



PEACE RIVER REGIONAL DISTRICT

North Peace Rural Roads Committee Meeting Agenda

June 5, 2020, 9:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

	Pages
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 North Peace Rural Roads Committee Draft Meeting Minutes of May 22, 2020	2
6. Business Arising from the Minutes	
7. Delegations	
8. Correspondence	
9. Reports	
10. Discussion Items	
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13. Item(s) for Information	
13.1 Terms of Reference	9
14. Adjournment	



PEACE RIVER REGIONAL DISTRICT
NORTH PEACE RURAL ROADS MEETING
MINUTES

DATE: May 22, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors Present**
Director Goodings, Meeting Chair
Director Heiberg

Directors Absent
Director Bumstead
Director Fraser

Staff
Tyra Henderson, Corporate Officer
Hunter Rainwater, Recording Secretary

Others
Jackie Kjos, JK Solutions

1. **CALL TO ORDER:** The Chair called the meeting to order at 9:03 am.

2. **ELECTION OF CHAIR:** The Corporate Officer called for nominations for the position of Chair of the North Peace Rural Roads Committee.

Director Heiberg nominated Director Karen Goodings.

The Corporate Officer called a second and third time for nominations. No other nominations were received.

Director Goodings accepted the nomination and the Corporate Officer declared Karen Goodings Chair of the North Peace Rural Roads Committee.

3. **DIRECTORS' NOTICE OF NEW BUSINESS:** None.

4. ADOPTION OF AGENDA:

MOVED by Director Heiberg, SECONDED by Director Goodings,
That the North Peace Rural Roads Committee adopt the May 22, 2020 Committee Meeting Agenda:

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

CARRIED

5. GALLERY COMMENTS OR QUESTIONS:

As PRRD offices are closed to the public, gallery comments are not possible. No enquiries were received from the public in response to the meeting agenda posted on the PRRD website.

6. ADOPTION OF MINUTES:

6.1 May 1/20 NPRCC Minutes
MOVED by Director Heiberg, SECONDED by Director Goodings,
That the North Peace Rural Roads Committee adopt the Committee Meeting Minutes of May 22, 2020.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES:

Director Heiberg noted that he has heard positive feedback regarding the Committee and its Task Force.

8. DELEGATIONS: None.

9. CORRESPONDENCE: None.

10. REPORTS:

- 10.1
Video Feedback -
Verbal Report
- Ms. Kjos advised that she had done a few minor tweaks to the short and long videos, based on feedback from the test audience(s), and that the PRRD branding remains only on the first and last pages of the slide show/video presentation - as per staff request. Director Goodings and Director Heiberg indicated their satisfaction with the videos.
- 10.2
Lobbyist Registration /
Reporting - Verbal
Report
- The deadline is June 15, 2020. Ms. Kjos is looking for feedback from the PRRD's Corporate Officer and Chief Administrative Officer so that it can be circulated to the Committee before being submitted for approval. The Corporate Officer and Chief Administrative Officer are to provide client information.
- 10.3
Communications -
Verbal Report
- Rayna Gibson is working at the Ministry of Transportation and Infrastructure now and she is looking forward to meeting and working with the Committee. Ms. Kjos talked to her about the Task Force. Canfor is running low on wood at the mill. It will be 7-10 days before that road will be able to be driven on. All this rain has been helping pull all the frost from the roads
- 10.4
Finance Committee
Presentation - Verbal
Report
- This year will require video or audio presentations. The Committee is looking at taking the content of the short video and adding some pictures to submit as an online presentation, which will take 100 hours or cost \$1,000. Director Goodings suggested taking some of those pictures and talking about them as a written submission.
- Due to COVID-19 the Committee is having to adapt to doing most things digitally. If the Committee is not selected for the verbal presentation, they will have to amp up the written submission.

11. DISCUSSION ITEMS:

- 11.1
Budget/Workplan
Approval
- The Committee discussed the June activities:
- Road evaluations on the Lower Cache and Stoddart should be done at least once a year.
 - Ms. Kjos would like to do evaluations once the rain stops, while she is up here (May 23-24, 2020), on the Beryl and Farrell roads.
 - Continue to refine pullout information to prioritize with the task force.
 - The task force will be meeting at the Regional District for the June 25th Board Meeting.
 - The Committee would like to have a task force meeting in June if they are able to do it face to face, if not, they will need to postpone it, as they will need a board room that is large enough to allow for social distancing. The Corporate Officer advised that the Committee would be able to use the PRRD Board Room if needed.
 - Director Goodings suggested having another meeting to talk strictly about the Workplan.
- 11.2
Terms of Reference
- The Terms of Reference were acknowledged.

12. NEW BUSINESS:

None.

13. DIARY: No items were added to the Diary.

14. ADJOURNMENT The Chair adjourned the meeting at 9:36 am.

The next meeting is scheduled for June 5, 2020.

Director Goodings, Meeting Chair

Hunter Rainwater, Recording Secretary

North Peace Rural Roads Initiative
2020 DRAFT Workplan

Priority	Consulting Fees	Timing				
			JK	BM	SN	Admin
Mandatory	Lobby Provincial Government					
	MoTI continue to seek resolutions/progress on project objectives	Ad Hoc	20			
	relationship building/meetings with Fort St. John District MoTI staff (3)		12			
	seasonal road ban issues		20			
Mandatory	Director Meetings (monthly)	Monthly				
	Prep of agenda/material and followup/minutes		18			
Mandatory	Communications	Ad Hoc				
	consult with task force on individual issues		10	2		
	conference call(s) with task force in lieu of face-to-face meetings		5	1		
	develop and distribute newsletters (1)		20			
	develop communications, briefing notes, presentations		30			
	maintain lobby registry/reports (new for 2020)		18			
Mandatory	Rural Roads Task Force Meetings (2)	June				
	Meeting prep/followup		12	2		
	Meeting		8	6		
	Travel (JK to/from Edmonton/Bruce to/from DC)		28	4		
Mandatory	Research	2019/20				
	maintain current regular research/stats (O&G - load restrictions, land sales, wells drilled, et		23			
Recommended	Road Evaluation	June				
	Annual road evaluation (2 days)		18			
	Ground truth/refine pullout recommendations		16			
Recommended	Research	June-Sept				
	research/report and abandoned orphan wells by NPRR priority roads		20			
	gravel depletion paper		30	10		
	economic stimulus/revitalization opportunities		10			
Recommended	Stakeholder Meetings	Apr-May				
	Upper Halfway residents and Halfway River First Nation		8			
	meeting prep work and post meeting communication		4			
Recommended	Federal Meetings	Sept				
	Meeting(s) with MP's Zimmer and Doherty (prep/travel/followup)		15			

North Peace Rural Roads Initiative
2020 DRAFT Workplan

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

North Peace Rural Roads Initiative
2020 DRAFT Workplan

Contingency	Ministers Tour (outside of JK Solutions Ltd contract)	
	Helicopter (A Star - 5 Passenger) \$1900 hr (incl fuel) - est 5 hrs	9500
	Helicopter (206 - 3 Passenger) \$1150 hr (incl fuel)	1150
	Hosting costs - suburban rental, breakfast, lunch etc???	1000
		\$11,650.00

JK - Jackie Kjos - JK Solutions Ltd.
 BM - Bruce MacKay - B MacKay Consulting
 SN - Steve Nicol - Lions gate Consulting Inc.
 Admin - Administration support



North Peace Rural Roads (Select) Committee Terms of Reference

1. Goal

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

2. Purpose

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

3. Scope

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

4. Accountability

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

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

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

5. Committee Organization

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

6. Membership

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

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

7. Meetings

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

8. Methodology

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

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

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

9. Reporting Requirements

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

10. Stakeholders

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

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

Date Committee Established	May 7, 2020	Board Resolution #	RD/20/05/20
Date TOR Approved by Board	May 7, 2020	Board Resolution #	RD/20/05/21
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	