek Office

1981 Alaska Avenue

Dawson Creek, BC V1G 4H8

Fort St. John Office

9505-100th Street

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prrd.bc.ca/engage



2 Send in a Written Comment

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3 Watch the Board Meeting

While PRRD Offices are closed due to COVID, Meetings will be livestreamed via the PRRD Facebook Page.

When:

Thursday, May 28, 2020 at 10:00 am

Where:

Peace River Regional District ‘Official Page’ on Facebook

Peace River Regional District Office

1981 Alaska Avenue

Dawson Creek, BC

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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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: May 7, 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	Dianne Hunter
Ann Sawyer	Glynnis Maundrell	Darrell Blades
Wendy Basisty	O'Brien Blackall	Tony Pellet
David Smith	Myron Dirks	Renee Jamurat
Jim Collins	Brad Filmer	Dave Tyreman
Ethelann Stewart	Jim McKnight	Nicole Hansen
Steve Byford	Bill Adair	Corey Jonsson
SD#60 representative	Karrilyn Vince	Matt Austin
Sarah McDougal	Edward Albury, CLFD Chief	

North Peace Rural Roads Committee (RD/20/05/19) (ToR)

Director Goodings Director Heiberg
 Director Fraser Director Bumstead

Socio Economic and Caribou Recovery Related Land Use Objective Stakeholder Committee Snowmobile Advisory Committee (RD/20/05/07)

Director Sperling
 Director Rose

Solid Waste Management Plan Technical Advisory Committee

Technical (RD/20/01/42)

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

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

Solid Waste Management Plan Technical Advisory Committee (continued)

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



COVID-19 Updates & Discussion Meeting Notes

May 6, 2020

Present:

Chair Brad Sperling, PRRD

Mike Bernier, MLA, Peace River South

Shawn Dahlen, Chief Administrative Officer, PRRD

Dan Davies, MLA, Peace River North

Kori Elden, Recording Secretary, PRRD

The meeting commenced at 11:00 am

Action Items:

- Chair Brad Sperling and MLA Dan Davies met at Old Fort to review the progress. The Chair will contact Scott Maxwell, the Regional Director of BC Ministry of Transportation and Infrastructure, to voice concerns.
 - Roads built 50-70 years ago
 - Ditch maintenance and drainage
- BC Premier John Horgan to announce pandemic plans at 3:00 pm today.
 - Need to remind everyone to do their part with the new normal

The meeting finished at 11:10 am



COVID-19 Updates & Discussion Meeting Notes

May 13, 2020

Present:

Chair Brad Sperling, PRRD

Shawn Dahlen, Chief Administrative Officer, PRRD

Mike Bernier, MLA, Peace River South

Kori Elden, Recording Secretary, PRRD

The meeting commenced 11:10 am

Action Items:

- The Chair will be rescheduling the ministry meetings that were postponed in March 2020.
 - Discuss the abandoned work and mining sites creating pollution in the Tumbler Ridge area with the Ministry of Environment.
 - Recruitment and retention of teachers in Northern BC. The Ministry of Education is aware of the issue.
 - School districts are accepting letters of permissions (LOPs) for non-qualified teachers to instruct. Both South Peace and North Peace areas are having issues.
 - MLAs Mike Bernier and Dan Davies have a video call with the two school boards next week to discuss this issue, which is province wide.
 - Chair Brad Sperling will reach out to the President of Northern Lights College to look at bringing a university degree program to our area, similar to the nursing degree program.
 - Bonus program for rural and remote BC teaching positions.
- Victoria's Parliament will be back in session within the next 6 weeks with less than 50 people.
- At 1:30 pm today Minister Ralston will have an announcement that may be regarding oil and gas activity in the Peace Region.
 - Orphan and abandoned wells will create around 4,000 to 5,000 jobs.
 - BC will receive 125 million of the 1.7 billion in funding from the federal government to clean up orphaned and abandoned wells.
- Re-opening of campgrounds.
 - PRRD day use parks opening tomorrow.
 - Following provincial health officer's orders for overnight campgrounds.
 - Crown land camp fires are an issue.

The meeting finished at 11:35 am



<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	North Peace Airport Society President Jim McKnight, Electoral Area C Vice-President Brent Taillefer, District of Taylor Director Arlene Boon, Electoral Area B Director Dave Heiberg, District of Hudson's Hope Director Rob Fraser, District of Taylor Director Karen Goodings, Electoral Area B Director Moira Green, City of Fort St. John Director Bob Norton, District of Hudson's Hope Director Brad Sperling, Electoral Area C Director Byron Stewart, City of Fort St. John Miranda V. Flury, Director of Strategy, Capital & Planning (D.SCP) North Peace Airport Services Shea De La Mare, Managing Director Vantage Airport Group Zachary Berglund, Manager Facilities, Projects, and Capital Planning Marika De Decker, Director of Operations Absent
1.1	Call to Order	9:35 am
1.2	Amendments to Agenda	None.
2.0	Meeting Minutes	
2.1	Meeting Minutes February 5, 2020	APR/1/2020- 1 MOVED: Brent Taillefer SECONDED: Dave Heiberg THAT the regular meeting minutes from February 5, 2020 are approved as presented. CARRIED
2.2	Meeting Minutes March 4, 2020	APR/1/2020- 2 MOVED: Dave Heiberg SECONDED: Brad Sperling



		THAT the regular meeting minutes from March 4, 2020 are approved as presented. CARRIED
3.0	Consent Agenda	APR/1/2020- 3 MOVED: Dave Heiberg SECONDED: Moira Green THAT the consent agenda on April 1, 2020 is approved as presented. CARRIED
4.0	Society's Financial Statements	APR/1/2020- 4 MOVED: Brad Sperling SECONDED: Arlene Boon THAT the Society's financial statements dated February 29, 2020 are accepted as presented. CARRIED
5.0	North Peace Airport Services Reports	
5.1	NPAServices' Operational Report March 2020	<ul style="list-style-type: none">• Received.
5.2	NPAServices' Financial Statements	<ul style="list-style-type: none">• Received.• Vantage noted that ARFF services and winter maintenance are essential services for the airport.
5.3	Project Status Updates	
5.3.1	Project Update- Runway Rehabilitation 03/21 ACAP	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.2	Project Update- Grader	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.3	Project Update- Firehall and Maintenance Upgrades	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.



5.3.4	Project Update- Crash Gates	<ul style="list-style-type: none"> Not received, a smaller update was provided on MD report.
5.3.5	Project Update- Professional Services Agreement with WSP (ARFF Firehall)	<ul style="list-style-type: none"> Still waiting for written confirmation from ACAP indicating YXJ still qualifies for a firehall if the original ACAP application is no longer active.
5.3.6	Project Update- Computer Server Upgrade	<ul style="list-style-type: none"> Not received, a smaller update was provided on MD report.
5.3.7	Project Update- North Cariboo Air Apron Rehabilitation	<ul style="list-style-type: none"> Not received, a smaller update was provided on MD report.
6.0	Unfinished Business	
7.0	New Business	
7.1	Paying off Existing Debt	<p>APR/1/2020- 5 MOVED: Brad Sperling SECONDED: Dave Heiberg THAT the North Peace Airport Society ('Society') pays off all existing debt; AND THAT the Society enter into a \$4 million revolving term facility credit agreement with CIBC.</p> <p>CARRIED</p>
7.2	COVID-19 and YXJ	<p>Additional questions outside of Vantage's prepared response: Question 4:</p> <ol style="list-style-type: none"> Can you explain the staffing level linked with regulatory needs? 12 staff are required for ARFF services and winter maintenance to be maintained. <p>Question 5:</p> <ol style="list-style-type: none"> The Scenario with 216,732 PAX is a 25% decrease in PAX traffic results in an 80% drop in rent. Besides fixed costs, what else contributes to



		<p>the significant drop in rent? This is mainly due to fixed costs; most revenue streams are associated with pax (including some non-aeronautical fees).</p> <p>Question 7:</p> <p>3) What is the operational contingency if the Managing Director and Manager of Operations are sick? Vantage is in the process of evaluating this scenario and which may result in remote management.</p> <p>Question 10:</p> <p>4) Was it tenants or airlines that inquired about a decrease in fees? One each presently.</p> <p>Question 11:</p> <p>5) To confirm, NPAServices has stopped preventative maintenance work? Reduction of repairs comes from less use of the equipment. They are prolonging repairs that don't need to be done until it is necessary.</p>
7.3	Socio-Economic Impact Study	Tabled.
8.0	Adjournment	<p>APR/1/2020- 6</p> <p>MOVED: Brad Sperling</p> <p>THAT the meeting is adjourned at 10:30 am.</p> <p>CARRIED</p>
9.0	Closed Meeting	See closed meeting minutes.



<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p>North Peace Airport Society President Jim McKnight, Electoral Area C Vice-President Brent Taillefer, District of Taylor Director Arlene Boon, Electoral Area B Director Dave Heiberg, District of Hudson's Hope Director Moira Green, City of Fort St. John Director Bob Norton, District of Hudson's Hope Director Brad Sperling, Electoral Area C Director Byron Stewart, City of Fort St. John Miranda V. Flury, Director of Strategy, Capital & Planning (D.SCP)</p> <p>North Peace Airport Services Shea De La Mare, Managing Director Stacy Smith, Manager, Airport Operations & Emergency Services</p> <p>Vantage Airport Group Zachary Berglund, Manager Facilities, Projects, and Capital Planning</p> <p>Absent Director Karen Goodings, Electoral Area B Director Rob Fraser, District of Taylor</p>
1.1	Call to Order	9:30 am
1.2	Amendments to Agenda	Start with section 5.0.
2.0	Meeting Minutes	
2.1	Meeting Minutes February 5, 2020	<ul style="list-style-type: none"> • Tabled.
3.0	Consent Agenda	<ul style="list-style-type: none"> • Tabled.
4.0	Society's Financial Statements	<ul style="list-style-type: none"> • Tabled.
5.0	North Peace Airport Services Reports	
5.1	NPAServices' Operational Report January 2020	<ul style="list-style-type: none"> • Received. • What impacts are airports expecting from the new CTA regs? – Vantage is in the process of reviewing



		<p>the regulations, and the most capital-intensive change thus far is a pet relief area in the hold room.</p> <ul style="list-style-type: none">• Is the route YEG to YXJ expected, or WJ link simply going into YEG? WJ has seen positive results of feeding link into the Calgary hub and thus Vantage is hopeful they will connect into YXJ.• 03/21 Rehabilitation Project: when the tender document is prepared, and prior to distribution- the Society requested to review it to mitigate financial risk.
5.2	NPAServices' Financial Statements	<ul style="list-style-type: none">• Received.• Society requested both ARFF financial documents are attached to the Board package.
5.3	Project Status Updates	
5.3.1	Project Update- Runway Rehabilitation 03/21 ACAP	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.2	Project Update- Grader	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.3	Project Update- Firehall and Maintenance Upgrades	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
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5.3.5	Project Update- Professional Services Agreement with WSP (ARFF Firehall)	<ul style="list-style-type: none">• Still waiting for written confirmation from ACAP indicating YXJ still qualifies for a firehall if the original ACAP application is no longer active.
5.3.6	Project Update- Computer Server Upgrade	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.



5.3.7	Project Update- North Cariboo Air Apron Rehabilitation	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
6.0	Unfinished Business	
7.0	New Business	
8.0	Adjournment	MAR/4/2020- 1 MOVED: Arlene Boon THAT the meeting is adjourned at 9:51 am. CARRIED
9.0	Closed Meeting	See closed meeting minutes.



<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	North Peace Airport Society President Jim McKnight, Electoral Area C Vice-President Brent Taillefer, District of Taylor Director Arlene Boon, Electoral Area B Director Rob Fraser, District of Taylor Director Moira Green, City of Fort St. John Director Byron Stewart, City of Fort St. John Miranda V. Flury, Director of Strategy, Capital & Planning (D.SCP) North Peace Airport Services Tim Greening, Manager Programs & Regulatory Compliance Stacy Smith, Acting Manager, Airport Operations & Emergency Services Vantage Airport Group Zachary Berglund, Manager Facilities, Projects, and Capital Planning Absent Director Karen Goodings, Electoral Area B Director Dave Heiberg, District of Hudson's Hope Director Bob Norton, District of Hudson's Hope Director Brad Sperling, Electoral Area C
1.1	Call to Order	9:31 am
1.2	Amendments to Agenda	None.
2.0	Meeting Minutes	
2.1	Meeting Minutes January 8, 2020	FEB/5/2020- 1 MOVED: Moira Green SECONDED: Bryon Stewart THAT the regular meeting minutes from January 8, 2020 are approved as presented. CARRIED



3.0	Consent Agenda	FEB/5/2020- 2 MOVED: Brent Taillefer SECONDED: Rob Fraser THAT the consent agenda on February 5, 2020 is approved as presented. CARRIED
4.0	Society's Financial Statements	FEB/5/2020- 3 MOVED: Bryon Stewart SECONDED: Moira Green THAT the Society's financial statements dated December 31, 2019 are accepted as presented. CARRIED
5.0	North Peace Airport Services Reports	
5.1	NPAServices' Operational Report January 2020	<ul style="list-style-type: none">• Received.• Grader payment will be issued in February 2020.
5.2	NPAServices' Financial Statements	<ul style="list-style-type: none">• Received.
5.3	Project Status Updates	
5.3.1	Project Update- Runway Rehabilitation 03/21 ACAP	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.2	Project Update- Grader	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
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5.3.5	Project Update- Professional Services Agreement with WSP (ARFF Firehall)	<ul style="list-style-type: none">• Still waiting for written confirmation from ACAP indicating YXJ still qualifies for a firehall if the original ACAP application is no longer active.
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5.3.7	Project Update- North Cariboo Air Apron Rehabilitation	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
6.0	Unfinished Business	
7.0	New Business	
8.0	Adjournment	FEB/5/2020- 4 MOVED: Rob Fraser THAT the meeting is adjourned at 9:53 am. CARRIED
9.0	Closed Meeting	See closed meeting minutes.

Rural Roads in the North Peace Initiative

PRRD Directors Meeting

March 27, 2020 – (teleconference)

Attendance:

Director Karen Goodings
Director Brad Sperling
Director Dave Heiberg

Jackie Kjos

Regrets:

Director Rob Fraser

Call to Order

Director Goodings called the meeting to order at 9:00 am.

1. Agenda and Minutes

Director Goodings called for additional agenda items

- Finance Committee was added under new Business

Minutes from the January 3, 2020 meeting had been sent out via email as well as meeting notes from:

- January 24, 2020
- February 14, 2020

Director Goodings called for errors or omissions for each of the documents. There were none.

Moved by Director Heiberg to accept the agenda and minutes from the January 3, 2020 meeting as presented **2nd** by Director Sperling ***Carried***

Moved by Director Sperling to accept the meeting notes for information from the January 24, 2020 meeting as presented **2nd** by Director Heiberg ***Carried***

Moved by Director Heiberg to accept the meeting notes for information from the February 14, 2020 meeting as presented **2nd** by Director Sperling ***Carried***

2. Confirmation of February 25th Directors Decision

At the end of the RRTF meeting in Fort St. John February 25th, the unanimous decision of the task force was to retain the long video (with modifications) and create a second, shorter video (5-6) minutes specifically for the Provincial Government addressing the feedback from Scott Maxwell earlier in the day.

Directors Goodings, Heiberg and Fraser were in attendance at the meeting and specifically approved that expenditure in a side conversation at the end of the meeting. It is recorded here to document that decision.

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) 785-1175 Email: prrd.fsj@prrd.bc.ca

3. Consultants Report

- a) The Directors provided feedback on the 2 videos circulated and approved circulation to the Rural Roads Task Force for feedback. They agreed that the video should be shared with the PRRD board at a suitable time. It was also recommended that copies be shared with Vic Brandl and others that contributed media for the project.
- b) The Directors discussed the previously planned meeting with MP's Bob Zimmer and Todd Doherty. With the current Covid-19 situation, this meeting and any communications related to it will be held off for now. If transportation or infrastructure stimulus packages are announced that this initiative could influence, the meetings will be requested at that time. This initiative has shelf ready projects.
- c) Jackie recommended and the Directors supported that one of the leather binders should be embossed for Katie Ward as a thank you for her time here as the acting District Manager.

4. Budget/Workplan

- a) The Directors discussed the current budget for 2019/20 with an estimated surplus of \$70,000. Director Goodings. The project is planned for the remainder of the year and the Directors want to align the expenditures with the calendar year. After a discussion of a path forward in these very uncertain times, Jackie estimated that a budget of \$45,000 - \$50,000 should be adequate. Director Goodings will consult with staff to:
 - verify what happens to the 2019/20 surplus and how it relates to the remainder of the year funding
 - request a new or contract extension for JK Solutions Ltd. to December 31, 2020
 - determine what is required to continue the direct award for the contract.

5. New Business

- a) The Directors discussed the funding participants and impact on the functioning of this Directors group. It was agreed that Director Sperling will participate as he is able in the non-voting capacity of ex-officio. Director Goodings will reach out to Mayor Bumstead who has provided funding to determine his level of participation. The Directors recommended that as the initiative, even with the generous contribution of Dawson Creek remains focused on the North Peace and recommends that the new quorum be adjusted to any two Directors from Directors Goodings, Heiberg and Fraser. Jackie was directed to provide an email to all Directors for feedback/approval.
- b) The Directors discussed the value of continuing to present to the *Select Standing Committee on Finance and Government*. The consensus was to continue to share our message at that platform if it is cost effective and local (Fort St. John or Dawson Creek). This year it may be possible to show the short video.
- c) The Directors discussed the upcoming call with MoTI on load restrictions and Director Goodings will forward the meeting request to Directors Heiberg and Fraser.

Meeting was adjourned at 9:43 am.

Next Meeting – April 24, 2020.

**PEACE RIVER REGIONAL DISTRICT
Solid Waste Committee Meeting Minutes**

DATE: April 30, 2020

PLACE: Regional District offices, Dawson Creek, BC

PRESENT: Director Rose, Electoral Area 'E' – Committee Chair
Director Sperling, Electoral Area 'C' - ex officio
Director Goodings, Electoral Area 'B' – *(via teleconference)*
Director Bumstead, City of Dawson Creek – *(via teleconference)*
Director Zabinsky, City of Fort St. John – *(via teleconference)*

Staff

Shawn Dahlen, Chief Administrative Officer – *(via teleconference)*
Paulo Eichelberger, General Manager of Environmental Services
Gerritt Lacey, Solid Waste Manager
Loryn Day, Solid Waste Coordinator - *(via teleconference)*
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 10:00 am

Directors Notice of New Business:

Director Rose Spring clean up
Director Bumstead UNBC update
Director Goodings Plan review

ADOPTION OF THE AGENDA:

MOVED by Director Bumstead, SECONDED by Director Sperling,
that the Solid Waste Committee agenda for the April 30, 2020 meeting, including additional items
for the agenda, be adopted as amended:

1. **Call to Order**
2. **Notice of New Business**
3. **Adoption of the Agenda**
4. **Adoption of the Minutes**
 - 4.1 Solid Waste Committee Meeting Minutes of April 2, 2020
5. **Business Arising from the Minutes**
6. **Delegation**
7. **Correspondence**
8. **Reports**
 - 8.1 April 30, 2020 - Paulo Eichelberger, GM Environmental Services – Contract Award – RFP 06-2020 – South Peace Rural Refuse Collection and Transfer Station Service.
 - 8.2 April 30, 2020 - Paulo Eichelberger, GM Environmental Services – Contract Award – RFP 07-2020 – North Peace Rural Refuse Collection and Transfer Station Service.
 - 8.3 April 27, 2020 – Paulo Eichelberger, GM Environmental Services – Landfill-Transfer Station Software update purchase.
9. **New Business**
 - 9.1 Spring Clean up
 - 9.2 UNBC Update
 - 9.3 Regional Solid Waste Management Review
 - 9.4 Mobile surveillance
10. **Items for Information**
 - 10.1 Solid Waste Committee Terms of Reference
11. **Adjournment**

CARRIED.

MINUTES:

4.1 SWC Mtg Min.
of Apr 2, 2020

MOVED by Director Goodings, SECONDED by Director Bumstead,
That the Solid Waste Committee Meeting Minutes of April 2, 2020 be adopted.

CARRIED.

REPORTS:

8.1 re: Contract
Award – South
Peace waste
hauling

It was noted that previous contracts for waste haulage were based on an hourly rate for the work completed. The previous contract costs ranged between \$322,217 and \$340,765 annually. Given the contracted rate, this varied by +/- 55 hours per year (approximately 1 hour per week). While this provided a stable cost year to year, monthly costs varied. This variation made it difficult to establish trends for the hours spent on scheduled pickup versus bulky material clean up and time spent at each site.

The new contracts for the South and North Peace, are based on fixed rate tipping fees for the scheduled waste hauls, and an hourly charge rate for any cleanup of illegally dumped materials. This provides a fixed baseline cost for providing the intended service, while the hourly rate costs indicate sites that are being abused beyond their intended use. With the fixed rate tipping fees implemented through the new contract, the fixed baseline for waste hauling and site cleanup will be \$248,176 annually.

In response to an inquiry the Committee was advised that staff continue to work on contract cost savings, collaborating with other jurisdictions for integration, i.e. use same contractor, to realize contract efficiencies and savings.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,
That the Solid Waste Committee recommends that the Regional Board award RFP 06-2020, "South Peace Rural Refuse Collection and Transfer Station Service", for waste hauling services to Green for Life Environmental (GFL) for a two (2) year term; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

8.2 re: Contract
Award – North
Peace waste
hauling

It was noted that previous contracts for the North Peace waste haulage were based on an hourly rate for the work completed. The previous contract costs ranged between \$91,442 and \$101,084 annually. Given the contracted rate, this varied by +/- 30 hours per year (approximately 1/2 hour per week). While this provided a stable budget year to year, monthly costs fluctuated which made it difficult to establish trends for the hours spent on scheduled pickup versus bulky material clean up and time spent at each site. Additionally, there was a second contract that serviced unmanned sites in the North Peace. The second contract included the supply of 3 - 6 yard bins at the Upper Cache site on a monthly rental, as well as tipping the bins once a week. With the fixed rate tipping fees implemented through the new contract as well as the addition of the Upper Cache site, the fixed baseline for waste hauling and site cleanup will be \$146,136 annually.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,
That the Solid Waste Committee recommends that the Regional Board award RFP 07-2020, "North Peace Rural Refuse Collection and Transfer Station Service", for waste hauling services to Green for Life Environmental (GFL) for a two (2) year term; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

8.3 re: software upgrade purchase The Regional District utilizes waste transaction software, known as Compuweigh Version 5.0. The software tracks different incoming waste materials as well as financial transactions. The software is beyond the end of its useful life and will no longer be supported in 2021.

MOVED by Director Zabinsky, SECONDED by Director Bumstead,
That the Solid Waste Committee recommends that the Regional Board authorize the purchase of landfill-transfer station software upgrade, known as "Compuweigh Version 6.0", for a one-time cost of \$232,276, excluding GST; further, that the Chair and Chief Administrative Officer be authorized to sign the purchase agreement on behalf of the PRRD.

CARRIED.

MOVED by Director Bumstead, SECONDED by Director Sperling,
That the Solid Waste Committee recommends to the Regional Board that a report outlining Information Technology (IT) cost allocations to the solid waste management function, including capital costs, be prepared for consideration by the Solid Waste Committee.

CARRIED.

NEW BUSINESS:

9.1 Spring Cleanup It was confirmed that Spring Clean Up campaign will proceed as scheduled from June 1 to 14, maintaining social distancing expectations to meet requirements of Provincial guidelines. Contractors are ensuring they meet orders issued by the Province. It was suggested that additional signage be undertaken.

9.2 UNBC update Committee members were advised that an update will be forthcoming on the University of Northern BC – Science Department research paper on global leading best practices for solid waste management, focusing on finding cost effective options to sustainably manage solid waste in the Regional District.

9.3 RSWMP Review To date the following components of the Regional Solid Waste Management Plan (RSWMP) have been reviewed by the Public and Technical Advisory Committee (PTAC) and the Regional Board, sitting as the Committee of the Whole:

November 2019	Current waste management system and gap analysis
January 2020	Waste Diversion
February 2020	Energy Recovery/residual management
March 2020	Other waste management services/system financing
April 2020	Preferred options to include in RSWMP

Next step is the Summary – Options for solid waste services and system financing for review by PTAC and COW. Public consultation will take place soon after.

Concerns expressed:

- Check boxes exercise better option, to encourage input from the Board. PTAC heavily weighted with municipal representatives.
- Curbside collection in rural areas, we all share costs, is it a reasonable idea?
- Plan needs to be flexible to enable the Regional District to adapt to new ideas/concepts

9.4 Mobile surveillance Discussion ensued with respect to time spent on hourly rates for cleanup of the PL6 unmanned stations. It was felt sites should be monitored for safety and diligence of operations. Is there an opportunity for mobile surveillance, taking into account hydro or WiFi is not available at these sites.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,
That the Solid Waste Committee recommends to the Regional Board that a report outlining options and costs for mobile surveillance at unmanned PL6 transfer stations absent Wi-Fi and hydro availability, for consideration by the Solid Waste Committee.

CARRIED.

Committee Report MOVED by Director Zabinsky, SECONDED by Director Bumstead,
That the recommendations from the Solid Waste Committee meeting of April 30, 2020 be
recommended to the Regional Board for approval.

CARRIED.

The Chair adjourned the meeting at 11:05 a.m.

Director Rose,
Chair – Solid Waste Committee

Suzanne Garrett,
Corporate Services Coordinator

**Chetwynd Communications Society
Minutes of Meeting
April 29, 2020**



Time: 9:40 AM

Place: Peace FM Station

Present: Lori Mickelson, Larry Houley, Dan Rose, Don Pinkston, Charlie Lasser, Ray Semenoff, Jackie Fowler

Don moved to receive minutes of January 27, 2020 Don second, carried.

Business from Minutes:

Larry has talked to the Mayor regarding someone to replace Clay from the Counsel.

Discussed fencing at Wabi, Larry will check into it and report back.

The building at Wabi is deteriorating. Don moved to repair the building at a cost of up to \$3000. Larry second.

Ray's Report:

Due to COVID-19 staff has been reduced and are working from home. No more than three people in the building simultaneously and open hours reduced.

Discussed Bingo Bursaries and dividing the money up to more than one person. The end of May is the deadline for applications. Ray will compile them and bring them forward for the final decision.

Bingo has been suspended due to Coronavirus, discussed how we could get it going again.

Two "Streaming" boxes installed. Streaming live on YouTube Live and Facebook Live, it has been very popular.

Province has revised the Gaming Regulations & Procedures; it appears little will change for us.

Hasler Flats site is switched off and a Change of Facilities has been filed.

Radio is running smoothly, several upgrades & repairs completed.

Local sales slow but National Ads tripled.

Many upgrades to the Radio Production.

Four new/updated TV cameras purchased. A new local Church Service program is televising and a current news program

Bookstore is now closed and the Library has been removing books from the space. Larry moved a deadline of the end of May to move or store the books, Dan second, carried.

Ray has not proceeded with any work on Hudson's Hope & Tumbler Ridge Transmitter sites and he is not certain they're financially viable.

Don has been helping with the renewal of Insurance for 4 Peaks and Directors. Directors Insurance is the only think that is low and will be raised when we are able.

Ray moved to receive his report, Larry second, carried.

Discussed general operation. New Business plan/mission statement is needed.

Don left the meeting and discussed Don as Controller for the Society. Larry moved to hire Don as Controller at \$40/hr. Dan second, carried.

Don returned and accepted the position.

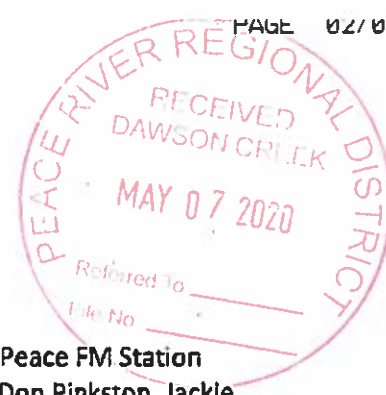
Larry thanked Ray for his efforts to coordinate how people work together, proactive.

Adjourned: 11:15 AM

Charlie Lasser
Chair

Jackie Fowler
Secretary/Treasurer

**Chetwynd Communications Society
Minutes of Meeting
January 27, 2020**



Time: 1:50 PM

Place: Peace FM Station

Present: Charlie Lasser, Lori Mickelson, Ray Semenov, Dan Rose, Larry Houley, Don Pinkston, Jackie Fowler

Reviewed Minutes of December 16, 2019. Larry moved to receive, Dan second, carried.

Business from minutes:

Discussed Clay

No fencing at Wabi yet.

Discussed bursaries for Bingo, Dan moved we will review policy in April, Larry second, carried.

Discussed removal of books in order to rent out office space in the 4 Peaks building. Dan will talk to the Library board to see if them could use them.

Ray's Report:

Application for CRTC licence for CHET-TV is in.

Bingo programs and card sales are running smoothly.

Barb & Ray will review bingo account proceeds and decide if another "Big" bingo is required in the next 4-6 weeks.

Discussed expanding Bingo sales to Fort St. John and other areas. We will not expand now. Tabled for now.

Radio operations progressing. New employees settling in, cross-training staff.

Updating of Music tracing/monitoring/scheduling software, Commercial/Ad tracking software and on-air (playback) software.

Canadian Broadcast Standards Council (CBSC) a regulatory body that specifies and enforces the content of broadcasts in Canada. They enforce broadcast standards/codes. The cost for both Radio & TV to join would be \$2972 per year. Ray will report on the advantage and disadvantages of joining.

Insurance is due on February 5, 2020, Ray and Don will investigate.

Proposed Budget for 2020 in the works.

Discussed staff. Our new Sales Lady, Lorretta Smiley is going strong, quickly learning the ropes.

Ray is working on Policies & Procedures manual.

Larry moved to receive Ray's report, Lori second, carried.

Financial:

Jackie moved to receive the Financial Statements for December, 2019, Larry second, carried.

Don has combined Peace FM and CCS from the Trial Balance. He can go back 6 years and adjust carry forward amounts to work more efficiently.

Barb alone can do the accounts receivable, Jackie Payroll and Accounts Payable.

Dan moved as recommended by the CRA networking of accounting system assignment of duties for posting, Larry second, carried.

Adjourned: 3:20 PM

**Charlie Lasser
Chair**

**Jackie Fowler
Secretary/Treasurer**



North Peace
AIRPORT SOCIETY

Notice of AGM
May 14, 2020

Peace River Regional District ('PRRD') Board
1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Dear Chair Sperling and the PRRD Board,

This letter serves as a notice of the Annual General Meeting for the North Peace Airport Society taking place on June 8th, 2020 virtually. The PRRD Board's Member Representative (Director Karen Goodings) has indicated she will be present to represent the interests of the District.

Please feel free to reach out to me with any questions.

Thank you.

Regards,

Miranda V. Flury
Director of Strategy, Capital, and Planning
flurym@yxjairport.com
778-256-9117



THE PREMIER
Halifax, Nova Scotia

May 13, 2020

Mr. Brad Sperling
Chair, Peace River Regional District
PO Box 810
Dawson Creek, BC V1G 4H8

Via email: Brenda.Deliman@prrd.bc.ca

Dear Mr. Sperling:

Thank you for your kind letter of condolence. I am touched by the outpouring of concern and support in the wake of this senseless act of violence. The enormity of grief and heartache Nova Scotia is experiencing is further complicated by the COVID-19 crisis. For Nova Scotians, that means we cannot gather in our usual ways to mourn and comfort each other. That is why your words of sympathy and caring mean so much at this difficult time.

Although Nova Scotia is a place of great peace and beauty, at this moment, it is also a place of sadness and pain. Thoughtful words from friends such as you, can help us to find a way forward to heal.

With great appreciation,

A handwritten signature in blue ink that reads "Stephen McNeil".

Honourable Stephen McNeil, M.L.A.
Premier of Nova Scotia



PEACE RIVER REGIONAL DISTRICT

April 29, 2020

Email: Premier@NovaScotia.ca

The Honourable Stephen McNeil
Premier of Nova Scotia
PO Box 726
Halifax, NS
B3J 2T3

Dear Premier,

On behalf of the Peace River Regional District Board, I would like to express our deepest sympathies and condolences to you and the individuals, families and communities impacted by the recent tragic events in Nova Scotia.

The aftermath extends across the entire country, which stands firmly with Nova Scotians in honouring the fallen and supporting those left behind. Our thoughts are with the people of Nova Scotia, we join you and share in your grief in these difficult times.

Yours Truly,

Brad Sperling
Chair

cc: Nova Scotia Federation of Municipalities - Email: info@nsfm.ca

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) 785-1121 Email: prrd.fsj@prrd.bc.ca



May 13, 2020

Ref.: 110895

xRef: 108426

Mr. Bob Zimmer
Member of Parliament
Prince George-Peace River-Northern Rockies

Email: Bob.Zimmer@parl.gc.ca

cc: prrd.dc@prrd.bc.ca

Dear MP Zimmer:

Thank you for your April 24, 2020 follow up letter regarding the timeframe for the reopening of Deasan Holdings Ltd.'s gravel mine in the Peace region.

I can assure you that the Ministry of Energy, Mines and Petroleum Resources inspectors and senior geotechnical specialists are working diligently to review and process the Deasan application to resume mining. This process includes an in-depth review of the geotechnical assessment information provided by Deasan in support of the application.

The Ministry understands the importance of resuming mining for Deasan, and we will continue to work with them toward that objective. The landslide that occurred above the community of Old Fort is an extraordinary occurrence. All necessary precautions must be taken to address any risks involved in the resumption of mining.

I will keep you up to date as work on this issue progresses.

Thank you, again, for writing.

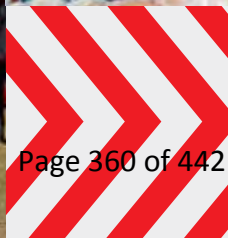
Sincerely,

Bruce Ralston
Minister

100
CN

Proud to Be Your Neighbour

CN IN YOUR COMMUNITY – 2020



To celebrate our 100th birthday, CN created a travelling exhibit for our extended family and friends to look back on the miles we have covered together and imagine what lies ahead. Quebec City, QC



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Proud to Be Your Neighbour



Dear neighbours,

For the past 100 years, the employees and retirees of CN have been proud to be good neighbours in thousands of cities, towns and Aboriginal communities across our entire North American network. The CN spirit of giving back to local communities has long been a hallmark of our Company's history. Whether it was creating North America's first radio network in the 1920s or providing education and medical services in remote regions in the 1940s and '50s, CN has always been there to help.

Today, we continue this tradition by contributing millions of dollars each year to children's hospitals, universities, youth organizations, environmental action groups and hundreds of other community partners. We empower our employees, retirees and their families to engage in CN-sponsored community events. We also encourage them to support the causes they hold most dear through our *Railroaders in the Community* grant program. And, to celebrate 100 years on the move, we have created *CN in Your Community Day*, giving CN employees time off work to volunteer in their communities every year on June 6, CN's birthday.

We do all this to help create lasting social change. Why? Because CN is more than a mover of the North American economy and enabler of global trade. We are also a corporate citizen that strongly believes in making a difference in local communities. CN marries its essential contribution to economic prosperity and job creation with creating positive social and environmental change for the well-being of everyone. This is an intrinsic part of CN's culture.

But first and foremost, as always, the safety of our employees and communities remains the core value of our Company. That's why we continue to provide information and training to first responders and civic leaders across our network about dangerous goods traffic. Our CN Police Service officers encourage rail safety through proactive education and enforcement initiatives like *Rail Safety Week* and *All Aboard for Safety*.

Together with our employees and retirees, we are committed to fostering safe and sustainable communities wherever we do business. In our next century, we will continue to conduct our business in ways that always earn your trust.

Thank you for being an important part of our extraordinary journey.



A handwritten signature in blue ink that reads 'JJ Ruest'.

JJ Ruest
President and Chief Executive Officer



A handwritten signature in blue ink that reads 'Sean'.

Sean Finn
Executive Vice-President Corporate Services
and Chief Legal Officer

Listening to You

PUBLIC AND GOVERNMENT AFFAIRS

CN's Public and Government Affairs staff play an integral role in keeping CN connected to regional issues and ensuring we participate in impactful community partnership programs that align with local needs and create real benefits. Our main purpose is to grow and support CN's people, business and reputation.



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CN PUBLIC INQUIRY LINE

CN is committed to maintaining a positive and proactive approach in the communities where we operate. To keep the lines of communication open and deliver accurate, consistent information to the public, our inquiry line personnel respond to the questions or issues that matter most to you.



JULIEN BÉDARD
CN Community
Relations Officer



MICHELLE HANNAN
CN Community
Relations Officer



NADIA MASTROPASQUA
CN Community
Relations Officer



SILA UNVER
CN Community
Relations Officer



Edmonton, AB

CN Public Inquiry Line

8 a.m. to 6 p.m. ET, Monday to Friday

Toll-free: 1.888.888.5909

Email: contact@cn.ca

CN Railroader in the Community **Wonda Warren** helps young lacrosse players enjoy Canada's national summer sport in Chilliwack, BC.
Photo by Stuart McCall/Alpha Presse



Stronger Together

GIVING BACK, CONTINUOUSLY

For CN, giving back is not a slogan – it's our way of doing business; the only way. And, as this 2020 *CN in Your Community – Proud to Be Your Neighbour* report illustrates, it's also a way of being, a spirit of caring, that is shared by everyone at CN, from our officers and directors to our employees and retirees. Through our efforts, we touch the lives of people in hundreds of communities across North America.

Making a difference in the communities CN passes through is dear to us and intrinsically linked to our culture. To this end, CN employees and retirees pull together for social, environmental and economic progress, all while constantly working to improve safety, our top priority. Contributing to making our neighbours stronger is a means to making CN stronger too.

CN Stronger Communities Fund

To fuel our actions and those of our community partners, CN has created the CN Stronger Communities Fund, which embodies our commitment to help build safer, stronger, more sustainable and prosperous communities.

At CN, "stronger together" becomes a reality through concrete actions in six core areas, each corresponding to a section of this document:

- Safety
- Sustainable Development
- Diversity
- Innovation
- Civic Engagement
- *CN Railroaders in the Community*

Together, we strive to make the communities in which we operate better places to live, work and play.



For over 10 years, CN has been the title sponsor for the Children's Hospital of Eastern Ontario's largest annual fundraiser in support of kids with cancer. CN Police officers took advantage of the opportunity to talk to participants about rail safety.

CN STRONGER Communities Fund

Please visit our website at
cn.ca/community for more information
on our eligibility requirements and
community investment areas of focus.

**"Giving back is a way of being,
a spirit of caring, that is shared
by everyone at CN."**

Carolyn Cokley (left), Director of Customer Programs for the Rail Passengers Association, speaks with CN Police Officer Donald Pischel before a press conference outside the Amtrak station in East Lansing, MI, promoting rail safety, part of CN's 2019 Rail Safety Week. Photo by Jim West/Alpha Presse



Safer Communities

Safety is a core value at CN. Absolutely nothing is more important to us than running a safe railroad, because a safe day is the only acceptable kind of day at CN. Our goal is to be the safest railroad in North America by establishing an unwavering safety culture and safeguarding our neighbouring communities. To do so, we reach out to hundreds of communities along our network every year. We regularly share information on crossing safety, corridor risk assessments, proximity guidelines, dangerous goods traffic and emergency response training with municipal officials and local emergency responders.

ENHANCING EMERGENCY RESPONSE

Every year, CN takes steps to enhance its emergency preparedness and system protection, with a strong focus on safety, regulatory compliance and effective emergency response. Our 13 dangerous goods officers, located at major terminals across our network, are equipped with tools and resources to provide 24/7 emergency response and hazmat expertise to company personnel and local first responders during an emergency. The team also delivers *Railroad Emergency Response* courses and other training, including several events at the Security and Emergency Response Training Center in Pueblo, CO, like a *Tank Car Specialist* training course for firefighters from across North America and a course for emergency response contractors, both one week long.

An important component of CN's work is supporting TransCAER® (Transportation Community Awareness and Emergency Response), an outreach effort to train community emergency personnel situated near rail lines where dangerous goods are transported. In 2019, CN participated in over 360 TransCAER events, bringing critical training to over 6,000 participants. Since 1988, CN has participated in nearly 5,400 TransCAER events, reaching close to 115,000 first responders. We also earned the prestigious TransCAER National Achievement Award from the American Chemistry Council for the 10th consecutive year.



CN's training tank car serves as a classroom during hundreds of TransCAER dangerous goods training events around North America each year. This event took place in Prince Rupert, BC.

CN is also proud to support firefighter training through Emergency Response Assistance Canada, a not-for-profit emergency preparedness and response organization. In doing so, CN has provided training to over 32,000 responders in Canada and the U.S. in the last five years alone.

For more information on dangerous goods emergency response training and resources, visit cn.ca/en/safety/municipalities/first-responders-resources/.

ASSESSING RISK

CN performs risk assessments on all Key Routes, which are determined by the volume of dangerous goods transported along the corridors. Several risk factors are considered, including the proximity of communities along its rights-of-way, environmentally sensitive areas and emergency response capabilities. CN has reached out to Canadian municipalities along these Key Routes and will incorporate input from them as part of our risk assessments. Communities can submit their input for consideration in the Key Route Risk Assessments to keyroutes@cn.ca.



CN leading hazmat training in Detroit, MI.

"The cities, towns and Aboriginal communities we serve are powerful allies in promoting rail safety."

SHARING INFORMATION

CN works with Transport Canada and the Federation of Canadian Municipalities to provide more detailed historical dangerous goods information to emergency response agencies that register through Transport Canada. Registered communities also receive an annual report that provides information on the type of dangerous goods moving through a jurisdiction, which can be shared with the public. As well, CN publishes information about the dangerous goods moving on its network through each province on cn.ca/en/safety/municipalities/moving-dangerous-goods.

CN also supports more effective emergency response with technology-based information. The AskRail™ mobile app lets emergency responders determine the contents of any railcar through a simple search, which helps them make better informed decisions about how to respond to a rail emergency. The app has been downloaded by nearly 3,700 emergency responders, such as firefighters and police officers, across CN's North American network.

SHARING RESPONSIBILITY

The cities, towns and Aboriginal communities we serve are powerful allies in promoting rail safety in their communities. By looking out for each other and working together, CN employees, retirees, stakeholders and communities focus year-round on preventing fatalities and injuries on or near railroad property.

In keeping with our shared responsibility, CN is working diligently with communities and road authorities to increase the safety of grade crossings in Canada, meeting Transport Canada's Grade Crossing Regulations and Standards in doing so. These standards are mandatory engineering requirements for crossing surfaces, road geometry, sightlines, warning systems and other elements that improve safety at crossings. All crossings must meet the new Regulations and Standards by 2021. For more information from Transport Canada visit: tc.gc.ca/en/services/rail/grade-crossings.html.

CN POLICE WORKING TO KEEP YOU SAFE

It is with great pride and dedication that the members of the CN Police Service work 24/7 to help keep every community on our network safe. Our officers are committed to protecting people and property, as well as encouraging safe behaviours and attitudes towards rail safety. Activities include conducting enforcement initiatives with external agencies at locations prone to incidents

and delivering safety presentations to high-risk groups such as young drivers and bus drivers. Our teams also continue to engage federal, provincial and state officials in identifying and eliminating crossing and trespassing hazards.

CN's risk mitigation officers are strategically positioned throughout our U.S. network to engage with community stakeholders and promote educational activities to help raise awareness and ensure safety.



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and Chief of Police
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CN Police Constable **Dean Solowan** speaks to young people about rail safety at a CN100—A Moving Celebration event in Edmonton, AB.

REMAINING VIGILANT AROUND RAIL

Trains move faster than you may perceive and take more time to slow down than you may think.

Trespassing

All train tracks are private property. It is illegal and dangerous to cross tracks anywhere except at designated crossing areas. Offenders can not only get fined, they can also lose their lives in the process.

Driving

A train hitting a car is the equivalent in effect as a car hitting a soft drink can! If you ever get stuck at a crossing, exit your car immediately and call the emergency number located at the crossing.

Photography and Filming

As a general practice, photography and filming on railway property is dangerous and illegal, and therefore prohibited. A picture might be worth 1,000 words, but no snapshot is worth your life!



1,011

Average trespassing accidents in North America every year



2,311

Average crossing accidents in North America every year



Photography and filming on railway property is prohibited



OPERATION LIFESAVER



OPERATION LIFESAVER®

For more tips and information, visit Operation Lifesaver.

Canada: operationlifesaver.ca

U.S.: oli.org

**CN Police Service
24/7 emergency line**

1.800.465.9239



State senators **Wayne Schmidt**, **Curtis Hertel Jr.**, and **Marshall Bullock** sign the Rail Safety Pledge in front of the Michigan Legislature in Lansing.



Quebec Premier **François Legault** and CN CEO **JJ Ruest** sign the Rail Safety Pledge.

Photo by Emilie Nadeau

RAIL SAFETY WEEK

Safety always comes first at CN and Rail Safety Week is a great opportunity to reinforce this core value. During the 2019 campaign, CN Police officers and other employees, in partnership with Operation Lifesaver®, conducted over 250 safety initiatives and community events at

schools, community centres, railway stations and level crossings in Canada and the United States. CN employees shared information about the importance of safety at crossings and of the deadly risks of trespassing on railway property.

"Safety always comes first at CN and Rail Safety Week is a great opportunity to reinforce this core value."



CN Police travelled to the Aboriginal community of Mashteuiatsh in northern Quebec to help moderate a workshop on rail and road safety. Participants signed the Rail Safety Pledge. Left to right: **Guillaume Maltais**, Quebec Provincial Police, **Mélanie Boivin**, Director General of the Friendship Centre, **André LeBreux**, CN Police, and **Jonathan Boivin**, Mashteuiatsh Police.

COMMUNITIES SUPPORTING RAIL SAFETY WEEK

The following 542 communities from across North America signed resolutions or proclamations in 2019 supporting Rail Safety Week:



CN Police regularly engage with communities on safety. Here, CN Police Officer **Rose-Marie Ritchie** hands out safety information to a motorist at a level crossing in Oshawa, ON.

CANADA

Alberta

Athabasca County
Barrhead
Beaver County
Big Lakes
Calgary
Camrose
Camrose County
Edmonton
Edson
Fort Saskatchewan
Grande Cache
Grande Prairie
Hinton
Jasper
Lac la Biche County
Lacombe County
Leduc County
Lloydminster
Mayerthorpe
Minburn County
Morinville
Parkland County
Peace River
Red Deer
Red Deer County
Rocky View County
Ryley
St. Albert
Sexsmith
Slave Lake
Smoky River
Spruce Grove
Stony Plain

Strathcona County
Sturgeon County
Three Hills
Tofield
Trochu
Vegreville
Vermilion
Vermilion River County
Viking
Wainwright
Westlock
Westlock County
Whitecourt
Wood Buffalo
Yellowhead County

British Columbia

Abbotsford
Ashcroft
Barriere
Burnaby
Burns Lake
Chetwynd
Chilliwack
Clearwater
Dawson Creek
Delta
Fort St. James
Fort St. John
Fraser-Fort George
Hope
Kamloops
Kanaka Bar Indian Band
Kitimat
Kitsumkalum Indian Band
Langley

Lillooet
New Westminster
North Vancouver (City of)
North Vancouver (District of)
Pemberton
Prince George
Prince Rupert
Saik'uz First Nation
Smithers
Squamish
Squamish-Lillooet
Surrey
Terrace
Vancouver
Whistler
Woodpecker-Hixon

Manitoba

Brandon
Cartier
Dauphin
Gilbert Plains
Grandview
Kelsey
La Broquerie
Morris
Portage la Prairie (City of)
Portage la Prairie (Rural Municipality of)
Prairie View
Ritchot (St. Adolphe)
Riverdale
Roblin
Ste. Anne (Rural Municipality of)
Ste. Anne (Town of)
Springfield
Swan River
Swan Valley West
Taché
The Pas
Westlake-Gladstone
Whitehead
Winnipeg

New Brunswick

Bathurst
Belledune
Edmundston
Hampton
Moncton
Quispamsis
Rothesay
Saint John
Salisbury
Sussex

Nova Scotia

Halifax
Truro
Ontario
Ajax
Alnwick/Haldimand Township
Belleville
Blandford-Blenheim Township
Bracebridge
Brampton
Brantford
Brant County
Brighton

Brockville
Burlington
Clarington
Cobourg
Cornwall
Cramahe
East Gwillimbury
Edwardsburgh/Cardinal Township
Elizabethtown-Kitley
Fort Erie
Fort Frances
Georgina
Gravenhurst
Greater Napanee
Greater Sudbury
Grimsby
Halton Hills
Hamilton
Huntsville
Ingersoll
Kenora
Kingston
Leeds and the Thousand Islands Township
Lincoln
London
Loyalist Township
Markham
Middlesex Centre
Milton
Mississauga
Mohawks of the Bay of Quinte
Muskoka Lakes Township
Niagara Falls
Nipissing First Nation
North Bay
Northumberland County
Oshawa
Parry Sound
Pickering
Plympton-Wyoming
Port Colborne
Port Hope
Quinte West
Ramara
Richmond Hill
St. Catharines
Sarnia
Sault Ste. Marie
Severn Township
Sioux Lookout
South Dundas
South Glengarry Township
South Stormont Township
South West Oxford Township
Strathroy-Caradoc
Tecumseh
Thames Centre Township
Thorold
Thunder Bay
Toronto
Vaughan
Welland
Whitby
Whitchurch-Stouffville
Windsor
Woodstock

Quebec

Baie-des-Sables
Bécancour
Belœil
Boisbriand
Boucherville
Brossard
Cacouna
Candiac
Cap-Saint-Ignace
Carignan
Causapscal
Chambly
Chambord
Charlemagne
Contrecoeur
Coteau-du-Lac
Crabtree
Delson
Des Cèdres
Des Coteaux
Dolbeau-Mistassini
Dorval
Drummondville
Grand-Métis
Hébertville
Hébertville-Station
Joliette
Kirkland
Lac-au-Saumon
Lachine (Montreal)
La Pocatière
La Prairie
La Présentation
La Sarre
L'Assomption
Le Sud-Ouest (Montreal)
Lévis
Limoulu (Quebec City)
L'Islet
L'Isle-Verte
Longueuil
Marieville
Matane
Matapédia
McMasterville
Mercier-Hochelaga-Maisonnette (Montreal)
Métabetchouan-Lac-à-la-Croix
Métis-sur-Mer
Mont-Joli
Montmagny
Montreal
Montréal-Est
Montreal West
Mont-Saint-Hilaire
Normandin
Notre-Dame-du-Bon-Conseil
Otterburn Park
Pincourt
Pohénégamook
Pointe-Claire
Quebec City
Repentigny
Richelieu
Rimouski
Rivière-Beue
Rivière-du-Loup

Rivière-Ouelle
Roberval
Saint-Alexandre-de-Kamouraska
Saint-André-de-Kamouraska
Saint-Apollinaire
Saint-Basile-le-Grand
Saint-Blaise-sur-Richelieu
Saint-Bruno
Saint-Bruno-de-Montarville
Saint-Félicien
Saint-Hyacinthe
Saint-Jean-Port-Joli
Saint-Jean-sur-Richelieu
Saint-Joseph-de-Kamouraska
Saint-Lambert
Saint-Pacôme
Saint-Pascal
Saint-Prime
Saint-Tite
Sainte-Anne-de-Bellevue
Sainte-Hélène
Sainte-Hélène-de-Bagot
Sainte-Marie-Salomé
Salaberry-de-Valleyfield
Senneterre
Shawinigan
Sorel-Tracy
Terrasse-Vaudreuil
Trois-Pistoles
Val-Brillant
Varennes
Vaudreuil-Dorion
Vaudreuil-Soulanges
Verchères

Saskatchewan

Canora
Corman Park
Flett's Springs
Humboldt (City of)
Humboldt (Rural Municipality of)
Ituna
Ituna Bon Accord
Kindersley
Melfort
Melville
North Battleford
Regina
Saskatoon
Wadena
Warman
Yorkton

UNITED STATES

Alabama

Mobile

Illinois

Anna
Antioch
Barrington
Barrington Hills
Bartlett
Berwyn
Broadview
Buffalo Grove
Carbondale
Carol Stream
Centralia

Champaign
Chicago
Chicago Heights
Cicero
Crest Hill
Decatur
Des Plaines
Du Quoin
East Hazel Crest
Effingham
Elgin
Elmhurst
Flossmoor
Ford Heights
Frankfort
Franklin Park
Freeport
Grayslake
Hanover Park
Harvey
Hawthorn Woods
Hazel Crest
Hoffman Estates
Homewood
Joliet
Justice
Kankakee
Kinmundy
Lake Villa
Lake Zurich
Lombard
Long Grove
Lynwood
Manteno
Matteson
Mattoon
Mokena
Mt. Prospect
Mundelein
Naperville
New Lenox
North Riverside
Park Forest
Plainfield
Richton Park
Riverdale Springfield
River Forest
Rockford
Sauk
Schiller Park
Storm Lake
Summit
Tamaroa
Tolono
University Park
Urbana
Vernon Hills
Villa Park
Wamac
Warrenville
Washington
Wayne
Waukegan
West Chicago
Wheeling
Willow Springs

Indiana

Dyer
East Chicago

Gary
Griffith
Highland
Mishawaka
Munster
Schererville
South Bend
Valparaiso

Iowa

Ackley
Cedar Falls
Cherokee
Dubuque
Evansdale
Fort Dodge
Independence
Jesup
Manchester
Waterloo
Webster City

Kentucky

Fulton
Irvington
Paducah

Louisiana

Amite City
Baton Rouge
Bogalusa
Denham Springs
Destrahan
Geismar
Gramercy
Hammond
Harahan
Independence
Kenner
Kentwood
Livingston
Lutcher
New Orleans
Ponchatoula
Roseland
St. James Parish
St. John the Baptist Parish
Tangipahoa
Tickfaw
Walker

Michigan

Battle Creek
Capac
Charlotte
Clinton Township
Dearborn
Detroit
Durand
East Lansing
Escanaba
Ferndale
Flat Rock
Flint
Fraser
Hamtramck
Holly
Lansing
Lapeer
Michigan State
Governor's Office
Monroe



At a Rail Safety Week event, CN Police Special Agent **Brad Wetzel** engages with visitors at the Memphis Zoo in Tennessee.

Pontiac
Port Huron
Richmond
River Rouge
Royal Oak
Trenton
Warren
Woodhaven
Wyandotte
Minnesota
Aurora
Baudette
Duluth
International Falls
Koochiching County
Proctor
Ranier
St. Louis County
Two Harbors
Virginia
Warroad

Mississippi

Brookhaven
Florence
Greenwood
Hattiesburg
Hinds County
Jackson
Madison
Marks
McComb
New Augusta
Richland
Ridgeland
Yazoo

Ohio

Conneaut
Toledo

Pennsylvania

Butler

Tennessee

Atoka
Brighton
Covington
Dyersburg
Memphis
Millington
Shelby County
South Fulton
Union City

Wisconsin

Appleton
Ashland
Auburndale

Barron
Blair
Burlington
Cameron
Cedarburg
Chippewa Falls
Combined Locks
De Pere
Fond du Lac
Germantown
Glendale
Grafton
Green Bay
Greenville
Junction City
Ladysmith
Little Chute
Manitowoc
Marinette
Marshfield
Menomonee Falls
Mequon
Milwaukee
Mukwonago
Neenah
New Lisbon
North Fond du Lac
Oconto
Pewaukee
Rhineland
Rice Lake
Saukville
Silver Lake
Slinger
Spencer
Superior
Sussex Stevens Point
Waukesha
Wausau
West Bend
Weyerhaeuser
Wisconsin Rapids



CN worked with the Kitsumkalum First Nation and local first responders on a two-day exercise that responded to a mock derailment off the CN railway bridge near Terrace, BC.

Photo by Lonnie Wishart

PARTNERING WITH COMMUNITIES

All Aboard for Safety

At CN, safety is a core value. It's also what *All Aboard for Safety*, our flagship community education program, is all about. Every year, CN employees make hundreds of presentations and talk to thousands of children and adults at schools and community events in Canada and the U.S. about the importance of safety and the dangers of walking or playing on or near railway tracks.

Little Obie

Little Obie is a scale model of a CN locomotive, with a flatcar and caboose that children and adults can ride. The brainchild of former employee Paul Rose, *Little Obie* helps educate kids about the dangers of playing near railroad tracks — in a fun and informative way. *Little Obie* was named after Donald R. Obie Bryant, Safety Director at Johnson Yard in Memphis.

Canadian Agricultural Safety Association

CN and Canadian farmers share a common commitment to safety. Maintaining a constant focus on safety is essential when working with heavy machinery, which is part of daily life on both farm and railway. CN is proud to support CASA's Canadian Agricultural Safety Week and BeGrainSafe campaigns since 2017.

Kitsumkalum First Nation

CN undertakes annual emergency response exercises that engage fire and rescue personnel from local towns and First Nations in communities all along our network. One example is this year's two-day exercise that took place on September 10–11 near Terrace in the B.C. interior east of Prince Rupert. The command post and staging area were on the traditional lands of the Kitsumkalum First Nation. Day One involved a tabletop exercise during which all aspects of CN's emergency response plan were thoroughly reviewed. On Day Two, a full-scale on-water response deployment drill took place on the fast-flowing Skeena River.



CN's "Little Obie" helped kick off the CN-sponsored Memphis In May World Cargo Crate Program by delivering the first cargo crate to students at St. Francis of Assisi Elementary School in Cordova, TN. In addition to the formal delivery event, students enjoyed rides aboard "Little Obie" and listened to a rail safety presentation led by CN Special Agent **Steven Solomon**. For more information on CN World Cargo Crate, please visit www.memphisinmay.org/honored-country/for-educators/world-cargo-crate/

A 2019 Rail Safety Week participant signs the Rail Safety Pledge.
Amite, LA
Photo by Scott Saltzman/Alpha Presse



#RailSafety

**X
MEANS
TRAIN
CROSSING**

**CHANGE YOUR
TRAIN OF THOUGHT**

Please, be safer around trains.

I pledge to be safe around crossings and
railroad property. I promise to set the right
example and to report any unsafe
situation near the railroad to CN Police at
1-800-465-9239

SIGN HERE!



**OPERATION
LIFESAVER®**

CN reused hundreds of old concrete rail ties to enhance the local marine habitat off the coast of Prince Rupert, BC, by creating an artificial reef. **Mike Linder**, CN Environment Specialist, oversaw the project.



Environmentally Responsible

A sustainable mode of transportation, rail is one of the most environmentally friendly ways to move goods. In fact, rail is four to five times more fuel efficient than trucks. Each year, our customers avoid emitting eight million tonnes of CO₂ by shipping with rail instead of truck.

PROTECTING THE ENVIRONMENT

CN's goal is to conduct our operations with minimal environmental impact while providing cleaner, more sustainable transportation services to our customers. We accomplish this by:

- Running the most carbon-efficient North American railroad, consuming about 15% less fuel per gross ton mile than the industry average. We have improved our fuel efficiency by 39% over the last 25 years, and we have set a science-based target to further reduce our GHG emissions by 29% by 2030 (vs. 2015).
- Engaging our employees and suppliers on waste management at all our facilities. Each year, we divert approximately 90% of our waste from landfills through our reduce-reuse-recycle programs.
- Protecting biodiversity and managing the land in the various habitats through which our network passes, including national parks, forests, prairies and wetlands.



One of the thousands of trees planted by CN and Tree Canada in 2019.



CN minimizes waste with bulk purchasing. **Mike Singelyn**, Senior Manager Materials and Facilities, Southern Region, works with vendors to supply track maintenance materials with less packaging.

PARTNERING WITH COMMUNITIES

CN supports and invests in national and community-based organizations that protect the natural environment, including:

Tree Canada

CN and Tree Canada work to bolster Canada's urban forests and inspire people to participate in, and advocate for, community greening. In 2019, CN donated \$1.9 million to Tree Canada for tree plantings and CN100 Legacy Forests.

America in Bloom

CN works with America in Bloom to promote beautification in the communities we serve through education and community involvement by encouraging the use of flowers, plants, trees and other environmental and lifestyle enhancements.

National Forest Week

Since 2012, CN and our partners in Canada and U.S. have planted over two million trees, making CN one of the leading private non-forestry tree planters in Canada.

Wanuskewin Heritage Park

Wanuskewin works to advance the understanding and appreciation of the evolving cultures of the Northern Plains indigenous peoples. CN's donation will help expand the Interpretive Centre, gallery spaces and meeting rooms, as well as help establish a bison herd as a new outdoor experience.

Green Economy Canada

Green Economy Canada is working to make the low-carbon economy a reality in communities across Canada by working with businesses and organizations of all sizes on a cultural shift towards efficiency and emissions reductions. CN sponsored their premier annual event, Connect 2019, which brought together over 200 sustainability leaders.

Shelby Farms Park

Shelby Farms Park is a 4,500-acre green space in Memphis, TN. CN sponsored their Earth Day celebrations.

LIVING OUR ENVIRONMENTAL VALUES

EcoConnexions®

We are committed to advancing the circular economy in all aspects of our operations. CN's EcoConnexions® programs are our main platforms to engage our employees, customers and suppliers to help us make a difference and achieve our goals of reducing emissions, conserving resources and increasing biodiversity.



Employee Engagement

CN's EcoConnexions Employee Engagement program focuses on embedding environmental sustainability into our corporate culture through targeted initiatives to reduce energy consumption, minimize waste and improve housekeeping practices at our yards and offices. Since 2011, we have reduced energy consumption by 33% and saved 86,000 metric tonnes of carbon at key yards and facilities, diverted over 200,000 tons of operational waste from landfill, and completed over 1,500 projects to improve housekeeping and create cleaner, more efficient and safer workplaces.



In 2019, CN started to phase out single-use plastic water bottles.



CN and America in Bloom contributed to the City of West Chicago's tree-planting program during Blooming Fest. Shown are Mayor **Ruben Pineda** (grey shirt) and city councillors.

From the Ground Up

In 2012, CN expanded EcoConnexions with our *From the Ground Up* program, which provides grants to promote the greening of communities and First Nations situated along our rail lines. Working together with our partners, Tree Canada and America in Bloom, we have assisted 268 community groups to establish green spaces. CN's programs also include tree-planting and mass reforestation projects.

For 2019, to celebrate CN's 100th anniversary and in conjunction with our travelling *CN100—A Moving Celebration* tour, CN and Tree Canada partnered to plant a Legacy Forest in each of the following cities, each consisting of 100 mature trees. Additional Legacy Forests will be planted in other cities in 2020.

- | | |
|--------------------|----------------|
| Calgary, AB | Regina, SK |
| Charlottetown, PEI | Sackville, NB |
| Edmonton, AB | St. John's, NL |
| Halifax, NS | Vancouver, BC |
| Humboldt, SK | Winnipeg, MB |
| Quebec City, QC | |



CN employees and Tree Canada volunteers planted many trees during National Tree Day on September 23, 2019.



"CN EcoConnexions Partner" recognition ceremony in Everett Crowley Park, Vancouver, BC.

Photo by Stuart McCall/Alpha Presse

Partnership

In 2014, *EcoConnexions* was further expanded to recognize our customers and supply chain partners for their efforts to reduce their carbon emissions, increase energy efficiency and drive sustainable business practices. In 2019, in collaboration with Tree Canada and America in Bloom, CN planted 120,000 trees to recognize 45 customers and supply chain partners in Canada and the United States:

Alcoa Corporation
Atlantic Container Line
BASF Canada
Bonduelle Canada
Bunge North America
Canfor
Cargill Inc.
Cascades
Cenovus Energy Inc.
CMA CGM (America) LLC

COSCO Shipping Lines (North America)
Domtar Corporation
E. I. du Pont de Nemours and Company
Fairmount Santrol
Ford Motor Company
GCT Canada LP
Hapag-Lloyd America
Honda Canada Inc.
HUB Group
Kruger Products LP
Labatt Breweries of Canada
Loblaws Inc.
Louisiana Pacific Corporation
Maersk Line
Mondelēz International
Montreal Port Authority
MSC (Canada) Inc.
Nissan North America
OOCL USA

PepsiCo Canada
Port of Saint John
Prince Rupert Port Authority
Resolute Forest Products Canada
Suncor
Teck Coal
Tenaris Global Services USA
UPS
Vancouver Fraser Port Authority
Verso Corporation
Viterra
Vopak
Walmart Canada
West Fraser Timber Co.
Weyerhaeuser
Yang Ming

In honour of National Indigenous Peoples Day, CN employees in Montreal, QC, were treated to traditional dishes, music and dance. CN IT analysts **Robin Chacko Thekerera** (left) and **Jasneet Singh Randhawa** (right) enjoyed the performance of Aboriginal artists **Lindsay Visitor** and **Alan Harrington**.



Diversity Is Strength



Having a workforce with unique talents that reflects the diversity of the customers we serve and communities in which we operate is a key contributor to CN's success. We extend our philosophy of inclusion, diversity and tolerance to many other facets of our business through our support of organizations that promote the advancement of women, Aboriginal communities and other groups.

STRENGTHENING OUR TIES WITH ABORIGINAL COMMUNITIES

Operating within or adjacent to nearly 200 reserves of 110 First Nations and Métis peoples, CN is in daily contact with Aboriginal communities from coast to coast to coast. We strive to strengthen our ties, cultivate economic opportunities and be a leader among our industry peers.



Aboriginal Vision

CN formalized its commitment to Canada's Aboriginal peoples in 2013 by adopting its Aboriginal Vision, which is to:

- Develop respectful and mutually beneficial relationships with all Aboriginal peoples, while ensuring service to our customers.
- Be recognized by key stakeholders, including customers and governments, as having a sound approach to engaging with Aboriginal communities and having a respectful and sustainable relationship with Aboriginal peoples across the CN network.

Cultural Awareness Training

Our *Cultural Awareness Training* program, developed in 2014 with Aboriginal consulting firm AMIK and converted to an eLearning format in early 2017, enlightens employees on Aboriginal history, culture and developing relationships with Aboriginal communities for mutual success. Since 2019, the training is now mandatory for all CN management employees working in Canada. To date, more than 8,200 employees and managers have taken the training, which is now being offered to CN customers as well.

Milton Logistics Hub

CN involved Aboriginal groups in an effort to encourage a deep understanding of the proposed project and evaluate its effects on their communities. CN assessed the archaeological and heritage impacts of the project and developed a mitigation plan with the assistance, input and engagement of Aboriginal communities. CN is committed to a follow-up program and ongoing engagement.



The Poundmaker Drum Group performed for CN employees in Edmonton, AB, on National Indigenous Peoples Day.

National Indigenous Hiring Week

CN was proud to partner with AMIK to support National Indigenous Hiring Week (NIHW). Together, we helped to promote employment opportunities for Indigenous people across Canada. As part of NIHW, CN welcomed students from the Employment and Training Service Centre of the First Nations Human Resources Development Commission of Quebec to our Montreal Yard to learn about CN's operations.

Since 2016, the proportion of Aboriginal workers at CN has continued to grow. Today, 4.7% of our workforce self-identifies as Aboriginal, while the pool of qualified Aboriginal people is estimated at 5.9% of the population according to Statistic Canada.

National Indigenous Peoples Day

In honour of National Indigenous Peoples Day, CN employees in Edmonton and Montreal were treated to traditional dishes, music and dance. Many thanks to Les Productions Feux Sacrés, Native Delights, and the Poundmaker Drum Group.

Canadian Council for Aboriginal Business

CN is the first transportation company in Canada to receive the Canadian Council for Aboriginal Business (CCAB) Progressive Aboriginal Relations (PAR) Bronze Level certification for our commitment to working with Aboriginal communities and businesses. This certification signals to Aboriginal communities that CN is a good business partner, a great place to work, and committed to the prosperity of Aboriginal communities.

CN has an Aboriginal procurement strategy in place that establishes business relationships with Aboriginal communities and promotes collaboration between these communities, customers and partners. In May 2018, CN became a "Champion of Indigenous Sourcing," an initiative launched by the CCAB, for its commitment to involve more Aboriginal businesses in CN calls for proposals.

Progressive
Aboriginal
RELATIONS

BRONZE
LEVEL

Canadian Council for
Aboriginal Business



PARTNERING WITH COMMUNITIES

Actua

Actua is a national charity that is preparing youth, age 6–26, to be innovators and leaders by engaging them in exciting and accessible STEM experiences that build critical employability skills and confidence. CN's contribution supports Actua's National Indigenous Youth in STEM (InSTEM) program.

Teach for Canada

Teach for Canada works with northern First Nations to recruit, prepare and support committed teachers to inspire success in northern First Nations students. This year, thanks to CN's support, 20 Teach for Canada teachers will impact 600 students across four First Nations: Big Grassy River, Lac La Croix, Lac Seul, and Ojibways of Onigaming First Nations.

Indspire

Indspire is a national Indigenous charity that invests in the education of Indigenous people for the long-term benefit of these individuals, their families and communities.

Assembly of First Nations (AFN)

CN and the AFN continued to strengthen the respectful relationship between both parties. CN's Aboriginal Affairs team and employees from other CN departments attended many AFN events, including their Annual General Meeting in Fredericton, NB, where CN hosted a booth at the trade show, and the AFN Winter Celebrations.

"CN is in daily contact with Aboriginal communities from coast to coast to coast."



CN sponsored the Ottawa Summer Solstice Indigenous Festival, which ran from June 20 to 24, including the two-day Pow Wow Competition. Thousands attended the event from across Canada and the United States.



Little Obie and 18 CN employees and their families (32 total) participated in canoeing on the North Saskatchewan River in Edmonton, AB, during EPCOR Riverfest, which was a way to celebrate the many ways people can safely connect with and enjoy the Edmonton River Valley.



CN showed off some cutting-edge safety equipment and other innovative technologies at RailTech 2019 in Washington, D.C.

Inspiration Drives Innovation

By supporting innovation through transportation education and research, CN is inspiring and helping today's youth become tomorrow's railroaders and leaders who will shape the success of our Company and bolster the North American economy.

PARTNERING WITH COMMUNITIES

4-H Canada

CN's four-year commitment allows 4-H Canada to recognize exceptional senior youth members through the 4-H Canada Leadership Excellence Awards of Distinction.

Vector Institute

The Vector Institute drives excellence and leadership in Canada's knowledge, creation and use of artificial intelligence (AI) to foster economic growth and improve the lives of Canadians. CN has agreed to sponsor Vector's AI research for 10 years.



At the National Arts Centre in Ottawa, ON, CN's Manager Government Affairs Canada **Louis-Alexandre Lanthier** (centre) was proud to present 4-H 2019 Leadership Excellence Awards of Distinction to four outstanding young Canadian leaders. Left to right: **Josiah Lodewyk**, **Courtney Taylor**, **Doug Sroka** and **Riley Callahan**.
Photo by Ben Welland/4-H Canada



CN renewed its long-standing strategic collaboration with the Canadian Rail Research Laboratory (CaRRL) to enhance railway safety and reliability with a five-year commitment. With this new donation, CN has committed more than \$1 million to CaRRL since 2011.
Photo by University of Alberta

Communitech

CN sponsored True North Waterloo 2019, a two-day conference that convened top doers and thinkers to deliver insights, engage in debate and lead practical working sessions about the future of tech as a force for good.

Midwest Food Products Association (MWFPA)

MWFPA is the trade association representing the food processing industry in Illinois, Minnesota, and Wisconsin. The association provides training, regulatory and legislative support to member companies. CN sponsored MWFPA's annual convention, the premier trade show for the food processing industry in the Midwest.

"CN is inspiring and helping today's youth become tomorrow's railroaders and leaders."

CN Railroader in the Community **Scott Leslie**,
Signalman, helps young soccer players achieve
their goals in Battle Creek, MI.



Civic Engagement

We believe that one of the best ways to build stronger communities is to actively contribute to organizations, programs and initiatives that promote civic engagement.

PARTNERING WITH COMMUNITIES

United Way

Advancing the common good and mobilizing the caring power of communities. That's the idea behind United Way and CN's support of this important organization. The Company's donations to the United Way in 2019 supported communities all along our network, in both Canada and the U.S.

Canadian Red Cross

In 2019, CN contributed to aid victims of the spring flooding in hard-hit areas of New Brunswick, Quebec and Ontario as well as the RED Gala in Regina, SK.

Marie-Vincent Foundation

The Marie-Vincent Foundation helps children and adolescents who are victims of violence and their families by offering them specialized treatments and knowledge. The Foundation also plays a role in the prevention of sexual violence. CN's contribution is earmarked for the well-being of First Nations children who are victims of sexual violence.

Canada's Outstanding Young Farmers

As a national sponsor of COYF, CN is celebrating and recognizing excellence in Canadian agriculture and some of the top young producers in the country.



CN's trains pass through thousands of cities, town and Aboriginal communities all along our 20,000-mile network.
Photo by Jean-François Dumont

FCM/RAC Proximity Initiative

CN works with the Federation of Canadian Municipalities (FCM) and the Railway Association of Canada (RAC) to prevent and resolve issues that may arise when people live and work near railway operations. The FCM/RAC Proximity Initiative was established in 2003 and is co-chaired by Sean Finn, EVP of Corporate Services and Chief Legal Officer at CN, and Randy Goulden, City Councillor for Yorkton, SK. By developing proximity guidelines and improving stakeholder awareness, the Initiative aims to address railway-community issues, including safety, noise and vibration. Several Canadian municipalities have adopted the guidelines, and several others are looking to implement them. Preventing proximity issues is a shared responsibility. For more information, go to: proximityissues.ca



In 2019, CN Police Officer **Joseph Holstrom** presented a cheque to the Solon Springs Volunteer Fire Department in Wisconsin. The funds went toward the purchase of a six-person all-terrain emergency vehicle.
Photo by the Solon Springs Volunteer Fire Department

"I am elated to help moms reach their goals and live their best life despite the challenges of being a single parent."
– **Angelique Cope** (right), Assistant Manager of Contracts, Homewood, IL.



CN Railroaders in the Community



"The support we receive from the community is heartwarming. We have people in their 40s singing in the women's choir who started as children." Rhonda Anderson – Director of Service Design, Edmonton, AB

We are proud of our employees, retirees and their families who volunteer their time to make their communities better places to live, work and play. The *CN Railroaders in the Community* program recognizes these acts of kindness by providing grants to the community-based charitable organizations they choose to support through their volunteer efforts.

REACHING OUT TO SINGLE PARENTS

Angelique Cope has volunteered for the American Association of Single Parents (AASP), a non-profit organization in south Chicago, since 2009 and has been on the Board of Directors since 2017. Angelique has taken on many volunteer roles at the organization, coordinating activities and workshops, as well as helping with community outreach.

"We try to empower our families to break the cycle of poverty," says Angelique. AASP recently received its third *CN Railroaders in the Community* grant, which funds supplies for children enrolled in summer programs and financial literacy workshops.

HITTING THE HIGH NOTES

Rhonda Anderson has sung with the Chanteuses, a women's choir in the Edmonton Columbian Choirs since 2003. The organization's four choirs accept singers from children to adults. In 2006, Rhonda joined the Board of Directors and is currently its chair. "I'm especially proud of the fully subsidized inner-city choir that draws diverse voices into the arts," says Rhonda.

Rhonda's volunteer work has qualified for six *CN Railroaders in the Community* grants, which help commission original music from Canadian composers, and pay for venue rental, sound equipment and financial aid for children in need.

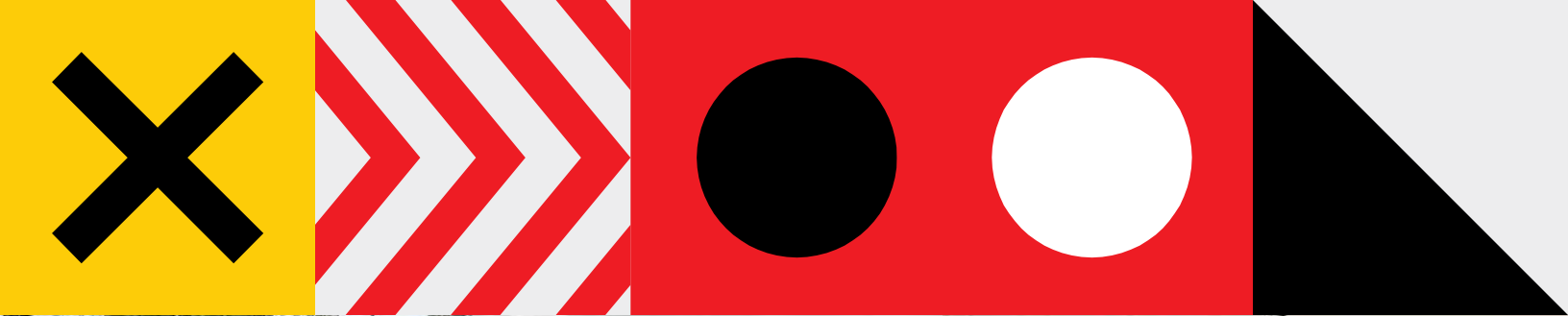


A Moving — Celebration 1919 — 2019

To celebrate our 100th birthday, CN is on tour! Stopping in cities across North America, *CN100—A Moving Celebration* is a travelling exploration of CN's centenary. It's a great way for CN's extended family and friends — employees, pensioners, customers and the communities we serve from coast to coast to coast — to look back on the miles we have covered together and imagine what lies ahead. A day at the site has something for everyone: historical exhibits, shows, music, food and activities.

Join us in celebrating 100 years on the move!

cn.ca/cn100 [#CN100](https://twitter.com/CN100)



Vancouver, BC



Edmonton, AB



Halifax, NS



Winnipeg, MB



Quebec City, QC



Calgary, AB



Charlottetown, PEI



Regina, SK



St. John's, NL



Congrats from a few of our friends

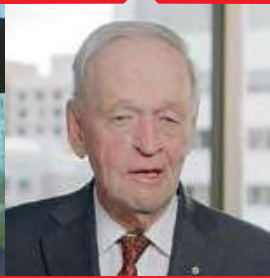
100
CN

**Rt Hon. Jean Chrétien,
former Prime Minister of Canada**

"CN was a part of my public life because I was in government for a long time and transportation has always been a big element of public policy at the federal level. So, the privatization of CN is something that I'm very proud of."

**Robert Pritchard,
Chair of the Bank of Montreal**

"We are so proud at the Bank of Montreal to be partners with CN from the very beginning for the past 100 years and we look forward to another 100 years of working together as CN takes its rightful place as part of the critical infrastructure of making Canada a thriving, dynamic, strong country."



**Rt Hon. Justin Trudeau,
Prime Minister of Canada**

"For the past 100 years, CN has not only been part of our history, but also helped to build our country. You've supported our businesses, you've grown our economy, and you've connected our communities. We've covered a lot of miles together and now you're charting the course for the future. CN is North America's railroad and an icon of Canada's history. You've driven innovation, and today you're the engine of the clean economy. And that's thanks to the remarkable people – past and present – who are part of the CN family."

**Hon. Andrew Sheer,
Leader of the Opposition**

"CN is a cornerstone of our Canadian identity. Our railroads are what originally connected Canadians from coast to coast. A century later, CN still plays an integral role in keeping Canadian ties alive and prosperous by facilitating trade and creating jobs. Canada would not have come such a long way since its inception without CN's vital contribution. I want to say, 'thank you' for all you've done for Canada over the last 100 years and I wish you many more years of success."

**Hon. Robert Ghiz,
former Premier of Prince Edward
Island and member of CN's
Atlantic Community Board**

"Congratulations, CN, on your 100th anniversary. When I think of CN, I think of a company that's helped make Canada what it is today: one of the greatest countries in the world. With our vast land base and relatively small population, Canada would not work without a company like CN, whether it's culturally, socially or economically. When I think of my home province of PEI, or all Atlantic Canada, we are an exporting region of our country. We need CN to help us get our products to market."

**James Gray,
Director Emeritus of CN**

"CN has had a phenomenal run since the IPO. And, everything is related to people. For me, it's been an honour to have participated on the Board for so many years. Overall, CN is one of the very, very spectacular contributions to my country."

**Hon. Christy Clark,
former Premier of
British Columbia and
Chair of CN's British Columbia
Community Board**

"100 years is an incredible milestone in a country as young as this one. And, without CN, this country would not be as tied together the way that it is and we wouldn't be as wealthy and as healthy as we are as a country. That's thanks to CN. CN has been that vital lifeline across Canada that has allowed us to not just build a country, but to build an economy and, way more importantly I think, to build communities and families."

**Hon. Doug Young,
former Minister of Transport**

"As the Minister of Transport, I was given the responsibility of privatizing CN. There were a lot of non-believers at the time, but it turned out to be great, I think, for management, for employees, for unions, for shareholders, and even for shippers. So, when I look back on it, I think the transformation of the Canadian transportation system in the 1990s was a hallmark for Canada."



**Brian Bowman,
Mayor of Winnipeg**

"As the mayor of Winnipeg, one of CN's main hubs in Canada, I look at CN's incredible network of infrastructure and I really appreciate their role in building our country and serving our economy every single day."

**Hon. Brad Wall,
former Premier of Saskatchewan
and Chair of CN's Saskatchewan
Community Board**

"CN has been contributing to the quality of life in this province, the Prairies, really every province in the country for 100 years. It's remarkable and worthy of celebrating. In my time in government, I appreciated the fact that, with CN, you could have a partnership. I think we can all feel we have a role to play, that we are stakeholders in the railway. The outreach by CN to Western Canadians and to the grain industry has been outstanding and, I think, very well received."

**Douglas Goss,
Q.C., AOE, Counsel, Bryan &
Company LLP and Chair of CN's
Edmonton Community Board**

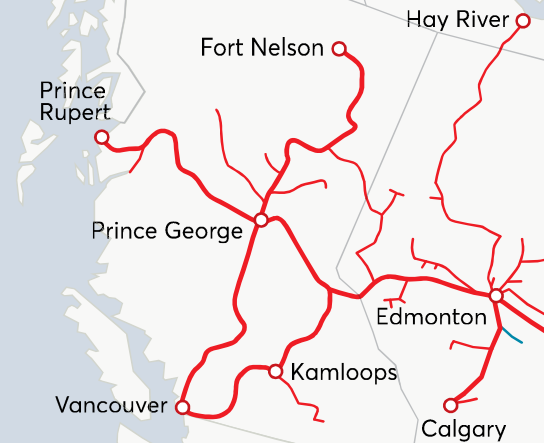
"I have the privilege of serving as Chair of the Hockey Canada Foundation. When I think of hockey and I think of the railway, and what defines this nation... where would we be without both? Hockey and a railroad that goes from sea to sea and connects this country in every way."

Total CN Network

CN IS NORTH AMERICA'S RAILROAD

In business for 100 years, the Canadian National Railway Company is a leading transportation and logistics company, and the only transcontinental railway in North America. Our network spans Canada and Mid-America, connecting nine ports on the Atlantic, Pacific and Gulf of Mexico to communities large and small.

Our ribbons of steel stitch together the fabric of the North American economy, fostering the prosperity of the businesses and communities we serve. We offer fully integrated rail and other logistics services, including intermodal, trucking, marine shipping, freight forwarding, warehousing and customs brokerage. Serving exporters, importers, farmers, retailers and manufacturers, our transportation services are integral to modern life, touching the lives of millions of people every day.



CN IN NUMBERS

As at December 31, 2019



25,975

railroaders employed



19,500

route miles operated



5.9M

carloads



\$43.8B

assets



\$14.9B

revenues



\$13.3B

local spending



\$3.9B

capital investments
(includes rolling stock)



\$1.6B

total taxes paid



\$14.0M

community partnerships



Canadian Network



CANADA IN NUMBERS

As at December 31, 2019

18,726

railroaders
employed

\$2.7B

capital
investments

13,600

route miles
operated

\$1.8B

total taxes
paid

\$7.3B

local spending

\$12.2M

community
partnerships



Devona, AB
Photo by Ron Worobec



"CN plays an important role to connect communities across the country. Rail transportation connects Canadians—safely and sustainably—and is vital to our economy and quality of life. That's why FCM has worked closely with rail companies and the federal government to shape critical improvements to rail safety."

Bill Karsten, Councillor for the Halifax Regional Municipality and President of the Federation of Canadian Municipalities



A record number of CN railroaders participated in CN Cycle for CHEO (Children's Hospital of Eastern Ontario), helping to raise \$1.2 million for oncology care and research.

CANADA'S ONLY TRANSCONTINENTAL RAILWAY

CN's Canadian network extends from Halifax on the East Coast to Vancouver and Prince Rupert on the West Coast, with access to every major Canadian market and interconnecting with our U.S. network at several points in Ontario and south of Montreal. CN has long been an indispensable supplier for many key economic drivers, from grain and forest products to consumer goods and automobiles, moving raw materials, intermediate goods and finished products to market. And, with the endless variety of food products we carry, from animal feed and fertilizer to canned goods and fresh produce, chances are we helped transport a lot of what you eat at your kitchen table or in your favourite restaurant.

COMMUNITY PARTNERSHIPS

CN contributed to many national non-profit organizations in Canada in 2019, including:

Operation Lifesaver
United Way
Tree Canada
Chambers of commerce (national, provincial and local)
Vector Institute – artificial intelligence
Earth Day Canada
Fathers of Confederation Buildings Trust
Canadian Railway Museum
Federation of Canadian Municipalities
Canadian Red Cross
Canada Grains Council
Teach for Canada
Terry Fox Foundation
Hockey Canada
Ingenium Foundation

Indspire – indigenous education
Level – changing lives through law
Canadian Agricultural Safety Association
Asia-Pacific Foundation of Canada
National Aboriginal Energy and Power Association
Canada 2020
Indigenous Women's Leadership Summit
True Patriot Love Foundation
Forum for Young Canadians
The CURE Foundation – breast cancer
Canadian Cancer Society
Grain Growers of Canada
Agriculture More than Ever
Canadian Outstanding Young Farmers
Indigenomics Institute
Canadian Mental Health Association
Canadian Federation of Agriculture
Railway Association of Canada
Green Economy Canada
Canadian Paralympic Committee



CN pensioners and friends commemorated CN's 100th anniversary through a special Legacy Forest tree planting in Moodyville Park, North Vancouver. Left to right: Alex Hui, Dale Jack, David McNaughton, North Vancouver Mayor Linda Buchanan, Judy Pearson, Blake Olson, Erik Lonne, Kristen Lonne, Barbara Lonne, Frank Mercuri and Barry Jones.

BRITISH COLUMBIA



BRITISH COLUMBIA IN NUMBERS

As at December 31, 2019

2,465
railroaders employed

\$361M
capital investments

2,814
route miles operated

\$192M
total taxes paid

\$535M
local spending

\$870K
community partnerships

TOP THREE COMMODITIES



Intermodal



Forest Products



Coal

The bustling ports of Vancouver and Prince Rupert are dynamic gateways to international trade, offering shorter transit times to Asia. At the Port of Vancouver, we have coal, grain and intermodal terminals. In the Vancouver area, we have two distribution centres for forest products, two for metals, three for automotive products, and a CN CargoFlo® bulk handling centre. In Prince George, we have another intermodal terminal and another CargoFlo® bulk handling facility in Ashcroft. Vancouver is home to a major rail classification yard. CN also maintains large railcar and locomotive repair shops at Vancouver's Thornton Yard and in Prince George.

NETWORK INVESTMENTS

In 2020, CN plans to invest over \$434 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in B.C. Expansion projects include added track in yards to handle growing traffic, new sidings and a bridge expansion at Prince Rupert and multi-year initiatives to increase capacity at the Port of Vancouver in collaboration with the Government of Canada and the Vancouver Fraser Port Authority. The maintenance program will focus on replacement of rail and ties, plus maintenance work on level crossings, culverts, signal systems and other track infrastructure.



"In Prince George, as in every community, partnerships are essential to developing successful initiatives. The City of Prince George's partnership with CN is long-standing. CN is a significant local employer and we greatly appreciate that they are invested in the growth and well-being of our community."

Mayor **Lyn Hall**, Prince George

COMMUNITY PARTNERSHIPS

In 2019, CN invested in many British Columbia-based organizations, including:

Terrace Search and Rescue

Terrace Search and Rescue is a non-profit organization staffed entirely by volunteers. CN's contribution will help fund Terrace SAR's new multipurpose training room, which will be used to present educational programs and serve as an Emergency Operations Centre when needed.

City of North Vancouver

CN and Tree Canada commemorated CN's 100th anniversary through a special Legacy Forest planting in Moodyville Park. A gift of 100 trees was donated to the citizens of North Vancouver as part of *CN100—A Moving Celebration* and our commitment to greening communities along our network.

Read Right Society

The Read Right Society develops and delivers literacy programs in and around the community of Hope. CN's contribution provided security fencing around the organization's new Swetexel Preschool and Daycare, which borders CN property. CN also provided rail safety education to the children.

Brandon Jansen Foundation

The aim of BJJF is to create a safe environment for people affected by the opioid crisis to connect. CN's sponsorship of the foundation's annual gala helped fund treatment beds for those in financial hardship and education programs about the dangers of addiction during the fentanyl crisis.



The Jim Vena Stage in CN Place was officially opened on October 18, 2019, with performances from the Jim Cuddy Band and Maddie Storvold. The event also marked the start of Jasper's Dark Sky Festival.
Photo by Jasper Fitzhugh

Alberta generates substantial volumes of agricultural and energy products. CN also handles growing amounts of intermodal container traffic through our Calgary and Edmonton terminals. In Calgary, you'll also find our logistics park, an automotive distribution facility, a forest products distribution centre and a CN CargoFlo® bulk handling facility. In Edmonton, we have automotive distribution and CargoFlo® bulk handling facilities as well as metals and forest products distribution centres. Edmonton and Calgary are also home to major rail classification yards. CN also maintains large railcar and locomotive repair shops at Edmonton's Walker Yard. In Fort McMurray, there's a second metals distribution centre and a third CargoFlo® facility. We also have another CargoFlo® facility and a forest products distribution centre in Edson. We have one more CargoFlo® facility in Hay River, NT.

NETWORK INVESTMENTS

In 2020, CN plans to invest over \$304 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Alberta. Expansion projects include the construction of double track to allow more trains to pass. The maintenance program will focus on replacement of rail and ties, plus maintenance work on level crossings, bridges, culverts, signal systems and other track infrastructure.



"The Town of Bruderheim values CN's strong commitment to the safety of our residents and visitors. Our local economy continues to grow because of CN's commitment for long-term growth in the Alberta Industrial Heartland."
Mayor **Karl Hauch**, Bruderheim

COMMUNITY PARTNERSHIPS

In 2019, CN invested in many Alberta-based organizations, including:

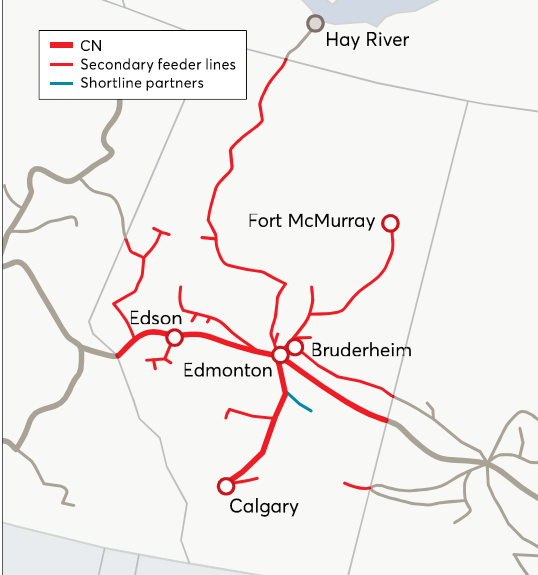
Mount Royal University
CN is contributing to the Bissett School of Business to support the new CN Supply Chain Analytics Lab and the CN Supply Chain Scholarship. The lab gives students and researchers real-time access to live and historical business data crucial to navigating the new economy.

Tourism Jasper
CN provided funding for construction of the Jim Vena Stage in CN Place, named for CN's retired EVP and COO who grew up in Jasper. The stage is an important new public facility in Jasper. It will transform Commemoration Park into the focal point for outdoor festivals, ceremonies and public events. Also, for the fifth straight year, CN is a Gold Sponsor of Jasper's Dark Sky Festival.

City of Calgary
CN and Tree Canada commemorated CN's 100th anniversary through a special Legacy Forest planting on the Calgary Stampede grounds. The gift of 100 trees was donated to the citizens of Calgary as part of *CN100—A Moving Celebration* and a symbol of our commitment to the strong and enduring relationship we have with the City of Calgary.

Banff Centre for the Arts
Banff Centre is a public post-secondary institution with a mandate to deliver specialized arts and leadership training. CN's contribution supports Banff Centre's Indigenous Leadership Management programs.

ALBERTA



ALBERTA IN NUMBERS

As at December 31, 2019

2,891 railroaders employed	\$308M capital investments
2,522 route miles operated	\$125M total taxes paid
\$800M local spending	\$1.4M community partnerships

TOP THREE COMMODITIES



Intermodal



Grain

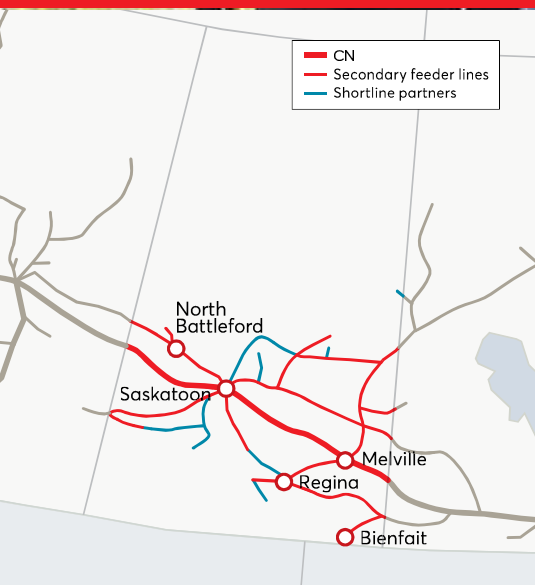


Crude



CN employees and Tree Canada volunteers planted many trees on National Tree Day in Regina, SK.

SASKATCHEWAN



SASKATCHEWAN IN NUMBERS

As at December 31, 2019

1,154
railroaders employed

\$301M
capital investments

1,946
route miles operated

\$107M
total taxes paid

\$136M
local spending

\$416K
community partnerships

TOP THREE COMMODITIES



Grain



Fertilizers



Intermodal

Grains and fertilizers, especially potash, make up a substantial portion of the traffic handled by CN in this Prairie province. Our traffic also reflects the increasing diversification of the Saskatchewan economy by handling growing volumes of consumer goods and specialty crops through our intermodal terminal in Saskatoon and Canada's first privately operated intermodal terminal located in the Chuka Creek Business Park in Regina. Both Saskatoon and Regina boast metals distribution facilities. Saskatoon also has an automotive distribution facility and a major rail classification yard. In Balfour, we have a CargoFlo® bulk handling facility as well as forest products and metals distribution centres. Finally, in North Battleford, there is an additional forest products distribution centre.

NETWORK INVESTMENTS

In 2020, CN plans to invest about \$99 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Saskatchewan. The program will focus on the replacement of rail and ties, as well as maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.



"We appreciate CN's shared commitment to building a stronger, safer City of Melville. CN is a good corporate citizen and neighbour, which is demonstrated by continuing to create local jobs and support community development projects."

Mayor **Walter Streelasky**, Melville

COMMUNITY PARTNERSHIPS

In 2019, CN invested in many Saskatchewan-based organizations, including:

Royal Saskatchewan Museum

CN's contribution to the CN T. rex Gallery has helped breathe new life into the RSM. Since opening in May 2019, more than 130,000 visitors have come to see Scotty, the largest and oldest Tyrannosaurus rex in the world.

Mobile Crisis Services

MCS has been providing crisis intervention services to Regina and Saskatchewan since 1974. CN's donation allows the organization to create a farm stress support website and outreach program to facilitate communication between farmers and crisis workers.

Canadian Western Agribition

CWA is the largest livestock show in Canada. One of its programs is Agri-Ed, which included the "Making Your Way Safer" campaign to promote safety education for more than 6,000 young people. CN also supported the CWA Grain Expo, Canada's fourth-largest trade show.

City of Regina

More than 27,000 people visited CN's *Moving Celebration* exhibits during Agribition. Over half of the visitors were schoolchildren who had opportunities to learn and experience the history and future of CN and Canada. CN donated 100 mature trees to the City of Regina to create a CN100 Legacy Forest along the Pilot Butte Creek Pathway.

Semans and District Fire and Rescue

CN contributed toward the purchase of a fast response vehicle for the Village of Semans volunteer firefighters.



Volunteers walk along the Harte Trail in Winnipeg where CN gifted 100 trees to commemorate our centenary.

Manitoba is a major hub of CN's transcontinental rail network. Much of our traffic passes through Winnipeg's Symington Yard, our only hump yard in Western Canada. Winnipeg is also home to Transcona Shops, our main Canadian heavy railcar and locomotive repair facility, and our rail plant. In Winnipeg, we also have CargoFlo® bulk handling and automotive distribution facilities, and an intermodal terminal.

CN's modern *Claude Mongeau National Training Centre* is focused on instilling and reinforcing a strong safety culture. In 2019, over 6,000 experienced railroaders, new hires and customers received a complete range of hands-on technical training.

CN congratulates the people of Manitoba on the 150th anniversary of joining Canada. Manitoba is also the only Canadian province to enact Rail Safety Week into law.

NETWORK INVESTMENTS

In 2020, CN plans to invest over \$106 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Manitoba. Expansion projects include new work equipment and autonomous track and car inspection equipment. The maintenance program will focus on the replacement of rail and ties, as well as maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.



"CN plays an important role in moving Manitoba's economy forward. We appreciate its commitment to community and look forward to working with everyone at CN on the path to increased prosperity."

Hon. Ron R. Schuler,
Minister of Infrastructure

COMMUNITY PARTNERSHIPS

In 2019, CN invested in many Manitoba-based organizations, including:

City of Winnipeg

CN and Tree Canada commemorated CN's 100th anniversary through a special Legacy Forest planting on the Harte Trail. The gift of 100 trees was donated to the citizens of Winnipeg as part of *CN100—A Moving Celebration* and our \$1-million commitment to Winnipeg's Million Tree Challenge.

University of Winnipeg

CN is honoured to be the premiere partner of Indigenous Insights, the University of Winnipeg's innovative national educational program developed by Indigenous peoples to advance reconciliation through cultural training.

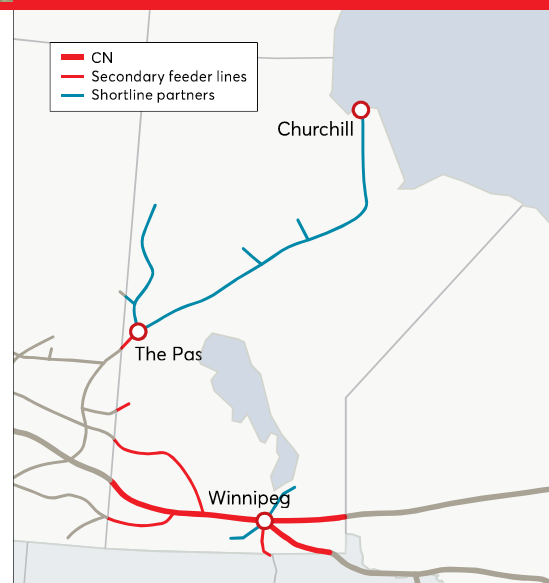
Manitoba Women's Institute

MWI is a rural women's organization that focuses on agriculture, rural development, family, personal development and community action. CN was proud to support MWI's fourth annual Manitoba Rural Women's Day, bringing rural women together to learn, connect and develop relationships.

Festival du Voyageur

Every winter since 1970, Saint-Boniface, Winnipeg's French quarter, transforms into a winter paradise and hosts the largest winter festival in Western Canada. CN supports Festival du Voyageur in celebrating the rich history and culture of the voyageur era. Voyageur, Métis and First Nations histories are brought back to life through historical interpretation, music, cuisine and entertainment at the Festival.

MANITOBA



MANITOBA IN NUMBERS

As at December 31, 2019

2,185
railroaders
employed

\$124M
capital
investments

864
route miles
operated

\$90M
total taxes
paid

\$866M
local spending

\$526K
community
partnerships

TOP THREE COMMODITIES



Intermodal



Grain



Minerals



CN presents the results of a record-breaking fundraising effort for the 11th edition of CN Cycle for CHEO. Left to right: **Graham Richardson** and **Patricia Boal** (CTV Ottawa), CHEO Dream Team **Tristan, Alexandra, Julia and Damien**, **Louis-Alexandre Lanthier** (CN), CHEO Hospital CEO **Alex Munter**, **Fiona Murray** (CN), CHEO Foundation President and CEO **Kevin Keohane**.

ONTARIO



Large volumes of traffic are handled in Ontario, much of it at MacMillan Yard – CN's largest rail classification facility and our only hump yard in Eastern Canada. Mac Yard also has railcar and locomotive repair shops. Intermodal containers are handled at CN's biggest terminal in Brampton. The Toronto area also boasts a distribution facility for automobiles, one for forest products, two for metals, a logistics park, and two CargoFlo® bulk handling facilities. In addition, CN has forest products and metals distribution centres in Brockville, a forest products distribution centre in Atikokan, and an automotive distribution centre in Windsor.

NETWORK INVESTMENTS

In 2020, CN plans to invest over \$305 million to expand and strengthen our rail network and support the safety, efficiency and long-term growth of our network in Ontario. The program includes investment in intermodal facilities, replacement of rail and ties, as well as maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.

CN has proposed to build a \$250-million Milton Logistics Hub that will create over 1,000 direct and indirect jobs. The project is undergoing a comprehensive independent environmental assessment and regulatory review, including participation of local communities and Aboriginal groups.



"CN is a major contributor to the success of our community. We are rooted together and by partnering we can prosper to benefit residents and CN. Hornepayne is committed to forging resilient relationships for future prosperity!"
Mayor **Cheryl Fort**, Hornepayne

COMMUNITY PARTNERSHIPS

In 2019, CN invested in many Ontario-based organizations, including:

Halton Learning Foundation

HLF partners with individuals, corporations and community foundations to provide funds for students in need, post-secondary scholarships, and schools to purchase tools and resources.

Milton District Hospital Foundation

CN supported the equipment priorities of the Milton District Hospital. CN also sponsored MDHF's Gift of Health Gala in support of hospital operations.

CN Cycle for CHEO

For over 10 years, CN has been the title sponsor for the Children's Hospital of Eastern Ontario's largest annual fundraiser in support of kids with cancer. 2019 was another record year in terms of overall participants, the number of CN railroaders participating, and the total amount of money raised for oncology care and research (\$1.2 million).

Wilfrid Laurier University

CN contributes to world-class research and education at the Centre for Supply Chain Management in the School of Business and Economics. This partnership includes a CN fellowship in supply chain management and CN's sponsorship of the World Class Supply Chain Summit hosted with Laurier and the Milton Chamber of Commerce.

Around the Bay Race

As the presenting sponsor, CN supported this marathon that raises money for the **St. Joseph Healthcare Foundation** in Hamilton. With over 9,000 participants, the race is North America's oldest marathon, beginning in 1892.

ONTARIO IN NUMBERS

As at December 31, 2019

3,970

railroaders employed

\$326M

capital investments

2,541

route miles operated

\$145M

total taxes paid

\$2.8B

local spending

\$5.2M

community partnerships

TOP THREE COMMODITIES



Intermodal



Automotive



Metals



CN100 celebrations in Quebec City.

QUEBEC

Our extensive rail network stretches across Quebec. Montreal is home to CN's headquarters and over 3,000 employees as well as a major rail classification yard and repair shops. CN serves the Port of Montreal, where we handle growing numbers of import/export containers. We also have an intermodal terminal in Saint-Laurent. Other CN facilities in Montreal include a logistics park, forest products, automotive and metals distribution centres, and a CargoFlo® bulk handling facility. Quebec City boasts access to a deep-water port as well as metals, automotive and forest products distribution centres. Quebec City also has a large rail classification yard.

In 2019, CN held its Annual General Meeting of shareholders in Montreal to celebrate its centenary. CN was a proud sponsor of the annual meetings of the Union of Quebec Municipalities, which also celebrated 100 years, and the Federation of Canadian Municipalities in Quebec City. CN also participated in the Quebec Ministry of Transport's Summit on Rail Transportation in Drummondville.

NETWORK INVESTMENTS

In 2020, CN plans to invest about \$218 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Quebec. The program includes various IT projects, Positive Train Control, replacement of rail and ties, as well as maintenance of level crossings, culverts, signal systems and other track infrastructure.



"We are pleased that CN is contributing to the development of Abitibi, and that it is actively participating in work aimed at providing us with a unifying and visionary rail strategy."

Jean-Maurice Matte,
Mayor of Senneterre and Chair of
the railway committee of the
Union of Quebec Municipalities

COMMUNITY PARTNERSHIPS

In 2019, CN invested in many Quebec-based organizations, including:

Équiterre

Équiterre offers concrete solutions to accelerate the transition towards a society in which individuals, organizations and governments make ecological choices that lead to a low-carbon economy and an environment free of toxic substances. CN supported their initiatives by sponsoring two fundraising cocktails in Montreal and Quebec City.

Robotics FIRST Quebec

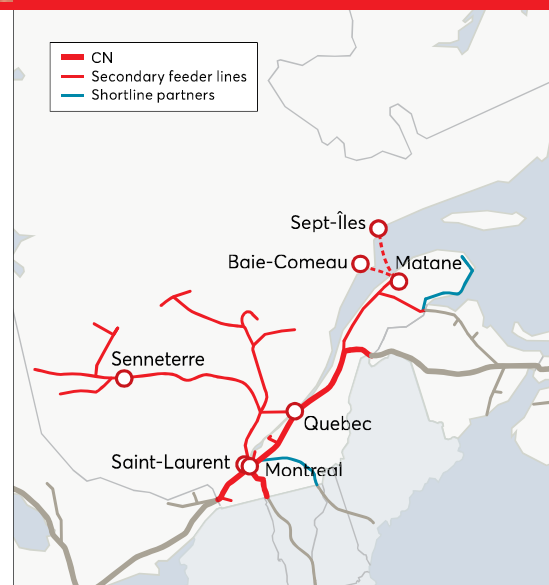
Foster Inspiration and Recognition of Science and Technology (FIRST) with young people in Quebec by engaging them in an innovative robotics mentorship program. CN's three-year commitment will develop essential skills and abilities in youth aged 6 to 14.

L'appart à moi

L'appart à moi (the Apartment of Mine) provides vulnerable young adults affected with down syndrome or other intellectual disabilities a smooth and harmonious transition to independent living. Their new supervised building shelters nine tenants, each in their own studio apartment. They share a common area for meals and activities.

Hôtel-Dieu de Roberval

CN's donation highlighted Hôtel-Dieu de Roberval's 100th anniversary and paid tribute to all those who contributed to the hospital's expansion.



QUEBEC IN NUMBERS

As at December 31, 2019

3,925
railroaders
employed

\$513M
capital
investments

2,041
route miles
operated

\$211M
total taxes
paid

\$2.1B
local spending

\$3.2M
community
partnerships

TOP THREE COMMODITIES



Intermodal



Forest Products



Metals



Members of the CN Atlantic Region Pensioners Association (in red) were joined by CN Police Constable **Steve Labrecque** (left), Green Party Leader MLA **Megan Mitton** (to Steve's left), Sackville Deputy Mayor **Ron Aiken** (in green), CN Public Affairs Manager **Tiffany Edwards** (in black), Sackville Mayor **John Higham** (back row to Tiffany's left) to plant a CN100 Legacy Forest consisting of 100 mature trees.

NEW BRUNSWICK



Forest products make up a significant part of the traffic originating or terminating in the province of New Brunswick. We also handle consumer goods and other intermodal traffic through our terminal in Moncton. Other CN facilities in Moncton include a major rail classification yard as well as an automotive distribution centre and a CargoFlo® bulk handling facility. CN's network extends to the ports of Belledune and Saint John, where we have another CargoFlo® bulk handling facility.

NETWORK INVESTMENTS

In 2020, CN plans to invest over \$76 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in New Brunswick. The program will focus on rebuilding and strengthening bridges, replacement of rail and ties, rebuilding road crossing surfaces as well as maintenance work on culverts, signal systems and other track infrastructure.



"I commend CN for aspiring to become the safest railway in North America and was pleased to partner with the railway this fall in promoting rail safety in New Brunswick. As the Minister responsible for a department fully committed to building a health and safety culture in the workplace, it is encouraging to see a key partner sharing the same goal."

Hon. **Bill Oliver**,
Minister of Transportation
and Infrastructure

COMMUNITY PARTNERSHIPS

In 2019, CN invested in many New Brunswick-based organizations, including:

Business Community Anti-Poverty Initiative

BCAPI believes that when business and professional leaders work together toward a common goal, generational poverty can be eliminated in Saint John. CN's contribution supported BCAPI's "When Children Succeed" program.

Partners for Youth

Partners for Youth engages youth facing challenges in their lives and assists them in becoming contributing members of their communities by developing innovative programs and services that promote learning in safe, supportive and rewarding environments.

Special Olympics New Brunswick

Special Olympics NB is dedicated to enriching the lives of individuals with an intellectual disability through sport. CN's contribution supported the organization's The Sky Is the Limit fundraising gala, which highlighted the successes of athletes.

Miramichi Fishermen Pow Wow

CN supported the Miramichi Fishermen Pow Wow, which was organized by Regional Chief for NB and PEI Roger J. Augustine to promote peace and friendship between local and Mi'kmaq fishermen. Many chiefs and New Brunswick Minister of Aboriginal Affairs Jake Stewart attended the celebration feast.

Union of the Municipalities of N.B.

The UMN is an organization representing 60 member municipalities, whose objective is to unite the municipalities of New Brunswick in a common effort to achieve that which is to the benefit of all.

NEW BRUNSWICK IN NUMBERS

As at December 31, 2019

320
railroaders employed

\$25M
capital investments

596
route miles operated

\$17M
total taxes paid

\$59M
local spending

\$279K
community partnerships

TOP THREE COMMODITIES



Intermodal



Forest Products



Natural Gas
Liquids

CN Board Chair **Robert Pace**, Citizenship Judge **Joan Mahoney** (centre) and IRCC Supervisor **Karen Johnson** (holding Canadian flag) officiated at a citizenship ceremony for 11 new Canadians in Halifax aboard one of CN's historic business cars.

NOVA SCOTIA

Nova Scotia is home to the Port of Halifax, where CN handles all rail-served containers imported and exported through the marine facility. Halifax is the site of a major autoport, where automotive vehicles imported from overseas enter North America for distribution across the continent. One of our intermodal terminals is also located in Halifax.

NETWORK INVESTMENTS

In 2020, CN plans to invest over \$10 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Nova Scotia. The program will focus on the replacement of rail and ties, rebuilding road crossing surfaces as well as maintenance work on bridges, culverts, signal systems and other track infrastructure.



"CN is an integral pillar of our economic development infrastructure throughout the entire region. CN's continued focus on streamlining operations, business development and retention through their many intermodal partners is the kind of competitive collaboration that makes CN and Nova Scotia a dynamic partner in today's global economy."

Hon. **Geoff MacLellan**,
Government House Leader

COMMUNITY PARTNERSHIPS

In 2019, CN invested in many Nova Scotia-based organizations, including:

Mission to Seafarers Halifax

The Halifax Mission offers seafarers help and support when their ships arrive in port. CN sponsored the Mission's annual fundraising luncheon. CN also made an extra donation in the wake of Hurricane Dorian, which hit the Halifax community very hard.

City of Halifax

CN and Tree Canada commemorated CN's 100th anniversary through a special Legacy Forest planting in Fort Needham Memorial Park. The gift of 100 trees was donated to the citizens of Halifax as part of CN100—A Moving Celebration.

Halifax Chamber of Commerce

CN was pleased to sponsor the Halifax Business Awards, the Chamber's most glamorous event of the year. This gala event boasts a spectacular night of entertainment, prestige and celebration, recognizing risktakers and the success of Halifax's thriving business community.

Canadian Cancer Society

CN was proud to sponsor the first Cancer Survivor Daffodil Garden in Atlantic Canada, which will be an important green space for rejuvenation, inspiration and education for all those touched by cancer.



NOVA SCOTIA IN NUMBERS

As at December 31, 2019

338

railroaders employed

\$26M

capital investments

162

route miles operated

\$9M

total taxes paid

\$31M

local spending

\$116K

community partnerships

TOP THREE COMMODITIES



Intermodal



Automotive



Minerals



United States Network

— CN
— Secondary feeder lines
— Shortline partners

UNITED STATES IN NUMBERS

As at December 31, 2019

7,249

railroaders employed

US\$899M

capital investments

5,948

route miles operated

US\$282M

total taxes paid

US\$4.5B

local spending

US\$1.4M

community partnerships

Duluth
Chippewa Falls
Stevens Point
Green Bay
Minneapolis-Saint Paul
Arcadia
Fond du Lac
Sioux City
Omaha
Joliet
Chicago
Toledo
Detroit
Buffalo
Conneaut
Pittsburgh
East Peoria
Decatur
Springfield
East St. Louis
Memphis
Jackson
Baton Rouge
New Orleans
Mobile
Pascagoula
Gulfport



Vernon Marsh, WI
Photo by David Barone



CN employee ambassadors gathered to celebrate Black History Month with community leaders at the National Civil Rights Museum in Memphis, TN.

CN's extensive network in the United States is a seamless and fully integrated part of our transcontinental North American system. Our rail lines run north-south from the northern border of Minnesota down to New Orleans, through the Chicago area, with lines extending west to Nebraska and east through Michigan, Pennsylvania and New York. About one-third of our rail network and employees are in the United States. CN directly serves industrial, petrochemical, coal, grain, fertilizer, automotive and consumer goods markets in 16 states.

CN's substantial investments in our U.S. operations are keeping our network fluid, helping us accommodate increased demand for freight services, and freeing up rail capacity in Chicago. CN's sizable presence in the U.S. is the product of a series of rail acquisitions and investments that have extended our network reach south, north, west and east of Chicago, as well as our unique ring road around the city.

Since 2010, CN has invested about US\$8 billion in our U.S. operations.

Today, CN has over 7,000 employees in the United States. Homewood, a Chicago suburb, is home to our U.S. headquarters and a state-of-the-art training centre. With roughly 25% of our freight traffic originating, terminating or travelling through the city, CN's Chicago focus is on safety, network efficiencies, close collaboration with other freight and passenger carriers, and delivering solid customer service.

COMMUNITY PARTNERSHIPS

CN contributed to several national non-profit organizations in the U.S. in 2019, including:

- Operation Lifesaver
- United Way
- America in Bloom
- Global Farmer Network
- National Civil Rights Museum
- American Thresherman Association
- The ALS Association
- Ducks Unlimited
- The Leadership Foundation
- Habitat for Humanity
- Boy Scouts of America
- One Step Initiative



Dr. **Peter Navarro** (left), Assistant to President Trump and Director of the White House Office of Trade and Manufacturing Policy, and U.S. Congressman **Pete Stauber** (Minnesota) visit the CN Ore Docks in Duluth.

MINNESOTA



Minnesota is an important gateway from Canada into the U.S. via Ranier and south to the port city of Duluth on Lake Superior. Turning west near Longwood, WI, CN's track heads towards the Twin Cities of Minneapolis-Saint Paul, one of the top 15 markets in the U.S.

The North Star State is home to CN's Iron Ore Supply Chain, which brings taconite pellets from the Minnesota Iron Range mines to the CN docks in Duluth and Two Harbors. There, the pellets are loaded onto Great Lakes ships for transport to the lower Great Lakes. CN's major facilities in Minnesota include an intermodal terminal in Duluth, a rail classification yard and railcar/locomotive repair shop in Proctor, a yard near the Two Harbors iron ore dock, and the Duluth iron ore dock itself. There is also a yard in Ranier where CN trains cross the U.S.-Canada border.

NETWORK INVESTMENTS

In 2020, CN plans to invest about US\$22 million to expand and strengthen our network and support safety, efficiency and long-term growth in Minnesota. The program includes work on our docks, replacement of rail and ties, maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.



"In Minnesota's Eighth Congressional District, many of our critical industries rely on CN to safely transfer goods to markets across North America. I am grateful to CN for helping to unleash the economic engine in our local communities and I look forward to continuing this strong partnership for years to come."

U.S. Congressman **Pete Stauber**

COMMUNITY PARTNERSHIPS

In 2019, CN invested in several Minnesota-based organizations, including:

United Way

The United Way improves lives by mobilizing the caring power of the community to advance the common good. CN supported communities in Greater Duluth and Northeastern Minnesota.

Friends of the Band Shell Park

The Two Harbors City Band was organized in 1897 and performs weekly concerts in the Paul Gauche Memorial Band Shell located in Thomas Owens Park in downtown Two Harbors. CN's donation is also helping to support the Two Harbors Performing Arts Center.

Never Surrender and ALS Association

Never Surrender raises money to fight ALS and help people with ALS and their families in Minnesota, North Dakota, South Dakota and Wisconsin. Through our *Railroaders in the Community* program, CN contributed toward the fight against ALS.

East Basketball Association

CN railroader **Brian Conklin** spends about 100 hours each year helping to coach basketball in Duluth. Because travel costs to tournaments add up quickly, Brian is grateful that his volunteer hours spent coaching qualified for three CN Railroaders in the Community grants.

MINNESOTA IN NUMBERS

As at December 31, 2019

512
railroaders
employed

US\$74M
capital
investments

426
route miles
operated

US\$13M
total taxes
paid

US\$129M
local spending

US\$90K
community
partnerships

TOP THREE COMMODITIES



Iron Ore



Minerals



Forest Products



For five years, **Debra Steiner**, CN Midwest Train Reporting Representative in Wisconsin, has been collecting toys for families in need during the holiday season.

WISCONSIN

CN serves many local producers and general merchandise customers in Wisconsin, most notably from Milwaukee and Green Bay on Lake Michigan. We also have intermodal terminals in Chippewa Falls and Arcadia. Since 2001, CN has invested over US\$1 billion in infrastructure upgrades on our Wisconsin network to help create safe, efficient and competitive supply chain connections for our customers.

Our two biggest rail facilities in the Badger State are classification yards in Stevens Point and North Fond du Lac. Stevens Point is the heart of CN's North Division and a key location on CN's core route between the U.S.-Canada border and Chicago, IL.

NETWORK INVESTMENTS

In 2020, CN plans to invest over US\$110 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Wisconsin. The program includes a new auto compound in New Richmond, maintenance of our vessels, Positive Train Control, replacement of rail and ties, as well as maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.



"From my time as a police chief to now being in the legislature, I have been deeply impressed by the importance railroads put on safety. CN's unmatched US\$1.3 billion of private investment in their infrastructure is helping ensure Wisconsin goods get safely and efficiently to market."

Rep. **Jesse L. James**

COMMUNITY PARTNERSHIPS

In 2019, CN invested in several Wisconsin-based organizations, including:

United Way

The United Way improves lives by mobilizing the caring power of the community to advance the common good. CN supported the United Way in the following communities: Brown County, Fond du Lac Area, Greater Chippewa Valley, Manitowoc County, Marathon County, Oshkosh Area, Portage County, Racine County, Tri-City Area.

America in Bloom

CN promoted beautification in communities along our Wisconsin network by planting trees and shrubs.

North Fondy Fest

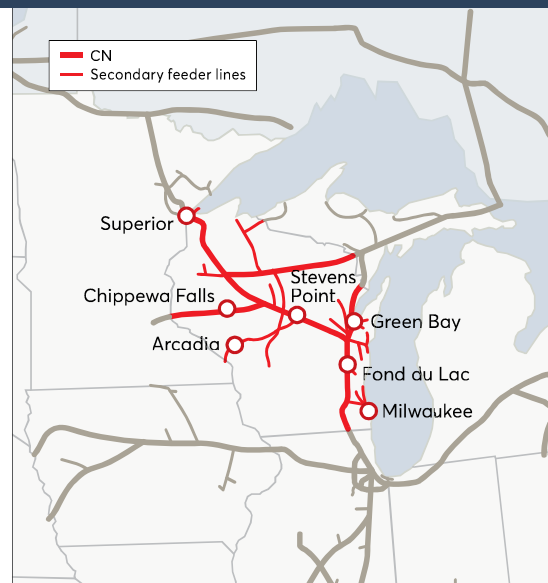
CN supported the 31st annual North Fondy Fest celebrating pride in the North Fond du Lac community with fun activities for the whole family.

Solon Springs Volunteer Fire Department

CN's network runs through the heart of Solon Springs and CN dangerous goods officers have provided multiple training sessions to their emergency responders. In 2019, CN contributed toward the purchase of a six-person all-terrain emergency vehicle.

St. Michael's Foundation

As the philanthropic arm of Ascension St. Michael's Hospital and Ascension Medical Group, St. Michael's Foundation supports the health of Stevens Point and surrounding communities.



WISCONSIN IN NUMBERS

As at December 31, 2019

1,413

railroaders employed

US\$116M

capital investments

1,428

route miles operated

US\$21M

total taxes paid

US\$240M

local spending

US\$165K

community partnerships

TOP THREE COMMODITIES



Sand



Coal



Forest Products



State Representative Julie Brixie speaks at the kickoff of Rail Safety Week in East Lansing.
Photo by Jim West/Alpha Presse

MICHIGAN



CN is the largest of three Class I railroads operating in Michigan. CN's operations cross the state's Lower Peninsula with rail yards in Battle Creek, Flint, Port Huron and Flat Rock. CN also has a railcar/locomotive repair shop in Battle Creek. In the Upper Peninsula of the Wolverine State, CN has rail yards in Escanaba and Gladstone.

The Michigan Department of Environmental Quality has awarded four CN yards with their Clean Corporate Citizen (C3) certification: Flat Rock, Flint, Port Huron and Battle Creek. C3 recognizes state-regulated companies that have demonstrated strong environmental performance and a commitment to continual improvement. CN was the first transportation company to be C3 certified.

One in four finished automobiles built in Michigan is moved on a CN train. CN has an automotive distribution facility, two CN CargoFlo® bulk handling centres as well as forest products and metals distribution facilities in the state.

Michigan is home to the Paul Tellier Tunnel between Port Huron and Sarnia, which serves as the border crossing for CN train traffic moving between Eastern Canada and the U.S. Midwest. CN has another international rail crossing at Sault Ste. Marie. CN also has an intermodal facility in Ferndale, in suburban Detroit. CN hosts several Michigan Amtrak trains.

NETWORK INVESTMENTS

In 2020, CN plans to invest about US\$59 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Michigan. The program will focus on continued investment in Positive Train Control, expansion of the Flint auto compound, autonomous track inspection railcars, the replacement of rail and ties, as well as maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.



"This year I had the opportunity to travel from Duluth to Sault Ste. Marie with CN and experience firsthand their workforce and what they accomplish daily. CN's lasting commitment to Michigan and the Great Lakes region has a deep impact on our day-to-day lives, our local and regional economies, and our nation."

U.S. Congressman **Jack Bergman**

COMMUNITY PARTNERSHIPS

In 2019, CN invested in several Michigan-based organizations, including:

United Way

The United Way improves lives by mobilizing the caring power of the community to advance the common good. CN supported the United Way in the following communities: Capital Area (Lansing), Delta County, Eastern Upper Peninsula, Genesee County, Southeastern Michigan, St. Clair County.

America in Bloom

CN promoted beautification in communities along our Michigan network by planting trees and shrubs.

Port Huron Fire Department

CN contributed toward the purchase of eight new SCBA bottles and to send two firefighters for hazmat training at the Security and Emergency Response Training Center in Pueblo, CO.

Escanaba High School Robotics

Foster Inspiration and Recognition of Science and Technology (FIRST) with young people at the Escanaba High School by engaging them in an innovative robotics mentorship program.

MICHIGAN IN NUMBERS

As at December 31, 2019

1,095
railroaders employed

US\$54M
capital investments

904
route miles operated

US\$855K
total taxes paid

US\$112M
local spending

US\$153K
community partnerships

TOP THREE COMMODITIES



Automotive



Intermodal



Forest Products



Farley, IA

Through our subsidiary, the Chicago, Central & Pacific Railroad, CN's rails stretch the breadth of Iowa, from the Missouri River in the west to the Mississippi in the east. We carry a wide variety of manufactured and industrial products like food, machinery, electrical equipment, chemical products and primary metals. In addition to serving local businesses, CN's ethanol franchise is centred in the Hawkeye State with several plants along the route between Dubuque and Sioux City and Council Bluffs. The largest rail yard and facility on CN's Iowa network is in Waterloo.

NETWORK INVESTMENTS

In 2020, CN plans to invest over US\$35 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Iowa. The program will focus on continued investments in Positive Train Control as well as the replacement of rail and ties and maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.



"Railways help move Iowa's agricultural and manufactured products to markets throughout the country. Our workforce depends on this component of our nation's infrastructure. We're very fortunate to have ample rail service throughout Iowa, like CN that serves the local elevator in New Hartford where we market grain from our family farm."

U.S. Senator **Chuck Grassley**

COMMUNITY PARTNERSHIPS

In 2019, CN invested in several Iowa-based organizations, including:

Global Farmer Network

Based in Des Moines, the Global Farmer Network amplifies the farmers' voice in promoting trade, technology, sustainable farming, economic growth, and food security.

United Way

The United Way improves lives by mobilizing the caring power of the community to advance the common good. CN supported the United Way in Cedar Valley.

Knights of Columbus

CN railroader **Tom Bloom** devotes more than 40 hours each year to the Maynard council of the Knights of Columbus. The Knights have various fundraisers throughout the year to help needy families in the area. They also sponsor Coats for Kids and the Special Olympics. Tom is also a captain for the Maynard Volunteer Fire Department. His work has qualified for three *CN Railroaders in the Community* grants, which helped purchase nozzles for fire hoses and computers for a local school.

Habitat for Humanity

Habitat for Humanity brings communities together to help families build strength, stability and independence through affordable homeownership. CN conductor **Adam Schrodt** recently joined Habitat in Fort Dodge. He has devoted over 100 hours so far helping with building projects for qualified families and working at the Habitat ReStore, which raises funds by selling quality new and used building materials.

IOWA



IOWA IN NUMBERS

As at December 31, 2019

262
railroaders
employed

US\$22M
capital
investments

574
route miles
operated

US\$4M
total taxes
paid

US\$24M
local spending

US\$47K
community
partnerships

TOP THREE COMMODITIES



Grain



Minerals



Refined Petroleum
Products



CN employees organized a 5-km run in support of Rail Safety Week in Homewood.

ILLINOIS



Illinois is CN's largest state in terms of operations and employees. Our routes from throughout North America converge in Chicago. Homewood, a Chicago suburb, is home to CN's U.S. headquarters and a modern training centre. CN Campus is focused on instilling and reinforcing a strong safety culture. In 2019, nearly 3,000 experienced railroaders, new hires and customers received a complete range of hands-on technical training.

Adjacent to CN Campus is Markham Yard and Woodcrest Shop, the hub of CN's mechanical function in the USA. We also have facilities in Centralia and Champaign-Urbana. To the north is CN's Chicago Intermodal Terminal. Smaller intermodal facilities are in Joliet and Decatur. The Chicago area also boasts three CargoFlo® bulk handling centres as well as automotive and metals distribution facilities and a logistics park. CN hosts Amtrak intercity passenger trains in Illinois and Metra commuter trains in Chicago.

In 2019, CN, Saint Mary's University and the American Petroleum Institute hosted the International Safety Culture Summit in Chicago.

NETWORK INVESTMENTS

In 2020, CN plans to invest over US\$161 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Illinois.



"Investment in our infrastructure is crucial to growing our economy, creating jobs and connecting people. In Congress, I'll continue to work alongside companies like CN, who my staff and I engage with on a regular basis, to improve our communities and keep them safe."

Rep. Cheri Bustos

COMMUNITY PARTNERSHIPS

In 2019, CN invested in several Illinois-based organizations, including:

United Way

The United Way improves lives by mobilizing the caring power of the community to advance the common good. CN supported the United Way in the following communities: Champaign County, Decatur and Mid-Illinois, Metropolitan Chicago, Southern Illinois, and Will County.

America in Bloom

CN promoted beautification in communities along our Illinois network by planting trees and shrubs. One tree planting took place in the City of West Chicago.

Illinois Association of Chiefs of Police Foundation

The ILACPF raises public awareness and resources to foster public safety. The CN Police Service is a member of the ILACPF. For the past six years, CN has been the sole railroad sponsor of the Illinois Rail Safety Week campaign.

The Magnificent Mile

For the first time, CN participated in The Magnificent Mile Tree-Lighting Parade, the third-largest parade in the United States. With Little Obie and a CN Police cruiser rolling down Michigan Avenue, CN railroaders and their families spread the message about how important it is to be safe around train tracks.

Cancer Support Center

CSC gives strength, guidance and support to anyone living with a cancer diagnosis, as well as to their loved ones, at no cost. CN sponsored a fundraiser event "Let's Have A Party" with live music, games and raffles.

ILLINOIS IN NUMBERS

As at December 31, 2019

1,825

railroaders employed

US\$187M

capital investments

1,253

route miles operated

US\$35M

total taxes paid

US\$1.0B

local spending

US\$247K

community partnerships

TOP THREE COMMODITIES



Intermodal



Coal



Grain



Bringing the rail safety message to the annual Labor Day Parade in Northwest Indiana with the Lake County Pipes and Drums Corps and "Little Obie."

INDIANA

CN's main line from the Detroit area to our primary U.S. hub in Chicago passes through the northwest corner of Indiana. While the number of route miles CN operates in Indiana is relatively small, the impact of the state could not be more significant. Gary is home to Kirk Yard, CN's largest rail yard in the U.S., located on the former Elgin, Joliet & Eastern Railway. CN has invested US\$169 million to modernize and expand Kirk Yard, one of only two CN hump yards in the United States. In collaboration with the Indiana Railroad, CN opened an intermodal facility in Indianapolis in 2013.

NETWORK INVESTMENTS

In 2020, CN plans to invest about US\$8 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Indiana. The program will focus on the continued investments in Positive Train Control, the replacement of rail and ties, as well as maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.



"Keeping communities safe is a shared task, and CN is a tremendous partner for first responders across Indiana."

Chief of Police **Gregory S. Mance**,
Griffith Police Department

COMMUNITY PARTNERSHIPS

In 2019, CN invested in several Indiana-based organizations, including:

United Way

The United Way improves lives by mobilizing the caring power of the community to advance the common good. CN supported the United Way in the following communities: Lake Area, Porter County and St. Joseph.

Tri-Town Safety Village

Partnering with the CN Police Service for 15 years, the Tri-Town Safety Village educates school-age children about railroad safety, fire prevention and personal safety. CN contributed to the Village's Christmas fundraising gala, which was also attended by *Little Obie*.

One Region

One Region is a non-profit that strives to grow population, attract and retain talent, and increase household income in Lake, Porter, and LaPorte counties. CN sponsored One Region's fundraising luncheon.

Girls on the Run Northwest Indiana

Girls on the Run of Northwest Indiana serves Lake, Porter, LaPorte, Jasper, Starke, Newton and Pulaski counties. Over 2,500 girls participate in the running program each year. CN fully funded approximately 64 girls in need to participate in the program at no cost to their families.

Griffith Police K-9

Since 2012, the Griffith Police K-9 program has allowed for greater outreach to the Town of Griffith and surrounding communities. CN contributed toward the addition of a new K-9 and a second handler to allow for greater enforcement coverage within the Town of Griffith.



INDIANA IN NUMBERS

As at December 31, 2019

416
railroaders
employed

US\$16M
capital
investments

102
route miles
operated

US\$3M
total taxes
paid

US\$74M
local spending

US\$80K
community
partnerships

TOP THREE COMMODITIES



Intermodal



Coal



Metals



VIP visit to Toledo's Lang Yard: **Jim Golombeski** (CN Superintendant), **David Wirt** (Office of U.S. Rep. Bob Latta), **Jane Ruuolo** (Office of U.S. Rep. Marcy Kaptur), State Senator **Teresa Fedor**, **Benjamin Lynn** (Office of State Rep. Lisa Sobecki), **Andrea Waldock Niethold** (CN Government Affairs).

OHIO



CN's track extends to a yard in Toledo for interchange with eastern railroads. With a focus on local interests and the ability to link industries, extending our reach and providing flexibility, we count on our subsidiaries, the Bessemer and Lake Erie Railroad (BLE) and Grand Trunk Western Railroad (GTW), to help us deliver in Ohio. The BLE connects at Conneaut docks.

NETWORK INVESTMENTS

In 2020, CN plans to invest about US\$15 million to expand and strengthen our network and support safety, efficiency and long-term growth in Ohio. The program will focus on maintenance of our vessels, work at Conneaut Dock, replacement of rail and ties, as well as maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.



"CN is a critical player in the robust transportation network that serves Northeast Ohio, ensuring the safe transportation of iron ore from Minnesota to our commercial port in Conneaut Harbor and then on to other states like Pennsylvania. I look forward to continuing to work with CN to build on the economic strength these operations have brought to Ohio's 14th Congressional District."

Congressman **Dave Joyce**

COMMUNITY PARTNERSHIPS

In 2019, CN invested in several Ohio-based organizations, including:

America in Bloom

CN promoted beautification in communities along our Ohio network by planting trees and shrubs.

United Way

The United Way improves lives by mobilizing the caring power of the community to advance the common good. CN supported the United Way in Ashtabula County and Greater Toledo.

Girl Scouts of North East Ohio and Buckeye Band Boosters

Cathy J. Marcy, wife of CN crane operator at P&C Dock **Daurel Marcy**, is a jack-of-all-trades at the Girl Scouts of North East Ohio and Buckeye Band Boosters. In the past year, Cathy devoted more than 150 hours chaperoning at various activities, helping with fundraising, and sewing patches on vests for the scouts and altering band uniforms. Cathy has earned CN Railroaders in the Community grants for both organizations.

OHIO IN NUMBERS

As at December 31, 2019

50
railroaders employed

US\$14M
capital investments

4
route miles operated

US\$237K
total taxes paid

US\$63M
local spending

US\$72K
community partnerships

TOP THREE COMMODITIES



Iron Ore



Automotive



Refined Petroleum Products



Conneautville, PA
Photo by Christopher Myers

PENNSYLVANIA

CN owns and operates a fully integrated supply chain that transports iron ore directly from mines to mills entirely with CN ships and trains.

CN's main line runs from our marine bulk facilities in Conneaut, OH, on Lake Erie, where our Great Lakes ships unload iron ore. Our trains then move the iron ore to steel plants in the Pittsburgh area.

NETWORK INVESTMENTS

In 2020, CN plans to invest over US\$4 million to strengthen our rail network and support safety, efficiency and long-term growth in Pennsylvania. The program will focus on maintenance of our vessels, replacement of rail and ties, as well as maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.



"CN is critical to Pennsylvania's economy. From its role in getting raw materials to steel mills, to ensuring homes, schools and businesses have heat in cold winters, to bringing food from family farms to family tables, freight rail is at the very foundation of who we are as a Commonwealth and as a nation."

Rep. **Kerry A. Benninghoff**

COMMUNITY PARTNERSHIPS

In 2019, CN invested in several Pennsylvania-based organizations, including:

United Way

The United Way improves lives by mobilizing the caring power of the community to advance the common good. CN supported the United Way in Butler County and Mercer County.



PENNSYLVANIA IN NUMBERS

As at December 31, 2019

61

railroaders employed

US\$6M

capital investments

157

route miles operated

US\$217K

total taxes paid

US\$746M

local spending

US\$6K

community partnerships

TOP THREE COMMODITIES



Crude



Metals



Minerals



CN's Fulton Yard, Fulton, KY

KENTUCKY



CN has two main-line corridors running through the western tip of Kentucky, linking CN's network in Illinois to Tennessee and points south to the Gulf Coast. Amtrak's *City of New Orleans* passenger rail service operates on CN tracks and stops in Fulton.

NETWORK INVESTMENTS

In 2020, CN plans to invest about US\$3 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Kentucky. The program will focus on continued investments in Positive Train Control, the replacement of rail and ties, as well as maintenance of bridges, culverts, signal systems and other track infrastructure.



"CN's significant role in transporting Kentucky's goods across North America makes them a reliable economic partner for our West Kentucky businesses and communities. I am thrilled to see CN continue to invest in Kentucky's railroad infrastructure, further cementing the 1st Congressional District as a major logistics hub for the agriculture and energy sectors. CN provides critical support for our rural communities when it comes to facilitating products, and their commitment to far West Kentucky is good for the region's economy and way of life."

Rep. **James Comer**

COMMUNITY PARTNERSHIPS

In 2019, CN invested in several Kentucky-based organizations, including:

Bardwell City Fire Department

CN railroader **Bryant McCuan** has devoted close to 300 hours this year working for the Bardwell City Fire Department. In addition to being on call for fires, rescue squad help and vehicle accidents, he also does training every week. Bryant qualified for his second CN *Railroaders in the Community* grant, which was invested in protective gear and clothing for the firefighters.

St Mary's Food Pantry

CN railroader **Michael McGowan** volunteers more than 50 hours each year at the local food pantry in LaCenter, helping wherever he can by shopping for groceries, stocking shelves, carrying groceries for clients, keeping the food pantry clean, and performing light maintenance work.

KENTUCKY IN NUMBERS

As at December 31, 2019

29 railroaders employed	US\$20M capital investments
98 route miles operated	US\$2M total taxes paid
US\$28M local spending	US\$3K community partnerships

TOP THREE COMMODITIES



Minerals



Plastics



Chemicals



U.S. Surface Transportation Board Vice-Chairman **Patrick Fuchs** (centre) and Board Member **Marty Oberman** (right) discuss rail safety and other issues with **Orville Neuels**, Manager of CN's Memphis Intermodal Operations.

TENNESSEE

Western Tennessee is CN's gateway to the south. CN's yard in Memphis is a major freight handling point and the hub of CN's U.S. operations south of Chicago. It is one of only two hump yards in the U.S. (CN has four hump yards on its entire network) and serves as an interchange point with four other Class I railroads. The Memphis Yard is also the location of a major CN railcar/locomotive repair shop.

An important CN intermodal terminal is in Memphis at the Frank Pigeon Industrial Park. CN also serves President's Island, an industrial core in Memphis. The birthplace of rock 'n' roll boasts distribution facilities for forest products, metals and automobiles as well as a CN CargoFlo® bulk handling centre and a logistics park. Amtrak's *City of New Orleans* service operates on CN tracks and stops in Memphis. More than 500 CN railroaders live and work in Memphis.

NETWORK INVESTMENTS

In 2020, CN plans to invest about US\$42 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Tennessee. The program will focus on yard upgrades, replacement of rail and ties, as well as maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.



"Memphis is the transportation and distribution hub for the whole country, and we value the role CN plays in that success. While hauling valuable freight, CN continues to support Memphis by providing jobs and forming community partnerships that build on an already strong relationship."

Mayor **Jim Strickland**, Memphis

COMMUNITY PARTNERSHIPS

In 2019, CN invested in several Tennessee-based organizations, including:

University of Memphis

Through the Southeast Transportation Workforce Center in the Herff College of Engineering, CN supported transformational educational experiences for K-12 students in Memphis, particularly those from low-income families and ethnicities underrepresented in transportation and STEM professions.

United Way

The United Way improves lives by mobilizing the caring power of the community to advance the common good. CN supported the United Way of the Mid-South.

Shelby Farms Park Conservancy

Shelby Farms Park is a 4,500-acre green space in Memphis. CN sponsored their Earth Day celebrations.

National Civil Rights Museum

Located at the former Lorraine Motel in Memphis where Dr. Martin Luther King Jr. was assassinated more than 50 years ago, the National Civil Rights Museum tells the story of the struggle for human rights in America. In 2019, CN sponsored a luncheon at the museum in honour of Black History Month where CN presented several donations to local causes.

St. Jude Children's Research Hospital

St. Jude advances cures and prevention of pediatric diseases through research and treatment. In May 2020, CN employees, friends and family will paddle a dragon boat for St. Jude. *Little Obie* will be on hand to give patients a ride and promote rail safety. CN is a Sustaining Partner of St. Jude.



TENNESSEE IN NUMBERS

As at December 31, 2019

649

railroaders employed

US\$57M

capital investments

173

route miles operated

US\$5K

total taxes paid

US\$34M

local spending

US\$172K

community partnerships

TOP THREE COMMODITIES



Intermodal



Coal



Grain



MISSISSIPPI



CN's network criss-crosses Mississippi, with a rail yard in Jackson serving as a hub for petroleum headed to the western part of the Magnolia State, coal moving east to Alabama, grain shipping south to the Gulf Coast for export, and chemical products headed north to the Midwest. Intermodal products destined throughout North America are handled through our intermodal terminal in Jackson. Amtrak's *City of New Orleans* service stops in Jackson at CN's rail yard. CN also has an automotive distribution facility serving the Nissan assembly plant in Canton.

NETWORK INVESTMENTS

In 2020, CN plans to invest over US\$51 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Mississippi. The program will focus on continued investment in Positive Train Control, the replacement of rail and ties, as well as maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.



"Hattiesburg forged its identity as 'the Hub City' due to its proximity to other regional commercial centres, all connected by a thriving rail industry. CN is an important part of the fabric of transportation infrastructure in Mississippi, and we look forward to a continued partnership to grow Hattiesburg's economy and enhance the quality of life for our citizens."

Mayor **Toby Barker**, Hattiesburg

COMMUNITY PARTNERSHIPS

In 2019, CN invested in several Mississippi-based organizations, including:

America in Bloom

CN promoted beautification in communities along our Mississippi network by planting trees and shrubs.

Hinds Community College

Founded in 1917, Hinds is the largest community college in the state of Mississippi. Since 2003, CN has provided hundreds of scholarships to students who would not otherwise be able to pay for their education in industrial trades (i.e., welding, electrical, mechanical).

United Way

The United Way improves lives by mobilizing the caring power of the community to advance the common good. CN supported the United Way in the Capital Area and Southeast Mississippi.

Boy Scout Troop 119

CN railroader **John Piper** volunteers more than 50 hours throughout the year for the Boy Scout troop in Brookhaven. During summer camp 2019, John taught the BSA railroading merit badge and helped with various summer camp duties.

Good Samaritan Center

Since 1972, Good Samaritan's mission has been to help low-income families and individuals in crisis situations access resources to find positive, long-lasting solutions. In 2019, CN matched the charitable contributions of employees to Good Sam.

MISSISSIPPI IN NUMBERS

As at December 31, 2019

459

railroaders employed

US\$51M

capital investments

575

route miles operated

US\$15M

total taxes paid

US\$78M

local spending

US\$115K

community partnerships

TOP THREE COMMODITIES



Automotive



Forest Products



Fertilizers



Jim Gabel received an award in recognition of 25 years of volunteer service with the Mobile Police Department.

In addition to access to the Port of Mobile, CN's network connects to our CargoFlo® bulk handling as well as metals and minerals distribution facilities in Mobile, which handle petroleum products from Western Canada and coal from the Midwest.

As an important Gulf Coast gateway to Mid-America, Alabama's only deep-water seaport, the Port of Mobile, allows quick access to major inland hubs such as Memphis, Chicago and Canada via CN's extensive network. The Alabama State Port Authority's three-phase expansion project extends the dock at the Port of Mobile to allow for simultaneous berth of two Post-Panamax vessels and brings annual capacity to 650,000 TEUs. The dock extension leverages operational efficiencies generated by newly constructed yard capacity, applied technology, additional outbound gates, and two Super Post-Panamax and two Post-Panamax ship-to-shore container cranes. The ASPA is also planning to modernize Mobile Harbor to accommodate larger vessels and improve transit efficiencies. Construction could begin in late 2020. A new roll-on/roll-off terminal for automotive imports is also planned for 2020 at the Port of Mobile.

NETWORK INVESTMENTS

In 2020, CN plans to invest about US\$1.4 million to strengthen our rail network and support safety, efficiency and long-term growth in Alabama. The program will focus on continued investments in Positive Train Control as well as the replacement of rail and ties and maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.



"CN has played a major role in the growth we've seen at the Port of Mobile and throughout our economy in Alabama."

Congressman **Bradley Byrne**

COMMUNITY PARTNERSHIPS

In 2019, CN invested in several Alabama-based organizations, including:

United Way

The United Way improves lives by mobilizing the caring power of the community to advance the common good. CN supported the United Way in Southwest Alabama.

Firefighters Safety Foundation

CN Railroader in the Community and retired locomotive engineer **Jim Gabel** devotes around 500 hours each year as a volunteer chaplain for the Mobile Fire-Rescue Department. In addition to working to support firefighters and their families, Jim also counsels victims of fires and vehicle accidents through prayer, scripture and song. Jim has been a volunteer chaplain in Mobile for more than 25 years.

ALABAMA



ALABAMA IN NUMBERS

As at December 31, 2019

9
railroaders
employed

US\$689K
capital
investments

27
route miles
operated

US\$338K
total taxes
paid

US\$4M
local spending

US\$4K
community
partnerships

TOP THREE COMMODITIES



Forest Products



Chemicals

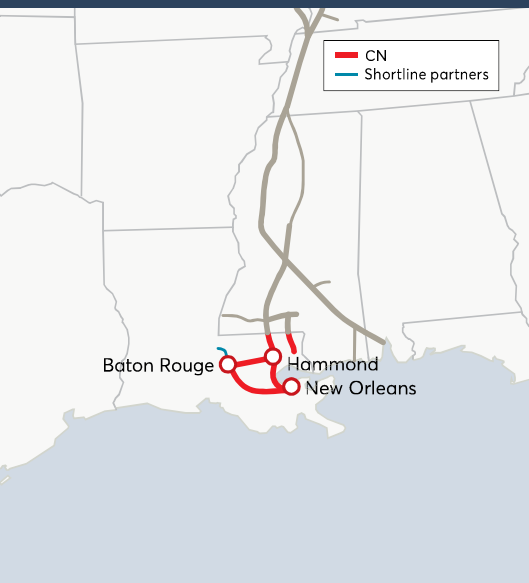


Intermodal



CN employees and family as well as CN's safety train "Little Obie" participated in Tangipahoa Parish's 150th Anniversary Celebration in Amite.

LOUISIANA



At the southern terminus of CN's North American network, Louisiana handles growing volumes of traffic, most notably in the triangle formed by Hammond, Baton Rouge and the Port of New Orleans. CN's major yards are in Baton Rouge, Geismar and Harrahan (Mays Yard) outside of New Orleans. At Mays Yard, CN connects to the New Orleans Public Belt Railroad, which links the city's six Class I railroads. CN also has an intermodal facility in New Orleans. Amtrak's *City of New Orleans* service terminates in New Orleans.

The Port of New Orleans has an intermodal terminal adjacent to its Napoleon Avenue Container Terminal providing on-dock access for all rail shipments. The Mississippi River Intermodal Terminal is a modern, efficient transfer terminal, offering on-dock access and helping to grow CN's container volumes.

NETWORK INVESTMENTS

In 2020, CN plans to invest about US\$58 million to expand and strengthen our rail network and support safety, efficiency and long-term growth in Louisiana. The program includes a multi-year project to rebuild the McComb Spillway Bridge, replacement of rail and ties, as well as maintenance of bridges, level crossings, culverts, signal systems and other track infrastructure.



"Louisiana is one of two places in America where six Class I railroads converge. CN serves New Orleans and our industrial corridor on the Mississippi River, and helps Louisiana participate in \$5 billion in annual trade with Canada. We're proud that CN continues to invest in our people and infrastructure, linking Louisiana to the global economy."

Governor **John Bel Edwards**

COMMUNITY PARTNERSHIPS

In 2019, CN invested in several Louisiana-based organizations, including:

America in Bloom

CN promoted beautification in the communities along our Louisiana network by planting trees and shrubs.

United Way

The United Way improves lives by mobilizing the caring power of the community to advance the common good. CN supported the United Way in the Capital Area and Greater New Orleans.

Louisiana Art and Science Museum

Housed along CN's tracks in the Yazoo and Mississippi Valley Railroad Company Depot in Baton Rouge, the museum seeks to enhance the understanding and appreciation of art and science by presenting educational and entertaining experiences that encourage discovery, inspire creativity, and foster the pursuit of knowledge. CN supported the museum's annual fundraising event, CHROMA: Color Your Senses.

A.P. Foundation

The A.P. Foundation's purpose is to connect people with autism and special needs with others like themselves. CN helped the organization create activities for the special needs community, along with their parents and guardians, to get together.

Tangipahoa Parish Sheriff's Office

The Tangipahoa Parish Sheriff's Office is devoted to preserving the quality of life in Tangipahoa Parish by maintaining the community as a safe place to live, work and play. CN supported the TPSO Mounted Division's ninth annual rodeo, one of the largest rodeos in the Southeast.

LOUISIANA IN NUMBERS

As at December 31, 2019

328

railroaders employed

US\$87M

capital investments

227

route miles operated

US\$6M

total taxes paid

US\$28M

local spending

US\$65K

community partnerships

TOP THREE COMMODITIES



Chemicals



Plastics



Coal

Michigan Senators **Peter J. Lucido**, **Aric Nesbitt** and **Wayne Schmidt** sign the rail safety pledge in the State Capitol.





Employees from Montreal, QC, ride a "Big Bike" to raise funds for the Heart & Stroke Foundation.

CN Employees' and Pensioners' Community Fund



CAISSE DE BIENFAISANCE
DES EMPLOYÉS ET RETRAITÉS DU CN

CN EMPLOYEES' AND PENSIONERS'
COMMUNITY FUND

Last year's campaign met with unprecedented success, raising a total of more than \$2 million. Over the past 10 years, the Fund has raised more than \$18.5 million in donations to assist more than 400 charities specializing in health and research, community well-being, child support and humanitarian aid. The Fund directs every dollar donated directly to the designated organizations.

CN Employees' and Pensioners' Community Fund, which has been in existence for more than 50 years, stands out as a Canadian leader due to its exemplary practices. The Community Fund, run by CN employees and pensioners acting on behalf of their colleagues, organizes fundraising activities and annual campaigns in support of various Canadian charities. Examples include:



Left to right: **Suzanne Dalzell**, Strategic Partnerships and Executive Director, CN Community Boards; **Fiona Murray**, CN Vice-President, Government and Public Affairs; **Darrell Fox**, Terry Fox's brother; and **Savanna Carpenter**, Suzanne Dalzell's daughter.



Employees from CN's Information and Technology Department shop for groceries to fill Christmas baskets for disadvantaged families in Montreal, QC.

I&T CHRISTMAS BASKETS

The CN Information and Technology Christmas Basket initiative started in 1973 with \$706 in donations helping five families with a total of 17 children. In 2019, these donations have grown to about \$35,000, which allowed the team to help 34 families with 97 children. In the 46 years that I&T Christmas Baskets has been in operation, close to \$700,000 has been raised to help disadvantaged Montreal families enjoy a nicer holiday. Each basket contains two weeks of food for each family as well as toys and clothes for the children.

TERRY FOX RUN

On September 15, 2019, CN was proud to continue Terry Fox's legacy by participating in the 39th annual Terry Fox Run for cancer research. Over the years, the Terry Fox Run has grown to involve millions of participants in over 60 countries and is the world's largest one-day fundraiser for cancer research. CN employees, pensioners and their families ran, walked or rode in Montreal, QC, Oakville, ON, Prince George, BC, Moncton, NB, and Winnipeg, MB. Along with CN's matching donation of \$25,000, the teams raised more than \$37,000 to fund cancer research.

CN Employees' and Pensioners' Community Fund

935 de La Gauchetière Street West,
2nd Floor
Montreal, Quebec
H3B 2M9

Toll-free: 1.877.552.7555
Email: communityfund@cn.ca

communityfundcn.com

At CN, we are proud to be your neighbour and we work hard every day to conduct our business in ways that earn your trust.
Calgary, AB.



CN Community Boards

CN is in the process of creating community boards to guide our CN Stronger Communities Fund's decisions and strengthen community partnerships. Through our community boards, CN is putting funding decisions in the hands of local community and business leaders who know their communities best. More to come!

British Columbia Community Board

Christy Clark (Chair), Celso Boscariol, QC, Warren Lee, Mike McDonald, Jason McLean, Darrell Mussatto, Blake Olsen, David Radford, Marcia Smith, Lindsay Brumwell (Secretary)

Edmonton Community Board

Douglas Goss, QC, AOE (Chair), Hugh J. Bolton, FCA, F. ICD, LLD (Hon), Sarah Chan (MA), Sam Jenkins, Ashif Mawji, Dave Mowat, Shauntelle Paul, Doug Ryhorchuk, Suromitra Sanatani, LL.B, ICD.D, Angua J. Watt, W. C. (Butch) Whiteman, Dawn Newton (Secretary)

Winnipeg Community Board

David Angus (Chair), Adam Beck, Jim Feeny, Diane Gray, Paul Hackett, Dwight MacAulay, CVO, Mariette Mulaire, CITP/FIBP, Dayna Spiring, Jasdeep Devgan (Secretary)



Saskatchewan Community Board

Brad Wall (Chair), Raymond E. Ahenakew, Doreen Eagles, Chris Guérette, ICD.D, Gerald Guest, Doug Hodson, Raymond Kazadi, Chris Lane, Blaine Phillips, Barb Ryan, Mubarik Syed, Lindsay Brumwell (Secretary)



Halifax Community Board

Left to right: Roy Argand, Andrew de Freitas, Janet MacMillan, Robert Dempsey, Gina Kinsman, Al Abraham (Chair), Tiffany Edwards (Secretary), Chris Lydon. Absent: Robert Ghiz, Doug MacDonald



Answering Your Questions

Trains blocking roadways for extended periods are a concern in my community. What can be done to reduce the number of blocked crossings?

While CN makes every effort not to block crossings, there are unforeseen instances such as weather, mechanical failure or loss of air pressure that can cause a train to stop, which may result in a blocked crossing. CN crews are aware when a train is blocking a road crossing and make every effort to clear the passage as soon as possible.

In Canada, no part of a train or engine may stand on any part of a public crossing for longer than five minutes when vehicular or pedestrian traffic requires passage. However, this does not apply to private crossings. When emergency vehicles require passage, railways must clear both public and private crossings as quickly as possible. For further rules surrounding blocked crossings, please visit the Transport Canada website at tc.gc.ca where this information can be found under the Rail heading.

In the United States, the Federal Railroad Administration does not regulate the length of time a train may block an at-grade crossing.

The CN property in my community is not being maintained adequately. What is CN doing about this?

We make every effort to maintain our property and we are committed to business practices that protect the natural environment, prevent pollution, reduce our greenhouse gas emissions and conserve natural resources. Waste management is important to us and we are addressing this issue with two key initiatives: removing old rail ties from our rights-of-way and establishing an aggressive waste reduction program for our buildings and yards.

The crossings in my community are in poor condition. What is CN doing to address this?

We recognize the importance of maintaining the condition of crossings for which we are responsible. We inspect our crossings on a regular basis and make repairs as needed. CN crews fix hundreds of crossings each year.

Residents in my community are complaining about trains whistling at all hours. Can CN stop using whistles?

While we understand that whistling may be disturbing at times, federal regulations in the U.S. and Canada mandate whistling at all public crossings. Train whistles are safety devices that alert motorists and pedestrians to the presence of an approaching train. Locomotive engineers follow a detailed set of instructions that outline when a whistle must be sounded and the whistling sequence to be used. Train crews will also use the whistle if there is a work project in the area to notify the work gang on or near the track that a train is approaching. Horns also can be used if there is a trespasser on the tracks.

In certain circumstances, a crossing may be exempt from whistling requirements. In Canada, the complete application procedure to pursue anti-whistling measures may be found on the Transport Canada website at tc.gc.ca under Rail Safety.

In the United States, further information on the process surrounding the establishment of Quiet Zones can be found on the Federal Railroad Administration website at railroads.dot.gov.

What can be done about idling trains near my house?

CN crews are trained on fuel conservation practices to reduce our carbon footprint, including locomotive shutdowns in our yards. However, locomotives may need to be left idling due to various operating requirements such as weather and maintaining air pressure for braking and starting systems.

Is it safe to cross railway tracks? Can I take photos on railway property?

No. It is illegal and dangerous to walk on or along a railway track. In Canada and the United States, railways are private property and individuals trespassing on railway property can face arrest and receive fines. You could also lose your life or a limb while trespassing. Railway tracks should only be crossed at designated, authorized crossings. Crossing tracks at any other location is considered trespassing.

As a general practice, unauthorized photography or filming on railway property is prohibited. A picture might be worth 1,000 words, but no snapshot is ever worth your life.

Who should I contact?

Should you have any further concerns with these matters or any other aspect of CN's operations, please contact the CN Public Inquiry line at **1.888.888.5909**, or via email at contact@cn.ca. A representative will follow up with the appropriate personnel regarding your concerns.

In case of an emergency, you are encouraged to contact the CN Police Service emergency number – **1.800.465.9239, option 3** – which is posted at every public crossing on our network. This phone number is staffed 24 hours a day, seven days a week.

How do I stay connected with CN?

cn.ca



facebook.com/CNrail



linkedin.com/company/cn



twitter.com/CNRailway



TRESPASSING ON RAILWAY TRACKS IS DANGEROUS

Always keep a safe distance from trains.
Occupying railway property and tracks is illegal.

Everyone's safety depends on it!

===== DID YOU KNOW? =====



The average train
needs at least 2 km
(1.25 miles) to stop



Trains can often appear slower and
farther away than they actually are



Today's trains are
remarkably quiet and you
may not hear them coming

**See something unsafe?
Say something!**

Call CN Police at 1-800-465-9239



Here for you

CN Public Inquiry Line

CN's Public Inquiry Line is the central point of contact for the public with non-emergency concerns, such as:

- Noise
- Train whistling
- General property maintenance
- Etc.

To contact the team:

(Monday to Friday, from 8 a.m. to 6 p.m., ET)

1-888-888-5909 | contact@cn.ca

CN Police

CN Police staff will answer emergency calls and dispatch officers when appropriate.

There are many reasons to call CN Police, such as:

- Trespassing on tracks
- Unlawful activity
- Crossing signal defect
- Etc.

To contact CN Police

Emergencies: **1-800-465-9239** (24/7)

Non-urgent suspicious activities: CNPoliceTipLine@cn.ca



CN Public Inquiry Line

Monday to Friday

8 a.m. to 6 p.m., ET

1-888-888-5909

contact@cn.ca

CN Police

24/7

1-800-465-9239

CNPoliceTipLine@cn.ca





PEACE RIVER REGIONAL DISTRICT

Building Permit Report for April 2020

Current Month

BUILDING INSPECTION AREA		# of Permits	Value of Permits	
Chetwynd vicinity (Portion of Electoral Area 'E')				
No permits issued				
Dawson Creek vicinity (Area 'D' & portion of Area 'E')				
No permits issued				
Fort St. John vicinity (Areas 'B', 'C' and portion of Area 'E')				
S/F Dwelling		2	\$446,050	
Shop		1	\$ 30,000	
Monthly Total		3	\$476,050	
YEAR TO DATE		West Peace	South Peace	North Peace
S/F Dwelling	# of permits		1	4
	Value		\$200,000	\$711,800
Manufactured Home	# of permits		1	2
	Value		\$5,000	\$30,000
Garage/shop	# of permits		1	2
	Value		\$40,320	\$220,000
Commercial	# of permits	1		
	Value	\$105,000		
Industrial / Utility	# of permits			
	Value			
Institutional/Recreational	# of permits			
	Value			
Total Number of Building Permits				21
Year to Date Total				\$1,312,120

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REPORT

To: Chair and Directors

Report Number: ADM-BRD-023

From: Tyra Henderson, Corporate Officer

Date: May 13, 2020

Subject: Items Previously Released from Closed Meetings

For information only.

The following resolutions from prior closed meetings were authorized for release at the May 7, 2020 Closed Meeting.

October 19, 2019

MOVED, SECONDED AND CARRIED

That the Regional Board conduct an exempt staff compensation review in 2022 to determine the need to continue increases to the exempt staff wage bands.

August 23, 2019

MOVED, SECONDED AND CARRIED

That the Regional Board discuss the request from the Ministry of Agriculture (AGRI) and draft MOU regarding the Farmers Information Service.

MOVED, SECONDED AND CARRIED

That the Regional Board advise the Ministry of Agriculture that they are prepared to consider entering into a Memorandum of Understanding (MOU) between the PRRD, the Ministry of Agriculture and the Ministry of Energy, Mines and Petroleum Resources regarding the Farmers' Information Service, pending clarification on shared administrative costs and clarification of the level of participation, if any, of the service provider during meetings with resource companies, during hearings, or other related meetings (Items 4.4 g) and h) in draft MOU).

BACKGROUND/RATIONALE:

The above resolutions were authorized for release, and are provided in this report as the official disclosure of the items to the regular Board agenda, as per the 'Closed Meetings and Proactive Disclosure Policy'.

ALTERNATIVE OPTIONS: N/A

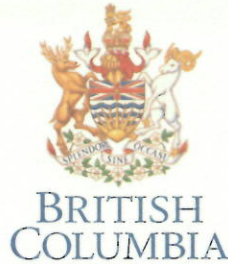
STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S): N/A

COMMUNICATIONS CONSIDERATION(S): N/A

OTHER CONSIDERATION(S): N/A



May 21, 2020

Chair Brad Sperling
Peace River Regional District
Box 810
1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Sent via email: prrd.dc@prrd.bc.ca

Dear Chair Sperling:

Brad

Thank you for your letter regarding supports for low-income seniors during the COVID-19 pandemic. I appreciate your taking the time to write on behalf of the Peace River Regional District (PRRD) Board.

The COVID-19 pandemic has affected almost every aspect of people's lives, and our government's top priority is to keep British Columbians safe and provide them with the support they need during this unprecedented and challenging time.

To assist low-income seniors in BC, the Province is providing a \$300 crisis supplement for April, May and June 2020 to eligible seniors who receive the BC Senior's Supplement. Our government is also boosting the Climate Action Tax Credit to provide recipients with a one-time enhanced payment in July 2020 of up to \$218 per adult. Additionally, we have made temporary changes to the Shelter Aid For Elderly Renters program to support new and existing clients who experience a loss of employment income due to COVID-19.

We have also increased funding to both the United Way and bc211 to expand services and help seniors throughout the province stay safe and get the support they need to stay home. The new Safe Seniors, Strong Communities Program matches seniors who need support with non-medical essentials, such as delivering groceries and medications, social interaction and more, to volunteers in their community who are willing to help.

In addition to these provincial supports, the Government of Canada has announced a number of measures to support low-income individuals and seniors, including a one-time tax-free payment of \$300 for seniors eligible for the Old Age Security (OAS) pension, with an additional \$200 for

.../2

seniors eligible for the Guaranteed Income Supplement (GIS). I see that you have already provided a copy of your letter to the Right Honourable Justin Trudeau, Prime Minister of Canada, and your local Member of Parliament, and I encourage you to maintain your dialogue with the relevant officials regarding federal supports.

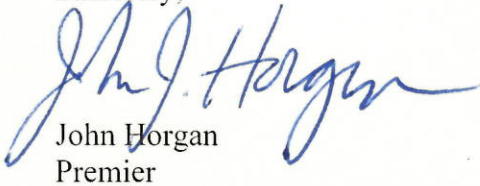
As you are aware, Community pharmacies are privately-run businesses with an obligation to manage their stock responsibly. As a result of the pandemic, pharmacies faced increased demands for some drugs and in order manage their supply, pharmacies may have reduced the dispensing intervals for some drugs. While the Ministry of Health has directed pharmacies to dispense a full 90-day supply for appropriate prescriptions when feasible, the decision to dispense a smaller amount than the prescription indicates is ultimately made by an individual pharmacy or its parent corporation.

On your behalf, I have shared your letter with the Honourable Carole James, Minister of Finance, and the Honourable Adrian Dix, Minister of Health, for their review and consideration. Please be assured that your comments will be included in any related discussions going forward.

Our government is committed to supporting and protecting British Columbians and keeping our economy strong as we adjust to the new normal and move forward with BC's Restart Plan. We will get through this together.

Thank you, again, for taking the time to write.

Sincerely,



John Horgan
Premier

cc: Honourable Carole James
Honourable Adrian Dix

April 29, 2020

The Right Honourable Justin Trudeau
Office of the Prime Minister of Canada
80 Wellington Street
Ottawa, ON K1A 0A2
Email: pm@pm.gc.ca

The Honourable John Horgan
Premier of BC
West Annex Parliament Buildings
Victoria, BC V8V 1X4
Email: premier@gov.bc.ca

Mr. Bob Zimmer, MP
Prince George – Peace River – Northern Rockies
710 Valour Building
House of Commons
Ottawa, Ontario K1A 0A6
Email: Bob.Zimmer@parl.gc.ca

Re: Assistance for Low-Income Seniors

Dear Prime Minister, Premier and Mr. Zimmer,

On behalf of the Peace River Regional District (PRRD) Board, I would like to express concerns regarding the financial inability of low-income seniors to sustain themselves during COVID-19.

We are proud of the residents and businesses in the PRRD. Local businesses have changed their hours to provide segregated shopping times for seniors and those with disabilities only. Our seniors are staying at home and minimizing their grocery shopping trips, which impacts their ability to shop at several stores or shop more regularly to take advantage of the sales they so depend on due to their limited incomes. Further, our seniors are paying pharmacy dispensing fees monthly rather than once every three months as not all pharmacies are able to fill prescriptions for a full three month period.

We respectfully request your consideration of our concerns and further support low-income seniors during these challenging times.

Yours Truly,



Brad Sperling
Chair

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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 Email: prrd.fsj@prrd.bc.ca

Received DC Office May 4, 2020

From: Prime Minister/Premier Ministre <PM@pm.gc.ca>
Sent: Monday, May 4, 2020 9:24 AM
To: Suzanne Garrett <Suzanne.Garrett@prrd.bc.ca>
Cc: Mélanie Joly <ED.minister-ministre.DE@canada.ca>; Marc Garneau <mintc@tc.gc.ca>
Subject: Office of the Prime Minister / Cabinet du Premier ministre

Dear Ms. Henderson:

On behalf of Prime Minister Justin Trudeau, I would like to acknowledge receipt of your correspondence of April 30, 2020, requesting support for Canada's airports during the COVID-19 pandemic.

Thank you for taking the time to write. You may be assured that your comments, offered on behalf of the Peace River Regional District Board, have been carefully reviewed.

As you may know, the matter you raise falls more directly within the portfolios of the Honourable Marc Garneau, Minister of Transport, and the Honourable Mélanie Joly, Minister of Economic Development, to whom I note you have sent copies of your correspondence. While the Prime Minister appreciates being made aware of your comments, he will leave the concerns you raise to be considered by the Ministers.

Once again, thank you for writing.

Yours sincerely,

C. Chaar
Executive Correspondence Officer
Agent de correspondance
de la haute direction



PEACE RIVER REGIONAL DISTRICT

April 30, 2020

The Honourable Justin Trudeau
Prime Minister of Canada
80 Wellington Street
Ottawa, ON K1A 0A2
pm@pm.gc.ca

April 20, 2020

RE: Support for Canada's airports facing severe impacts of COVID-19

Dear Prime Minister:

I am writing in strong support of the airport industry's request for immediate federal government assistance to survive the COVID-19 crisis.

As you know, Canada's airports continue to work with public health officials to facilitate the safe return of our citizens while also maintaining the flow of essential cargo supplies in a time of tremendous need. In Fort St. John, all stakeholders have continued to provide these essential services with ever diminishing financial and human resources.

However, as you also know, the pandemic has put an unprecedented strain on airport facilities and operating budgets. The North Peace Regional Airport, which last year experienced record passenger growth, has now seen dramatic cancellations of flights and decreasing passenger numbers. Revenue losses were immediate and continue to escalate at an unprecedented rate.

These sudden and unprecedented losses are compounded by the fixed regulatory and operational costs related to safety, security, emergency response, airfield maintenance and passenger services. In addition, greatly enhanced health protocols aimed at controlling the spread of COVID-19 are putting an even greater strain on cash flows. The reality is that many parts of the aviation sector could shut down without swift government action and relief to ensure a safe and secure operating environment.

For these reasons, I urge your government to support Canada's airports through short-term financial relief and longer-term stimulus package as part of the overall economic recovery. The Canadian airport industry alone is forecasting losses of at least \$2.2 billion and the North Peace Regional Airport is included in that statistic.

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) 785-1111 Email: prrd.fsj@prrd.bc.ca

Across the sector, our airports are taking extreme measures to reduce operating costs as much as possible in response to the COVID-19 outbreak. The North Peace Regional Airport is no exception and has reduced spending to critical operating costs and staffing levels, but as we are all aware, this is an unsustainable and unprecedented challenge that cannot be weathered without your government's help.

I am reassured to see your government move quickly to introduce economic measures to help stabilize the economy and acknowledge the need to address the long-term viability and resiliency of Canada's aviation sector. I very much hope my constituents can count on Ottawa to swiftly follow through on this promise.

Thank you for your consideration.

Sincerely,

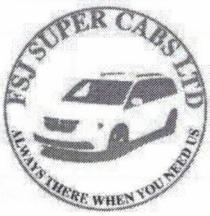
Tyra Henderson

Tyra Henderson
Corporate Officer
on behalf of the PRRD Board

cc. The Hon. Marc Garneau
Minister of Transport
mintc@tc.gc.ca

The Hon. Bill Morneau
Minister of Finance
Bill.Morneau@canada.ca

The Hon. Melanie Joly
Minister of Economic Development and Official Languages
ED.minister-ministre.DE@canada.ca



FSJ Super Cabs
"Always there when you need us"

Tel: 250-261-6733
Email: fsjtaxi@gmail.com
Address: 10707-102St, Fort St.
John, B.C. V1J5L3

To whom it may concern,

The taxi service formerly known as "Bernard Thompson Taxi" is under new ownership and is now called "FSJ Super Cabs". The purpose of this letter is to fulfill one of the requirements set out by the Passenger Transportation Board (PTB) about notifying impacted jurisdictions concerning changes to taxi rates and rules.

Please consider this letter as notice to the city that FSJ Super Cabs intends to submit an application to the PTB to change its rates to the proposed rates outlined in the chart below.

At this time we are also proposing to make changes to the taxi area of service. With the current rules the taxi service is only allowed to pick up passengers within Fort St. John and east up to the NPR Airport. Trips must terminate within Fort St. John, the airport, Taylor, Dawson Creek, Pouce Coupe or Charlie Lake.

We are proposing to expand the origination area to include the Peace River Regional District north of the Peace River and the Northern Rockies Regional District. We are proposing to expand the destination area to allow trips to terminate at any point in B.C. and beyond the B.C. border when engaged in an extra-provincial undertaking.

If you have any questions please feel free to contact me directly at the contact information provided below.

Selected taxi Cab Rates in Fort St. John (Current as of March 12, 2019)										
	Licensee	Trade Name	PTL	Originating Area	Flag	Distance Rate 1 (perkm)	Distance Rate 2 (perkm)	Waiting Time (per Hr)	Effective	Notes
1	Alward, William Peter	Energetic Taxi Cab	71226	Fort St. John	\$ 4.00	\$ 1.88		\$ 43.43	01-Feb-19	Standard Taxi Meter
2	Fort St. John Cabs Ltd	Fort Cabs	70789	Fort St. John	\$ 4.60	\$ 2.66		\$ 50.34	15-Feb-19	Standard Taxi Meter
3	Teco Taxi Ltd		70722	N. of Peace River except N Trutch	\$ 4.60	\$ 2.66		\$ 50.34	15-Feb-19	Standard Taxi
4	Thompson, Bernard		71783	Fort St. John	\$ 3.80	\$ 1.80		\$ 41.34	31-Mar-13	Standard Taxi Meter

Proposed Rate Change for FSJ Super Cabs (formerly under the licensee Thompson, Bernard)										
	Licensee	Trade Name	PTL	Originating Area	Flag	Distance Rate 1 (perkm)	Distance Rate 2 (perkm)	Waiting Time (per Hr)	Effective	Notes
	Patara, Gurpreet	FSJ Super Cabs	75290	Fort St. John	\$ 4.60	\$ 2.66		\$ 50.34	Proposed	Standard Taxi Meter

Sincerely,



Gurpreet Patara
Cell: 250-682-1982