



# PEACE RIVER REGIONAL DISTRICT

## Peace River Regional District Board Revised Agenda

June 11, 2020, 10:00 a.m.  
1981 Alaska Avenue, Dawson Creek, BC

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<b>1. Call to Order</b>	
<b>2. Directors' Notice of New Business</b>	
<b>3. Adoption of Agenda</b>	
<b>4. Gallery Comments or Questions</b>	
<b>5. Adoption of Minutes</b>	<b>3</b>
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<b>16.</b>	<b>Notice of Motion</b>	
<b>17.</b>	<b>Media Questions</b>	
<b>18.</b>	<b>Adjournment</b>	



# PEACE RIVER REGIONAL DISTRICT

## **MAY BOARD MEETING** **MINUTES**

DATE: May 28, 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  
Director Bumstead, City of Dawson Creek  
Director Courtoreille, District of Chetwynd  
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

**Alternate Directors**

Alternate Director Turnbull, District of Taylor

**Absent**

Director Fraser, District of Taylor  
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  
Paulo Eichelberger, General Manager of Environmental Services  
Trish Morgan, General Manager of Community Services  
Crystal Brown, Electoral Area Manager  
Trevor Ouellette, IT Manager  
Erin Price, Bylaw Enforcement Officer  
Brenda Deliman, Recording Secretary

**Others**

Katrin Saxty, Urban Systems

**Delegations (via teleconference)**

**7.1 NEAT**

Jeff Aitken, Chair  
Angela De Smit, Executive Member  
Ernie Freeman, Executive Member  
Karen Mason-Bennett, Executive Director

**7.2 NP Division of Family Practice**

Dr. Richard Moody, Chair  
Dr. Courtney Boyer, Year 2 Resident  
Mary Severson-Augustine, Executive Director

**7.3 Section 57 Notice on Title**

Scott Campbell  
Kevin Aitchison

Call to Order                      The Chair called the meeting to order at 11:34 a.m.

**ADOPTION OF AGENDA:**

**ADOPTION OF AGENDA**

RD/20/05/01 (28)

MOVED Director Bumstead, SECONDED Director Ackerman,  
That the Regional Board adopt the Peace River Regional District Board agenda  
for the May 28, 2020 meeting:

- 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 Draft Meeting Minutes of May 7, 2020
- 6. Business Arising from the Minutes**
- 7. Delegations**
  - 7.1 Northern Environmental Action Team (NEAT)
  - 7.2 North Peace Division of Family Practice – UBC Rural Fort St. John Residency Program (*by invitation of the Board*) (*refer to 10.5*)
  - 7.3 Section 57 – Notice on Title (*refer to 10.3*)
    - a) PID 029-201-535
    - b) PID 012-191-604
- 8. Petitions**
- 9. Correspondence**
  - 9.1 Association of Canadian Cannabis Retailers - Request for Letter of Support
- 10. Reports**
  - 10.1 Don Nearhood Museum, DR-BRD-002
  - 10.2 April 30, 2020 Solid Waste Committee Recommendations, ENV-BRD-006
  - 10.3 Section 57 Notices: PID 009-627-359, PID 029-201-535 and PID 012-191-604, ADM-BRD-022 (*refer to 7.3*)
  - 10.4 Grant Writer Services, ADM-BRD-025
  - 10.5 North Peace Division of Family Practice, ADM-BRD-026 (*refer to 7.2*)
  - 10.6 Climate Action Revenue Incentive Program (CARIP) – 2019 Public Report, ADM-BRD-027
  - 10.7 Blackfoot Park Caretaker RFP Award, CS-BRD-005
  - 10.8 Temporary Use Permit, PRRD File No. 20-001 TUP, DS-BRD-024
  - 10.9 RFP Award 02-2020 Asset Management Consulting Services, FN-BRD-006
  - 10.10 Housing Needs Assessment - RFP 08-2020 - Contract Award, ADM-BRD-028
  - 10.11 Policy Amendment - Rural Recreational and Cultural Grants-in-Aid, FN-BRD-007
  - 10.12 COVID-19 Update #5 – Recovery Plan Policy, CS-BRD-007
- 11. Bylaws**
  - 11.1 OCP & Zoning Amendment Bylaw No. 2325 & 2326, 2020, PRRD File No. 17-218, DS-BRD-004
  - 11.2 Zoning Amendment Bylaw No. 2404, 2020, PRRD File No. 20-004 ZN, DS-BRD-019
  - 11.3 Zoning Amendment Bylaw No. 2406, 2020 PRRD File # 20-006 ZN, DS-BRD-021
  - 11.4 Zoning Amendment Bylaw No 2405, 2020, PRRD File No. 20-005-ZN, DS-BRD23
- 12. Strategic Plan**
  - 12.1 2019-2022 Strategic Plan
- 13. New Business**
- 14. Appointments**
  - 14.1 2020 Board Appointments

RD/20/05/01 (28)  
(continued)

**Adoption of Agenda: (continued)**

**15. Consent Calendar** (for consideration and receipt)

- 15.1 COVID-19 Updates & Discussion Meeting Notes of May 6, 2020
- 15.2 COVID-19 Updates & Discussion Meeting Notes of May 13, 2020
- 15.3 North Peace Airport Society Regular Meeting Minutes of April 1, 2020
- 15.4 North Peace Airport Society Regular Meeting Minutes of March 4, 2020
- 15.5 North Peace Airport Society Regular Meeting Minutes of February 5, 2020
- 15.6 Rural Roads in the North Peace Initiative Meeting Minutes of March 27, 2020
- 15.7 Solid Waste Committee Draft Meeting Minutes of April 30, 2020
- 15.8 Chetwynd Communications Society Meeting Minutes of April 29, 2020
- 15.9 Chetwynd Communications Society Meeting Minutes of January 27, 2020
- 15.10 North Peace Airport Society - Notice of Annual General Meeting
- 15.11 Premier of Nova Scotia - Response to Letter of Condolence
- 15.12 Minister of Energy, Mines and Petroleum Resources - Deasan Holdings Ltd. Gravel Mine
- 15.13 CN in Your Community - 2020
- 15.14 CN - Public Inquiry Line and Police Line
- 15.15 Building Permit Report for April 2020
- 15.16 Items Previously Released from Closed Meetings, ADM-BRD-023
- 15.17 Premier of BC - Assistance for Low-Income Seniors
- 15.18 Prime Minister of Canada - Support for Canada's Airports
- 15.19 FSJ Super Cabs - Proposed Change to Rates and Service

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

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

**18. Adjournment**

**CARRIED.**

Director Ackerman left the meeting at 11:36 a.m.

**ADOPTION OF MINUTES:**

5.1

**ADOPTION OF MINUTES**

RD/20/05/02 (28)

MOVED Director Hiebert, SECONDED Director Heiberg,

That the Regional Board adopt the Board Meeting Minutes of May 7, 2020.

**CARRIED.**

**CORRESPONDENCE:**

9.1

Association of  
Canadian Cannabis  
Retailers - Request  
for Letter of Support

**ASSOCIATION OF CANNABIS RETAILERS**

RD/20/05/03 (28)

MOVED Director Bertrand, SECONDED Director Heiberg,

That the Regional Board receive the May 3, 2020 correspondence from the Association of Canadian Cannabis Retailers, requesting a letter of support to allow private cannabis retailers to take online payments and deliver cannabis products door-to-door, for information.

**CARRIED.**

Director Ackerman returned to the meeting at 11:37 a.m.

**REPORTS:**

10.1

Don Nearhood  
Museum, DR-BRD-  
002

**DON NEARHOOD MUSEUM**

RD/20/05/04 (28)

MOVED Director Hiebert, SECONDED Director Goodings,  
That the Regional Board receive the May 19, 2020 report titled "Don  
Nearhood Museum" for discussion.

**CARRIED.**

RD/20/05/05 (28)

MOVED Director Ackerman, SECONDED Director Michetti,  
That the Regional Board authorize staff to meet with historical societies in the  
Regional District to discuss the proposed relocation of the Don Nearhood  
Museum, and the necessary methods used for the safe preservation and  
transportation of its collections.

**CARRIED.**

Recess

The Chair recessed the meeting to luncheon at 11:55 a.m.

Reconvene

The Chair reconvened the meeting at 12:49 p.m.

**RECOMMENDATIONS FROM THE APRIL 30, 2020 SOLID WASTE COMMITTEE  
MEETING**

10.2

April 30, 2020 Solid  
Waste Committee  
Recommendations,  
ENV-BRD-006

**RFP AWARD - 06-2020 "SOUTH PEACE RURAL REFUSE COLLECTION AND  
TRANSFER STATION SERVICE" (Recommendation #1)**

RD/20/05/06 (28)

MOVED Director Goodings, SECONDED Director Rose,  
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.

**CARRIED.**

**REPORTS: (continued)**

10.2 (continued)

**RFP AWARD - 07-2020 "NORTH PEACE RURAL REFUSE COLLECTION AND TRANSFER STATION SERVICE (Recommendation No. 2)**

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RD/20/05/07 (28)

MOVED Director Bumstead, SECONDED Director Heiberg,  
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.

**CARRIED.**

**COMPUWEIGH VERSION 6.0 (Recommendation No. 3)**

RD/20/05/08 (28)

MOVED Director Rose, SECONDED Director Heiberg,  
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.

**CARRIED.**

**INFORMATION TECHNOLOGY (IT) COST ALLOCATIONS TO THE SOLID WASTE MANAGEMENT FUNCTION (Recommendation No. 4)**

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RD/20/05/09 (28)

MOVED Director Courtoreille, SECONDED Director Bertrand,  
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.

**CARRIED.**

**MOBILE SURVEILLANCE AT UNMANNED PL6 TRANSFER STATIONS (Recommendation No. 5)**

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RD/20/05/10 (28)

MOVED Director Rose, SECONDED Director Bertrand,  
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.

**CARRIED.**

**VARY AGENDA:**

**VARY AGENDA**

RD/20/05/11 (28)

MOVED Director Rose, SECONDED Director Hiebert,

That the Regional Board vary the agenda to deal with Item 10.3 (Section 57 Notices on Title - Report) following Item 7.3 (Section 57 Notices on Title – Delegations).

**CARRIED.**

**REPORTS:**

10.4

Grant Writer  
Services, ADM-BRD-  
025

**GRANT WRITER SERVICES**

RD/20/05/12 (28)

MOVED Director Goodings, SECONDED Director Heiberg,

That the Regional Board amend Peace River Regional District Grant Writer Services Contract No. 26-2017/2020 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.

**CARRIED.**

**DELEGATIONS:**

7.1

Northern  
Environmental  
Action Team - Jeff  
Aitken, Chair, Angela  
De Smit, Executive  
Member, Ernie  
Freeman, Executive  
Member, and Karen  
Mason-Bennett,  
Executive Director

**NORTHERN ENVIRONMENTAL ACTION TEAM**

The Regional Board was provided with an update on the activities of the Northern Environmental Action Team (NEAT). Topics included:

- Role of NEAT
- Mission and vision (increase awareness, educate, inspire, empower communities)
- Current offerings (Northern Co-hort, NEATfx, COVID-19 support)
- 2020 and beyond (financial sustainability, program innovation)

A brief discussion was held on PRRD grant opportunities

**DELEGATIONS: (continued)**

**7.2 (refer to 10.5)**

North Peace Division  
of Family Practice -  
Dr. Richard Moody,  
Chair, Dr. Courtney  
Boyer, Year 2  
Resident, Mary  
Severson-Augustine,  
Executive Director

**UBC RURAL FORT ST. JOHN RESIDENCY PROGRAM**

The Regional Board received an update on the UBC Rural Fort St. John Residency Program from the North Peace Division of Family Practice. Topics included:

- Policy for the distribution of PRRD funds to resident doctors
- Distribution of PRRD funds and financial reporting (resident housing, exams, signing bonus, rural rotations budget)
- Rural training and retention rates
- Cycle of incoming residents

A question and answer period ensued. Topics included:

- Psychiatric training at the Dawson Creek & District Hospital
- Long-term retention of family practitioners
- Residents from the University of Northern BC vs. other universities
- Impacts of Alternate Payment Plan

**7.3 a) (refer to 10.3)**

Section 57 Notice on  
Title – Scott  
Campbell

**SECTION 57 NOTICE ON TITLE – PID 029-201-535**

Pursuant to Section 57(3) of the *Community Charter*, Scott Campbell addressed the Board prior to its consideration of the placement of a notice on the title of his property identified as PID 029-201-535.

**7.3 b) (refer to 10.3)**

Section 57 Notice on  
Title – Kevin  
Aitchison

**SECTION 57 NOTICE ON TITLE – PID 012-191-604**

Pursuant to Section 57(3) of the *Community Charter*, Kevin Aitchison addressed the Board prior to its consideration of the placement of a notice on the title of his property identified as PID 012-191-604.

**10.3 (refer to 7.3)**

Section 57 Notices:  
PID 009-627-359,  
PID 029-201-535 and  
PID 012-191-604,  
ADM-BRD-022

**SECTION 57 NOTICE - PID 009-627-359**

RD/20/05/13 (28)

MOVED Chair Sperling, SECONDED Director Bertrand,

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

*Resolution continued on next page...*

**REPORTS: (continued)**

10.3 (continued)

**SECTION 57 NOTICE - PID 009-627-359 (continued)**

RD/20/05/13 (28)  
(continued)

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.

**CARRIED.**

**SECTION 57 NOTICE - PID 029-201-535**

RD/20/05/14 (28)

MOVED Chair Sperling, SECONDED Director Bertrand,

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.

**CARRIED.**

**REPORTS: (continued)**

10.3 (continued)      **SECTION 57 NOTICE - PID 012-191-604**

RD/20/05/15 (28)

MOVED Director Rose, SECONDED Director Heiberg,

That the Regional Board defer consideration of Recommendation No. 3 (PID 012-191-604) of the May 4, 2020 report titled 'Section 57 Notices: PID 009-627-359, PID 029-201-535 and PID 012-191-604' until the July 9, 2020 Board meeting to provide the property owner adequate time to obtain an engineering report.

**CARRIED.**

10.5 (*refer to 7.2*)  
North Peace Division  
of Family Practice,  
ADM-BRD-026

**NORTH PEACE DIVISION OF FAMILY PRACTICE**

The Regional Board voted on the following motion deferred from its May 7, 2020 meeting:

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.

**AMENDED BY THE FOLLOWING**

Motion to Amend

RD/20/05/16 (28)

MOVED Director Ackerman, SECONDED Director Michetti,

That the Regional Board amend the motion by adding 'as needed' to the end of the motion.

**CARRIED.**

Motion as Amended

The Chair Called the Question to the Motion as Amended:

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, as needed.

**CARRIED.**

**VARY AGENDA:**

**VARY AGENDA**

RD/20/05/17 (28)

MOVED Director Hiebert, SECONDED Director Bumstead,  
That the Regional Board vary the agenda and recess the Regional Board meeting to participate in a Northern Health – COVID-19 teleconference meeting.

**CARRIED.**

**REPORTS:**

10.6

Climate Action  
Revenue Incentive  
Program (CARIP) –  
2019 Public Report,  
ADM-BRD-027

**CLIMATE ACTION REVENUE INCENTIVE PROGRAM – 2019 PUBLIC REPORT**

RD/20/05/18 (28)

MOVED Director Ackerman, SECONDED Director Rose,  
That the Regional Board receive the Climate Action Revenue Incentive Program (CARIP) 2019 Public Report for information.

**CARRIED.**

Recess

The Chair recessed the meeting to a Northern Health – COVID-19 teleconference meeting at 1:58 p.m. Director Goodings left the meeting.

Reconvene

The Chair reconvened the meeting at 3:00 p.m.

10.7

Blackfoot Park  
Caretaker RFP  
Award, CS-BRD-005

**BLACKFOOT PARK CARETAKER RFP AWARD**

RD/20/05/19 (28)

MOVED Director Bertrand, SECONDED Director Hiebert,  
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.

**CARRIED.**



**REPORTS: (continued)**

10.11  
Policy Amendment –  
Rural Recreational  
and Cultural Grants-  
in-Aid, FN-BRD-007

**POLICY AMENDMENT – RURAL RECREATIONAL AND CULTURAL GRANTS-IN-AID**

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RD/20/05/24 (28)

MOVED Director Rose, SECONDED Director Hiebert,  
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.

**CARRIED.**

RD/20/05/25 (28)

MOVED Director Hiebert, SECONDED Director Bumstead,  
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.

**CARRIED.**

10.12  
COVID-19 Update #5  
– Recovery Plan  
Policy, CS-BRD-007

**COVID-19 UPDATE #5 – RECOVERY PLAN POLICY**

RD/20/05/26 (28)

MOVED Director Bumstead, SECONDED Director Courtoreille,  
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.

**CARRIED.**

**BYLAWS:**

11.1  
OCP & Zoning  
Amendment Bylaw  
No. 2325 & 2326,  
2020, PRRD File No.  
17-218, DS-BRD-004

OFFICIAL COMMUNITY PLAN AND ZONING AMENDMENT BYLAWS NO. 2325  
AND 2326, 2020, PRRD FILE NO. 17-218

RD/20/05/27 (28)  
MOVED Director Rose, SECONDED Director Hiebert,  
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.

**CARRIED.**

RD/20/05/28 (28)  
MOVED Director Rose, SECONDED Director Heiberg,  
That the Regional Board adopt Official Community Plan Amendment Bylaw  
No. 2325, 2020 and Peace River Regional District Zoning Amendment Bylaw  
No. 2326, 2020.

**CARRIED.**

11.2  
Zoning Amendment  
Bylaw No. 2404,  
2020, PRRD File No.  
20-004 ZN, DS-BRD-  
019

ZONING AMENDMENT BYLAW NO. 2404, 2020, PRRD FILE NO. 20-004 ZN

RD/20/05/29 (28)  
MOVED Director Hiebert, SECONDED Director Bumstead,  
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.

**CARRIED.**

RD/20/05/30 (28)  
MOVED Director Hiebert, SECONDED Director Heiberg,  
That the Regional Board adopt Zoning Bylaw Amendment No. 2404, 2020.

**CARRIED.**

11.3  
Zoning Amendment  
Bylaw No. 2406,  
2020, PRRD File #  
20-006 ZN, DS-BRD-  
021

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

RD/20/05/31 (28)  
MOVED Director Hiebert, SECONDED Director Rose,  
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.

**CARRIED.**

**BYLAWS: (continued)**

11.3 (continued)      ZONING AMENDMENT BYLAW NO. 2406, 2020, PRRD FILE #20-006 ZN  
(continued)

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RD/20/05/32 (28)

MOVED Director Hiebert, SECONDED Director Rose,  
That the Regional Board adopt Zoning Amendment Bylaw No. 2406, 2020.

**CARRIED.**

Director Michetti left the meeting at 3:16 p.m.

11.4      ZONING AMENDMENT BYLAW NO. 2405, 2020, PRRD FILE NO. 20-005 ZN

Zoning Amendment  
Bylaw No. 2405,  
2020, PRRD File No.  
20-005-ZN, DS-BRD-  
023

RD/20/05/33 (28)

MOVED Chair Sperling, SECONDED Director Rose,  
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.

**CARRIED.**

**OPPOSED: Director Ackerman**

RD/20/05/34 (28)

MOVED Chair Sperling, SECONDED Director Rose,  
That the Regional Board adopt Zoning Amendment Bylaw No. 2405, 2020.

**CARRIED.**

**OPPOSED: Director Ackerman**

Director Michetti returned to the meeting at 3:17 p.m.

**CONSENT CALENDAR:**

**CONSENT CALENDAR**

RD/20/05/35 (28)

MOVED Director Bumstead, SECONDED Director Heiberg,

That the Regional Board receive the May 28, 2020 Consent Calendar.

**CARRIED.**

**ADJOURNMENT:**

**ADJOURNMENT**

The Chair adjourned the meeting at 3:18 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 28, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

\_\_\_\_\_  
Brad Sperling, Chair

\_\_\_\_\_  
Tyra Henderson, Corporate Officer



# PEACE RIVER REGIONAL DISTRICT

## **MAY BOARD MEETING**

### **MINUTES**

DATE: May 28, 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  
Director Bumstead, City of Dawson Creek  
Director Courtoreille, District of Chetwynd  
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

**Alternate Directors**

Alternate Director Turnbull, District of Taylor

**Absent**

Director Fraser, District of Taylor  
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  
Paulo Eichelberger, General Manager of Environmental Services  
Trish Morgan, General Manager of Community Services  
Crystal Brown, Electoral Area Manager  
Trevor Ouellette, IT Manager  
Erin Price, Bylaw Enforcement Officer  
Brenda Deliman, Recording Secretary

**Others**

Katrin Saxty, Urban Systems

**Delegations (via teleconference)**

**7.1 NEAT**

Jeff Aitken, Chair  
Angela De Smit, Executive Member  
Ernie Freeman, Executive Member  
Karen Mason-Bennett, Executive Director

**7.2 NP Division of Family Practice**

Dr. Richard Moody, Chair  
Dr. Courtney Boyer, Year 2 Resident  
Mary Severson-Augustine, Executive Director

**7.3 Section 57 Notice on Title**

Scott Campbell  
Kevin Aitchison

Call to Order                      The Chair called the meeting to order at 11:34 a.m.

**ADOPTION OF AGENDA:**

**ADOPTION OF AGENDA**

RD/20/05/01 (28)

MOVED Director Bumstead, SECONDED Director Ackerman,  
That the Regional Board adopt the Peace River Regional District Board agenda  
for the May 28, 2020 meeting:

- 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 Draft Meeting Minutes of May 7, 2020
- 6. Business Arising from the Minutes**
- 7. Delegations**
  - 7.1 Northern Environmental Action Team (NEAT)
  - 7.2 North Peace Division of Family Practice – UBC Rural Fort St. John Residency Program (*by invitation of the Board*) (*refer to 10.5*)
  - 7.3 Section 57 – Notice on Title (*refer to 10.3*)
    - a) PID 029-201-535
    - b) PID 012-191-604
- 8. Petitions**
- 9. Correspondence**
  - 9.1 Association of Canadian Cannabis Retailers - Request for Letter of Support
- 10. Reports**
  - 10.1 Don Nearhood Museum, DR-BRD-002
  - 10.2 April 30, 2020 Solid Waste Committee Recommendations, ENV-BRD-006
  - 10.3 Section 57 Notices: PID 009-627-359, PID 029-201-535 and PID 012-191-604, ADM-BRD-022 (*refer to 7.3*)
  - 10.4 Grant Writer Services, ADM-BRD-025
  - 10.5 North Peace Division of Family Practice, ADM-BRD-026 (*refer to 7.2*)
  - 10.6 Climate Action Revenue Incentive Program (CARIP) – 2019 Public Report, ADM-BRD-027
  - 10.7 Blackfoot Park Caretaker RFP Award, CS-BRD-005
  - 10.8 Temporary Use Permit, PRRD File No. 20-001 TUP, DS-BRD-024
  - 10.9 RFP Award 02-2020 Asset Management Consulting Services, FN-BRD-006
  - 10.10 Housing Needs Assessment - RFP 08-2020 - Contract Award, ADM-BRD-028
  - 10.11 Policy Amendment - Rural Recreational and Cultural Grants-in-Aid, FN-BRD-007
  - 10.12 COVID-19 Update #5 – Recovery Plan Policy, CS-BRD-007
- 11. Bylaws**
  - 11.1 OCP & Zoning Amendment Bylaw No. 2325 & 2326, 2020, PRRD File No. 17-218, DS-BRD-004
  - 11.2 Zoning Amendment Bylaw No. 2404, 2020, PRRD File No. 20-004 ZN, DS-BRD-019
  - 11.3 Zoning Amendment Bylaw No. 2406, 2020 PRRD File # 20-006 ZN, DS-BRD-021
  - 11.4 Zoning Amendment Bylaw No 2405, 2020, PRRD File No. 20-005-ZN, DS-BRD23
- 12. Strategic Plan**
  - 12.1 2019-2022 Strategic Plan
- 13. New Business**
- 14. Appointments**
  - 14.1 2020 Board Appointments

RD/20/05/01 (28)  
(continued)

**Adoption of Agenda: (continued)**

**15. Consent Calendar** (for consideration and receipt)

- 15.1 COVID-19 Updates & Discussion Meeting Notes of May 6, 2020
- 15.2 COVID-19 Updates & Discussion Meeting Notes of May 13, 2020
- 15.3 North Peace Airport Society Regular Meeting Minutes of April 1, 2020
- 15.4 North Peace Airport Society Regular Meeting Minutes of March 4, 2020
- 15.5 North Peace Airport Society Regular Meeting Minutes of February 5, 2020
- 15.6 Rural Roads in the North Peace Initiative Meeting Minutes of March 27, 2020
- 15.7 Solid Waste Committee Draft Meeting Minutes of April 30, 2020
- 15.8 Chetwynd Communications Society Meeting Minutes of April 29, 2020
- 15.9 Chetwynd Communications Society Meeting Minutes of January 27, 2020
- 15.10 North Peace Airport Society - Notice of Annual General Meeting
- 15.11 Premier of Nova Scotia - Response to Letter of Condolence
- 15.12 Minister of Energy, Mines and Petroleum Resources - Deasan Holdings Ltd. Gravel Mine
- 15.13 CN in Your Community - 2020
- 15.14 CN - Public Inquiry Line and Police Line
- 15.15 Building Permit Report for April 2020
- 15.16 Items Previously Released from Closed Meetings, ADM-BRD-023
- 15.17 Premier of BC - Assistance for Low-Income Seniors
- 15.18 Prime Minister of Canada - Support for Canada's Airports
- 15.19 FSJ Super Cabs - Proposed Change to Rates and Service

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

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

**18. Adjournment**

**CARRIED.**

Director Ackerman left the meeting at 11:36 a.m.

**ADOPTION OF MINUTES:**

5.1

**ADOPTION OF MINUTES**

RD/20/05/02 (28)

MOVED Director Hiebert, SECONDED Director Heiberg,

That the Regional Board adopt the Board Meeting Minutes of May 7, 2020.

**CARRIED.**

**CORRESPONDENCE:**

9.1

Association of  
Canadian Cannabis  
Retailers - Request  
for Letter of Support

**ASSOCIATION OF CANNABIS RETAILERS**

RD/20/05/03 (28)

MOVED Director Bertrand, SECONDED Director Heiberg,

That the Regional Board receive the May 3, 2020 correspondence from the Association of Canadian Cannabis Retailers, requesting a letter of support to allow private cannabis retailers to take online payments and deliver cannabis products door-to-door, for information.

**CARRIED.**

Director Ackerman returned to the meeting at 11:37 a.m.

**REPORTS:**

10.1

Don Nearhood  
Museum, DR-BRD-  
002

**DON NEARHOOD MUSEUM**

RD/20/05/04 (28)

MOVED Director Hiebert, SECONDED Director Goodings,  
That the Regional Board receive the May 19, 2020 report titled "Don  
Nearhood Museum" for discussion.

**CARRIED.**

RD/20/05/05 (28)

MOVED Director Ackerman, SECONDED Director Michetti,  
That the Regional Board authorize staff to meet with historical societies in the  
Regional District to discuss the proposed relocation of the Don Nearhood  
Museum, and the necessary methods used for the safe preservation and  
transportation of its collections.

**CARRIED.**

Recess

The Chair recessed the meeting to luncheon at 11:55 a.m.

Reconvene

The Chair reconvened the meeting at 12:49 p.m.

**RECOMMENDATIONS FROM THE APRIL 30, 2020 SOLID WASTE COMMITTEE  
MEETING**

10.2

April 30, 2020 Solid  
Waste Committee  
Recommendations,  
ENV-BRD-006

**RFP AWARD - 06-2020 "SOUTH PEACE RURAL REFUSE COLLECTION AND  
TRANSFER STATION SERVICE" (Recommendation #1)**

RD/20/05/06 (28)

MOVED Director Goodings, SECONDED Director Rose,  
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.

**CARRIED.**

**REPORTS: (continued)**

10.2 (continued)      RFP AWARD - 07-2020 "NORTH PEACE RURAL REFUSE COLLECTION AND  
TRANSFER STATION SERVICE (Recommendation No. 2)

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RD/20/05/07 (28)

MOVED Director Bumstead, SECONDED Director Heiberg,  
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.

**CARRIED.**

COMPUWEIGH VERSION 6.0 (Recommendation No. 3)

RD/20/05/08 (28)

MOVED Director Rose, SECONDED Director Heiberg,  
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.

**CARRIED.**

INFORMATION TECHNOLOGY (IT) COST ALLOCATIONS TO THE SOLID WASTE  
MANAGEMENT FUNCTION (Recommendation No. 4)

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RD/20/05/09 (28)

MOVED Director Courtoreille, SECONDED Director Bertrand,  
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.

**CARRIED.**

MOBILE SURVEILLANCE AT UNMANNED PL6 TRANSFER STATIONS  
(Recommendation No. 5)

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RD/20/05/10 (28)

MOVED Director Rose, SECONDED Director Bertrand,  
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.

**CARRIED.**

**VARY AGENDA:**

**VARY AGENDA**

RD/20/05/11 (28)

MOVED Director Rose, SECONDED Director Hiebert,

That the Regional Board vary the agenda to deal with Item 10.3 (Section 57 Notices on Title - Report) following Item 7.3 (Section 57 Notices on Title – Delegations).

**CARRIED.**

**REPORTS:**

10.4

Grant Writer  
Services, ADM-BRD-  
025

**GRANT WRITER SERVICES**

RD/20/05/12 (28)

MOVED Director Goodings, SECONDED Director Heiberg,

That the Regional Board amend Peace River Regional District Grant Writer Services Contract No. 26-2017/2020 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.

**CARRIED.**

**DELEGATIONS:**

7.1

Northern  
Environmental  
Action Team - Jeff  
Aitken, Chair, Angela  
De Smit, Executive  
Member, Ernie  
Freeman, Executive  
Member, and Karen  
Mason-Bennett,  
Executive Director

**NORTHERN ENVIRONMENTAL ACTION TEAM**

The Regional Board was provided with an update on the activities of the Northern Environmental Action Team (NEAT). Topics included:

- Role of NEAT
- Mission and vision (increase awareness, educate, inspire, empower communities)
- Current offerings (Northern Co-hort, NEATfx, COVID-19 support)
- 2020 and beyond (financial sustainability, program innovation)

A brief discussion was held on PRRD grant opportunities

**DELEGATIONS: (continued)**

**7.2 (refer to 10.5)**

North Peace Division  
of Family Practice -  
Dr. Richard Moody,  
Chair, Dr. Courtney  
Boyer, Year 2  
Resident, Mary  
Severson-Augustine,  
Executive Director

**UBC RURAL FORT ST. JOHN RESIDENCY PROGRAM**

The Regional Board received an update on the UBC Rural Fort St. John Residency Program from the North Peace Division of Family Practice. Topics included:

- Policy for the distribution of PRRD funds to resident doctors
- Distribution of PRRD funds and financial reporting (resident housing, exams, signing bonus, rural rotations budget)
- Rural training and retention rates
- Cycle of incoming residents

A question and answer period ensued. Topics included:

- Psychiatric training at the Dawson Creek & District Hospital
- Long-term retention of family practitioners
- Residents from the University of Northern BC vs. other universities
- Impacts of Alternate Payment Plan

**7.3 a) (refer to 10.3)**

Section 57 Notice on  
Title – Scott  
Campbell

**SECTION 57 NOTICE ON TITLE – PID 029-201-535**

Pursuant to Section 57(3) of the *Community Charter*, Scott Campbell addressed the Board prior to its consideration of the placement of a notice on the title of his property identified as PID 029-201-535.

**7.3 b) (refer to 10.3)**

Section 57 Notice on  
Title – Kevin  
Aitchison

**SECTION 57 NOTICE ON TITLE – PID 012-191-604**

Pursuant to Section 57(3) of the *Community Charter*, Kevin Aitchison addressed the Board prior to its consideration of the placement of a notice on the title of his property identified as PID 012-191-604.

**10.3 (refer to 7.3)**

Section 57 Notices:  
PID 009-627-359,  
PID 029-201-535 and  
PID 012-191-604,  
ADM-BRD-022

**SECTION 57 NOTICE - PID 009-627-359**

RD/20/05/13 (28)

MOVED Chair Sperling, SECONDED Director Bertrand,

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

*Resolution continued on next page...*

**REPORTS: (continued)**

10.3 (continued)

**SECTION 57 NOTICE - PID 009-627-359 (continued)**

RD/20/05/13 (28)  
(continued)

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.

**CARRIED.**

**SECTION 57 NOTICE - PID 029-201-535**

RD/20/05/14 (28)

MOVED Chair Sperling, SECONDED Director Bertrand,

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.

**CARRIED.**

**REPORTS: (continued)**

10.3 (continued)      **SECTION 57 NOTICE - PID 012-191-604**

RD/20/05/15 (28)

MOVED Director Rose, SECONDED Director Heiberg,

That the Regional Board defer consideration of Recommendation No. 3 (PID 012-191-604) of the May 4, 2020 report titled 'Section 57 Notices: PID 009-627-359, PID 029-201-535 and PID 012-191-604' until the July 9, 2020 Board meeting to provide the property owner adequate time to obtain an engineering report.

**CARRIED.**

10.5 (*refer to 7.2*)  
North Peace Division  
of Family Practice,  
ADM-BRD-026

**NORTH PEACE DIVISION OF FAMILY PRACTICE**

The Regional Board voted on the following motion deferred from its May 7, 2020 meeting:

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.

**AMENDED BY THE FOLLOWING**

Motion to Amend

RD/20/05/16 (28)

MOVED Director Ackerman, SECONDED Director Michetti,

That the Regional Board amend the motion by adding 'as needed' to the end of the motion.

**CARRIED.**

Motion as Amended

The Chair Called the Question to the Motion as Amended:

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, as needed.

**CARRIED.**

**VARY AGENDA:**

**VARY AGENDA**

RD/20/05/17 (28)

MOVED Director Hiebert, SECONDED Director Bumstead,  
That the Regional Board vary the agenda and recess the Regional Board meeting to participate in a Northern Health – COVID-19 teleconference meeting.

**CARRIED.**

**REPORTS:**

10.6

Climate Action  
Revenue Incentive  
Program (CARIP) –  
2019 Public Report,  
ADM-BRD-027

**CLIMATE ACTION REVENUE INCENTIVE PROGRAM – 2019 PUBLIC REPORT**

RD/20/05/18 (28)

MOVED Director Ackerman, SECONDED Director Rose,  
That the Regional Board receive the Climate Action Revenue Incentive Program (CARIP) 2019 Public Report for information.

**CARRIED.**

Recess

The Chair recessed the meeting to a Northern Health – COVID-19 teleconference meeting at 1:58 p.m. Director Goodings left the meeting.

Reconvene

The Chair reconvened the meeting at 3:00 p.m.

10.7

Blackfoot Park  
Caretaker RFP  
Award, CS-BRD-005

**BLACKFOOT PARK CARETAKER RFP AWARD**

RD/20/05/19 (28)

MOVED Director Bertrand, SECONDED Director Hiebert,  
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.

**CARRIED.**

10.8  
Temporary Use  
Permit, PRRD File  
No. 20-001 TUP, DS-  
BRD-024

RD/20/05/20 (28)

MOVED Director Hiebert, SECONDED Director Ackerman,

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 100m<sup>2</sup>) 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.

10.9  
RFP Award 02-2020  
Asset Management  
Consulting Services,  
FN-BRD-006

RD/20/05/21 (28)

MOVED Director Rose, SECONDED Director Hiebert,  
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 (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.

RD/20/05/22 (28)  
MOVED Director Rose, SECONDED Director Heiberg,  
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.

10.10  
Housing Needs  
Assessment – RFP  
08-2020 – Contract  
Award, ADM-BRD-  
028

RD/20/05/23 (28)  
MOVED Director Ackerman, SECONDED Director Hiebert,  
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.

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**REPORTS: (continued)**

10.11  
Policy Amendment –  
Rural Recreational  
and Cultural Grants-  
in-Aid, FN-BRD-007

**POLICY AMENDMENT – RURAL RECREATIONAL AND CULTURAL GRANTS-IN-AID**

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RD/20/05/24 (28)

MOVED Director Rose, SECONDED Director Hiebert,  
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.

**CARRIED.**

RD/20/05/25 (28)

MOVED Director Hiebert, SECONDED Director Bumstead,  
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.

**CARRIED.**

10.12  
COVID-19 Update #5  
– Recovery Plan  
Policy, CS-BRD-007

**COVID-19 UPDATE #5 – RECOVERY PLAN POLICY**

RD/20/05/26 (28)

MOVED Director Bumstead, SECONDED Director Courtoreille,  
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.

**CARRIED.**

**BYLAWS:**

11.1  
OCP & Zoning  
Amendment Bylaw  
No. 2325 & 2326,  
2020, PRRD File No.  
17-218, DS-BRD-004

OFFICIAL COMMUNITY PLAN AND ZONING AMENDMENT BYLAWS NO. 2325 AND 2326, 2020, PRRD FILE NO. 17-218

RD/20/05/27 (28)  
MOVED Director Rose, SECONDED Director Hiebert,  
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.

**CARRIED.**

RD/20/05/28 (28)  
MOVED Director Rose, SECONDED Director Heiberg,  
That the Regional Board adopt Official Community Plan Amendment Bylaw No. 2325, 2020 and Peace River Regional District Zoning Amendment Bylaw No. 2326, 2020.

**CARRIED.**

11.2  
Zoning Amendment  
Bylaw No. 2404,  
2020, PRRD File No.  
20-004 ZN, DS-BRD-  
019

ZONING AMENDMENT BYLAW NO. 2404, 2020, PRRD FILE NO. 20-004 ZN

RD/20/05/29 (28)  
MOVED Director Hiebert, SECONDED Director Bumstead,  
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.

**CARRIED.**

RD/20/05/30 (28)  
MOVED Director Hiebert, SECONDED Director Heiberg,  
That the Regional Board adopt Zoning Bylaw Amendment No. 2404, 2020.

**CARRIED.**

11.3  
Zoning Amendment  
Bylaw No. 2406,  
2020, PRRD File #  
20-006 ZN, DS-BRD-  
021

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

RD/20/05/31 (28)  
MOVED Director Hiebert, SECONDED Director Rose,  
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.

**CARRIED.**

**BYLAWS: (continued)**

11.3 (continued)      ZONING AMENDMENT BYLAW NO. 2406, 2020, PRRD FILE #20-006 ZN  
(continued)

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RD/20/05/32 (28)

MOVED Director Hiebert, SECONDED Director Rose,  
That the Regional Board adopt Zoning Amendment Bylaw No. 2406, 2020.

**CARRIED.**

Director Michetti left the meeting at 3:16 p.m.

11.4      ZONING AMENDMENT BYLAW NO. 2405, 2020, PRRD FILE NO. 20-005 ZN

Zoning Amendment  
Bylaw No. 2405,  
2020, PRRD File No.  
20-005-ZN, DS-BRD-  
023

RD/20/05/33 (28)

MOVED Chair Sperling, SECONDED Director Rose,  
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.

**CARRIED.**

**OPPOSED: Director Ackerman**

RD/20/05/34 (28)

MOVED Chair Sperling, SECONDED Director Rose,  
That the Regional Board adopt Zoning Amendment Bylaw No. 2405, 2020.

**CARRIED.**

**OPPOSED: Director Ackerman**

Director Michetti returned to the meeting at 3:17 p.m.

**CONSENT CALENDAR:**

**CONSENT CALENDAR**

RD/20/05/35 (28)

MOVED Director Bumstead, SECONDED Director Heiberg,

That the Regional Board receive the May 28, 2020 Consent Calendar.

**CARRIED.**

**ADJOURNMENT:**

**ADJOURNMENT**

The Chair adjourned the meeting at 3:18 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 28, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

\_\_\_\_\_  
Brad Sperling, Chair

\_\_\_\_\_  
Tyra Henderson, Corporate Officer



# PEACE RIVER REGIONAL DISTRICT

## **COMMITTEE OF THE WHOLE MEETING** **MINUTES**

DATE: May 28, 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  
Director Bumstead, City of Dawson Creek  
Director Courtoreille, District of Chetwynd  
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

**Alternate Directors**

Alternate Director Turnbull, District of Taylor

**Absent**

Director Fraser, District of Taylor  
Director Zabinsky, City of Fort St. John

**Staff**

Shawn Dahlen, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Kelsey Bates, Deputy Corporate Officer  
Crystal Brown, Electoral Area Manager  
Trevor Ouellette, IT Manager  
Aden Fulford, GIS Coordinator  
Brenda Deliman, Recording Secretary

**Others**

Katrin Saxty, Urban Systems

Call to Order                      The Chair called the meeting to order at 10:03 a.m.

**ADOPTION OF AGENDA:**

**ADOPTION OF AGENDA**

CW/20/05/01

MOVED Director Michetti, SECONDED Director Ackerman,  
That the Regional Board adopt the Peace River Regional District Board agenda  
for the May 28, 2020 Committee of the Whole meeting:

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Gallery Comments or Questions**
- 4. Delegations**
- 5. Reports**
  - 5.1 Temporary Use Permits, DS-COW-001
  - 5.2 Treaty Land Entitlement in the Peace River Regional District, DS-COW-002
  - 5.3 Resource Industries in Northeast BC, ADM-COW-001
- 6. New Business**
- 7. Media Questions**
- 8. Adjournment**

**CARRIED.**

**REPORTS:**

5.1  
Temporary Use  
Permits, DS-COW-  
001

**TEMPORARY USE PERMITS**

CW/20/05/02

MOVED Director Heiberg, SECONDED Director Bertrand,  
That the Committee of the Whole receive the May 18, 2020 report titled  
“Temporary Use Permits” for discussion.

**CARRIED.**

The Committee of the Whole received an overview of the Temporary Use Permit (TUP) process from Katrin Saxty of Urban Systems. Topics included:

- Temporary Use Permits (purpose, typical uses, TUP vs. rezoning)
- Legal aspects
- Challenges (impacts to development, PRRD liability, absentee landowners, difficult to administer, enforcement of conditions)
- Considerations (Official Community Plans, security, waiver, renewal)

A question and answer period ensued. Topics included:

- Enforcement and inspections
- Crown land vs. private land
- Compliance with zoning

**REPORTS: (continued)**

5.1 (continued)

**TEMPORARY USE PERMITS (continued)**

The question and answer period continued. Further topics included:

- Landowner agreements and infrastructure
- Worker camps
- Other regulatory bodies
- Future land use planning
- Number of TUPs issued and/or renewed
- Remediation and reclamation
- Environmental assessment certificates

5.2

Treaty Land  
Entitlement in the  
Peace River Regional  
District, DS-COW-  
002

**TREATY LAND ENTITLEMENT IN THE PRRD**

CW/20/05/03

MOVED Director Rose, SECONDED Director Hiebert,  
That the Committee of the Whole receive the May 14, 2020 report titled  
“Treaty Land Entitlement in the Peace River Regional District”, which provides  
an overview of the Treaty Land Entitlement areas of interest that have been  
identified by Doig River First Nation, Blueberry River First Nation, Saulteau  
First Nations, Halfway River First Nation, and West Moberly First Nations, for  
discussion.

**CARRIED.**

The Committee of the Whole discussed the federal regulatory framework  
surrounding Treaty Land Entitlement (TLE), consultation with First Nations on  
land selections as they relate to PRRD Official Community Plan and  
development bylaws, crown lands, and taxation.

Alternate Director Turnbull left the meeting at 11:22 a.m.

5.3

Resource Industries  
in Northeast BC,  
ADM-COW-001

**RESOURCE INDUSTRIES IN NORTHEAST BC**

CW/20/05/04

MOVED Director Goodings, SECONDED Director Hiebert,  
That the Committee of the Whole receive the January 14, 2020 report titled  
“Resource Industries in Northeast BC” for discussion.

**CARRIED.**

Alternate Director Turnbull returned to the meeting at 11:26 a.m.

**REPORTS: (continued)**

5.3 (continued)

**RESOURCE INDUSTRIES IN NORTHEAST BC (continued)**

The Committee of the Whole discussed support for resource industry in Northeast BC, land use regulations, unbiased decision making, and the relationship between community businesses and industry.

**ADJOURNMENT:**

**ADJOURNMENT**

The Chair adjourned the meeting at 11:32 a.m.

CERTIFIED a true and correct copy of the Minutes of the Regional Board of the Peace River Regional District from a Committee of the Whole meeting held on May 28, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

\_\_\_\_\_  
Brad Sperling, Chair

\_\_\_\_\_  
Tyra Henderson, Corporate Officer

Received DC Office May 26, 2020

**From:** Bonnie Morgan <[Bonnie@clearhillscounty.ab.ca](mailto:Bonnie@clearhillscounty.ab.ca)>  
**Sent:** Tuesday, May 26, 2020 1:51 PM  
**To:** Brenda Deliman <[Brenda.Deliman@prrd.bc.ca](mailto:Brenda.Deliman@prrd.bc.ca)>; Shannon Baird <[sbaird@countygp.ab.ca](mailto:sbaird@countygp.ab.ca)>;  
[Tlapping@saddlehills.ab.ca](mailto:Tlapping@saddlehills.ab.ca)  
**Cc:** PRRD\_Internal <[prrd.internal@prrd.bc.ca](mailto:prrd.internal@prrd.bc.ca)>  
**Subject:** RE: 2020 Interprovincial / Intermunicipal Meeting

Good afternoon Everyone,

Clear Hills County Council would like to purpose a new meeting date be set to discuss and come together as a whole with regards to everything happening with the COVID-19 pandemic between our municipalities.

Our council believes we are virtually one region and some of the restrictions are causing issues for both sides of our north peace. Please let me know your thoughts or contact Allan Rowe at 780-685-3925 to discuss this further.

*Warm Regards,*

**Bonnie Morgan | Executive Assistant to CAO and Council**

Clear Hills County Box 240 Worsley, AB T0H 3W0 | Ph: (780)-685-3925 | Cell: (780)-834-7171 | Fax: (780)-685-3960  
[bonnie@clearhillscounty.ab.ca](mailto:bonnie@clearhillscounty.ab.ca) | [www.clearhillscounty.ab.ca](http://www.clearhillscounty.ab.ca)



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Received DC Office May 26, 2020

**From:** DCSS Scholarships <[dcss.scholarships@sd59.bc.ca](mailto:dcss.scholarships@sd59.bc.ca)>

**Sent:** Tuesday, May 26, 2020 9:47 AM

**Subject:** Scholarship Evening

Dear Donors,

The graduates of 2020 are going to miss many of the usual events due to the current pandemic. In consideration of our grads, we would like to continue with some of the traditional events, in a modified format.

We are thinking about holding an in person scholarship evening. This would allow our recipients to share in the excitement of receiving their awards. Unfortunately we are limited to a maximum of 50 people in attendance for a group setting.

We are considering having the students who are receiving scholarships and bursaries in attendance and a limited number of donors. The event will be live streamed for others to view. The social that typically follows the presentations has been cancelled.

I am reaching out to donors to see who would be okay with us presenting awards on your behalf. If so we would like to know what you would like us to say in regards to the award.

If you would like to send a congratulatory video or message we could share that with the recipient after the event.

Please respond to this email ASAP to let us know your preference.

1. Have our principal present on your behalf.
2. Be in attendance to present your award.

Karen Smith  
DCSS Counsellor ~ South Peace Campus  
Campus

Josh Kurjata  
DCSS Principal ~ South Peace



June 2, 2020

Dear Ms Henderson,

To benefit the business community and improve economic outcomes for the region, I am working on an application to successfully create the position of Regional Business Liaison who will help support business development and outreach to businesses of all sizes in the region. The application requires a letter of support from local stakeholders who could share in the information gained and the assets achieved by the creation of such a position. The role would be overseen by Cheryl Montgomery, the Executive Director of the Fort St. John and District Chamber of Commerce and funding of \$75,000. provided by NDIT. The new position will be dedicated to the Business Liaison expectations as outlined below, and the gathering of critical economic information. The position is 100% dedicated to the role of Regional Business Liaison, with shared deliverables beneficial to NDIT, FSJ Chamber of Commerce, Community Futures, City of Fort St. John Economic Development, PRRD and any other regional economic development stakeholders.

Deliverables obtained are intended to improve awareness of resources available to support businesses, increase business growth and development, and create a comprehensive database and tracking tool that will provide an overview of businesses in the region and their positioning in our economic environment.

An overview of the position details:

*The Fort St. John and District Chamber of Commerce would implement and oversee the new role of Regional Business Liaison which would provide ongoing support and information to the over 2000 local and regional businesses and organizations in the North Peace. The position would build relationships through face to face (in adherence to BC Health Guidelines), virtual meeting, or phone to share and gather information about regional business services, resources, and opportunities. Gathering information and creating opportunities to provide resources to support businesses and organizations is critical. The Regional Business Liaison would administer the following services:*

- *Provide information about local and regional organizations that provide resources for business:*
  - *NDIT*
  - *Fort St. John and District Chamber of Commerce*
  - *Community Futures*
  - *Municipal Economic Development*
  - *Peace River Regional District*
  - *Provincial and Federal Government*
- *Provide information for funding and support resources related to:*
  - *Covid-19 (Federal and Provincial programs including wage, rent, employee, tax, relief programs)*
  - *Business development, funding and growth opportunities*
  - *Employee recruitment and retention*
  - *Innovation, Technology and Advocacy*
- *Assistance and Support*
  - *Identifying need and sourcing support and opportunities*
  - *Assisting application, eligibility, and submission processes*
  - *Follow up*
- *Information and Data Gathering to create a comprehensive database that would capture:*
  - *Regional Business Survey – Data collection (business information and details (business structure, history, communications, financial, marketing strategies),*
  - *Covid-19 impact, goals, organization affiliations, etc.*
  - *Tracking of all support provided / referrals / funding applications /*
  - *Follow up / communication between Liaison / Client*
- *Build Relationships / partnerships / connections!*

The Chamber is prepared to provide office space and equipment to support this position.

I request your support through a letter to be received as soon as possible to meet the requirements of our application through NDIT.

If you have any questions, feedback, or input, feel free to contact me. I look forward to hearing from you regarding this exceptional opportunity to enhance our economic knowledge for our communities and region.

Regards,

*C. Montgomery*

Cheryl Montgomery  
Executive Director  
Fort St. John and District Chamber of Commerce  
250-261-4486



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-034

From: Crystal Brown, Electoral Area Director Manager

Date: June 4, 2020

**Subject: June 4, 2020 Special Electoral Area Directors Committee Recommendation**

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The following recommendation from the June 4, 2020 Special Electoral Area Directors Committee meeting is presented to the Regional Board for its consideration:

**RECOMMENDATION: *[Corporate Weighted]***

That the Regional Board award RFP 15-2020 "Wonowon Community Safety Improvement – Feasibility Study" to Urban Systems Ltd., for a total cost of \$19,400 (excluding GST); further, that the Chair and the Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

**BACKGROUND/RATIONALE:**

On November 19, 2019, the PRRD received a petition from residents in Wonowon indicating that they would like the PRRD to undertake a feasibility study to look at options and costs for the installation of a trail and street lighting to improve the safety of the community for pedestrians and children, and to upgrade the existing gravel road to a paved standard to reduce dust and roughness. After the feasibility study is completed, the PRRD will be able to provide information to the affected residents regarding the anticipated cost of the service. With this information, if the Board chooses to proceed with establishment of a service, assent of the electors will be required either through an alternate approval process or assent voting (referendum). All construction and ongoing operational costs of the service would be borne by the benefiting area.

On May 1, 2020, the PRRD issued a Request for Proposal to conduct a feasibility study to review the following options and costs for safety improvements for the community of Wonowon:

- Development of a trail concept examining both gravel and paved options.
- Development of street lighting concept.
- Development of full road reconstruction concept of the existing Wonowon Road, Wonowon Subdivision Road and Wonowon Extension Road. This includes completion of paving and drainage upgrades.
- Completion of Class 'D' construction cost estimates for all options, including professional fees for design and construction, as well as inspection and contract administration.
- Identification of annual operation and maintenance costs.
- Identification of required permits and associated permit costs for each studied option.
- Project engagement with various stakeholders, PRRD staff, and elected officials throughout the project.
- Optional Work – to include scope of work and cost estimates to complete a geotechnical investigation and topographic survey for the study area.

The RFP closed on May 29, 2020 with 3 bids received as follows:

Company	Score	Price (excluding GST)
Urban Systems Ltd.	99	\$19,400
WSP	73.50	\$19,000
McElhanny**	14	\$39,500

*\*\*Vendor did not meet the minimum threshold of 22/30 for Project Budget, bid was not evaluated.*

All proponents were evaluated on experience and qualifications, schedule, methodology, references, and cost. Urban Systems Ltd. scored the highest in the evaluation based on their combined score for experience, qualifications, schedule, methodology, and cost. Staff recommend this firm as their proposal best addressed the requirements of the RFP. Their proposal demonstrated a thorough grasp of the project, and has a better work breakdown structure, stakeholder engagement and deliverables.

### ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

### STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

### FINANCIAL CONSIDERATION(S):

Director Goodings has committed to funding this initiative from Area B Peace River Agreement funds.

Development of a Full Road Reconstruction Concept- For this stage of the feasibility study, the concept will outline costs, benefits and challenges related to the upgrade option. It is believed that a geotechnical and topographical survey will not be required at this time; however, if the project progresses to the next stage (referendum), it can help increase the accuracy of costs. This would be an additional cost of \$21, 800.

### COMMUNICATIONS CONSIDERATION(S):

Stakeholder engagement will be undertaken with Wonowon residents, Ministry of Transportation and Infrastructure representatives, PRRD staff, and elected officials throughout the project. In the fall of 2020, there will be an open house in Wonowon to communicate the options and associated pricing with the residents of Wonowon, and to determine next steps.

### OTHER CONSIDERATION(S):

None at this time.



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-031

From: Crystal Brown, Electoral Area Manager

Date: June 2, 2020

**Subject: May 21, 2020 Electoral Area Directors Committee Recommendations**

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The following recommendations from the May 21, 2020 Electoral Area Directors Committee meeting are presented to the Regional Board for its consideration:

**RECOMMENDATION #1: *[Corporate Unweighted]***

That the Regional Board send a letter to the Regional District of Bulkley-Nechako, stating that, at this time, the Regional Board does not wish to change the boundaries of the Peace River Regional District.

**RECOMMENDATION #2: *[Corporate Unweighted]***

That the Regional Board send a letter to Premier John Horgan and Bruce Ralston, Minister of Energy, Mines and Petroleum Resources, stating that the Board would like to be involved in the prioritization process for the clean-up of orphan and inactive oil and gas wells.

**RECOMMENDATION #3: *[Corporate Unweighted]***

That the Regional Board send a letter to Adrian Dix, Minister of Health, asking that the Provincial Medical Health Officer be more open and candid about the location of confirmed cases of COVID-19 in BC.

**RECOMMENDATION #4: *[Stakeholder Weighted Vote – LGA Section 209]***

That the Regional Board move forward with assent voting (referendum) in the Charlie Lake Fire Protection Area to amend the Service Establishment Bylaw to include first medical responder services and road rescue services; further, that each question be asked separately on the ballot.

**BACKGROUND/RATIONALE:**

The draft minutes of the May 21, 2020 Electoral Area Directors Committee meeting are on the Consent Calendar.

**Regional District of Kitimat-Stikine Proposed Boundary Expansion**

The Regional District of Kitimat-Stikine (RDKS) is interested in potentially expanding its northwest and northeast boundaries to encompass two areas of the Stikine region that are currently under provincial jurisdiction. The Stikine region is the only area of the province that is not part of a regional district or municipality. When the regional district system was established in the 1960s, the Stikine region did not have sufficient population or property assessments to support being established as a regional district. Without municipalities or a regional district, the Stikine region relies on the Provincial Government for basic local governance. Over the years, the Stikine region has been reviewed for opportunities to have areas evolve to local governance via a regional district, and reduce the role of the Province in managing local affairs.

In 2017, staff from the Ministry, the RDKS, the Peace River Regional District (PRRD) and the Regional District of Bulkley-Nechako (RDBN) discussed the respective interests of the regional districts in bringing areas of the Stikine into their boundaries to provide basic local governance and service delivery where needed. No action was taken following these discussions with local governments. The collective view is that now is a logical time to reinvigorate these discussions, including conversations with First Nations in the region.

On the recommendation of the Minister of Municipal Affairs and Housing, the Provincial Cabinet can alter the boundaries of a regional district to include an area not in a regional district. Before the Minister makes a decision on a boundary change proposal, the Ministry gathers the perspectives and concerns of First Nations, neighbouring regional districts, and stakeholders so that the Minister's decision can be made with due consideration of the perspectives of those who may be impacted by the boundary change.

If the proposed RDKS boundary expansion is approved, there will be an orphaned area created. The Regional District of Bulkley-Nechako is interested in taking over the orphaned area, but will require a part of the Peace River Regional District's Electoral Area B boundary in order to gain access to the orphaned area.

#### **Clean-up of Orphan and Inactive Oil and Gas Wells**

The recently announced Federal Economic Response Plan includes provisions to clean up orphaned and inactive oil and gas wells in western provinces. British Columbia, which has 350 orphaned wells, will see \$120 million through this new initiative. In B.C., orphan wells are managed by the Liability Management Branch of the B.C. Oil and Gas Commission. Clean-up costs can range between \$100,000 to several million dollars per well depending on the complexity and size of the well and the degree of contamination.

#### **Charlie Lake Fire Protection Area**

On February 26, 2020, staff and the Electoral Area C Director attended a public engagement session at the Charlie Lake Community Hall to discuss the possibility of adding road rescue services and first medical response services in the Charlie Lake Fire Protection Area. Approximately 40 people attended the two-hour session. To gather feedback from the area residents, staff developed an information package to describe the proposal and conducted a survey to determine if there was interest in adding these services.

#### **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

#### **STRATEGIC PLAN RELEVANCE:**

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

#### **FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Regional District of Kitimat-Stikine Proposed Boundary Expansion Report
2. Charlie Lake Fire Department Road Rescue & First Medical Response Public Engagement



# REPORT

To: Electoral Area Directors Committee

Report Number: ADM-EADC-003

From: Crystal Brown, Electoral Area Manager

Date: May 12, 2020

**Subject: Regional District of Kitimat-Stikine Proposed Boundary Expansion**

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## RECOMMENDATION #1:

That the Electoral Area Directors Committee receive the report titled "Regional District of Kitimat-Stikine Proposed Boundary Expansion" dated May 12, 2020 for discussion.

## BACKGROUND/RATIONALE:

The Regional District of Kitimat-Stikine (RDKS) is interested in potentially expanding its northwest and northeast boundaries to encompass two areas of the Stikine region that are currently under provincial jurisdiction.

The Stikine region is the only area of the province that is not part of a regional district or municipality. When the regional district system was established in the 1960s, the Stikine region did not have sufficient population or property assessments to support being established as a regional district.

Without municipalities or a regional district, the Stikine region relies on the provincial government for basic local governance. Over the years the Stikine region has been reviewed for opportunities to have areas evolve to local governance via a regional district and reduce the role of the Province in managing local affairs.

The last significant change to the external boundary of the Stikine region came in 2007 when the boundary of the RDKS was expanded into the Stikine region to take in the community of Dease Lake. Since 2007, there has been continuing consideration of whether further boundary changes should be considered, taking a more holistic approach to governance and services.

In 2014, a study was completed that looked at the financial, service delivery and governance implications of expanding the northwest and northeast boundaries of the RDKS to encompass two areas of the Stikine region that are currently under Provincial jurisdiction.

Under a regional district local governance regime, the primary responsibility for service delivery would shift to the regional district. As occurred when Dease Lake was included in the RDKS, the area would be represented by a locally elected electoral area director who would sit at the regional district board table on behalf of the residents residing in that electoral area.

In 2017, staff from the Ministry, the RDKS, the Peace River Regional District (PRRD) and the Regional District of Bulkley-Nechako (RDBN) discussed the respective interests of the regional districts in bringing areas of the Stikine into their boundaries to provide basic local governance and service delivery where needed. No action was taken following these discussions with local governments. The collective view is that now is a logical time to reinvigorate these discussions, including conversations with First Nations in the region.

On the recommendation of the Minister of Municipal Affairs and Housing, the Provincial Cabinet can alter the boundaries of a regional district to include an area not in a regional district. Before the Minister makes a decision on a boundary change proposal, the Ministry gathers the perspectives and concerns of First Nations, neighbouring regional districts and stakeholders so that the Minister's decision can be made with due consideration of the perspectives of those who may be impacted by the boundary change.

If the proposed RDKS boundary expansion is approved, there will be an orphaned area created. The Regional District of Bulkley-Nechako is interested in taking over the orphaned area, but will require a part of the Peace River Regional District's Electoral Area B boundary in order to gain access to the orphaned area.

**ALTERNATIVE OPTIONS:**

1. That the Electoral Area Directors Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Ministry Letter
2. Regional District of Kitimat-Stikine Proposed Boundary Expansion Map
3. Regional District of Kitimat-Stikine Boundary Expansion Report
4. Regional District of Bulkley-Nechako Proposed Boundary Expansion Map



Ref: 251237

February 5, 2020

Dear Djil Djila:

I am writing to provide you with some background on government and service structures in the Stikine region and to let you know about efforts underway to assess the need for potential boundary changes involving adjoining regional districts. I am respectfully seeking your feedback, including any concerns or interests that your community may have regarding the possibility of including portions of the Stikine region within a regional district.

The Stikine region is the only area of the province that is not part of a regional district or municipality (see map for reference in Appendix 1). When the regional district system was established in the 1960s, the Stikine region did not have sufficient population or property assessments to support being established as a regional district. Regional districts were created to provide local democracy, planning and servicing to communities which were not municipalities, and to also enable those communities to collect taxes to provide for local services they desired.

Without municipalities or a regional district, the Stikine region relies on the provincial government for basic local governance. Over the years the Stikine region has been reviewed for opportunities to have areas evolve to local governance via a regional district and reduce the role of the Province in managing local affairs. The Ministry of Municipal Affairs and Housing (Ministry) provides general oversight and has responsibility for local governance, and assists the Atlin Community Improvement District, which the Province established, to provide some local services.

The Atlin Community Improvement District was established in 1967, shortly before the Regional District of Kitimat-Stikine (RDKS), and encompasses a small portion of the Stikine in the area surrounding the community of Atlin. It offers a few local services such as fire protection, water, street lighting, sidewalks and landfill. It also provides guidance on local land use for the community in the absence of a regional district.

The last significant change to the external boundary of the Stikine region came in 2007 when the boundary of the RDKS was expanded into the Stikine region to take in the community of Dease Lake, in order to address an urgent need for local fire protection. The RDKS now operates the fire service for the Dease Lake community and recovers the costs through taxation of the local community that participates in and benefits from the service.

.../2

Since 2007, there has been continuing consideration of whether further boundary changes should be considered, taking a more holistic approach to governance and services. To that end, a study (enclosed) was completed in 2014 that looked at the financial, service delivery and governance implications of expanding the northwest and northeast boundaries of the RDKS to encompass two areas of the Stikine region that are currently under Provincial jurisdiction (see extension areas map for reference in Appendix 2). The study recommended the RDKS consider combining the new boundary extension areas, electoral area F, and electoral area D together into one large electoral area (an expanded electoral area D).

Under a regional district local governance regime, the primary responsibility for service delivery would shift to the regional district. As occurred when Dease Lake was included in the RDKS, the area would be represented by a locally elected electoral area director who would sit at the regional district board table on behalf of the residents residing in that electoral area. As with areas that are currently within a regional district, the Province would continue to be the decision-maker with respect to all provincial land use decisions that are currently the purview of the Province, such as natural resource sector authorizations on Crown land.

In 2017, staff from the Ministry, the RDKS, the Peace River Regional District and the Regional District of Bulkley-Nechako (RDBN) discussed the respective interests of the regional districts in bringing areas of the Stikine into their boundaries to provide basic local governance and service delivery where needed. No action was taken following these discussions and with local governments into the second year of their 4-year term, the collective view is that now is a logical time to reinvigorate these discussions, including conversations with First Nations in the region.

On the recommendation of the Minister of Municipal Affairs and Housing, the Provincial Cabinet can alter the boundaries of a regional district to include an area not in a regional district. Before the Minister makes a decision on a boundary change proposal, the Ministry gathers the perspectives and concerns of First Nations, neighbouring regional districts and stakeholders so that the Minister's decision can be made with due consideration of the perspectives of those who may be impacted by the boundary change. To that end, the Ministry would like to understand your interests in potential boundary changes and can provide you with further information about the Stikine region and the role of regional districts as requested.

I would appreciate hearing back from you by April 6, 2020. Also, we will be following up with further correspondence when the RDKS and RDBN confirm their respective interests in this matter. At that point, First Nations and relevant regional districts may benefit from government to government discussions about their individual interests in this proposal.

Page 3

As a preliminary step, I look forward to hearing from you and discussing your interests about the future of local governance for the Stikine region. We will be reaching out again.

Sincerely,

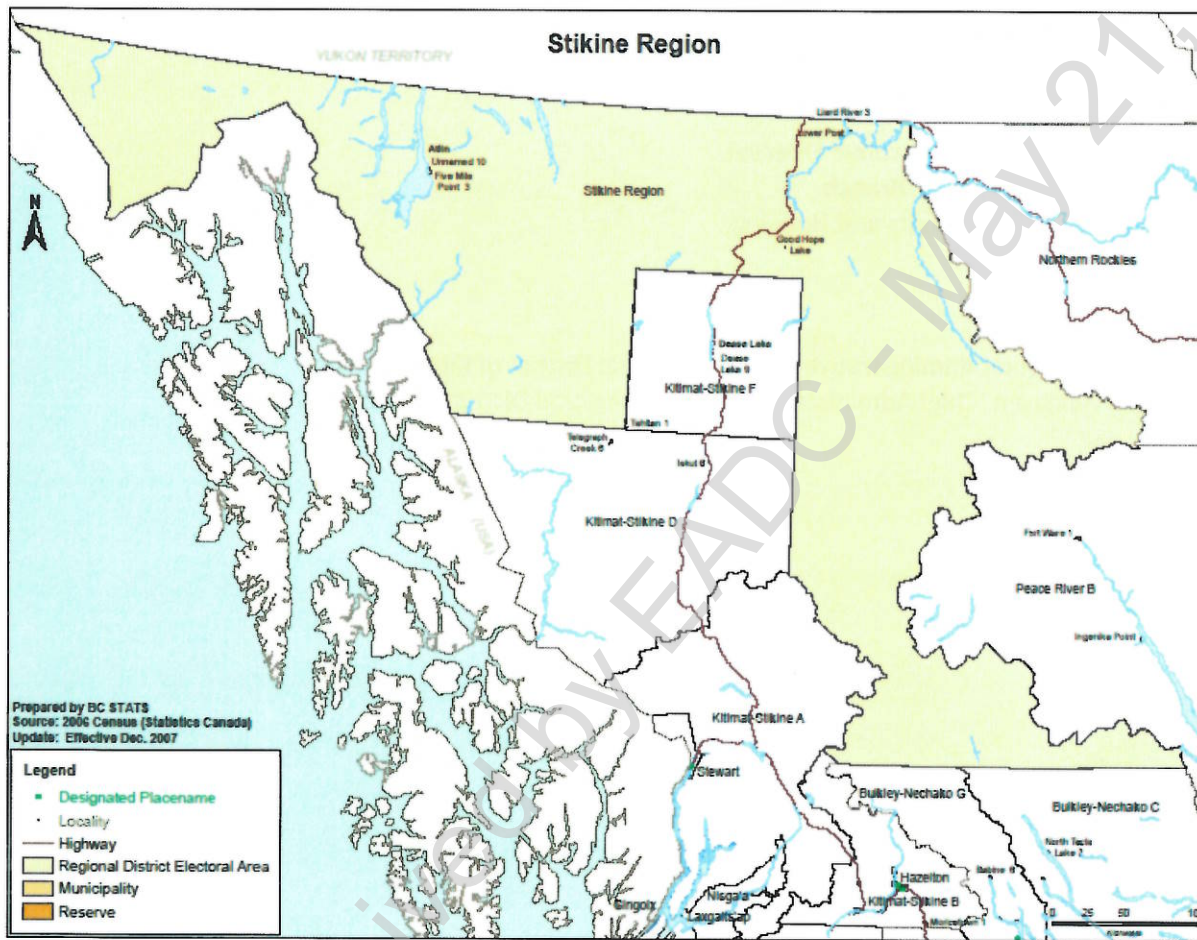


Marijke Edmondson, A/Executive Director  
Governance and Structure Branch  
Ministry of Municipal Affairs and Housing

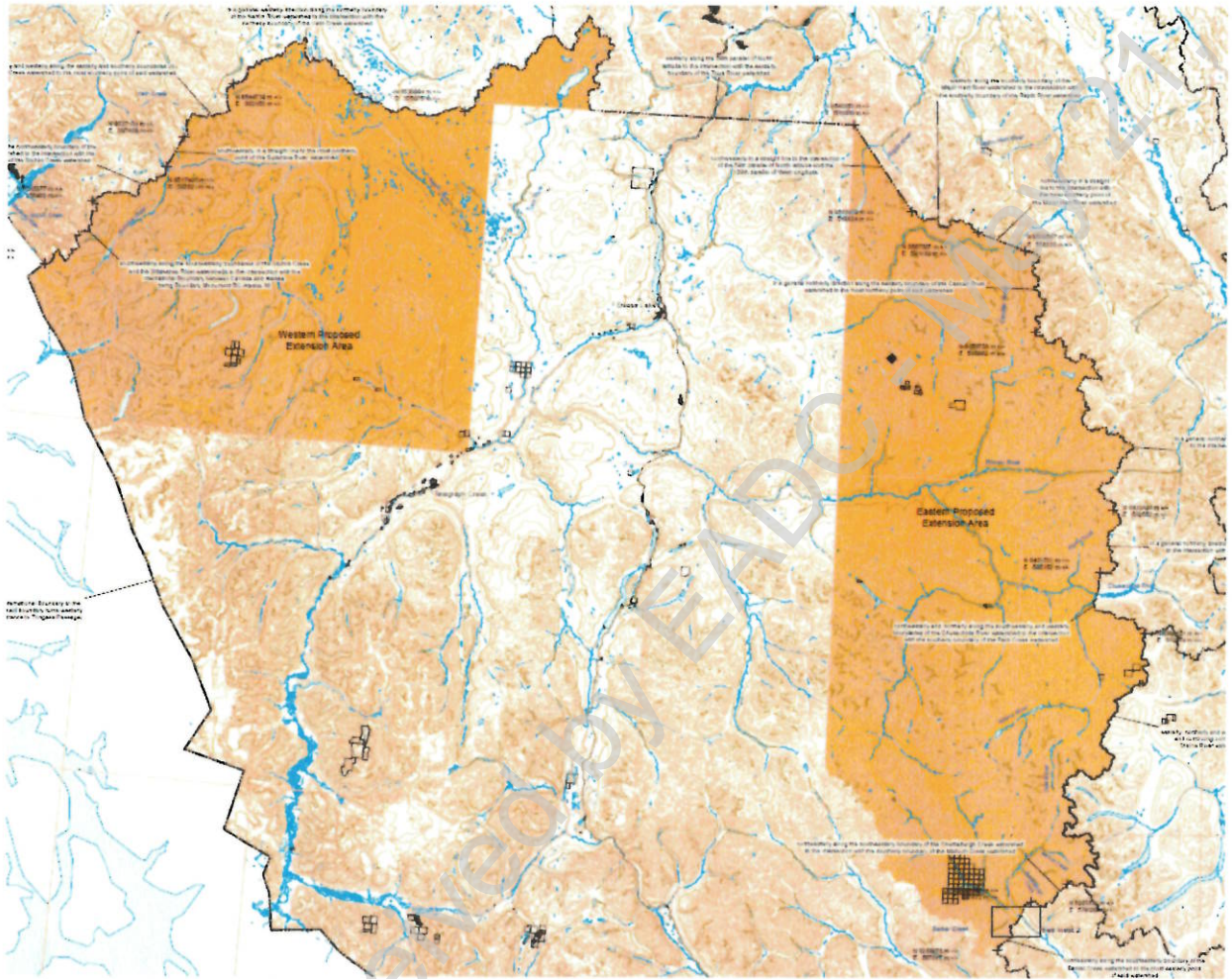
Enclosure

CC: Ron Poole, Chief Administrative Officer, Regional District of Kitimat-Stikine  
CC: Curtis Helgesen, Chief Administrative Officer, Regional District of Bulkley-Nechako

## Appendix 1 – Map of Stikine Region



Appendix 2 – Map of Proposed Extension Areas





# Proposed Regional District Boundary Expansion of Kitimat Stikine Regional District Adjacent to the Peace River Regional District



1:6,500,000



- Proposed Western Extension
- Proposed Eastern Extension
- Proposed Orphaned Site
- Peace River Regional District
- Regional Districts
- Kitimat Stikine Regional District



Regional District of  
**Kitimat-Stikine**

Regional District of Kitimat-Stikine

# Phase 2 Boundary Extension



Photo credit: [www.spatsizi.com](http://www.spatsizi.com)

**URBAN**  
systems

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## APPENDICES

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## Executive Summary

The Regional District of Kitimat-Stikine (RDKS) is interested in potentially expanding its northwest and northeast boundaries to encompass two areas of the Stikine region that are currently under provincial jurisdiction. The RDKS contracted Urban Systems in 2013 to study the financial, service delivery and governance implications of a potential boundary extension into these areas, and to consult with property owners and stakeholders. The report provides a summary of the process and outcomes of the study, as well as options and recommendations for proceeding with a formal boundary extension proposal to the Ministry of Community, Sport and Cultural Development (the Ministry).

This is a Phase 2 Boundary Extension study, which expands upon the 2006 Phase 1 study that resulted in the expansion of the RDKS boundary to include Dease Lake, and the creation a new local service area for Dease Lake Fire Protection. At the time, a new electoral area was created (Electoral Area F), with the intention that it would be amalgamated with neighbouring Area D during the 2008 local government election, which has not happened to date. The Phase 2 study included a review of services and potential taxation impacts due to the potential Phase 2 boundary extension. Many provincial services such as school, provincial rural, BC Assessment, and police taxes would not change as part of a boundary extension. The potential additional taxes due to boundary extension would include the Municipal Finance Authority (MFA), hospital district capital funding, and RDKS Electoral Area services. Sample tax calculations were conducted on a Class 1 (residential) and Class 6 (business) property, valued at their current assessed values of \$18,000 and \$4,800 respectively. Based on 2014 assessment and tax rates, the current property taxation on the above properties is estimated at \$100.89 for the Class 1 property and \$46.69 for the Class 6 property within Electoral Area F. The potential tax impacts to the sample Class 1 property within the proposed study area would be an additional \$19.45 within an expanded Area F, \$28.45 within an expanded Area D, or \$27.82 within a combined expansion of Area D/F. The potential tax impacts to the sample Class 6 property within the proposed study area would be an additional \$12.71 within an expanded Area F, \$18.58 within an expanded Area D, or \$18.17 within a combined expansion of Area D/F.

The study also explored the potential taxation impact of a future mine within the proposed study area, based on the assessed values of a previously operating mine (Eskay Creek) in Electoral Area D. Based on the assessment in its final year of operation (\$6,540,800 in 2008) and a combined taxation using Class 1 (residential) and Class 4 (major industry) assessment, such a mine in the proposed Phase 2 boundary extension area would see an increase in property taxes from approximately \$74,000 to \$100,000, or about \$26,000.

There are a number of boundary options for the RDKS to consider, including:

- Including the new boundary extension area into Electoral Area F;
- Splitting the new boundary extension area between Electoral Area D (western portion) and Electoral Area F (eastern portion);
- Combining the new boundary extension area, Electoral Area F, and Electoral Area D together into one large electoral area (expanded Electoral Area D); or
- Maintain the status quo.

The Phase 2 study explored these options, noting the potential taxation and other impacts and benefits of the various boundary configurations. It is recommended that the RDKS Board consider *Option 3: Area D, F, and Phase 2 Combined*, given the temporary nature of the establishment of Electoral Area F following the Phase 1 analysis, the relatively small taxation impacts due to boundary extension within the study, and the reasonable population and area of a combined Area D/F compared to the other 3 electoral areas.

The project included consultation with all of the property owners within the proposed boundary extension area, as well as guide outfitters, industry, and First Nations. As of the date of this report, no responses have been received from any of the guide outfitters. One response was received from a property owner / industry (Shell) requesting additional information, and one response was received from the Taku River Tlingit First Nation also requesting more information. This report will be made available to all of the stakeholders, property owners and First Nations within the proposed boundary extension area.

As part of the boundary extension process, the report highlighted a few additional considerations that should be discussed with the RDKS Board and the Ministry of Community, Sport and Cultural Development. These include:

- Refining the proposed western boundary of the Phase 2 boundary extension area, given the potential overlapping traditional territories of the Taku River Tlingit and Tahltan nation as well as recognizing that lands that are tributary to Atlin are best excluded from the boundary extension as they have more ties to the Yukon than with the RDKS;
- Confirming that including the Sacred Headwaters within the Phase 2 boundary extension area is appropriate, even if it becomes a permanently protected area; and
- Resolving the potential “orphaned” area of land that would be created between the proposed boundary extension area, the Peace River Regional District and the Bulkley Nechako Regional District.

This Phase 2 Boundary Extension Report is presented for review by the RDKS Board, and would form the background document as part of a formal application to the Ministry of Community, Sport and Cultural Development, if the Regional Board decides to pursue the boundary extension.

# 1.0 Introduction

The Regional District of Kitimat-Stikine (RDKS) is interested in potentially expanding its northwest and northeast boundaries to encompass two areas of the Stikine region that are currently under provincial jurisdiction. The RDKS contracted Urban Systems in 2013 to study the financial, service delivery and governance implications of a potential boundary extension into these areas, and to consult with property owners and stakeholders. This report provides a summary of the process and outcomes of the study, as well as options and recommendations for proceeding with a formal boundary extension proposal.

## 1.1 Background

In 2006, the RDKS completed a Phase 1 study to identify service delivery and governance options for the community of Dease Lake. The impetus for Phase 1 was the need for fire protection in the community after the existing provider, Ministry of Forests, ceased funding and discontinued operations in the area in 2005. As a result of the Phase 1 study, RDKS boundaries were extended in 2007, a new electoral area (Area “F”) was created, and the Regional District began providing fire protection service in Dease Lake through a Local Service Area. The boundary for Electoral Area F was drawn based on lines of latitude and longitude to facilitate the provision of the fire protection service. It was envisioned that Area F would be a temporary measure and that it would be amalgamated with Area D during the 2008 local government election.

During the Phase 1 process, the Minister of the day made a commitment to conduct a Phase 2 study to examine the potential of rationalizing the Regional District’s northwest and northeast boundaries. The areas of interest included the lands to the west and east/southeast of Electoral Area F, which are some of the last remaining areas of the province that are not located within a regional district. The Ministry of Community, Sport and Cultural Development (“the Ministry”) followed up with a grant to the Regional District in 2013 to conduct the Phase 2 study.

## 1.2 Phase 2 Study Area

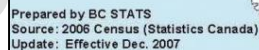
Potential options for the Phase 2 boundary were analyzed based on the concept of “tributaries”: geographic, economic and cultural. Key considerations included watershed boundaries; First Nation traditional territories and statements of interest; trade areas; and transportation routes.

The proposed Phase 2 study area is highlighted in **Figure 1** and is based on the following factors:

- Eastern boundary – follows Tahltan Statement of Interest, Stikine watershed and the boundary of the Peace River Regional District;
- Northern boundary – follows 59 degrees north latitude, consistent with the current northern boundary of Electoral Area F; and
- Western boundary – follows Tahltan Statement of Interest to the British Columbia / Alaska border.

The study area has no public roads or local government services. It is estimated to have a seasonal population of less than 50 people, with virtually no permanent residents.

systems



The location of the Phase 2 study area was also chosen to include several mining projects in the Stikine region, including a jade mining operation and four significant mineral exploration projects. More information about mining and mineral exploration activities and stakeholders in the Phase 2 study area is provided in **Section 2.2(d)**.

The study area excludes the Northwest BC communities of Good Hope, Lower Post and Atlin. It was identified in the early stages of the study that stretching north to include these communities would commit the RDKS to administer services over unrealistic distances from Terrace, given current resources. Additionally, the RDKS does not have a history of ties with Good Hope, Lower Post and Atlin, as these communities have greater connections (i.e. economic and transportation tributaries) with the Yukon Territory than they do with British Columbia.

The selection of the Phase 2 study area boundary was a collaborative effort. The boundary was originally identified by the RDKS in consultation with the Ministry of Community, Sport and Cultural Development. It was then included in the Terms of Reference for the Phase 2 study, and validated by Urban Systems early in the study process. In order to confirm the study area boundary, members of the consulting team travelled to Dease Lake, BC in September 2013 to conduct a series of interviews. Meetings were held with the following:

- Director and Alternate Director for Electoral Area F;
- Staff from relevant government ministries and agencies; and
- Dease Lake residents and business owners with knowledge of the Phase 2 area.

A telephone interview was conducted the following month with the Regional Director for Electoral Area D.

A variety of feedback was collected through the noted meetings and interviews; a summary memo is attached in **Appendix A**. The feedback was ultimately used by the RDKS and Urban Systems to review and confirm the desired location of the Phase 2 study area boundary. The boundary was then presented to the Regional District Board of Directors in October 2013. A memo to the Board requesting confirmation of the study area boundary is also attached in **Appendix A**.

## 2.0 Stakeholder Consultation

### 2.1 Overview

Stakeholder consultation for the Phase 2 study was undertaken between December 2013 and March 2014. The intent of the consultation was to inform key stakeholders of the boundary extension study and to invite feedback. A variety of different groups were targeted as part of the consultation program, including: property owners, guide outfitters, First Nations, and companies involved in mining and mineral exploration. This section provides information about each stakeholder group, as well as a summary of the consultation conducted and feedback received.

### 2.2 Stakeholders and Issues

#### **a) Property Owners**

There are approximately 33 properties in the study area, 27 of which are owned by 11 different individuals and businesses. The remaining properties are registered to the Province of BC, Environment Canada and the Nature Trust of BC. Each of the 11 private landowners was sent a letter in December 2013 that described the Phase 2 study and provided an estimate of the potential property tax increase they could experience from being included in the RDKS. A sample of this letter is attached in **Appendix B**.

Property owners were given approximately two months to provide a response or to request a telephone interview. Only one of the 11 property owners, Shell Canada Ltd., responded to the letter. A telephone meeting was subsequently conducted with a representative from Shell's property tax department in Calgary. The representative requested additional information and context about the Phase 2 study but did not express any concerns about a potential boundary extension. The individual also requested that Shell be notified of the Phase 2 process moving forward.

Additional information about property owners in Phase 2 is provided in **Section 4.1**.

#### **b) Guide Outfitters**

There are currently 13 different guide outfitting territories, registered to 16 different individuals, in the Phase 2 study area<sup>1</sup>. The extent of the territories relative to the proposed Phase 2 boundary is shown in **Figure 2**. Each guide outfitter in the gray highlighted area in **Figure 2** was sent a letter in December 2013. The month of December was strategically chosen for the mail-out as it is considered to be part of the off-season for hunting and guiding in the Stikine region.

The letters to the guide outfitters included a description of the Phase 2 study and an estimate of the potential property tax increase that could result from the boundary extension. A copy of the letter is attached in **Appendix B**. It should be noted that property tax increases are only applicable to the guide outfitters who are also property owners. Many of the guide outfitters do not "own" property, but rather hold a guide outfitting

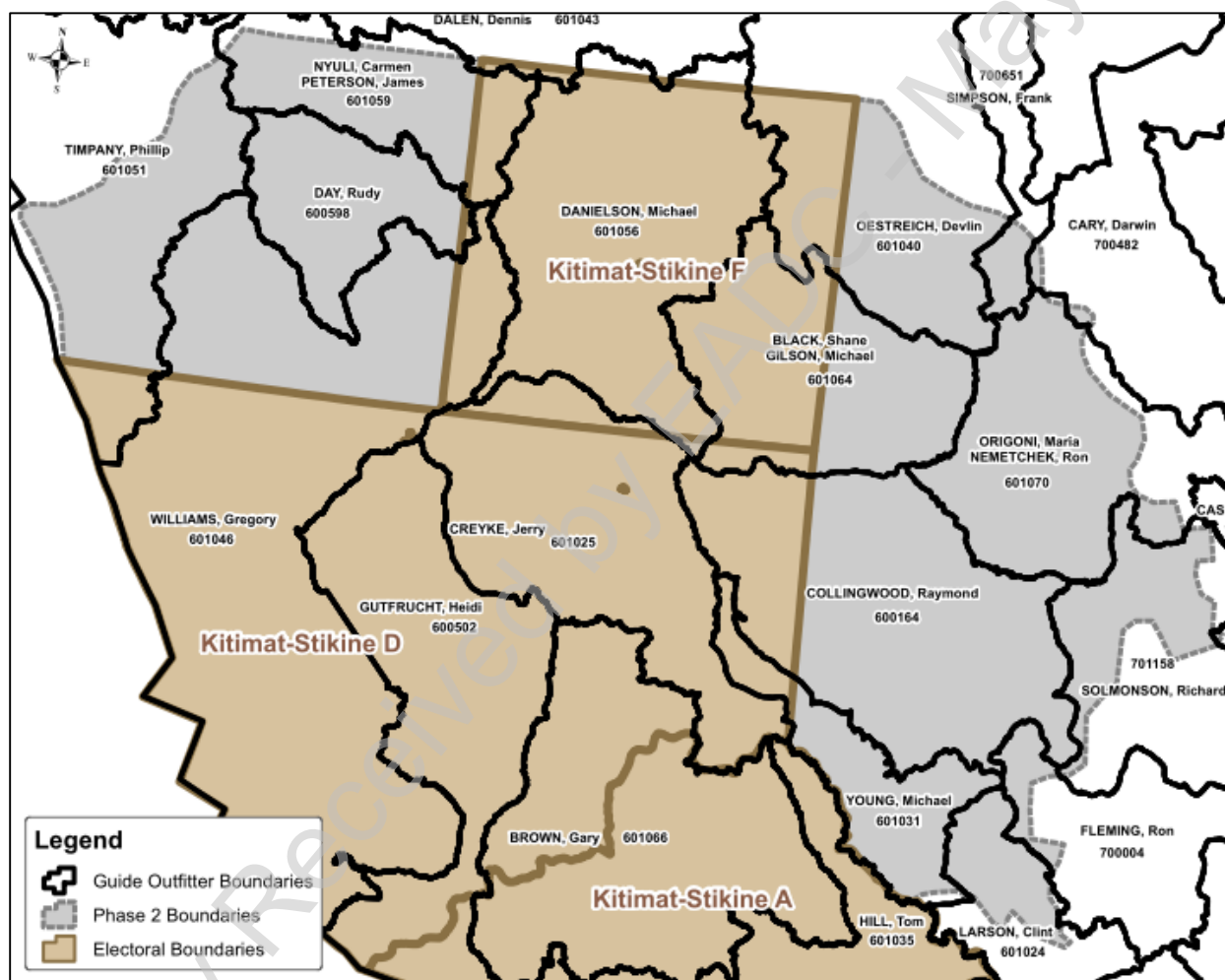
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<sup>1</sup> Information regarding guide outfitting territories was provided in 2013 by Mark Williams from the Ministry of Forests, Lands and Natural Resource Operations (Fish and Wildlife Branch)

certificate. According to the Ministry of Forests, Lands and Natural Resource Operations, guide outfitting certificates are valid for 25 years and can be renewed, transferred or sold.

The guide outfitters were given approximately two months to provide a response or to request a telephone interview. Despite timing the letters to coincide with the guide outfitters' off-season, the consulting team did not receive any responses.

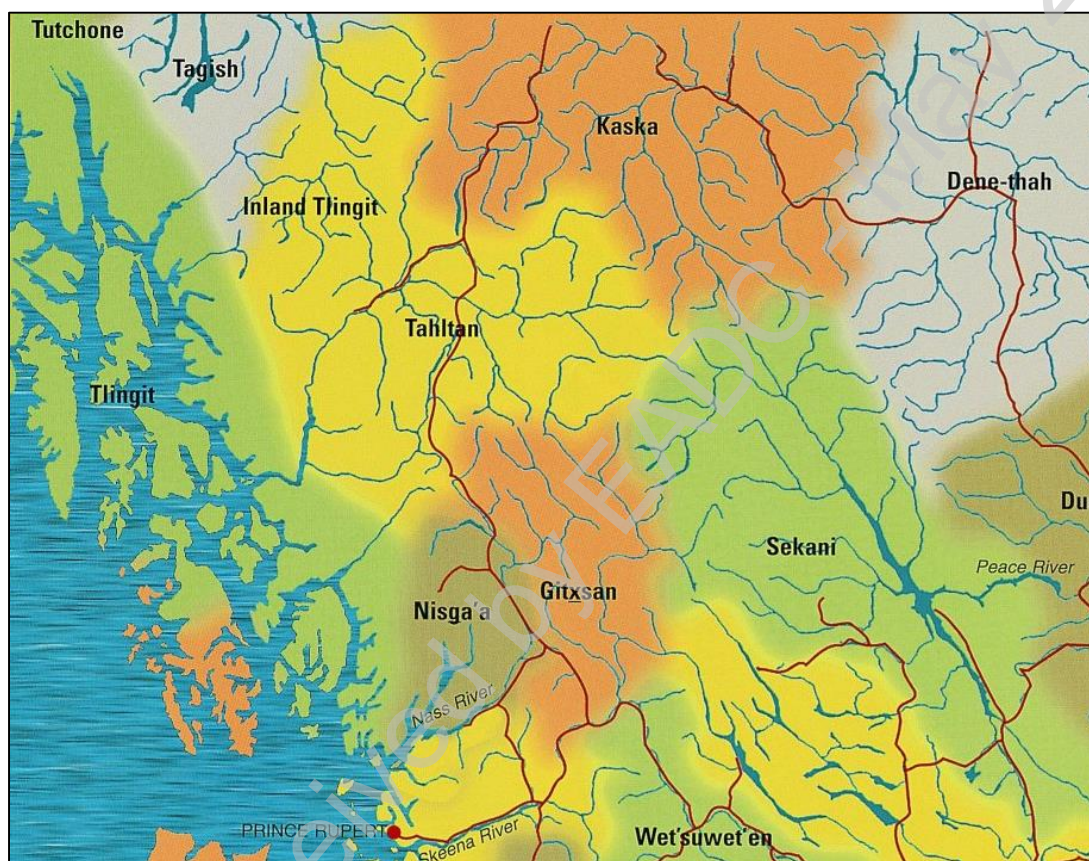
**Figure 2: Guide Outfitters in Phase 2 Study Area**



### **c) First Nations**

There are no reserves in the Phase 2 study area. The lands do however fall within the traditional territories of the Tahltan, Inland Tlingit and Kaska Nations. **Figure 3** below shows the approximate location of these territories, as well as those of other Northern BC First Nations.

**Figure 3: First Nations Traditional Territories in Northern BC<sup>2</sup>**



The majority of the study area and the neighbouring Electoral Areas D and F are located within the Tahltan traditional territory. The following Tahltan bands were included in the Phase 2 consultation:

- Iskut First Nation Band (Iskut, BC);
- Tahltan Band (Telegraph Creek, BC); and
- Tahltan Central Council (Dease Lake, BC).

<sup>2</sup> Map obtained from the BC Ministry of Education website: <http://www.bced.gov.bc.ca/abed/map.htm>.

There is some overlap between the Tahltan Statement of Interest and the Statements of Interest of the Inland Tlingit and Kaska Nations. Recognizing that the Inland Tlingit and Kaska have an interest in the northwest and northeast portions of the Phase 2 area respectively, three additional bands were included in the Phase 2 consultation:

- Taku River Tlingit First Nation (Atlin, BC);
- Daylu Dena Council (Lower Post, BC); and
- Dease River Band (Good Hope Lake, BC).

The RDKS mailed letters to the six bands in November 2013. The letters provided background on and a description of the Phase 2 project, as well as a justification for rationalizing the RDKS' boundaries. The letters explained that political boundaries are typically located to reflect economic, cultural, historical and/or geographic factors, rather than lines of latitude and longitude as is currently the case with Electoral Area F. A copy of the letter is attached in **Appendix B**.

The RDKS did not receive any responses from the Tahltan bands but was contacted by the Taku River Tlingit (TRTFN) by phone. A representative from TRTFN inquired into the reasons for the Regional District's interest in extending its boundaries. As part of this discussion, the TRTFN provided the RDKS with information on the extent of its territory, which overlaps with the Tahltan Statement of Interest in the western portion of the Phase 2 area. A map showing the overlapping Tahltan and TRTFN territories is provided in **Figure 4**. A copy of a follow up e-mail sent from the RDKS to the TRTFN is provided in **Appendix B**.

**Figure 4: Taku River Tlingit and Tahltan Boundaries**



#### **d) Mining and Mineral Exploration Companies**

The Phase 2 study area includes a jade mining operation, four significant mineral exploration projects, and one decommissioned gold mine. The jade mines are owned and operated by Continental Jade, also known as Jade West. The four mineral exploration projects include:

- Arctos Anthracite (metallurgical coal) – Fortune Minerals
- Turnagain (nickel) - Hard Creek Nickel Corporation
- Groundhog Coal (metallurgical coal) - Atrium Coal
- Kutcho Creek (copper, zinc, silver, gold) - Capstone Mining Corporation

Continental Jade is one of the 11 property owners noted in **Section 2.2(a)**. A letter was sent to the company in December 2013 describing the Phase 2 study and the estimated potential property tax increase they could experience from being included in the RDKS. Continental Jade was given approximately two months to ask questions or provide feedback to the consulting team, however they did not respond to the letter.

The four mineral exploration companies were mailed a courtesy letter in March 2014. Similar letters were also mailed to the Association for Mineral Exploration BC and the Mining Association of British Columbia. The intent of the letters was to inform the companies and associations of the Phase 2 study and provide an opportunity to ask questions. A sample of the letters is attached in **Appendix B**.

It should be noted that the four exploration projects do not have an assessment at this time and thus no immediate property tax impacts are anticipated from a potential boundary extension. Should one or more of these projects develop in the future, significant property assessments could result triggering taxation by the province, as well as the RDKS in the event of a boundary extension. Additional information regarding potential property tax impacts to the four mineral exploration companies is provided in **Section 4.3(d)**.

The decommissioned gold mine, known as Golden Bear, is currently listed on Goldcorp's website as a closed underground and open pit mine. Goldcorp was not consulted as part of the Phase 2 study as the Golden Bear mine has been inoperable since 2000. Goldcorp's website states that the reason for closure was depletion of the gold reserve. Significant reclamation work has taken place at the mine site and the access road was transferred to the province in 2007.

## 3.0 Services

This section provides an overview of the services currently provided within the Regional District of Kitimat-Stikine. Some of the services would be provided to Phase 2 properties in the event of a boundary extension, while others are already being provided in the study area by the provincial government. Other services are exclusive to specific areas of the Regional District (e.g. Dease Lake) and would not be provided to the Phase 2 area regardless of a boundary extension. More information about service delivery is provided below.

### 3.1 Provincial Government Services

The provincial government currently provides the following services within the RDKS:

- Rural Roads and Highways;
- Policing;
- Schools; and
- BC Assessment Authority.

These services apply to all properties currently within the RDKS, including those in Electoral Areas D and F. The services also apply to properties outside of the RDKS, within the Phase 2 study area and elsewhere. In other words, all property owners currently pay for and receive the noted provincial government services. There would be no change in provincial services within the Phase 2 area if RDKS boundaries are extended.

### 3.2 Regional District Services

#### **a) Electoral Area Services**

The RDKS currently provides a number of services that are funded by and apply to most properties in Electoral Areas D and F. These services include:

- |  |                        |
|--|------------------------|
| • Regional Planning                            | • Emergency Services   |
| • General Government Administration            | • Economic Development |
| • Regional Hospital District (capital funding) | • Feasibility Studies  |
| • Emergency Planning                           | • Heritage Registry    |
| • Municipal Finance Authority                  |                        |

The electoral area services above account for the majority of new services that would apply to Phase 2 property owners in the event of a boundary extension. Phase 2 property owners would pay for and receive these services if they were brought into Area D, Area F, or a combined Area D/F.

Additionally, the RDKS provides two electoral area services in Area D (Refuse Sites and Noise, Nuisance and Unsightly Premises) that are not provided in Area F, and one electoral area service in Area F (House Numbering) that is not provided in Area D. In the event a boundary extension occurs, these three services could apply to Phase 2 property owners if Areas D and F are combined. If Areas D and F are not combined, then only house numbering (in Area F) or Refuse Sites and Noise, Nuisance and Unsightly Premises (in Area D) would apply.

The Dease Lake Landfill in Electoral Area F is not currently a RDKS service. The landfill is a locally provided service that is owned and operated by the Ministry of Transportation and Infrastructure (MoTI). The RDKS has indicated that it would likely assume ownership, maintenance and operation of the landfill in the event the Ministry develops an appropriate approach for remediation and closure.

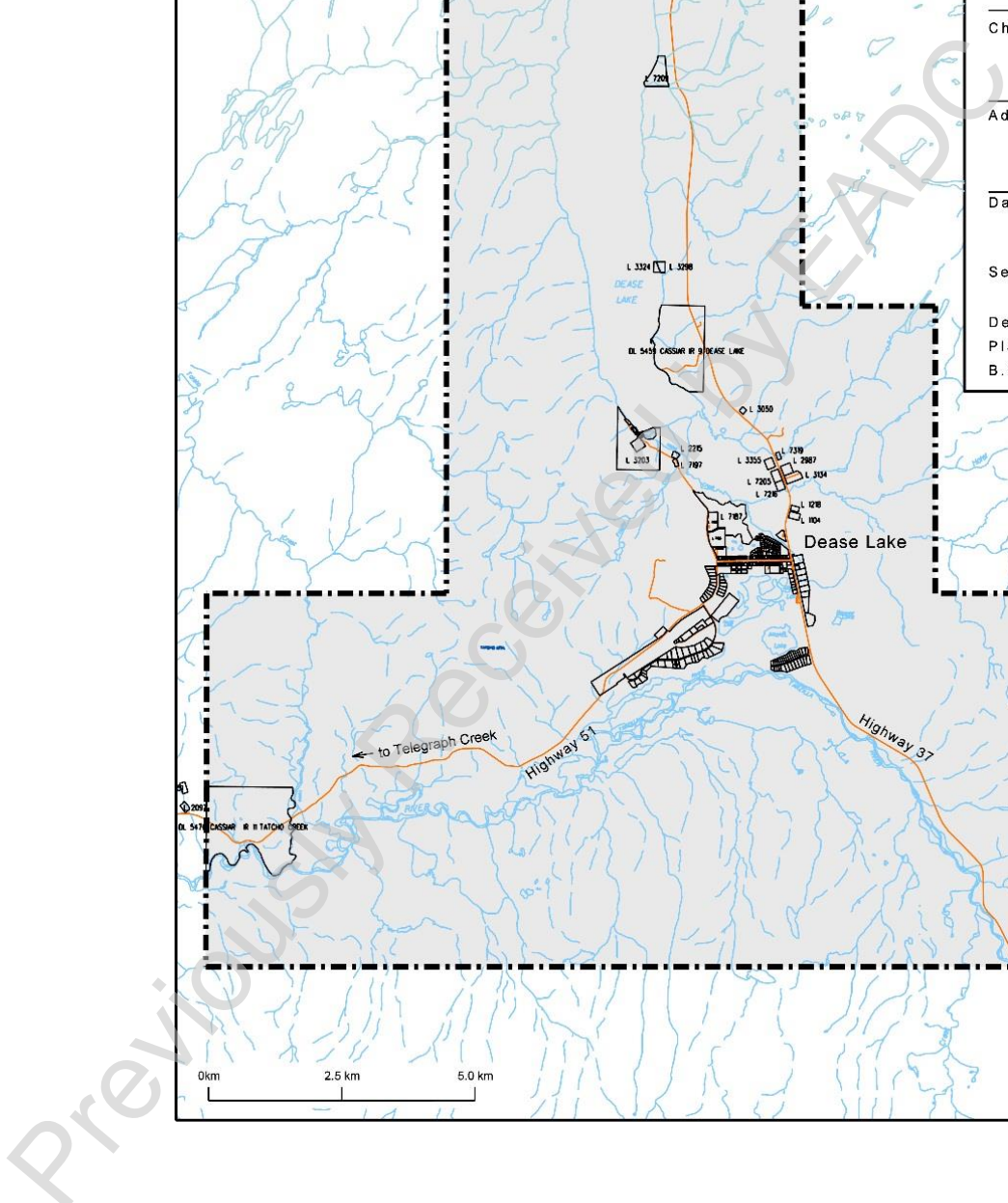
Upon transfer to the RDKS, it is likely that the Dease Lake Landfill would be included in the Refuse Sites electoral area service. This would be the case regardless of whether Electoral Area F is amalgamated with Area D or not. Therefore, all property owners in Electoral Area F would be required to contribute to the Refuse Sites service in the event the RDKS assumes ownership of the Dease Lake Landfill.

#### **b) Local Service Areas**

In addition to electoral area services, the RDKS also provides “Local Service Areas” or area-specific services. Currently, there are no Local Service Areas in Area D, and there is one Local Service Area in a portion of Area F, namely the Dease Lake Fire Protection Service, the boundaries of which are shown in **Figure 5**.

The boundaries of the Dease Lake Fire Protection Service Area do not include the Phase 2 study area. As such, a boundary extension would not result in this service being provided to Phase 2 properties.

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## 4.0 Property Assessment and Taxation

### 4.1 Phase 2 Property Assessment

There are 33 properties within the Phase 2 study area. Many of the properties are classified by BC Assessment as either Recreation (Class 8) or a mix of Recreation and Business (Class 8/6); these properties largely consist of hunting, fishing and/or guiding camps and lodges. There are also a couple of residential (Class 1) properties in the study area. Other noteworthy properties include:

- 1 Provincial Park - Spatsizi Plateau Wilderness Park (non-taxed);
- 2 unclassified properties registered to Environment Canada and the Nature Trust of BC, located in the vicinity of Spatsizi Plateau Wilderness Park (non-taxed);
- 1 Light industrial property owned by Shell Canada (Class 5);
- 1 Utility property owned by NorthwestTel (Class 2); and
- 1 Light Industrial/Residential property owned by Continental Jade (Class 5 and 1).

**Table 1** below provides detailed assessment values according to property class, while **Table 2** identifies the number of occurrences of property in each class. The values in Tables 1 and 2 were obtained through analysis of BC Assessment data for the 2014 tax year.

**Table 1 – Phase 2 Property Assessment Values (2014)**

Property Class	Net Land	Net Improvements	Net Total	Exemptions
1 – Residential	\$20,400	\$13,500	\$33,900	-
2 – Utilities	\$2,800	\$19,400	\$22,200	-
4 – Major Industry	-	-	-	-
5 – Light Industry	\$4,900	-	\$4,900	-
6 – Business	\$4,800	-	\$4,800	-
8 – Rec/Non Profit	\$40,600	\$5,800	\$46,400	\$169,600
Split 1 & 5	\$3,200	\$23,900	\$27,100	\$3,100
Split 8 & 6	\$79,500	\$169,650	\$249,150	\$10,175
Crown Provincial, Environment Canada or Nature Trust of BC	-	-	-	\$165,700
<b>Totals</b>	<b>\$156,200</b>	<b>\$232,250</b>	<b>\$388,450</b>	<b>\$348,575</b>

**Table 2 – Property Class Occurrences (2014)**

Class	# of Occurrences
1 – Residential	2
2 – Utilities	1
5 – Light Industry	1
6 – Business and Other	1
8 – Rec/Non Profit	11
Split 1 & 5	1
Split 8 & 6	10
Unclassified (Crown, etc.)	6
<b>Total</b>	<b>33</b>

## 4.2 Tax Rates

This section provides information on the 2014 tax rates for Electoral Areas D and F in the RDKS. **Table 3** below identifies the property tax rates for Electoral Area D and **Table 4** identifies the property tax rates for Electoral Area F.

**Table 3: Electoral Area D Tax Rates (2014)**

Tax	Class 1: Residential	Class 2: Utilities	Class 4: Major Industry	Class 5: Light Industry	Class 6: Business	Class 8: Recreation & Non Profit
School	4.7214	13.6000	6.000	6.000	6.000	3.4000
Provincial Rural	0.5600	3.8200	5.3400	2.9100	2.9100	0.9400
Police	0.1748	0.6117	0.5942	0.5942	0.4282	0.1748
BC Assessment Authority	0.0619	0.5115	0.5115	0.1755	0.1755	0.0619
Municipal Finance Authority	0.0002	0.0007	0.0007	0.0007	0.0005	0.0002
North West Hospital	0.5620	1.9670	1.9108	1.9108	1.3769	0.5620
RDKS Area D*	1.1051	3.8679	3.7573	3.7573	2.7075	1.1051**

Source: Provincial rural area tax rates

\*Tax rates include provincial 5.25 percent tax collection fee.

\*\*Dawson Creek Rural (787) Tax Rate for Area D

**Table 4: Electoral Area F Tax Rates (2014)**

Tax	Class 1: Residential	Class 2: Utilities	Class 4: Major Industry	Class 5: Light Industry	Class 6: Business	Class 8: Recreation & Non Profit
School	4.7214	13.6000	6.000	6.000	6.000	3.4000
Provincial Rural	0.5600	3.8200	5.3400	2.9100	2.9100	0.9400
Police	0.2619	0.9166	0.8904	0.8904	0.6416	0.2619
BC Assessment Authority	0.0619	0.5115	0.5115	0.1755	0.1755	0.0619
Municipal Finance Authority	0.0002	0.0007	0.0007	0.0007	0.0005	0.0002
North West Hospital	0.5620	1.9670	1.9108	1.9108	1.3769	0.5620
RDKS Area F*	0.5183	1.8141	1.7622	1.7622	1.2698	0.5183
Dease Lake Fire Protection**	3.1523	11.0331	10.7178	10.7178	7.7231	3.1523

Source: Provincial rural area tax rates

\*Tax rates include provincial 5.25 percent tax collection fee

\*\*Applies only within the Dease Lake Fire Protection Area (see Figure 5)

It should be noted that the RDKS Area D tax rate was over double the RDKS Area F rate in 2014 - 1.1051 per \$1,000 of assessed value compared to 0.5183. The reason for the large variation in tax rate was a significant difference between the Area D and F requisitions to the provincial government.

In 2014, the RDKS had a total requisition for Area D of approximately \$650,000. The five largest expenses in Area D included refuse sites (\$382,000), general government (\$78,000), planning services (\$67,000), emergency measures (\$41,000) and preparation for emergencies (\$36,000).

In contrast, the RDKS had a total 2014 requisition for Area F of \$29,000. The large difference in requisition is largely due to the fact that refuse sites are not currently a Regional District service in Area F. As noted earlier, the Dease Lake landfill in Area F is currently owned and operated by the Ministry of Transportation.

### 4.3 Taxation Impacts

If the Phase 2 study area is brought into the Regional District, there is expected to be some minor property taxation impacts. Currently, properties in the study area do not pay Hospital, Municipal Finance Authority, or Regional District (electoral area service or Local Service Area) property taxes. Properties in the study area do however pay:

- School tax,
- Provincial rural tax,
- Police tax; and
- BC Assessment Authority.

Included in **Appendix C** are sample tax calculations for two properties within the study area. One notice is for a Class 1 Residential property and the other is for a Class 6 Business property. **Sections 4.3(a)** and **4.3(b)** below provide a breakdown of existing provincial taxes, as well as potential future RDKS taxes for these properties if they were brought into Electoral Area D, F, or a combined Electoral Area D/F.

#### **a) Tax Impact on Sample Class 6 Business Property**

**Tables 5, 6** and **7** on the following page indicate the tax rates (2014) that currently apply to a sample Class 6 Business property in the study area. The tables also indicate the additional taxes the property owner would have to pay if their property was brought into Electoral Area D, F or a combined Area D/F.

**Table 5: Class 6 Tax Rates (2014) – Electoral Area D Scenario**

Status	Tax	Class 6 - Business Tax Rate
Current taxes	School	6.0000
	Provincial rural	2.9100
	Police tax	0.4282
	BC Assessment Authority	0.1755
	<b>Sub-total</b>	<b>9.5137</b>
Additional taxes if brought into Area D of the Regional District	Municipal Finance Authority	0.0005
	North West Hospital	1.3769
	Electoral Area D	2.7075
	<b>Sub-total</b>	<b>4.0849</b>
<b>Total</b>		<b>13.5986</b>

**Table 6: Class 6 Tax Rates (2014) – Electoral Area F Scenario**

Status	Tax	Class 6- Business Tax Rate
Current taxes	School	6.0000
	Provincial rural	2.9100
	Police tax	0.6416
	BC Assessment Authority	0.1755
	<b>Sub-total</b>	<b>9.7271</b>
Additional taxes if brought into Area F of the Regional District	Municipal Finance Authority	0.0005
	North West Hospital	1.3769
	Electoral Area F	1.2698
	<b>Sub-total</b>	<b>2.6472</b>
<b>Total</b>		<b>12.3743</b>

**Table 7: Class 6 Tax Rates (2014) – Combined Electoral Area D/F Scenario**

Status	Tax	Class 6- Business Tax Rate
Current taxes	School	6.0000
	Provincial rural	2.9100
	Police tax	0.4282*
	BC Assessment Authority	0.1755
	<b>Sub-total</b>	<b>9.5137</b>
Additional taxes if brought into combined Area D/F of the Regional District	Municipal Finance Authority	0.0005
	North West Hospital	1.3769
	Electoral Area D/F	2.6222
	<b>Sub-total</b>	<b>3.9996</b>
<b>Total</b>		<b>13.5133</b>

\* Class 6 Business police tax rate in Electoral Area D

The owner of the sample Class 6 Business property currently pays \$46.69<sup>3</sup> in properties taxes based on an assessment (land and improvements) of \$4,800. If the property was brought into Electoral Area D, the estimated additional taxes would be \$18.58, for a total of \$65.27. If the property was brought into Electoral Area F, the estimated additional taxes would be \$12.71, for a total of \$59.40. If the property was brought into a combined Electoral Area D/F, the estimated additional taxes would be \$18.17, for a total of \$64.86.

A summary of the estimated additional taxes for the sample Class 6 Business property is provided below:

- If brought into Area D - \$18.58
- If brought into Area F- \$12.71
- If brought into combined Area D/F - \$18.17

Information regarding how the combined Electoral Area D/F Class 6 Business tax rate was derived is provided in **Section 5.0** under Option 3.

<sup>3</sup> Assumes Area F police tax rate of 0.6416

## **b) Tax Impact on Sample Class 1 Business Property**

**Tables 8, 9 and 10** below indicate the tax rates (2014) that currently apply to a sample Class 1 Residential property in the study area. The tables also indicate the additional taxes the property owner would have to pay if their property was brought within Electoral Area D or F of the RDKS.

**Table 8: Class 1 Tax Rates (2014) – Electoral Area D Scenario**

Status	Tax	Class 1 - Residential Tax Rate
Current taxes	School	4.7214
	Provincial rural	0.5600
	Police tax	0.1748
	BC Assessment Authority	0.0619
	<b>Sub-total</b>	<b>5.5181</b>
Additional taxes if brought into Area D of the Regional District	Municipal Finance Authority	0.0002
	North West Hospital	0.5620
	Electoral Area D	1.1051
	<b>Sub-total</b>	<b>1.6673</b>
<b>Total</b>		<b>7.1854</b>

**Table 9: Class 1 Tax Rates (2014) – Electoral Area F Scenario**

Status	Tax	Class 1 - Residential Tax Rate
Current taxes	School	4.7214
	Provincial rural	0.5600
	Police tax	0.2619
	BC Assessment Authority	0.0619
	<b>Sub-total</b>	<b>5.6052</b>
Additional taxes if brought into Area F of the Regional District	Municipal Finance Authority	0.0002
	North West Hospital	0.5620
	Electoral Area F	0.5183
	<b>Sub-total</b>	<b>1.0805</b>
<b>Total</b>		<b>6.6857</b>

**Table 10: Class 1 Tax Rates (2014) – Combined Electoral Area D/F Scenario**

Status	Tax	Class 1 - Residential Tax Rate
Current taxes	School	4.7214
	Provincial rural	0.5600
	Police tax	0.1748*
	BC Assessment Authority	0.0619
	<b>Sub-total</b>	<b>5.5181</b>
Additional taxes if brought into combined Area D/F of the Regional District	Municipal Finance Authority	0.0002
	North West Hospital	0.5620
	Electoral Area D/F	1.0703
	<b>Sub-total</b>	<b>1.6325</b>
<b>Total</b>		<b>7.1506</b>

\* Class 1 Residential police tax rate in Electoral Area D

The owner of the sample Class 1 Residential property currently pays \$100.89<sup>4</sup> in taxes on their property which is assessed at \$18,000. If the property was brought into Electoral Area D, the additional taxes would be \$28.45, for a total of \$129.34. If the property was brought into Electoral Area F, the additional taxes would be \$19.45, for a total of \$120.34. If the property was brought into a combined Electoral Area D/F, the additional taxes would be \$27.82, for a total of \$128.71.

A summary of the estimated additional taxes for the sample Class 1 Residential property is provided below:

- If brought into Area D - \$28.45
- If brought into Area F - \$19.45
- If brought into combined Area D/F - \$27.82

Information regarding how the combined Electoral Area D/F Class 1 Residential tax rate was derived is provided in **Section 5.0** under Option 3.

### **c) Property Tax Impact on Guide Outfitters**

There are currently 13 different guide outfitting territories, registered to 16 different individuals, in the Phase 2 study area. Each of the 16 individuals owns a guide outfitting certificate for his or her territory, however not every individual owns property in the study area. Of the 16 different guide outfitters, seven own property in the study area and nine do not. Estimated potential tax increases for the seven property owners if their properties are brought in the RDKS approximately range from \$5 to \$95 a year; the median increase is \$49 dollars.

<sup>4</sup> Assumes Area F police tax rate of 0.2619

#### **d) Property Tax Impacts on Mining and Mineral Exploration Companies**

There are a number of mining and mineral exploration companies operating in the study area. Continental Jade is the only company at the present time that has a producing mine and that owns property in the area. The estimated property tax increase that would result from the inclusion of their split Class 1 and 5 property into the RDKS is approximately \$40.

There are four mineral exploration companies with significant holdings in the study area, however they do not own or occupy land with any assessment. These companies are in various stages of exploration, have land tenure and are operating on Crown land. During exploration, the BC Assessment classification of the land continues as it previously was. Once the use has changed, for instance when a mine becomes operational, the assessment class will change and as a result property taxes will become payable.

Property that is owned by the Crown is exempt from taxation under the *Constitution Act*. If an exempt property is occupied, including a tenure-holder in possession of land, then the property is assessable in that person's name.<sup>5</sup> For mineral exploration companies operating in the Stikine region, this means a property will go from Crown land with full assessment exemption, to a Class 4 Major Industry property once a mine becomes operational. Regardless of the location inside or outside the RDKS boundary, this assessment change would have a significant effect on the property taxes levied.

It is possible to get a general sense of the property tax impact that would result from the inclusion of an operating mine from the Phase 2 study area into the RDKS by comparing two scenarios. A review of a gold and silver mine in Electoral Area D (Eskay Creek) indicated that, in its final year of operation (2008), the mine had a total assessment of \$6,540,800. The property had a Class 1 Residential assessment of \$1,358,000 and a Class 4 Major Industry assessment of \$5,182,800. Using this assessment and the current tax rates applicable in Electoral Area D, the estimated property tax payable for Eskay Creek in 2014 would be approximately \$100,000. If the same mine was operating in the Phase 2 study area in 2014, the estimated property tax payable would be approximately \$74,000. Therefore, the additional property tax that would result from the mine being in Electoral Area D compared to the Phase 2 study area is approximately \$26,000.

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<sup>5</sup> BC Assessment, Fact Sheet: Occupiers of Crown, Municipal or Otherwise Exempt Land,  
<http://bcassessment.ca/public/Fact%20Sheets/Occupiers%20of%20Crown,%20Municipal%20or%20Otherwise%20Exempt%20Land.aspx> (2012)

## 5.0 Options

There are a number of different boundary extension options for the RDKS to consider, based on the findings of the Phase 2 study described in this report. Each option is briefly outlined as follows. For reference, population numbers for each electoral area and member municipality in the RDKS are provided in **Table 11** below.

**Table 11: Populations - RDKS Electoral Areas and Member Municipalities**

	2001 Census	2006 Census	2011 Census
Regional District of Kitimat-Stikine	40,786	38,476*	37,361
Electoral Area A	1,900	1,965	1,944
Electoral Area B	5,545	5,572	5,021
Electoral Area C	4,137	3,962	4,059
Electoral Area D	594	677	617
Electoral Area E	4,550	4,100	4,083
Electoral Area F	-	477**	386
City of Terrace	12,109	11,320	11,486
District of Kitimat	10,285	8,987	8,335
Village of Hazelton	345	293	270
District of New Hazelton	750	627	666
District of Stewart	661	496	494

\* Includes Area F population estimate in 2006

\*\* Population estimate of Area F prior to inclusion into the RDKS (number provided by RDKS Planning Department)

### **Option 1: Phase 2 included in Electoral Area F**

Option 1 is to extend the RDKS boundaries to include all of the study area into the existing Electoral Area F. If this was option was pursued, the assessment base for Electoral Area F would increase by approximately \$388,000 (2014 value) and the Regional Director for Area F would be required to represent a much larger geographic area. The population of Electoral Area F would remain largely unchanged at 386 people (2011 Census), as the study area has no permanent population.

**Figure 6** shows what the new RDKS and Electoral Area F boundaries could look like if Option 1 was implemented.

**Figure 6 – Option 1: Phase 2 included in Electoral Area F**



**Option 2: Phase 2 split between Electoral Areas D and F**

Option 2 is to extend and re-configure the RDKS boundaries such that the western portion of Phase 2 is included in Electoral Area D and the eastern portion is located in Electoral Area F. If this option was pursued, the study area's assessment base of \$388,000 (2014 value) would be divided between the two Electoral Areas. Also, the Regional Directors for Areas D and F would both be required to represent larger geographic areas than they do today, however the burden would not be as extensive as in Option 1. The populations of Electoral Areas D and F, 617 and 386 people respectively (2011 Census), would remain largely unchanged as the study area has no permanent population.

A benefit of Option 2 is that the western portion of the study area is already considered by locals to be connected to Telegraph Creek. During one of the consulting team's interviews in Dease Lake in September 2013, it was suggested that it would be appropriate for the Area D Regional Director to represent the western portion of Phase 2. Similarly, it was mentioned that the eastern portion of the Phase 2 area is connected to Dease Lake, and that the Area F Director could appropriately represent this area.

**Figure 7** shows what the new RDKS and Electoral Areas D and F boundaries could look like if Option 2 was implemented.

**Figure 7 – Option 2: Phase 2 split between Electoral Areas D and F**



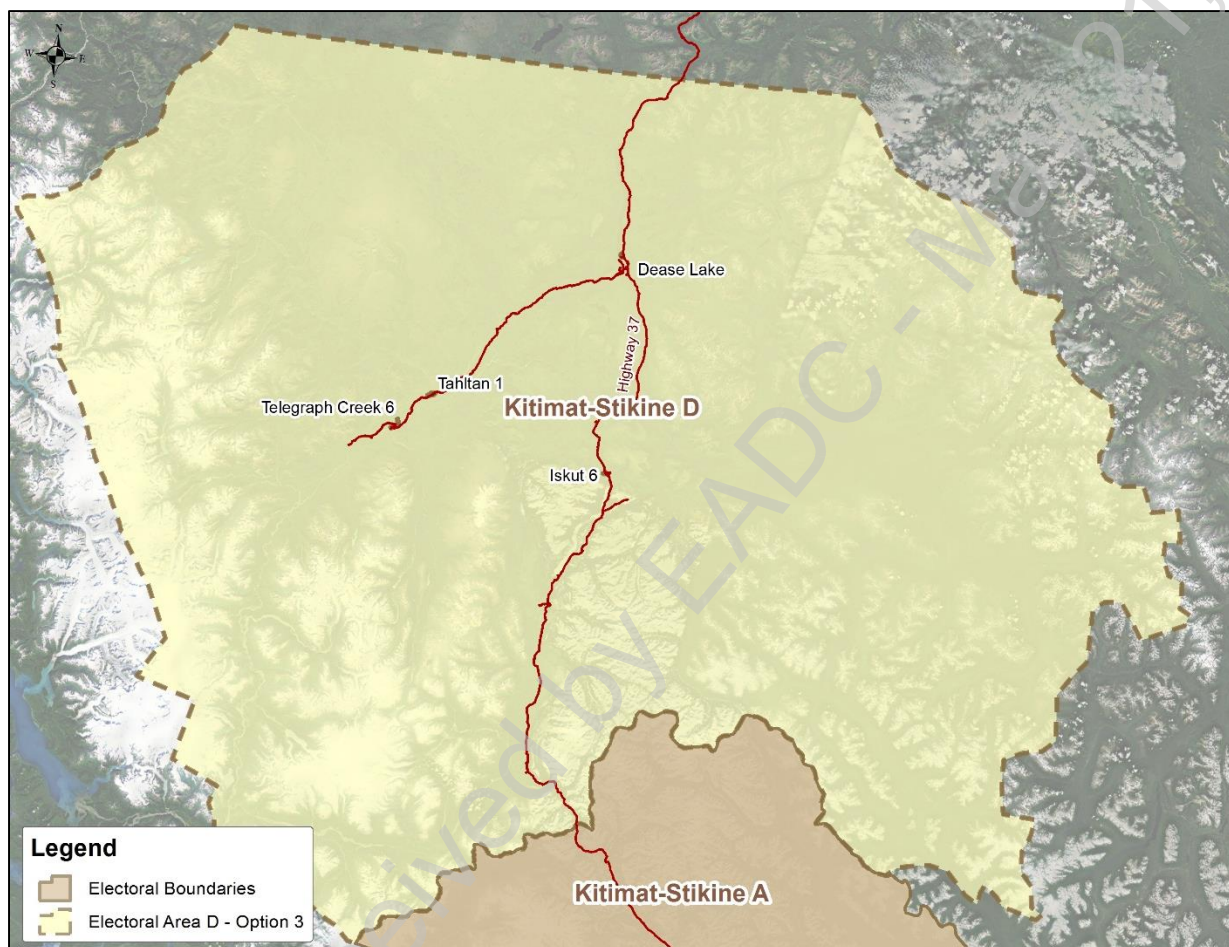
### **Option 3: Areas D, F and Phase 2 Combined**

Option 3 is to extend the RDKS boundaries to include the Phase 2 area, and amalgamate Electoral Areas D and F such that the three areas become one enlarged Electoral Area D. During the Phase 1 study in 2006/2007, it was indicated that Electoral Area F was seen as a temporary measure and that it was intended to be amalgamated with Area D as part of the 2008 local government election. Option 3 would give the RDKS an opportunity to combine these areas as they were intended, while at the same time extending the overall boundaries to include Phase 2.

If Option 3 was pursued, the combined Electoral Area D, Electoral Area F and Phase 2 would have a total population of approximately 1,003 people. This number would consist of 617 people from Electoral Area D and 386 people from Electoral Area F (2011 Census). The inclusion of the Phase 2 study area would have virtually no effect on the population of the combined area, as Phase 2 has no permanent population. It should be noted that, even with a total population of 1,003 people, the new combined area in Option 3 would be the least populated electoral area in the RDKS (as indicated in **Table 11**). The closest electoral area in terms of population would be Area A, with 1,944 people (2011 Census).

**Figure 8** shows what the new RDKS and Electoral Area D boundaries could look like if Option 3 was implemented.

**Figure 8 – Option 3: Areas D, F and Phase 2 combined**



Option 3 would result in a combined assessment of \$219,992,330 and potential combined revenue of \$714,624 in 2014; a breakdown by property class is provided in **Table 12** below. The combined 2014 requisition amount would be \$678,695, consisting of \$649,702 from Electoral Area D and \$29,263 from Electoral Area F. Adding on the 5.25% administration fee would bring the total requisition to \$714,611.<sup>6</sup>

<sup>6</sup> Assumes no added requisition cost for the Phase 2 study area, given that the area currently has no permanent population or active mine sites

**Table 12: Combined Assessment and Potential Combined Revenue – Electoral Areas D, F and Phase 2 (2014)**

Class	Combined Assessment (2014)	Tax Rate	Potential Combined Revenue (2014)
1 – Residential	\$34,125,045	1.0703	\$36,524
2 – Utilities	\$135,434,900	3.7461	\$507,346
3 - Supportive Housing	-	1.0703	-
4 – Major Industry	\$37,315,600	3.6390	\$135,792
5 – Light Industry	\$1,461,500	3.6390	\$5,318
6 – Business and Other	\$11,063,013	2.6222	\$29,010
7 – Managed Forest Land	-	3.2109	-
8 – Recreational / Non Profit	\$574,500	1.0703	\$615
9 – Farm	\$17,772	1.0703	\$19
Totals	\$219,992,330		\$714,624

**Table 13** below provides a comparison between the calculated 2014 electoral area service tax rates (i.e. not including school, police, hospital, etc.) for the combined Electoral Area D/F/Phase 2 area and the 2014 rates for the existing Electoral Areas D and F. As shown, if Option 3 was implemented, property owners who are currently in Electoral Area D would experience a slight decrease in tax rates, and property owners who are currently in Electoral Area F would experience an increase in tax rates. Please note that the Area F tax rate does not currently include levies for the refuse site function as it does in the Area D calculation. This could occur in Area F in the future, if the RDKS assumes the Dease Lake Landfill. It should also be noted that Table 13 does not include the Dease Lake Fire Protection Area, which is an additional levy for those that participate in that local service area (i.e. the majority of the population of Area F).

**Table 13: Tax Rate Comparison**

Class	Combined Area D, F and Phase 2 Tax Rate	Area D Tax Rate	Area F Tax Rate
1 – Residential	1.0703	1.1051	0.5183
2 – Utilities	3.7461	3.8679	1.8141
3 - Supportive Housing	1.0703	1.1051	0.5183
4 – Major Industry	3.6390	3.7573	1.7622
5 – Light Industry	3.6390	3.7573	1.7622
6 – Business and Other	2.6222	2.7075	1.2698
7 – Managed Forest Land	3.2109	3.3153	1.5549
8 – Recreational / Non Profit	1.0703	1.1051	0.5183
9 – Farm	1.0703	1.1051	0.5183

#### **Option 4: Status Quo**

Option 4 is to leave the boundaries of Electoral Areas D and F as they are, and to not include the Phase 2 area in the RDKS. However, the Phase 2 Boundary Extension Study has produced evidence that a boundary extension is worth considering in some fashion, and therefore Option 4 is not recommended at this time.

#### **Other Boundary Considerations**

The RDKS may choose to proceed with an amended version of one of the four options above. For example, further review of the proposed western boundary of Phase 2 is warranted, as there is an overlapping boundary between the stated traditional territory of the Tahltan Nation and the Taku River Tlinglet Nation. This is likely best left with the Province to review and determine as part of the formal boundary extension proposal. In addition, the potential western boundary of Phase 2 should take into consideration the lands which are tributary towards Atlin. As was described in **Section 1.2**, Atlin does not have a history of ties with the RDKS as it is more effectively connected the Yukon Territory than it is to British Columbia.

Another consideration for the RDKS is whether to include the Sacred Headwaters – the headwaters of the Skeena, Nass and Stikine Rivers – in the eastern portion of the proposed boundary extension. In the event this area becomes a permanently protected area, there may be little rationale for including it in the RDKS from a taxation perspective. However, it could become a destination for guides and tourists, who would likely utilize local services from communities within the RDKS. Currently there are a number provincial parks and other protected areas within the RDKS. Note that the Sacred Headwaters is currently being protected under a government order that has put new coal tenures on hold for one year, effective December 2013. The intent of the order is to allow time for the Tahltan Nation, government of BC and the mining industry to negotiate a management agreement for the area.

Lastly, in the event RDKS boundaries are extended into the eastern portion of the study area, an “orphaned” area without regional district representation would be created, between the current boundaries of the Peace River Regional District (PRRD) to the north and the Regional District of Bulkley Nechako (RDBN) to the south. The potential orphaned area is shown in **Figure 1** of this report. The area is not considered to be tributary to any RDKS communities and would potentially be more appropriately associated with the RDBN, as the area is accessed from a forestry road originating from the RDBN. This should be reviewed by the province when considering the formal Phase 2 boundary extension proposal.

## 6.0 Summary

Phase 1 of the RDKS Boundary Extension was triggered primarily by the need for improved fire protection service in the Dease Lake area, after the Ministry of Forestry ceased funding to provide that local service in 2005. The Phase 1 study resulted in a boundary extension of the RDKS, with the expectation that a further review of the RDKS boundary would take place in the future, as represented by this Phase 2 study.

After reviewing the potential Phase 2 boundary extension area (which potentially may have extended north to the Yukon border) with various stakeholders, RDKS and Ministry staff, the Regional Board endorsed a boundary extension area to the west and east of the current Electoral Area F boundary. While there is currently limited population and assessment base in the proposed boundary extension area, there are a number of guide outfitters and resource exploration activities, all of whom were included in the consultation process for this project.

This study included a review of services and potential taxation impacts due to the potential Phase 2 boundary extension. Many provincial services such as school, provincial rural, BC Assessment, and police taxes would not change as part of a boundary extension. The potential additional taxes due to boundary extension would include the Municipal Finance Authority (MFA), hospital district capital funding, and RDKS Electoral Area services. Sample tax calculations were conducted on a Class 1 (residential) and Class 6 (business) property, valued at their current assessed values of \$18,000 and \$4,800 respectively. Based on 2014 assessment and tax rates, the current property taxation on the above properties is estimated at \$100.89 for the Class 1 property and \$46.69 for the Class 6 property within Electoral Area F. The potential tax impacts to the sample Class 1 property within the proposed study area would be an additional \$19.45 within an expanded Area F, \$28.45 within an expanded Area D, or \$27.82 within a combined expansion of Area D/F. The potential tax impacts to the sample Class 6 property within the proposed study area would be an additional \$12.71 within an expanded Area F, \$18.58 within an expanded Area D, or \$18.17 within a combined expansion of Area D/F.

The study also explored the potential taxation impact of a future mine within the proposed study area, based on the assessed values of a previously operating mine (Eskay Creek) in Electoral Area D. Based on the assessment in its final year of operation (\$6,540,800 in 2008) and a combined taxation using Class 1 (residential) and Class 4 (major industry) assessment, such a mine in the proposed Phase 2 boundary extension area would see an increase in property taxes from approximately \$74,000 to \$100,000, or about \$26,000.

There are a number of boundary options for the RDKS to consider, including:

- Including the new boundary extension area into Electoral Area F;
- Splitting the new boundary extension area between Electoral Area D (western portion) and Electoral Area F (eastern portion);
- Combining the new boundary extension area, Electoral Area F, and Electoral Area D together into one large electoral area (expanded Electoral Area D); or
- Maintain the status quo.

The Phase 2 study explored these options, noting the potential taxation and other impacts and benefits of the various boundary configurations. It is recommended that the RDKS Board consider *Option 3: Area D, F, and Phase 2 Combined*, given the temporary nature of the establishment of Electoral Area F following the Phase 1 analysis, the relatively small taxation impacts due to boundary extension within the study, and the reasonable population and area of a combined Area D/F compared to the other 3 electoral areas.

In addition to the potential taxation impacts and boundary extension options, Section 5 of the report highlighted a few additional considerations that should be discussed with the RDKS Board and the Ministry of Community, Sport and Cultural Development. These include:

- Refining the proposed western boundary of the Phase 2 boundary extension area, given the potential overlapping traditional territories of the Taku River Tlinget and Tahltan nation as well as recognizing that lands that are tributary to Atlin are best excluded from the boundary extension as they have more ties to the Yukon than with the RDKS;
- Confirming that including the Sacred Headwaters within the Phase 2 boundary extension area is appropriate, even if it becomes a permanently protected area; and
- Resolving the potential “orphaned” area of land that would be created between the proposed boundary extension area, the Peace River Regional District and the Bulkley Nechako Regional District.

This Phase 2 Boundary Extension Report is presented for review by the RDKS Board, and would form the background document as part of a formal application to the Ministry of Community, Sport and Cultural Development, if the Regional Board decides to pursue the boundary extension.

# **Appendix A**

## **Study Area Confirmation**

# MEMORANDUM

**Date:** September 18, 2013  
**To:** Andrew Webber  
**From:** Dan Huang and Ryan Beaudry  
**Cc:** Dannie Carsen  
**File:** 1262.0001.01  
**Subject:** Phase 2 Boundary Extension – Progress Update

To develop our understanding of the issues, opportunities and stakeholders in the Phase 2 study area, our team organized and executed a trip to Dease Lake. Six meetings were held over a three-day period, between September 11<sup>th</sup> and 13<sup>th</sup>. Key findings are provided in Section 1.0 below. A summary of outcomes and next steps is provided in Section 2.0.

## **1.0 – Key Findings**

### ***Meeting #1 – Mark Williams, Senior Wildlife Biologist – Skeena Region, Ministry of Forests, Lands and Natural Resource Operations***

- A guide outfitter's certificate is a form of ownership/tenure over a specified land (concession) area. The government is moving towards a 25-year certificate, which can be renewed, transferred or sold. The certificate allows for the exclusive hunting of game, subject to government quotas, by non-residents within the area. Guide outfitters pay basic property tax for their concessions.
- Traplines do not have any associated land rights or ownership. They are essentially a license to hunt and trap within a specified area. Traplines can be located within guide outfitter concession areas. Many traplines are "owned" by First Nations, although technically only one trapline can be held by any one "owner" at a time.
- There are approximately 45 guide outfitter concessions, and somewhere between 200-300 traplines in the Skeena-Stikine area.
- The main legislation for guide outfitters is the BC Wildlife Act.
  - The government is changing the legislation to allow multiple names on guide outfitter's certificates, and to allow corporations to purchase certificates.
- The Land Management Branch issues tenure and occupancy permits to guide outfitters.
  - Guide outfitters pay for tenures through the Land Management Act.
- Improvements within guide outfitter concessions can include any of the following: base camps, docks, landing strips, fly camps, lodges, etc. The extent of the improvements generally depends on the scale and location of the operation.
- In Mark's opinion, there are no obvious benefits of a boundary extension for guide outfitters.
- The provincial government maintains a database of guide outfitters (Mark provided us a print-out of the guide outfitters in the Skeena-Stikine area).
- The Lands Resource Data Warehouse (LRDW) contains a map layer of the guide outfitter concessions. Rick Deegan with the Ministry in Victoria administers the mapping layer for the guide outfitter concessions.
- Mark Williams' counterparts in the Fort St. John and Prince George branches of the Ministry are Lori Jeffrey and Glen Watts respectively.
- There are two guide outfitter associations to be aware of: Northwest Guide Outfitters and the BC Association of Guide Outfitters. The latter recently had their AGM and the former is holding an

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AGM in Smithers on November 29<sup>th</sup>-30<sup>th</sup>. Sonny Perkinson is the president of the NW Guide Outfitters association.

**Meeting #2 – Darcie Frocklage, RDKS Electoral Area F Director**

- There was community opposition to the Phase 1 boundary extension in Dease Lake.
- There is no fire protection in the Phase 2 area, thus the only benefit Darcie can see for the stakeholders (guide outfitters, etc.) is local representation.
- Local mining projects are putting stress on the hospital system. From this perspective, it makes sense to move forward with a boundary extension as the mining companies are already using RDKS services.
- The fire department in Dease Lake consists of a part-time (20 hours per week) paid Chief position and volunteers. The department has not been functioning correctly since its inception – one issue has been the fact that many able-bodied volunteer fire fighters work in camp.
- The Phase 2 boundary extension area could potentially go north to the Yukon border, excluding Atlin.
- If a Phase 2 Open House is held in Dease Lake it should be in the winter when hunting, exploration and construction activity settles down.

**Meeting #3 – Edith Carrier, Alternate RDKS Electoral Area F Director  
Stephen Quigley, APC Member and Owner of the Arctic Divide Inn in Dease Lake**

- The inclusion of Dease Lake in the Regional District has not had much of an impact on community life, other than house insurance being less expensive because of the fire department.
- The Dease Lake airport has seen an increase in activity due primarily to charter flights to/from Red Chris mine.
- Many of the mining companies use the hospital and fire department services.
- A slowdown in mining activity in 2013 has been observed in Dease Lake (e.g. fewer people have been renting rooms at the Arctic Divide Inn).
- There currently is a volunteer-based library in Dease Lake that could potentially be turned into a Regional District service.
- There are no known problems with water or sewer service in Dease Lake. The community is on wells and septic.
- Comments about the fire department:
  - The department inherited old equipment from its predecessor. The province currently provides/maintains some of the department's equipment, specifically pumps and a chainsaw.
  - The fire department does not have many call-outs for fire – approximately one per year.
  - Fire service is offered on the neighbouring reserve by the fire department.
- There is a Dease Lake APC but it has not had any meetings in the past year. There has been minimal activity in Dease Lake and thus nothing to comment on.
- The Phase 2 lands west of Dease Lake (excluding Atlin) should join Area D, as they are more of interest to Telegraph Creek and Iskut. The lands east of Dease Lake should join Area F.

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- Potential methods to disseminate information to community members in Dease Lake:
  - Mail-outs. Mining companies use mail-outs to advertise their open houses.
  - Bulletin boards. There are boards at the grocery store, post office and at Service BC.
- Potential venues for an open house in Dease Lake are the community hall and the School Board office.

***Meeting #4 – Justin Waite, Volunteer Firefighter with the Dease Lake Fire Department***

- The fire department was previously not functioning well due to personnel issues. A new Fire Chief recently started and some of the issues have been addressed.
- There is a lack of volunteer fire fighters. There are currently only four volunteers although the department needs six to eight to properly function.
- Most of the calls the fire department receives are for first-response to motor vehicle accidents along Highway 37.

***Meeting #5 – Claus Rygaard, APC Member and Forest Protection Officer – Cassiar Fire Zone, Wildfire Management Branch of the Ministry of Forests, Lands and Resource Operations***

- The airport in Dease Lake is an issue. It needs \$3 million in improvements (resurfacing) but there is no means to generate revenue to pay for it. There currently is no landing fee but there is a charge for fuel. The mining companies and guide outfitters use the airport but do not contribute.
- The Dease Lake community is split in terms of support for the local community hall. Those with children are in favour of making improvements to it and those without are not in favour.
- The APC has not had any meetings for the last year. There has been nothing to comment on.
- The Phase 2 lands west of Dease Lake (excluding Atlin) should join Area D. Area F should take in the area east of Dease Lake and north up to the border, including Lower Post and Good Hope.

***Meeting #6 – Amanda Jacobs, Dease Lake Government Agent, Service BC***

- Key stakeholders in the proposed Phase 2 area are guide outfitters and mining companies.
- The airport is an issue. It would be preferable to do something to generate revenue (e.g. landing fee), however it would have to be done sensitively so as to not drive business away.
- There are constant complaints in Dease Lake about property taxes.
- There have not been any RDKS meetings in Dease Lake focused on community priorities, needs, etc. It would be great to identify the top three things that the community wants and doesn't want.
- The Dease Lake APC needs something to do other than provincial referrals. They need to reconvene and strengthen.
- Dave Brocklebank is an effective electoral area director for Area D. He is outspoken and will "fight" for the area he represents. He would be a suitable future director for Dease Lake and the surrounding areas.
- It would be preferable to capture more property tax, so long as there is an adequate leader to guide the spending of the tax. Without adequate representation and having someone who can fight for the area, a boundary extension would not be worth the time and resources.

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- Two potential options for boundary extension:
  - Option 1 - Phase 2 lands west of Dease Lake (excluding Atlin) join Area D. Area F takes in the area east of Dease Lake and north up to the border, including Lower Post and Good Hope.
  - Option 2 – Area D, Area F, and the proposed Phase 2 area (including the area north to the border) combine into one electoral area represented by Dave Brocklebank.
- A potential venue for an open house in Dease Lake is the new restaurant (Simaritan's). We could reserve the whole restaurant for the event and would not have to administer catering, setup, clean-up, etc.

## **2.0 – Summary of Outcomes and Next Steps**

From the conversations detailed above, we have identified the following next steps for the Phase 2 Boundary Extension project:

Phase 2 Boundary Changes. It was suggested a number of times that the proposed Phase 2 boundary should be revised to take in a larger area than the one proposed. We would like to discuss this possibility with the RDKS.

Mapping. Obtain the guide outfitters mapping layer from the LRDW and layer it on top of the Phase 2 mapping to identify which guide outfitters to consult with. We also need to determine if the proposed Phase 2 area crosses into other provincial guide outfitter regions, and if so contact the appropriate staff person at the Ministry (i.e. Lori Jeffrey in Fort St. John and/or Glen Watts in Prince George).

Engagement with Guide Outfitters. Once we have identified which guide outfitters have concessions within the Phase 2 study area, we intend to arrange one-on-one interviews. These interviews will likely be via telephone, however we will aim to meet in person if possible.

Community Engagement. Select a date, time and venue for a mid-October open house in Dease Lake. We will need to prepare an advertisement and: (a) conduct a mail-out to all of the Dease Lake households using the Canada Post service; and (b) have someone post the advertisement on the notice boards at the grocery store, post office and at Service BC in Dease Lake. Given the comments we received during our meetings, we would recommend that a staff person from the RDKS join our team at the open house to field questions and concerns specific to services and taxation in Dease Lake.

Engagement with Mining Companies. We need to clarify the tax impact on mining companies by talking to the Surveyor of Taxes. Once the level of impact has been identified, the appropriate type of engagement will be identified and applied.

Engagement with First Nations. To determine the appropriate approach for engaging with local First Nations we would like to have a teleconference with you and Dannie Carsen to discuss engagement options.

Tax Analysis. Detailed tax analysis will be completed to identify the tax impact on different property classes if they were brought into the Regional District.

**MEMORANDUM**

Date: September 18, 2013  
File: 1262.0001.01  
Subject: Phase 2 Boundary Extension – Progress Update  
Page: 5 of 5



We intend to carry out the above activities over the next two months. Depending on the timing and outcomes of our engagement with the various groups identified, it is anticipated that we will have a draft final report ready for your review by mid-November.

**3.0 – Closing**

We look forward to discussing the current status of this project and answering any questions or concerns you may have. Please let us know when there is a good time to discuss the next steps of this project.

Thank you,

**URBAN SYSTEMS LTD.**

Dan Huang, MCIP, RPP  
Senior Planner/Principal

Ryan Beaudry, MA(PL)  
Planner

/rb

*Document1*

# MEMORANDUM

**Date:** October 23, 2013  
**To:** Andrew Webber, Regional District of Kitimat Stikine  
**From:** Dan Huang and Ryan Beaudry  
**Cc:** Dannie Carsen, Ministry of Community, Sport, and Cultural Development  
**File:** 1262.0001.01  
**Subject:** Phase 2 Boundary Extension – Progress Update and Next Steps

This memo provides a summary of work completed and an overview of next steps for the Phase 2 Boundary Extension project. The purpose of Phase 2 is to rationalize the RDKS' northern and north-eastern boundaries to meet the geographic, economic, administrative and political needs of the area.

## **1.0 - Background**

In 2006, the RDKS completed the Phase 1 Study to identify servicing and governance options for the community of Dease Lake. As a result of this study, RDKS boundaries were extended in 2007 to include Dease Lake. During that process, the Minister of the day made a commitment to examine the potential of extending the northern and north-eastern boundaries of the Regional District as part of a subsequent phase (i.e. Phase 2). Urban Systems was contracted by the RDKS to undertake the Phase 2 study in June 2013; our progress to date is detailed in the following section.

## **2.0 - Work Completed to Date**

The Phase 2 Boundary Extension project commenced in July 2013 with a review of background information pertaining to the study area and the adjoining Electoral Areas D and F. Preliminary discussions with the RDKS and the Ministry of Community, Sport and Cultural Development (MCSCD) were held, research was conducted, and an introductory memo was prepared. The memo included an overview of the population, services, tax rates, known issues, and other considerations in and around the Phase 2 study area.

Following the completion of the introductory memo, our team met with RDKS staff to review our initial findings and to discuss next steps. It was determined that a site visit to Dease Lake would be necessary in order to develop a more thorough understanding of the issues and opportunities in the Phase 2 area. This trip was executed over a three-day period, from September 11<sup>th</sup> to 13<sup>th</sup>. Meetings were held with the following individuals in Dease Lake and Smithers, BC:

- Darcie Frocklage, RDKS Electoral Area F Director
- Edith Carrier, Alternate RDKS Electoral Area F Director
- Claus Rygaard, APC Member and Forest Protection Officer – Cassiar Fire Zone, Wildfire Management Branch of the Ministry of Forests, Lands and Natural Resource Operations
- Stephen Quigley, APC Member and Owner of the Arctic Divide Inn in Dease Lake
- Mark Williams, Senior Wildlife Biologist – Skeena Region, Ministry of Forests, Lands and Natural Resource Operations
- Amanda Jacobs, Dease Lake Government Agent, Service BC
- Justin Waite, Volunteer Firefighter with the Dease Lake Fire Department

## MEMORANDUM

Date: October 23, 2013  
File: 1262.0001.01  
Subject: Phase 2 Boundary Extension – Progress Update and Next Steps  
Page: 2 of 4

Our team documented our findings from the Dease Lake trip in a summary memo and subsequently followed up with RDKS staff and the MCSCD. Through discussion, it was determined that focused engagement with three specific groups would be necessary to advance the project: guide outfitters, local First Nations and industry. It was ultimately decided that the RDKS would engage with the local First Nations and that Urban Systems would engage with the guide outfitters and industry.

Our team also obtained BC Assessment data for all of the properties in the Phase 2 area and conducted a comprehensive tax impact analysis. It was determined that the impacts to most properties in the study area would be minimal if a boundary extension was to occur, primarily due to low assessment values and assessment exemptions. As a supplement to our tax impact analysis, our team is currently conducting research into the taxation protocols for guide outfitters and industry.

On October 18<sup>th</sup>, our team met with RDKS staff to discuss the work in progress and the proposed Phase 2 study area boundary. At that meeting, it was determined that direction from the Regional Board would be needed to confirm the study area boundary before commencing further stakeholder engagement.

### **3.0 – Phase 2 Boundary Delineation**

The intent of the meeting on October 18 was to identify the most appropriate delineation for the study area boundary, in light of our findings up to this point. The main issue for discussion was whether the proposed Phase 2 area should be extended north to the Yukon border to include the communities of Good Hope, Lower Post and Atlin. The following considerations were discussed:

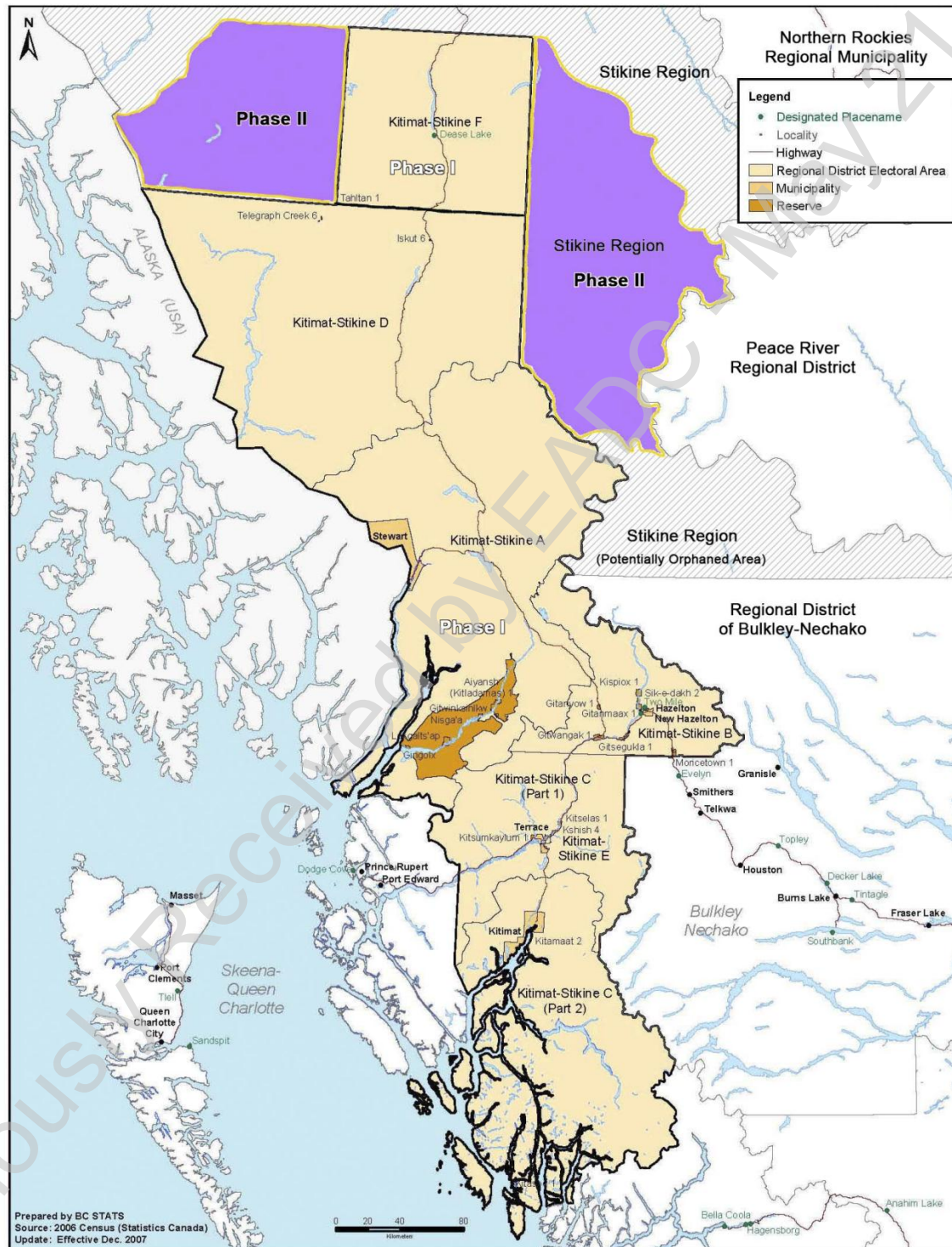
- Watershed boundaries;
- Extent of Tahltan Statement of Interest;
- RDKS' capacity to administer services north to the Yukon border;
- Relevance of Good Hope, Lower Post and Atlin to the RDKS (demographics, economy, service provision, etc.);
- Existing and future industrial activity; and
- Feedback received from elected officials and local residents during our September 11<sup>th</sup> - 13<sup>th</sup> trip.

After review and discussion, it was suggested that the original Phase 2 area boundary (see **Figure 1**) is the most appropriate study area at this time. The rationale is as follows:

- The proposed boundary follows the Stikine watershed and Tahltan Nation traditional territory, while largely circumventing the Kaska Dena territory;
- Stretching north to include Good Hope, Lower Post and/or Atlin would commit the RDKS to administer services over significant distances from Terrace, which is considered unrealistic given the RDKS' current resources;
- Our research suggests that the communities of Good Hope and Lower Post would be unlikely to support inclusion into the RDKS at this time; and
- Our research suggests that Atlin would also be unlikely to support inclusion into the RDKS at this time, due to its unique characteristics and connection to the Yukon.

Date: October 23, 2013  
File: 1262.0001.01  
Subject: Phase 2 Boundary Extension – Progress Update and Next Steps  
Page: 3 of 4

### Figure 1 – Proposed Phase 2 Study Area



**MEMORANDUM**

Date: October 23, 2013  
File: 1262.0001.01  
Subject: Phase 2 Boundary Extension – Progress Update and Next Steps  
Page: 4 of 4

In sum, there do not appear to be any compelling reasons to extend the Phase 2 study area boundaries beyond what was originally proposed in the Terms of Reference for this project. The RDKS could potentially consider an extension further north as part of a subsequent project, depending on future conditions and circumstances in and around the area of interest.

**4.0 – Next Steps**

At this time we are awaiting the confirmation from the Regional Board to proceed with stakeholder engagement using the Phase 2 study area boundary shown in **Figure 1**. Following this, we will finalize our list of guide outfitters, industry and other local stakeholders, and begin to schedule interviews. We anticipate that we will conduct interviews in November and December. The interviews will likely be via telephone, however we will aim to meet in person when possible. We anticipate that the RDKS will concurrently undertake engagement with local First Nations.

Based on the above, we intend to develop and submit an initial Draft Report to the RDKS by December 2013. The report will include our initial findings and preliminary recommendations for the Phase 2 boundary extension. In early 2014, we will work to finalize the report as well as assist the RDKS and MCSCD with consultation and engagement.

**5.0 – Closing**

**We are recommending that the Regional Board confirm the boundaries in Figure 1 are suitable and that they be used for the purposes of engagement and consultation with local stakeholders and First Nations.**

Thank you for the opportunity to work on this project; we look forward to advancing the project to completion in 2014.

Sincerely,

**URBAN SYSTEMS LTD.**



Dan Huang, MCIP, RPP  
Senior Planner/Principal

/rb/dh



Ryan Beaudry, MA(PL)  
Planner

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## **Appendix B**

### **Stakeholder Consultation**

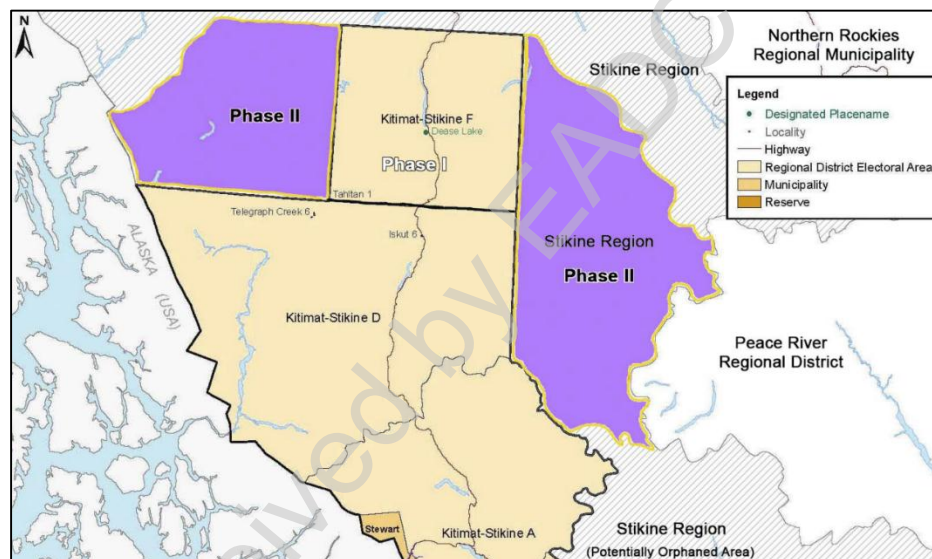
December 16, 2013

Frank Simpson  
Box 1901  
Claresholm, AB, T0L 0T0

Dear Mr. Simpson,

The Regional District of Kitimat-Stikine (RDKS) is currently undertaking a study (Phase 2) to explore the possibility of extending its boundaries. The study is a continuation of an earlier study (Phase 1) that was undertaken in 2006/2007, which resulted in an extension of the Regional District boundaries to include the Dease Lake area. The area being considered for inclusion as part of the Phase 2 study is highlighted in purple in the map below.


The Phase 2 study is still in the early stages. The RDKS has contracted the services of Urban Systems to help analyze the technical, administrative and financial components of a potential Phase 2 boundary extension. This work, along with stakeholder consultation and engagement, will continue into 2014.




You have received this letter because you own property and hold a guide outfitter's certificate for a territory located within the proposed Phase 2 area (see attached map). Based on our analysis using 2013 BC Assessment values, it is anticipated that the Phase 2 boundary extension would result in an increase of approximately \$90 in your annual property taxes.

The RDKS would like to give you an opportunity to provide your thoughts and ask any questions you might have regarding the potential boundary extension. Urban Systems, on behalf of the RDKS, will be available for telephone meetings for the remainder of December and all of January. If you would like to set up a meeting, or if you have any questions or comments, please contact Ryan Beaudry at 604-235-1701 or [rbeaudry@urbansystems.ca](mailto:rbeaudry@urbansystems.ca). You can also contact the RDKS directly by phoning 250-615-6100 (ask for Andrew Webber) or by e-mailing [awebber@rdks.bc.ca](mailto:awebber@rdks.bc.ca).

Sincerely,

  
Ryan Beaudry, MA(PL)

  
Dan Huang, MCIP, RPP



\* The map above is based on readily available data from the provincial government's Land and Resource Data Warehouse (LRDW). Recent changes in ownership or territory boundaries may not be reflected on the map.

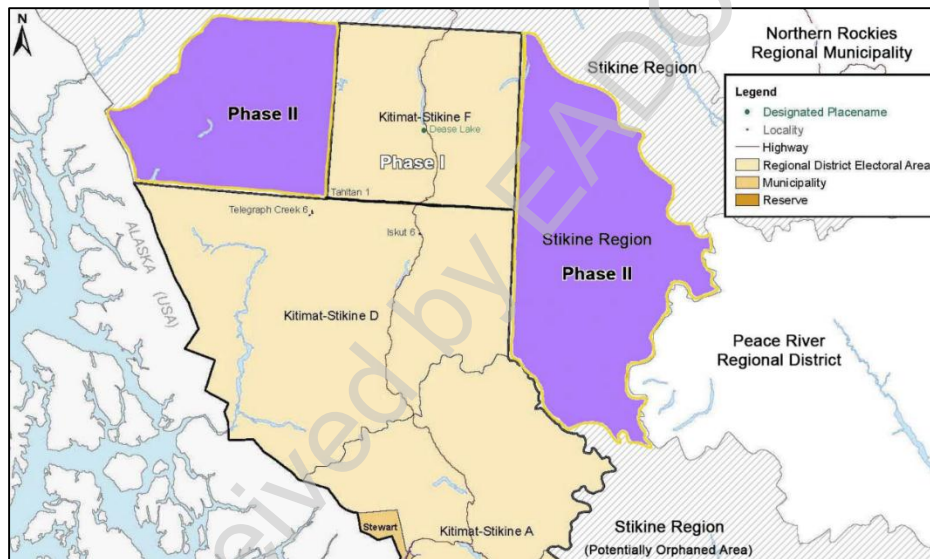
December 16, 2013

Shane Black  
120 King Drive  
Prince George, BC V2M 4V4

Dear Mr. Black,

The Regional District of Kitimat-Stikine (RDKS) is currently undertaking a study (Phase 2) to explore the possibility of extending its boundaries. The study is a continuation of an earlier study (Phase 1) that was undertaken in 2006/2007, which resulted in an extension of the Regional District boundaries to include the Dease Lake area. The area being considered for inclusion as part of the Phase 2 study is highlighted in purple in the map below.


The Phase 2 study is still in the early stages. The RDKS has contracted the services of Urban Systems to help analyze the technical, administrative and financial components of a potential Phase 2 boundary extension. This work, along with stakeholder consultation and engagement, will continue into 2014.




You have received this letter because you hold a guide outfitter's certificate for a territory located within the proposed Phase 2 area (see attached map). Based on our analysis using 2013 BC Assessment values, it is anticipated that the Phase 2 boundary extension would have no impact on the property taxes for your territory.

The RDKS would like to give you an opportunity to provide your thoughts and ask any questions you might have regarding the potential boundary extension. Urban Systems, on behalf of the RDKS, will be available for telephone meetings for the remainder of December and all of January. If you would like to set up a meeting, or if you have any questions or comments, please contact Ryan Beaudry at 604-235-1701 or [rbeaudry@urbansystems.ca](mailto:rbeaudry@urbansystems.ca). You can also contact the RDKS directly by phoning 250-615-6100 (ask for Andrew Webber) or by e-mailing [aweber@rdks.bc.ca](mailto:aweber@rdks.bc.ca).

Sincerely,

  
Ryan Beaudry, MA(PL)

  
Dan Huang, MCIP, RPP



\* The map above is based on readily available data from the provincial government's Land and Resource Data Warehouse (LRDW). Recent changes in ownership or territory boundaries may not be reflected on the map.

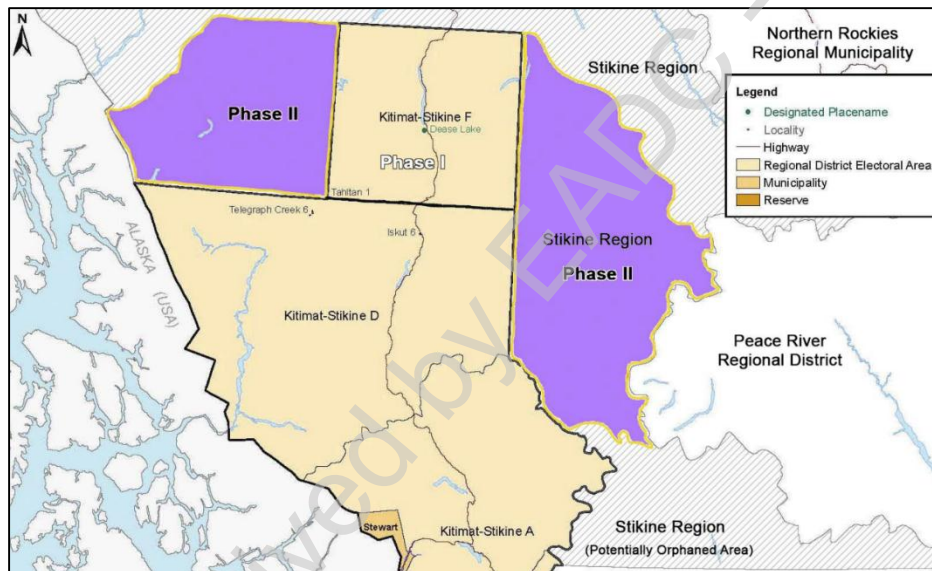
December 16, 2013

John Badiuk  
41 Sherman Dr.  
St. Catharines, ON L2N 2K9

Dear Mr. Badiuk,

The Regional District of Kitimat-Stikine (RDKS) is currently undertaking a study (Phase 2) to explore the possibility of extending its boundaries. The study is a continuation of an earlier study (Phase 1) that was undertaken in 2006/2007, which resulted in an extension of the Regional District boundaries to include the Dease Lake area. The area being considered for inclusion as part of the Phase 2 study is highlighted in purple in the map below.

The Phase 2 study is still in the early stages. The RDKS has contracted the services of Urban Systems to help analyze the technical, administrative and financial components of a potential Phase 2 boundary extension. This work, along with stakeholder consultation and engagement, will continue into 2014.




You have received this letter because you are the registered owner of property within the proposed Phase 2 area. Based on our analysis using 2013 BC Assessment values, it is anticipated that the Phase 2 boundary extension would result in an increase of approximately \$55 in your annual property taxes.

The RDKS would like to give you an opportunity to provide your thoughts and ask any questions you might have regarding the potential boundary extension. Urban Systems, on behalf of the RDKS, will be available for telephone meetings for the remainder of December and all of January. If you would like to set up a meeting, or if you have any questions or comments, please contact Ryan Beaudry at 604-235-1701 or [rbeaudry@urbansystems.ca](mailto:rbeaudry@urbansystems.ca). You can also contact the RDKS directly by phoning 250-615-6100 (ask for Andrew Webber) or by e-mailing [awebber@rdks.bc.ca](mailto:awebber@rdks.bc.ca).

Sincerely,

  
Ryan Beaudry, MA(PL)

  
Dan Huang, MCIP, RPP

## **Regional District of Kitimat-Stikine**

---

300 - 4545 Lazelle Avenue  
Terrace, British Columbia  
V8G 4E1

Tel (250) 615-6100  
Fax (250) 635-9222

Our file no. 3400 20

March 17, 2014

Rick Conte, Vice-President  
Association for Mineral Exploration BC  
Suite 800 - 889 West Pender Street  
Vancouver, BC  
V6C 3B2

Dear Mr. Conte:

**Re: Regional District of Kitimat Stikine Boundary Review**

This letter is to inform you of the status of a boundary review for the Regional District of Kitimat-Stikine.

The Regional District has contracted consulting firm Urban Systems to prepare a background report for a potential adjustment to the Kitimat-Stikine boundaries in its northerly areas. The report is to describe potential scenarios for new boundaries and identify property taxation, servicing and governance issues with such boundary changes. Among its tasks, Urban Systems has contacted tenure holders and property owners in potential boundary extension areas and is examining property assessment and taxation data.

This letter is being written as a courtesy to four minerals sector companies with significant holdings in the study area and to AMEBC and MABC. These companies are Fortune Minerals, Hard Creek Nickel, Capstone Mining and Atrium Coal. At this time these projects have negligible or no assessment triggering property taxes; however, development of these projects might result in significant property assessment subject to property taxation by the province and potentially local government. Currently all these properties are located in the unincorporated Stikine Region

We are in an exploratory phase, receiving perspectives on potential Regional District boundaries. Once the Urban Systems report is complete, expected in late March or early April, and depending on the outcome of the study, decisions will be made by the Regional District and the province (Ministry of Community, Sport and Cultural Development) on whether or not proceed with a boundary adjustment. A boundary extension would entail consultation with First Nations and likely further consultation with neighbouring regional districts and key economic players such as guiding territories and the minerals sector.

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## Regional District of Kitimat-Stikine

AMEBC

March 17, 2014

Page 2

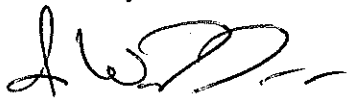
In late 2007, the Regional District of Kitimat-Stikine boundaries were extended northward from 58°N to include the community of Dease Lake. The main impetus behind the boundary extension was to enable the Regional District to maintain a local fire protection service, to that point delivered by the BC Ministry of Forests. Regional District governance also positions the community to obtain in the future other local government services, such as community water, solid waste management and street lighting, and improves eligibility to receive senior government grants. Dease Lake and the surrounding area now participates in a number of general services of the Regional District, such as community land use planning and house numbering. And to ensure community concerns would have a voice with the Regional District, Regional District Electoral Area F was created as an interim step coincident with the boundary extension.

The boundaries selected in 2007 follow lines of latitude and longitude. They were a temporary measure to facilitate the Regional District acquiring and operating the fire protection service. Ideally the boundaries of a regional district emerge from identifying clusters of communities with similar issues and similar histories, considering economic ties, transportation linkages and the landscape itself. In other words, boundaries are based on economic, cultural, historical and geographic factors.

I am including a basic map showing the Regional District of Kitimat-Stikine and boundaries being used by Urban Systems for further analysis. The northern limit of the study area is 59°N latitude.

If you would like more information or to discuss the Regional District's Northern Boundary Review project further, feel free to call.

Yours truly



Andrew Webber  
Manager - Development Services

Encl.



## Regional District of Kitimat-Stikine

300 - 4545 Lazelle Avenue  
Terrace, British Columbia  
V8G 4E1

Tel (250) 615-6100  
Fax (250) 635-9222

Our file no. 3400 20

November 5, 2013

Chief Rick McLean  
Tahltan Band  
PO Box 46  
Telegraph Creek, BC V0J 2W0

Dear Chief McLean:

### **Re: Regional District of Kitimat Stikine Boundary Review**

This letter is to inform you of the status of a boundary review for the Regional District of Kitimat-Stikine.

The Regional District has contracted with consulting firm Urban Systems to prepare a background report for a potential adjustment to the Kitimat-Stikine boundaries in its northerly areas. The report is to describe potential scenarios for new boundaries and identify property taxation, servicing and governance issues with such boundary changes. Among its tasks, Urban Systems is contacting tenure holders and property owners in potential boundary extension areas and examining property assessment and taxation data.

We are in an exploratory phase, receiving perspectives on potential boundaries. Once the Urban Systems report is complete, expected late this year or early next year, and depending on the outcome of the study, the province may lead a more formal process of engagement with First Nations in the area. This may also lead to further consultation with neighbouring regional districts and key economic players such as guiding territories and the minerals sector. An open house may also be held on this topic in Dease Lake at a later date.

In late 2007, the Regional District of Kitimat-Stikine boundaries were extended northward to include the community of Dease Lake. The main issue behind the boundary extension was to enable the Regional District to maintain a local fire protection service, to that point delivered by the BC Ministry of Forests. Regional District governance also positions the community to obtain in the future other local government services, such as community water, solid waste management and street lighting, and improves eligibility to receive senior government grants. Dease Lake and the surrounding area now participates in a number of general services of the Regional District, such as community land use planning and house numbering. And to ensure community concerns would have a voice with the Regional District, as an interim step Regional District Electoral Area F was created coincident with the boundary extension.

The boundaries selected in 2007 follow lines of latitude and longitude. They were a temporary measure to facilitate the Regional District acquiring and operating the fire protection service.

.../2

## Regional District of Kitimat-Stikine

November 5, 2013

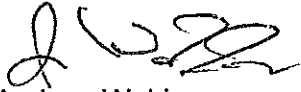
Page 2

Ideally the boundaries of a regional district emerge from identifying clusters of communities with similar issues and similar histories, considering economic ties, transportation linkages and the landscape itself. In other words, boundaries are based on economic, cultural, historical and geographic factors.

I am including a basic map showing the Regional District of Kitimat-Stikine and boundaries being used by Urban Systems for further analysis. The northern limit of the study area is 59°N latitude.

If you would like more information or to discuss the Regional District's Northern Boundary Review project further, feel free to call. Also, if schedules and travel plans coordinate, meetings to discuss potential Regional District boundaries and other topics of common concern may be feasible.

Yours truly



Andrew Webber  
Manager - Development Services

Encl.



## **Appendix C**

### **Sample Tax Calculations**



## 787 - DAWSON CREEK RURAL - 2014

Prop Class	Item Name	Rate
1	GEN RESIDENTIAL	\$0.5600
1	SCH RESIDENTIAL	\$4.7214
1	BC ASSESSMENT	\$0.0619
1	POLICE TAX	\$0.2619
Total Tax Rate		\$5.6052
Assessed Value		\$18,000
Total Estimated Taxes		\$100.89

[Clear Rates](#)[New Assessed Value](#)[Back](#) to Estimating Your Rural Property Taxes Page



## RURAL PROPERTY TAX



### 787 - DAWSON CREEK RURAL - 2014

Prop Class	Item Name	Rate
6	GEN BUSINESS/OTHER	\$2.9100
6	SCH BUSINESS/OTHER	\$6.0000
6	BC ASSESSMENT	\$0.1755
6	POLICE TAX	\$0.6416
<i>Total Tax Rate</i>		\$9.7271
<i>Assessed Value</i>		\$4,800
<i>Total Estimated Taxes</i>		\$46.69

[Clear Rates](#)[New Assessed Value](#)[Back](#) to Estimating Your Rural Property Taxes Page

## **Appendix D**

### **BC Assessment Data – 2013 and 2014**

**2013 HOSPITAL NET TAXABLE AND CONVERTED VALUES  
FOR REGIONAL DISTRICT ELECTORAL AREAS  
- Per Sec 804.2 (1) (A) & (B) Local Government Act  
Completed Roll**

Processed Date: 06/Dec/2012  
Printed Date: 07/Dec/2012

Regional District: 25 - Kitimat-Stikine  
Electoral Area: D  
Jurisdiction: 788 - Terrace Rural  
787 - Dawson Creek Rural

Prop	Class	Occurrences	Land	Converted Land	Improvements	Converted Impr	Total	Converted Total	Conv %
01	Residential	147	1,752,150	175,215	7,825,858	782,585	9,578,008	957,800	10.00
02	Utilities	14	367,600	128,660	40,530,300	14,185,605	40,897,900	14,314,265	35.00
04	Major Industry	2	40,800	13,872	497,000	168,980	537,800	182,852	34.00
05	Light Industry	9	423,000	143,820	905,400	307,836	1,328,400	451,656	34.00
06	Business And Other	35	311,360	76,283	4,222,350	1,034,475	4,533,710	1,110,758	24.50
08	Rec/Non Profit	23	245,900	24,590			245,900	24,590	10.00
09	Farm	5	17,772	1,777			17,772	1,777	10.00
<b>Total</b>		<b>235</b>	<b>3,158,582</b>	<b>564,217</b>	<b>53,980,908</b>	<b>16,479,481</b>	<b>57,139,490</b>	<b>17,043,698</b>	
<b>Total</b>				<b>564,216</b>		<b>16,479,482</b>		<b>17,043,699</b>	
<b>(Less S.353LGA/398VC)</b>									

**2013 HOSPITAL NET TAXABLE AND CONVERTED VALUES  
FOR REGIONAL DISTRICT ELECTORAL AREAS  
- Per Sec 804.2 (1) (A) & (B) Local Government Act  
Completed Roll**

Processed Date: 06/Dec/2012  
Printed Date: 07/Dec/2012

Regional District: 25 - Kitimat-Stikine  
Electoral Area: F  
Jurisdiction: 787 - Dawson Creek Rural

Prop	Class	Occurrences	Land	Converted Land	Improvements	Converted Impr	Total	Converted Total	Conv. %
01	Residential	276	2,782,402	278,240	11,756,926	1,175,692	14,539,328	1,453,932	10.00
02	Utilities	12	337,700	118,195	8,705,900	3,047,065	9,043,600	3,165,260	35.00
05	Light Industry	1	14,500	4,930			14,500	4,930	34.00
06	Business And Other	51	457,898	112,185	4,207,805	1,030,912	4,665,703	1,143,097	24.50
08	Rec/Non Profit	9	134,300	13,430			134,300	13,430	10.00
<b>Total</b>		<b>349</b>	<b>3,726,800</b>	<b>526,980</b>	<b>24,670,631</b>	<b>5,253,669</b>	<b>28,397,431</b>	<b>5,780,649</b>	
<b>Total</b>				<b>526,980</b>		<b>5,253,669</b>		<b>5,780,650</b>	
<b>(Less S.353LGA/398VC)</b>									

**2014 HOSPITAL NET TAXABLE AND CONVERTED VALUES  
FOR REGIONAL DISTRICT ELECTORAL AREAS  
- Per Sec 804.2 (1) (A) & (B) Local Government Act  
Completed Roll**

Processed Date: 06/Dec/2013  
Printed Date: 07/Dec/2013

Regional District: 25 - Kitimat-Stikine  
Electoral Area: D  
Jurisdiction: 788 - Terrace Rural  
787 - Dawson Creek Rural

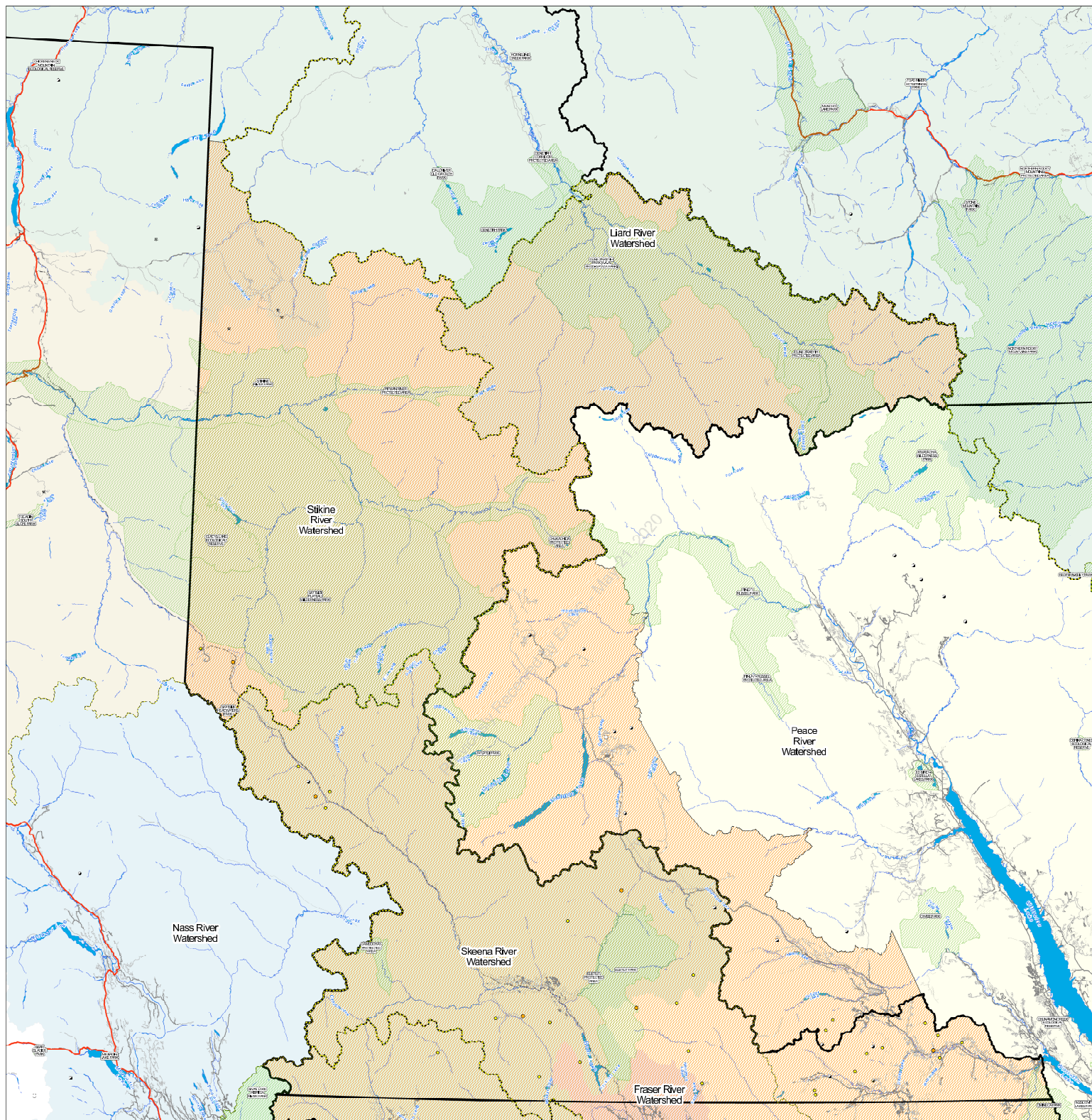
Prop. Class	Occurrences	Land	Converted Land	Improvements	Converted Impr	Total	Converted Total	Conv %
01 Residential	148	1,879,100	187,910	15,901,764	1,590,176	17,780,864	1,778,086	10.00
02 Utilities	14	3,724,200	1,303,470	122,863,900	43,002,365	126,588,100	44,305,835	35.00
04 Major Industry	4	413,600	140,624	36,902,000	12,546,680	37,315,600	12,687,304	34.00
05 Light Industry	10	525,700	178,738	892,500	303,450	1,418,200	482,188	34.00
06 Business And Other	35	308,501	75,582	5,664,309	1,387,755	5,972,810	1,463,338	24.50
08 Rec/Non Profit	25	312,300	31,230			312,300	31,230	10.00
09 Farm	5	17,772	1,777			17,772	1,777	10.00
<b>Total</b>	<b>241</b>	<b>7,181,173</b>	<b>1,919,331</b>	<b>182,224,473</b>	<b>58,830,426</b>	<b>189,405,646</b>	<b>60,749,758</b>	
<b>Total (Less S.353LGA/398VC)</b>			<b>1,919,331</b>		<b>58,830,427</b>		<b>60,749,758</b>	

**2014 HOSPITAL NET TAXABLE AND CONVERTED VALUES  
FOR REGIONAL DISTRICT ELECTORAL AREAS  
- Per Sec 804.2 (1) (A) & (B) Local Government Act  
Completed Roll**

Processed Date: 06/Dec/2013  
Printed Date: 07/Dec/2013

Regional District: 25 - Kitimat-Stikine  
Electoral Area: F  
Jurisdiction: 787 - Dawson Creek Rural

Prop. Class	Occurrences	Land	Converted Land	Improvements	Converted Impr	Total	Converted Total	Conv %
01 Residential	272	2,986,852	298,685	13,322,529	1,332,252	16,309,381	1,630,938	10.00
02 Utilities	12	339,400	118,790	8,485,200	2,969,820	8,824,600	3,088,610	35.00
05 Light Industry	1	14,500	4,930			14,500	4,930	34.00
06 Business And Other	51	467,791	114,608	4,447,962	1,089,750	4,915,753	1,204,359	24.50
08 Rec/Non Profit	9	136,300	13,630			136,300	13,630	10.00
<b>Total</b>	<b>345</b>	<b>3,944,843</b>	<b>550,643</b>	<b>26,255,691</b>	<b>5,391,822</b>	<b>30,200,534</b>	<b>5,942,467</b>	
<b>Total (Less S.353LGA/398VC)</b>			<b>550,643</b>		<b>5,391,823</b>		<b>5,942,467</b>	



#### Boundary Proposals

##### Proposal by Date

18/05/2017

##### Boundaries

- Municipalities
- Regional District Boundaries
- Natural Resource Regions
- Natural Resource Districts
- Park or Protected Area

##### Transport

- Rail Lines
- Roads - by surface type
  - Asphalt
  - Gravel
  - Loose
  - Grass
  - Seasonal
  - Overgrown
  - Unknown
  - Discommissioned
- Highways

##### Mines and Minerals

##### Select Mineral Resources

- Status

##### Mining Projects

- Type
- Exploration
- Proposed Mine
- Mine
- Care and Maintenance

## DRAFT - Regional District Boundary Revision

0 30 60 120 Kilometers

Document: C:\srm\work\mine\BulkleyNechako\RD\BoundaryMap.mxd  
 Title: BulkleyNechako  
 Date: 2016/02/17  
 Author: E. Schmidt

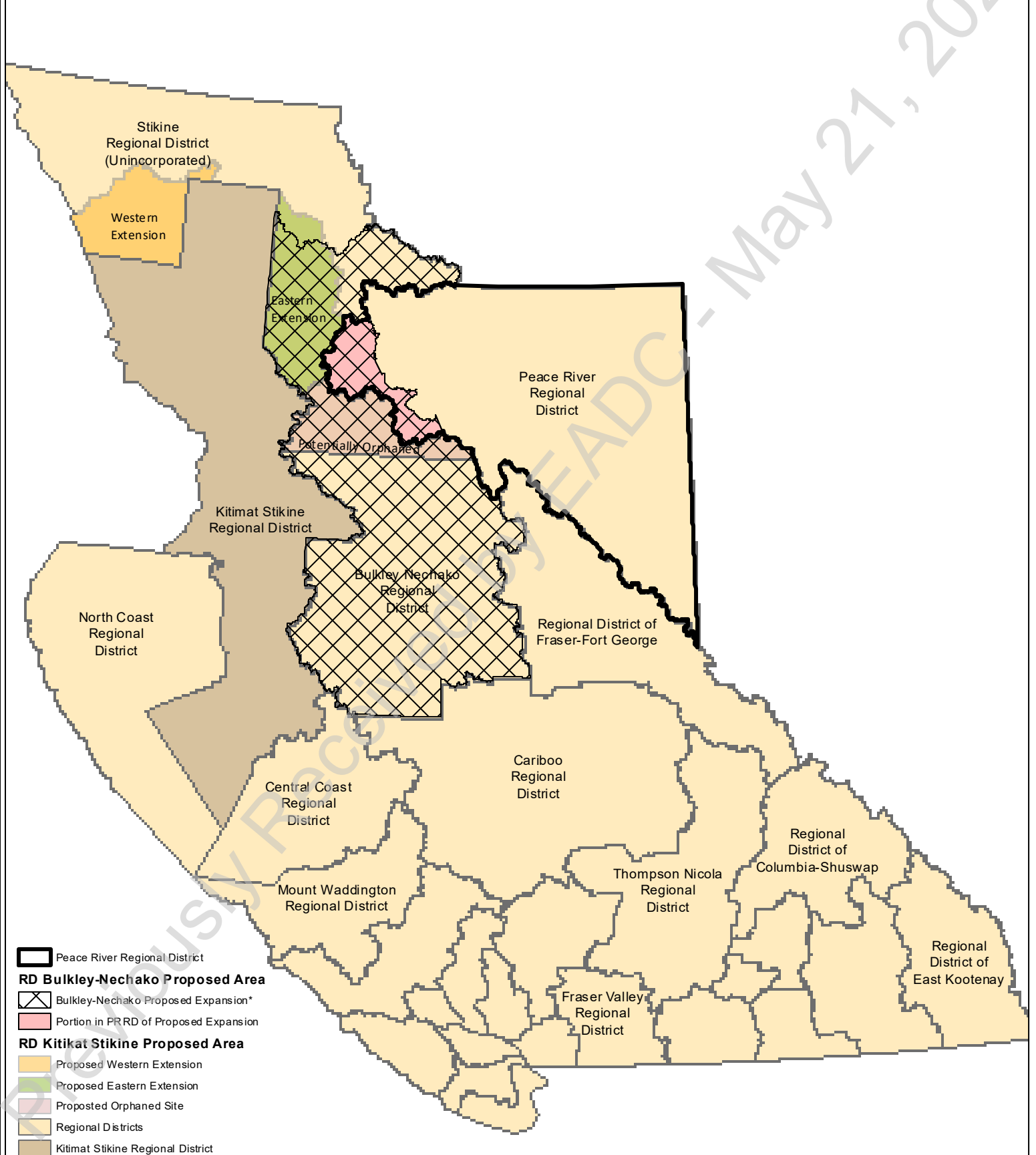




# Proposed Regional District Boundary Expansions of Kitimat Stikine Regional District & Regional District of Bulkley-Nechako Adjacent to the Peace River Regional District



1:6,500,000



- Peace River Regional District
- RD Bulkley-Nechako Proposed Area**
  - Bulkley-Nechako Proposed Expansion\*
  - Portion in PRRD of Proposed Expansion
- RD Kitimat Stikine Proposed Area**
  - Proposed Western Extension
  - Proposed Eastern Extension
  - Proposed Orphaned Site
- Regional Districts
- Kitimat Stikine Regional District

\*Proposed Expansion boundary is from 2017.  
Proposed expansion boundary has not been confirmed with Bulkley-Nechako.



# REPORT

To: Electoral Area Directors' Committee

Date: March 9, 2019

From: Trish Morgan, General Manager of Community Services

**Subject: Charlie Lake Fire Department Road Rescue & First Medical Response Public Engagement**

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## RECOMMENDATION:

That the Electoral Area Directors' Committee recommend to the Regional Board to move forward with an electoral approval process in the Charlie Lake Fire Protection Area to amend the service establishment bylaw in order to provide first medical response services.

## BACKGROUND/RATIONALE:

On February 26, 2020, staff and the Electoral Area C Director attended a public engagement session at the Charlie Lake Community Hall to discuss the possibility of adding road rescue and first medical response services in the Charlie Lake Fire Protection Area. Approximately 40 people attended the 2 hour session.

To gather feedback from the area residents, staff developed an information package to describe the proposal and conducted a survey to determine if there was interest in adding these services.

## Results:

Note that although there were 126 responses to the survey, it appears that there are a number of multiple responses from the same IP address – in some instances between 4 and 15 responses.

- 83% of respondents reported being from Charlie Lake; 5% from Grandhaven
- 37% of respondents were in favor of Charlie Lake Fire Department providing road rescue services; 63% were not.
- 72% of respondents were in favor of Charlie Lake Fire Department providing first medical responder services; 28% were not.
- When asked if they were in favour of both services being offered, only 37% were in favor and 63% were not.

Given the strong support for first medical response services and less support for road rescue services at this time, the directors may wish to consider conducting an elector approval process only for first medical response services and consider whether to offer road rescue in the future, should boundaries expand at a later date.

With respect to an elector approval process, a referendum, petition or alternative approval process could be conducted to gain elector feedback. Given the number of properties (approximately 1,500) a petition process would be as labour intensive and costly as a referendum.

## ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors' Committee recommend to the Regional Board to move forward with an electoral approval process in the Charlie Lake Fire Protection Area to amend the service establishment bylaw in order to provide first medical responder services and road rescue services.
2. That the Electoral Area Directors' Committee recommend to the Regional Board to move forward with an electoral approval process in the Charlie Lake Fire Protection Area to amend the service establishment bylaw in order to provide road rescue services.
3. That the Electoral Area Directors' Committee provide further direction.

## STRATEGIC PLAN RELEVANCE:

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

## FINANCIAL CONSIDERATION(S):

Road Rescue 1st Year Start-up Costs (equipment)	Est. Tax Rate	Road Rescue Annual Operations	Est. Tax Rate	Road Rescue 1st Year Start-up Costs Plus 1st Year Operations	Est. Tax Rate in 1st Year
\$47,000.00	\$ 0.0393	\$23,500.00	\$ 0.0196	\$70,500.00	\$ 0.0589
Assessed Value	Taxes	Assessed Value	Taxes	Assessed Value	Taxes
\$150,000.00	\$5.90	\$150,000.00	\$2.94	\$150,000.00	\$8.84
\$300,000.00	\$11.79	\$300,000.00	\$5.88	\$300,000.00	\$17.67
\$450,000.00	\$17.69	\$450,000.00	\$8.82	\$450,000.00	\$26.51
\$600,000.00	\$23.58	\$600,000.00	\$11.76	\$600,000.00	\$35.34
* based on 2020 current assessments					

First Medical Response 1st Year Start-up (equipment)	Est. Tax Rate	First Medical Response Operations	Est. Tax Rate	First Medical Response 1st Year Start-Up Costs Plus 1st Year Operations	Est. Tax Rate in 1st Year
\$10,000.00	\$ 0.0084	\$30,250.00	\$ 0.0253	\$40,250.00	\$ 0.0337
Assessed Value	Taxes	Assessed Value	Taxes	Assessed Value	Taxes
\$150,000.00	\$1.26	\$150,000.00	\$3.80	\$150,000.00	\$5.06
\$300,000.00	\$2.52	\$300,000.00	\$7.59	\$300,000.00	\$10.11
\$450,000.00	\$3.78	\$450,000.00	\$11.39	\$450,000.00	\$15.17
\$600,000.00	\$5.04	\$600,000.00	\$15.18	\$600,000.00	\$20.22
* based on 2020 current assessments					

Combined Road Rescue & First Medical Response 1st Year Start-up Costs Plus Operations	Est. Tax Rate	Road Rescue & First Medical Response 2nd year Operations	Est. Tax Rate
\$110,750.00	\$ 0.0926	\$53,750.00	\$ 0.0449
Assessed Value	Taxes	Assessed Value	Taxes
\$150,000.00	\$13.89	\$150,000.00	\$6.74
\$300,000.00	\$27.78	\$300,000.00	\$13.47
\$450,000.00	\$41.67	\$450,000.00	\$20.21
\$600,000.00	\$55.56	\$600,000.00	\$26.94
* based on 2020 current assessments			

## COMMUNICATIONS CONSIDERATION(S):

If the Board moves forward with an elector approval process for one or both of these services, statutory advertising will be conducted and the Engage page will be updated <https://prrd.bc.ca/engage/charlie-lake-fire-services-expansion/>.

## OTHER CONSIDERATION(S):

### Advertising:

Postcards were mailed out to each residence and business with a civic address within the Charlie Lake Fire Protection Area. Posts were made to social media and our website, as well as Facebook and newspaper and radio ads. A 'Dot-Mocracy' survey, and paper survey were present at the public engagement session, and also posted electronically to the Engage page to provide ample opportunity for residents to give their initial feedback.

- **Social Media** – The Engage Page was linked to the PRRD Facebook page, as well as shared after the public engagement session, with a link to an online survey, to allow area residents the ability to provide feedback if they were unable to come to the in-person session. The campaign achieved a total of 1901 impressions and 267 "clicks".
- **PRRD Website/Engage** – An Engage page was created on the PRRD website with the survey added the morning after the public engagement session, and included the Info Package (Attachment #1), which includes tax rate calculations for initial start-up costs and annual cost increases), background information, and detailed descriptions on the levels of service that are being proposed. The Engage page received a total of 527 visits over the survey period (Feb 27-Mar 6).
- **Media** - Local Media outlets, Alaska Highway News and Energetic City published 3 articles regarding Road Rescue and First Medical Response public engagement, and posted a story with links to the Engage Page embedded within
- **Radio** – Radio ads aired once per day on 101.5 The Bear, 98.5 Sun FM, and 890 Pure Country starting February 14<sup>th</sup> and ending on February 26<sup>th</sup>.
- **Mailouts** – Postcards were mailed out to all civic addresses in the Charlie Lake fire protection area, to notify residents and business owners of the public meeting.

### Attachments:

1. Info Package
2. Survey Analysis Results
3. Photos of event & 'Dot-Mocracy' boards



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-030

From: Crystal Brown, Electoral Area Manager

Date: June 1, 2020

Subject: 2020 UBCM Minister Meeting Requests

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## **RECOMMENDATION #1: [Corporate Unweighted]**

That the Regional Board identify three meetings, and a maximum of three topics for each meeting, to be requested with either Provincial Ministers, staff and/or other agencies during the 2020 UBCM Convention.

## **RECOMMENDATION #2: [Corporate Unweighted]**

That the Regional Board establish the order of priority for the Minister meetings requested during the 2020 UBCM Convention, as per the Convention's meeting request requirements.

## **RECOMMENDATION #3: [Corporate Unweighted]**

That the Regional Board invite MLA Dan Davies and MLA Mike Bernier to join the PRRD's 2020 UBCM Convention Minister Meetings.

## **BACKGROUND/RATIONALE:**

On November 28, 2019, the Regional Board passed the following resolutions:

*MOVED, SECONDED, and CARRIED*

That no more than three meetings with Provincial Ministers, staff and/or other agencies be requested during the 2020 Union of BC Municipalities convention.

*MOVED, SECONDED, and CARRIED*

That, should the Regional Board identify three to five key issues prior to the 2020 Union of BC Municipalities (UBCM) convention, pre UBCM meetings be held with the appropriate Ministers.

Each Minister meeting request is limited to three topics. Each topic submitted must include a one-sentence summation of what the Regional Board would like from the meeting, and with a brief backgrounder (maximum 800 characters) about the topic.

Due to the volume of requests and scheduling availability, the Regional Board must rank its priority order for the meeting requests (most important to least important).

The Board has not yet identified any topics for Minister Meetings during the UBCM Convention; however, the Board has recently made the following resolutions:

*MOVED, SECONDED, and CARRIED*

That the Regional Board refer the correspondence dated March 5, 2020, from Dan Davies, MLA for Peace River North, regarding the management of ranching issues by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MoFLNRORD), to staff; further, that staff work with the Electoral Area Directors to draft a resolution to the Union of BC Municipalities regarding the gaps in services provided by MoFLNRORD as they pertain to ranching, as indicated by MLA Davies.

*MOVED, SECONDED, and CARRIED*

WHEREAS the Fire Underwriters Survey requires that in order to receive credit for fire insurance grading purposes, all first line fire apparatus in small and rural communities should be replaced after 20 years of service and may only be extended up to 25 years when fire apparatus is tested and proven to be in excellent mechanical condition;

AND WHEREAS small and rural local governments often are financially challenged to replace high cost and minimally used fire apparatus on a 20-25 year rotational basis;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities petition the Province to advocate to the Fire Underwriters Survey to consider providing credit for fire apparatus that is 25 years or older and in sound working condition in order reduce costs to taxpayers

The first resolution is not yet completed, while the second one has been forwarded directly to UBCM through the North Central Local Government Association – as the 2020 NCLGA Convention was cancelled.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

Staff will be responsible for preparing and submitting a Briefing Note for each identified topic.

**OTHER CONSIDERATION(S):**

On May 27, 2020, UBCM announced that the 2020 UBCM Convention will be going ahead in a virtual format from September 22-24. In June, UBCM will share details on the platform for this year's meeting, and registration will open in July.

Attachment:

1. 2018 and 2019 UBCM Minister Meetings

Ministry	Topics	2018	2019
Agriculture	Farmer's Advocacy Office		X
	ALR/OGC Delegation Agreement	X	X
	Access to rail cars for farmers		X
Citizens' Services	Connectivity		X
Education	Education Funding		X
Emergency Management Office of the Fire Commissioner	Mandatory Fire Inspection	X	
	Fire Safety Act amendments	X	
Energy, Mines and Petroleum Resources	Support of Pipelines		X
	Farmer's Advocacy Office		X
	Reclamation of Orphan Wells		X
	Access to Natural Gas	X	
Environment and Climate Change Strategy	Solid Waste and Recycling	X	X
	Provincial Park		X
	<i>Water Sustainability Act</i>		X
	Use of Reclaimed Water	X	
Forests, Lands and Natural Resource Operations, and Rural Development	Species at Risk Process		X
	Fibre Shortage		X
	Agricultural Crown Land Tenure		X
	Caribou Recovery	X	
	Rural Dividend Fund	X	
	Flood Prevention and Mitigation	X	
Health	Medevac Services		not successful
	Paramedic Funding		not successful
	Seniors Housing/Home Support		not successful
Jobs, Trade and Technology	Value-added Products		X
	China Ban on Canola, Beef and Pork Exports		X
Labour	Working Age of Children		X
Municipal Affairs and Housing	Mandatory fire inspection		X
	Seniors Housing	X	
	Section 381 Part 14 LGA	X	X
	Homelessness		X
	BC Housing		X
Public Safety and Solicitor General	Emergency Management and Response		X
	Ambulance Services		X
	Mandatory fire inspection		X
Transportation	Rural Roads- Beryl Prairie Road	X	X
	Taylor Bridge	X	X
	Transportation Issues	X	X
	Greyhound	X	



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-032

From: Kelsey Bates, Deputy Corporate Officer

Date: June 1, 2020

**Subject: Staff Code of Conduct Policy – Amendment**

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## **RECOMMENDATION: *[Corporate Unweighted]***

That the Regional Board repeal the following policies:

- a) Chairman Title
- b) Interim Social Media Use
- c) Photocopying
- d) Respectful Workplace
- e) Impairment in the Workplace

And adopt the amended Staff Code of Conduct Policy, which addresses expectations on personal social media use, expands on non-compliance, and encompasses the policies listed above for repeal.

## **BACKGROUND/RATIONALE:**

The Peace River Regional District's 2019-2022 Strategic Plan includes completion of a comprehensive policy review as a strategy under Organizational Effectiveness. Gaps have been identified within the current Staff Code of Conduct Policy, such as a lack of expectations around the use of staff's personal social media accounts, a clause regarding future amendments to the policy, and a more detailed clause for non-compliance. The policy review also identified the opportunity to compile multiple staff related policies into one easy to use document.

The following items have been added to the new Staff Code of Conduct Policy for the Regional Board's consideration:

- a. Addition of definitions: 'Discrimination', 'Threatening Behaviour', and 'Violence'.
- b. Addition of parameters for addressing Directors as "Director [surname]" (Section 4.5).
- c. Expansion of Section 4.9 'Conflicts of Interest', to include guidelines around gifts/favors, and guidelines for exercising discretionary powers over relatives.
- d. Addition of Section 4.10 'Confidentiality', which states that PRRD staff must: safeguard PRRD records; not use confidential information obtained through their employment for personal gains; and confirm with Department Heads if they have any uncertainty regarding the confidentiality of information.
- e. Expansion of Section 4.13 'Non Compliance', which states that any staff member who does not comply with the Policy may be reprimanded accordingly.
- f. Addition of Section 4.14 'Amendments', which states that the Policy may be amended or revised at any time by the PRRD at its discretion, and that staff will be notified of significant changes.

- g. Additions of Schedules A-D:
  - i. Schedule A: Impairment in the Workplace (existing)
  - ii. Schedule B: PRRD Online and Social Media Use (Updated from Interim Social Media Policy)
  - iii. Schedule C: Personal Online and Social Media Presence (New)
  - iv. Schedule D: Respect in the Workplace (existing)

In the attached amended Staff Code of Conduct, new clauses are highlighted in yellow. In the attached policies identified for repeal, the information that was carried over to the amended Staff Code of Conduct is highlighted in yellow.

The amended and compiled Staff Code of Conduct has been reviewed and revised by PRRD legal counsel.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review
- ☒ Support and Develop Human Resources

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

If adopted, the new Staff Code of Conduct will be distributed to all staff through internal communication methods.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Amended DRAFT Staff Code of Conduct Policy
2. Original Employee Code of Conduct

**Attachments for Repeal:**

3. Chairman Title Policy - Original
4. Interim Social Media Use Policy - Original
5. Photocopying Policy - Original
6. Respectful Workplace Policy - Original
7. Impairment in the Workplace Policy - Original

**Staff Code of Conduct**

Department	Administration	Policy No.	
Section	Human Resources	Date Approved by Board	
Repeals	0340-20-17 Chairman Title 0340-20-22 Code of Conduct Employees 0340-20-37 Social Media Use 0340-20-51 Photocopying 0340-20-59 Respectful Workplace 0340-20-75 Impairment in the Workplace	Board Resolution #	

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

Repealed		Board Resolution #	
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**1. Purpose**

- 1.1 The purpose of the Staff Code of Conduct Policy is to recognize that individuals have the right to be treated by supervisors, coworkers, elected officials and the public with respect in the workplace.
- 1.2 The purpose is not to restrict the rights of staff, but rather, to assist in creating a [positive work environment](#) by establishing standards that allow staff to work in a professional and productive atmosphere at the Peace River Regional District (PRRD).
- 1.3 The standards established in this policy are intended to reinforce the responsibilities of all parties in achieving and maintaining a [positive work environment](#).
- 1.4 This policy is meant to augment the Collective Agreement and Exempt Staff Policy where required.

**2. Scope**

- 2.1 This Policy applies to all individuals that are employed by the PRRD, including but not limited to full-time, part-time, temporary, seasonal and union employees.
- 2.2 The responsibility for creating and maintaining a [positive work environment](#) rests with all persons sharing the work place. The PRRD in exercising its responsibilities, as the employer will endeavor, at all times, to provide a [positive work environment](#).



### 3. Definitions

- 3.1 **Bullying/Harassment:** refers to conduct that may be verbal, non-verbal, physical, deliberate or unintended, unsolicited or unwelcome, as determined by a reasonable person. This behavior may be part of one event or a series of events. Behaviour includes, but is not limited to:
- i. Actions or comments that are directed at no person in particular but that create an intimidating, demeaning, or offensive work environment.
  - ii. Any objectionable comment, act, or display that demeans, belittles, compromises, or causes personal humiliation or embarrassment and any act of intimidation or threat.
  - iii. Offensive behaviours.
- 3.2 **Discrimination:** refers to the unjust or prejudicial treatment of different categories of people based on race, colour, ancestry, place or origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political belief, or conviction of a criminal or summary conviction offence unrelated to employment.
- 3.3 **Drugs:** this term includes narcotics and illegal drugs, cannabis whether used or obtained legally or illegally, legal prescriptions, over-the-counter medications and drugs that cause or have the potential to cause impairment and render an employee not [fit for duty](#).
- 3.4 **Fit for Duty:** refers to the physical and mental state that allows individuals to perform their job safely and effectively. Not under the influence of any illicit [drug](#), alcohol, illegal or legal cannabis, or medication that will hinder job performance or compromise the safety of the staff member or others.
- 3.5 **Legal Cannabis:** All employees must understand that cannabis can be an impairing [drug](#) even if it is legal and that using it at work or coming to work while under the influence of or intoxicated by cannabis renders them not [fit for duty](#) in violation of this policy.
- 3.6 **Positive Work Environment:** refers to a work environment that is free from offensive remarks, materials, or behavior, in which professional and productive working relationships are maintained, and in which staff provide courteous and efficient service to the community in a friendly and professional manner.
- 3.7 **Threatening Behaviour:** intentional behavior that would cause a person of ordinary sensibilities fear of injury or harm. It can include acts of aggression such as yelling at a coworker, pounding on desks, slamming doors, blocking or cornering, and/or sending threatening voicemails, e-mails, or other written threats. Behavior is not considered threatening if the person receiving it only finds the behavior to be rude or offensive.
- 3.8 **Violence:** refers to the use of physical force on an individual that causes or could cause injury, and includes an attempt or threatened use of force.
- 3.9 **Workplace:** refers to all locations, physical and virtual, in which PRRD business is being carried out. This includes, but is not limited to, PRRD offices and buildings, during business travel, work-related social gatherings, virtual/internet communications, or any other locations that may have



impact on the work relationships, environment, or performance of any person to whom this policy applies.

#### 4. Policy

4.1 The PRRD recognizes that staff have the right to be treated by supervisors, coworkers, elected officials, and the public with respect while in the workplace.

4.2 The PRRD will not, and employees should not, condone behavior in the workplace that is unacceptable and likely to undermine work relationships or productivity.

4.3 **Impairment in the [Workplace](#):** See [Schedule A](#).

#### 4.4 Addressing Board Members

a. Staff are to refer to and/or address the Chair of the PRRD Regional Board as “Chair [surname]”.

b. Staff are to refer to and/or address the Vice-Chair of the PRRD Regional Board as “Vice Chair [surname]”.

c. Staff are to refer to and/or address all PRRD Directors as “Director [surname]”.

#### 4.5 Political Influence

a. No staff member shall use the prestige of their position on behalf of any political party, nor shall such staff member promise an appointment of any PRRD position as a reward for any political activity.

#### 4.6 Dress Code

a. Staff shall dress in attire appropriate for the staff member’s position, having regard to the nature of the staff member’s work and the importance of maintaining a professional work environment and image.

#### 4.7 Outside Employment/Remuneration

a. Staff may engage in outside employment and carry on business or receive public funds for personal activities provided that it does not place demands inconsistent with the staff member’s job, and, in particular, that:

i. it does not interfere with the performance of the staff member’s duties;

ii. it does not constitute a conflict of interest; and,

iii. it does not involve the unauthorized use of PRRD premises, services, equipment, information, or supplies which the staff member has access to by virtue of the staff member’s employment at the PRRD.

iv. Staff engaged in outside employment must inform their supervisor of their other position(s).

#### 4.8 Conflicts of Interest

a. The PRRD recognizes the right of public service staff to be involved in activities as citizens of the community, but staff must keep their role as private citizens separate and distinct from their responsibility as public service staff and avoid conflict-of-interest situations.

This also includes virtual conflicts of interest on social media platforms and the internet. Refer to [Schedule B and C](#) for more information.



- b. Staff shall not accept a gift, favor, or service from an individual, organization, or corporation, in excess of a \$100 value, where the gift would, or might appear to, improperly influence the staff member in the performance of their duties. No staff member shall provide gifts, favours, or services to others where this might appear designed to improperly influence others in their relations with the PRRD. Staff shall not accept gifts from vendors outside of the parameters established in the PRRD Procurement Policy.
- c. Staff who exercise a regulatory, inspectional or other discretionary control over others shall, whenever possible, disqualify themselves from dealing with relatives. Where it is not possible to avoid the exercise of discretionary powers in these circumstances, the matter must be brought to the attention of the Chief Administrative Officer (CAO) for a decision on to how to proceed.

#### 4.9 Confidentiality

- a. Staff must safeguard information contained in the records of the PRRD against improper access, and may disclose it only to persons having a lawful right to such information.
- b. When a staff member is in doubt as to whether certain information is confidential, no disclosure shall be made without first asking a supervisor or department head.
- c. Staff shall not use confidential information obtained through their employment with the PRRD to further any private interests or as a means of making personal gains.

#### 4.10 Public Relations

- a. Staff are expected to conduct themselves in a friendly, courteous and professional manner when dealing with the public in person or online. In the small number of cases when a member of the public may become abusive or persistently rude, staff may advise the person that if the behavior continues, the conversation will be terminated.
  - i. The PRRD's expectation is that the member of the public should be given the opportunity to cease this behaviour. If they are rude, the employee should not be rude back, but should be firm and explain that they are trying to help the person.
  - ii. The employee should attempt to end on a constructive and positive note. If this is not possible, it is appropriate to ask your supervisor for assistance
- b. Staff are reminded that they continue to act as representatives of the PRRD outside business hours and should always should consistently represent the PRRD and themselves with professionalism, using the PRRD's Staff Code of Conduct as a benchmark.

#### 4.11 Unacceptable Conduct

- a. The following list contains examples of the types of conduct, which the PRRD views as unacceptable and deserving of discipline, up to and including dismissal. This list is not exhaustive of the types of conduct that may give rise to discipline or dismissal.
  - i. Engaging in offensive behavior, swearing, or using obscene or abusive language while on PRRD premises or while on duty.
  - ii. Harassment or disrespect of fellow staff. [See Schedule D.](#)
  - iii. Discourteous, rude, aggressive, or disrespectful comments or actions towards the public or PRRD clients.



- iv. Fighting, threatening, or intimidating others, or provoking or instigating a fight while on duty. For more information refer to [Schedule D](#).
- v. Refusal to follow instructions from a supervisor or any member of management without reasonable cause.
- vi. Knowingly or negligently engaging in unsafe work habits, including violating safety rules or practices and endangering the safety of people while performing work.
- vii. Purposefully not being truthful.
- viii. Engaging in poor work habits, including:
  - Stopping work or leaving the work area during work hours without notifying and obtaining permission from the supervisor or person in charge. This does not apply to emergency situations.
  - Repeated interruption of another staff member's work for reasons unrelated to the performance of the duties or responsibilities of either staff member.
  - Overstaying a leave of absence without prior written approval.
  - Being absent from work or failing to report to work without reasonable cause and without notifying the supervisor or person in charge.
- ix. Deliberate or willful destruction or damage of property, equipment, machinery, or tools belonging to the PRRD or fellow staff members.
- x. Theft of property belonging to the PRRD or fellow staff members.
- xi. Knowingly falsifying records of the PRRD.
- xii. Unauthorized use of any PRRD equipment, machinery, or tools.
  - Minimal photocopying and printing for personal use is permitted on breaks and lunch hour, with advance approval from the exempt supervisor.
- xiii. Conducting personal business or personal matters unrelated to the staff member's duties and responsibilities during work hours, exclusive to lunch hour and coffee breaks. This does not apply to emergency situations. **Please refer to the PRRD Acceptable Use Policy (AUP) for more information.**
- xiv. Possession of dangerous weapons or illegal items while on duty.
- xv. Engaging in illegal conduct on PRRD premises while on duty.
- xvi. Using, possessing, consuming, or being under the influence of illegal drugs and/or alcohol while on duty. See [Schedule A](#).

#### 4.12 Non Compliance

- a. **Any staff member who does not comply with this policy may be disciplined. Disciplinary action taken is at the discretion of management, but will be commensurate with the**



**gravity of non-compliance and other relevant considerations.** Disciplinary action for non-compliance with this policy may range from a warning to termination of employment.

- b. All employees have a right to report verbally, or in writing, any evidence of breach of the standards set out in this policy. Reports should be submitted to the employee's direct supervisor or to the Human Resources Office. Employees have a responsibility not to be frivolous or vindictive in making such reports.
- c. Supervisors have an ongoing responsibility to respond immediately to stop any activity in the work place which undermines this policy, whether or not there has been a complaint.

#### 4.13 Amendments

- a. This policy may be amended or revised at any time by the PRRD at its discretion. Staff will be notified of significant amendments and revisions to this policy.

*\* NOTE: It is vital that every PRRD staff member read through this entire document carefully. If there is anything that you do not understand, it is your responsibility to ask your manager to explain before you sign this policy.*

Affiliated Procedure(s)	Respectful Workplace Procedures Bullying and Harassment Complaint Form
Affiliated Policies	Acceptable Use Policy Procurement Policy Exempt Staff Policy Collective Agreement (CUPE Local 2403)

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



### Schedule A: Impairment in the Workplace

It is the Peace River Regional Districts expectation that all employees report [fit for duty](#). Employees who use or are impaired by [drugs or alcohol](#) while at work endanger not only themselves but others. This organization recognizes that addiction to [drugs or alcohol](#) is a serious health problem. The intent of this Schedule of the Staff Code of Conduct Policy is to accomplish the health and safety goal in a manner that is fair and consistent with employees' accommodation rights under [discrimination](#) laws. The ultimate goal is not to punish but help employees identify and get help for their substance abuse so that everyone can be healthy, safe and productive at work.

1. Staff are to report [fit for duty](#) for scheduled and unscheduled work.
2. Staff shall advise their supervisor(s) or Department Heads whenever they witness behavior that raises concerns about a coworker's [fitness for duty](#).
3. The management team shall assist and accommodate staff who voluntarily disclose substance dependence.
4. Staff needing rehabilitation for substance abuse shall be encouraged to seek professional care and support through the Employee Assistance Program or similar programs available.
5. Staff who refuse to cooperate in rehabilitation and/or who continue to present as safety risks to themselves and/or others shall be subject to disciplinary action, up to and including dismissal.
6. Staff are considered not [fit for duty](#) while under the influence of [legal](#) or [illegal cannabis](#), and are not permitted to use cannabis at work or come to work while under the influence of or intoxicated by cannabis.
7. Staff who attend not [fit for work](#) due to use of [drugs](#) or alcohol shall be asked by their supervisor to leave the workplace. Safe transportation options will be available for any individual unfit for operating a vehicle on their own. The incident shall be reported to the management team immediately.
8. Disciplinary investigations may be opened at any time to check whether a staff member is engaged in substance abuse or otherwise in violation of their [fitness for duty](#) obligations under this policy in response to:
  - a. complaints or concerns by coworkers, supervisors, heads of departments, customers, or the public;
  - b. involvement in safety incidents, including near misses;
  - c. arrests for impaired driving, [drug](#) offences, and similar violations; and/or
  - d. other indications that the staff member has substance abuse issues or is otherwise not [fit for duty](#).

**Schedule B: PRRD Online and Social Media Use**

1. All Peace River Regional District social media sites are subject to management approval prior to development.
2. Social media postings are created and managed by the Communications Manager and/or designated staff.
3. All posts made to the PRRD social media and website should reflect the PRRD values, mission, vision, and goals. When possible, posts should link back to the appropriate PRRD website pages.
4. Staff may remove any PRRD social media site articles and comments made that contain any of the following forms of content:
  - a. Comments not topically related to the particular social medium article being commented upon.
  - b. Profane language or content.
  - c. Content that promotes, fosters, or perpetuates [discrimination](#) on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, and/or sexual orientation.
  - d. Sexual content or links to sexual content.
  - e. Solicitations of commerce.
  - f. Conduct or encouragement of illegal activity.
  - g. Information that may tend to compromise the safety or security of the public, public systems, PRRD Directors, or PRRD staff.
5. The PRRD reserves the right to restrict the ability to comment or remove any content that is deemed in violation of this policy or any applicable law. If any content is removed based on the established guidelines, a copy of the content removed, the time, date, and identity of the poster is to be retained.
6. All reasonable measures will be taken to protect the PRRD, Regional Board, and staff from [harassment](#) via social media and the PRRD website.
  - a. Measures may include advising the messenger that the message is not condoned, the message is not condoned and will be removed, and/or the message is considered [harassment](#) and offensive, and will be removed.
  - b. Other steps may be taken to contact the social media channel to report the harassing behavior with the intent of having the harasser's account terminated.
  - c. If any of the above steps are taken, a copy of the message(s), time and dates, and the identity of the messenger is to be retained.
7. When posting to the PRRD social media accounts while representing the PRRD, staff are:
  - a. to be transparent, open, and honest with the public;



- b. to be helpful and friendly when commenting or replying to the public;
  - c. to only write information that is known – assumptions and promises that cannot be kept are not appropriate;
  - d. to get approval from department managers for responses;
  - e. to correct mistakes and notify the Communications Manager and/or the Department's General Manager immediately of the mistake and course of action taken;
  - f. to perform grammar and spelling checks prior to publishing posts, and ensure all posts are written in plain language;
  - g. not to post comments containing offensive or inappropriate language, personal or confidential information, political views, or religious views;
  - h. not to post commentary, content, videos, or images, that are defamatory, pornographic, proprietary, harassing, and/or libelous, and that reflects negatively on the PRRD; and
  - i. not to post confidential information or make commitments on behalf of the PRRD.
8. Staff must respect all laws, including fair use of copyrighted materials. DO NOT unlawfully download, use, reproduce, distribute or communicate information, software, videos, images, or any other form of intellectual property protected by copyright.



### **Schedule C: Personal Online and Social Media Presence**

All PRRD staff will govern themselves in accordance with these four simple guidelines of appropriate “online” conduct:

1. Use common sense and courtesy
2. Have integrity – be transparent
3. Protect PRRD’s image, brand and yourself
4. Be respectful

It is crucial that all staff keep in mind that when online, whether using PRRD tools and/or during business hours or not, that you are representing the PRRD; the organization’s people, work, and values.

#### **Expectations**

PRRD staff , including all contract employees, are encouraged to participate in the online social media space; however, they are urged to do so properly, using sound ethical judgment and common sense and must adhere to the following:

1. DO NOT use social media in a manner that is or might be seen to be disparaging, defamatory, incendiary, discriminatory or harassing to others.
2. Be mindful of what you post on social media as once it is on the internet it is there forever, no matter if you delete it. Social Media is not secure or private. Once you post information in any form (text, video, picture, etc.) you may lose control over how that information is used or disseminated. Posts can be taken out of context, re-worded, or misrepresented from their original intent and quickly re-distributed to a variety of unintended audiences.
3. Be consistent with your duty to the PRRD, including acting in the PRRD’s best interests and not in a manner that conflicts with PRRD’s mission, objectives and reputation or which might expose PRRD to criminal or civil liability.
4. NEVER represent yourself or the PRRD in a false or ambiguous way. All statements must be true and not misleading, so refrain from posting unsubstantiated or speculative information. If you’re unsure, then simply DO NOT post it.
5. Never misrepresent that you are accessing or using social media on behalf of PRRD (including expressing opinions or views as being on behalf of PRRD or using or reproducing the PRRD logo or PRRD copyrighted material).
6. Use common sense and common courtesy. Ensure that you are not violating the PRRD’s confidentiality, or those of your colleagues, clients, and/or consultants.
7. When commenting on official PRRD posts from your personal social media account, make clear that the views being expressed are your own and not affiliated with the PRRD.



8. If you see something that has been posted/shared online relating to PRRD or any of its staff that you deem inaccurate or offensive, please DO NOT engage in any online communication to try and mitigate or correct the situation. Report this concern immediately to your supervisor and the Communications Manager or designate.
9. DO NOT use social media in such a way that it interferes with or negatively affects the productivity or efficiency of the PRRD workplace, its business operations or computer systems (including accessing corrupted links, malware, and computer viruses).
10. Never comment on anything that, to the best of your knowledge and understanding, relate to legal matters, litigation, or any parties the PRRD may be in litigation with.
11. Never participate in social media when the topic being discussed may be considered a crisis situation. Even anonymous comments may be traced back to you and/or PRRD's IP address. Refer all social media activity around crisis topics to the Communications Manager or designate; and
12. When in doubt, ALWAYS ask before you post!

**Monitoring of Access and Use**

Staff should be aware that the PRRD may monitor and record the access and use of social media including personal accounts, and the access and use of its systems and resources. The PRRD will only monitor and record such access and use when there is, in the PRRD's view, good cause or legal obligation to do so. The PRRD will ensure any monitoring or recording is limited to what is reasonably required in the circumstances. "Good cause" includes the need to protect the security and functionality of the PRRD's computer systems, to fulfill the PRRD's duties and obligations, to detect staff wrongdoing, to comply with legal process and to protect the rights or property of the PRRD. No staff member of the PRRD should have any reasonable expectation of privacy as to usage of the PRRD owned systems and/or resources.



## Schedule D: Respect in the Workplace

*Section 3: Definitions*

*See Section 4: Policy*

1. This policy applies to face-to-face and electronic communications, such as email or social media.
2. The PRRD welcomes diversity and is committed to ensure that all staff will be treated in a fair and respectful manner.
3. The PRRD will not tolerate [bullying, harassment, discrimination, violence](#), or [threatening behavior](#) where engaged in by PRRD Directors, coworkers, supervisors, department heads, officers, contractors, or the public.
4. Notwithstanding this policy, every person who experiences [harassment](#) continues to have the right to seek assistance from the British Columbia Human Rights Tribunal, Worksafe BC, the BC Office of the Ombudsperson, or other similar source, even when steps are being taken under this policy.
5. All incidents of [bullying and harassment](#) must be reported immediately to a supervisor verbally and in writing through the completion and submission of a Workplace Bullying and Harassment Complaint Form **(unless otherwise specified in the Collective Agreement for Union staff).**
6. Should a staff member not wish to complete a complaint form, the person receiving the complaint will diarize the details of the incident for future consideration should it happen again. To confirm, no action will be taken if a complaint form has not been completed **(unless otherwise specified in the Collective Agreement for Union staff).**
7. Where the supervisor is the alleged bully, the Department Head, or if required, human resources or the Chief Administrative Officer will assist in receiving/following up on incidents/reports.
8. Most investigations at the PRRD will be conducted internally with the supervisor, human resources, union representative, or other designate being the lead investigator. A worker representative from the safety committee may also be involved. In complex or sensitive external investigations may be involved.
9. The PRRD will keep all records pertaining to investigations and findings in a secure and confidential manner.
10. Any staff member who conducts any behaviours that violate this policy will be subject to appropriate disciplinary action, up to and including dismissal.
11. Any staff member who misuses this policy by making a false complaint in bad faith will be disciplined, up to and including dismissal, and may be liable for defamation and libel.

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Administration	Policy No.	<b>0340-20-22</b>
Section:	Human Resources	Issued:	October 24, 2013
Subject:	<b>Code of Conduct</b>	Effective:	October 24, 2013
Board Resolution # and Date:	RD/13/10/04(24)	Page:	1 of 5
		Replaces	
Issued by:	Shannon Anderson	Dated:	
Approved by:	Shannon Anderson		

## 1. POLICY

1.1. This policy recognizes that individuals have the right to be treated by supervisors, coworkers, elected officials and the public with respect in the workplace. The Peace River Regional District (PRRD) will not, and employees should not, condone behavior in the workplace that is unacceptable and likely to undermine work relationships or productivity, as our integrity and continued growth and success is a reflection of everything we do.

The responsibility for creating and maintaining a positive work environment rests with all persons sharing the work place. The PRRD in exercising its responsibilities as the employer will endeavor, at all times, to provide a positive work environment. A positive work environment is one which is free from offensive remarks, materials, or behavior, in which professional and productive working relationships are maintained, and in which employees provide courteous and efficient service to the community in a friendly and professional manner.

The standards established in this policy are intended to reinforce the responsibilities of all parties in achieving and maintaining a positive work environment.

## 2. PURPOSE

2.1. The purpose of establishing this policy is not to restrict the rights of individuals, but rather, to assist in creating a positive work environment by establishing standards that allow employees to work in a professional and productive atmosphere.

## 3. SCOPE

### 3.1. Unacceptable Conduct

The following list contains examples of the types of conduct which the PRRD views as unacceptable and deserving of discipline, up to and including dismissal. This list is not exhaustive of the types of conduct that may give rise to discipline or dismissal.

3.1.1. Deliberate or willful destruction or damage of property, equipment, machinery or tools belonging to the PRRD or fellow employees. ✓

3.1.2. Theft of property belonging to the PRRD or fellow employees. ✓

3.1.3. Engaging in immoral conduct or offensive behaviour, swearing, or using obscene or abusive language while on PRRD premises or while on duty. ✓

3.1.4. Harassment or disrespect of fellow employees. ✓

3.1.5. Discourteous, rude, aggressive or disrespectful comments or actions toward PRRD clients or general public. ✓

3.1.6. Possession of dangerous weapons or illegal items while on duty. ✓

3.1.7. Fighting, threatening or intimidating others, or provoking or instigating a fight while on duty. ✓

3.1.8. Engaging in illegal conduct on PRRD premises or while on duty. ✓

3.1.9. Refusal to follow instructions from a supervisor or any member of management without reasonable excuse. ✓

3.1.10. Knowingly or negligently engaging in unsafe work habits, including violating safety rules or practices and endangering the safety of people while performing work. ✓

3.1.11. Knowingly falsifying records of the PRRD. ✓

3.1.12. Purposely not being truthful. ✓

3.1.13. Engaging in poor work habits, including: ✓

3.1.14. Stopping work or leaving the work area during work hours without notifying and obtaining permission from the supervisor or person in charge. This does not apply to emergency situations. ✓

3.1.15. Repeated interruption of another employee's work for reasons unrelated to the performance of the duties or responsibilities of either employee. ✓

3.1.16. Overstaying a leave of absence without prior written approval. ✓

3.1.17. Being absent from work or failing to report to work without reasonable cause and without notifying supervisor or other person in charge. ✓

3.1.18. Unauthorized use of any PRRD equipment, machinery or tools. ✓

3.1.19. Using, possessing, consuming, or being under the influence of illegal drugs and/or alcohol while on duty.

3.1.20. Conducting personal business or personal matters unrelated to the employee's duties and responsibilities during work hours, exclusive of lunch hour and coffee breaks. This does not apply to emergency situations.

### **3.2. Political Behaviour**

3.2.1. No employee shall use the prestige of the employee's position on behalf of any political party, nor shall such employee promise an appointment of any PRRD position as a reward for any political activity.

### **3.3. Workplace Dress**

3.3.1. Employees shall dress in attire appropriate for the employee's position, having regard to the nature of the employee's work and the importance of maintaining a professional work environment and image.

### **3.4. Outside Remuneration**

3.4.1. An employee engaged in outside employment may carry on business or receive public funds for personal activities provided that it does not place demands inconsistent with the employee's job, and, in particular, that:

3.4.1.1. it does not interfere with the performance of the employee's duties;

3.4.1.2. it does not constitute a conflict of interest;

3.4.1.3. it does not involve the unauthorized use of PRRD premises, services, equipment, information or supplies which the employee has access to by virtue of the employee's employment with the PRRD.

### **3.5. Dealing with the Public**

3.5.1. Employees are expected to conduct themselves in a friendly, courteous and professional manner when dealing with the public. In the small number of cases when a member of the public may become abusive, or is persistently rude, employees may respond as follows:

3.5.1.1. advise if the person continues behavior, employee will terminate the conversation;

3.5.1.2. the PRRD's expectation is that the member of the public should be given the opportunity to cease this behaviour. If they are rude, the employee should not be rude back, but should be firm and explain that they are trying to help the person;

3.5.1.3. the employee should attempt to end on a constructive and positive note. If this is not possible, it is appropriate to ask your supervisor for assistance

### **3.6. Conflict of Interest**

3.6.1. The PRRD recognizes the right of public service employees to be involved in activities as citizens of the community, but employees must keep their role as private citizens separate and distinct from their responsibility as public service employees and avoid conflict of interest situations.

## **4. RESPONSIBILITY**

4.1. The responsibility for creating and maintaining a positive work environment rests with all persons sharing the work place. The PRRD in exercising its responsibilities as the employer will endeavor, at all times, to provide a positive work environment. A positive work environment is one which is free from offensive remarks, materials, or behavior, in which professional and productive working relationships are maintained, and in which employees provide courteous and efficient service to the community in a friendly and professional manner.

4.2. The standards established in this policy are intended to reinforce the responsibilities of all parties in achieving and maintaining a positive work environment.

4.3. This policy applies to all persons employed by the PRRD, which for the purposes of this policy include volunteers, but does not apply to elected officials.

## **5. DEFINITIONS**

5.1. None

## **6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

6.1. This policy is meant to augment the collective agreement and exempt staff policy where required. A breach of this policy may result in disciplinary action, up to and including dismissal.

## 7. PROCEDURE

- 7.1. All employees have a right to report verbally, or in writing, any evidence of breach of the standards set out in this policy. Reports should be submitted to the employee's direct supervisor or to the Personnel Office. Employees have a responsibility not to be frivolous or vindictive in making such reports.
- 7.2. Supervisors have an ongoing responsibility to respond immediately to stop any activity in the work place which undermines this policy, whether or not there has been a complaint.
- 7.3. Disciplinary action, if required, will be subject to the administrative process as outlined in the collective agreement(s), or the exempt staff policy where applicable. The Corporate Officer or designate is responsible to enter the Board Resolution Number and date approved on the Statement of Policy and Procedure, following approval of the Board.



Department: Administration

## POLICY STATEMENT

### POSITION TITLE

The term “Chair” shall be used in referring to the person elected to the Chair of the Regional Board in minutes, documents and orally. The term “Vice Chair” shall be used where appropriate.

(Adopted January 9, 1998)



## POLICY STATEMENT

### Interim Social Media Policy

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Peace River Regional District departments may consider using social media tools to reach a broader audience. The PRRD encourages the use of social media to further the goals of the PRRD and the missions of its departments, where appropriate.

The Peace River Regional District has an overriding interest and expectation in deciding what is "spoken" on behalf of the PRRD on social media sites. This policy establishes guidelines for the interim use of social media until such time as a full communications plan is completed.

#### General

1. The PRRD website will remain the PRRD's primary and predominant internet presence.
2. All Peace River Regional District social media sites will be subject to approval by the manager of that department before they are developed.
3. The best, most appropriate Peace River Regional District uses of social media tools generally fall into two categories:
  - As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
  - As marketing/promotional channels which increase the PRRD's ability to broadcast its messages to the widest possible audience.
4. Wherever possible, content posted to Peace River Regional District social media sites should contain links directing users back to the PRRD's official websites for in-depth information, forms, documents or online services necessary to conduct business with the PRRD.
5. As is the case for PRRD web site, designated PRRD employees will continue be responsible for the content and upkeep of any social media sites their department may create.
6. Wherever possible, all Peace River Regional District social media sites shall comply with all appropriate Peace River Regional District policies and standards.
7. Any content maintained in a social media format that is related to PRRD business, including a list of subscribers and posted communication, is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media.

## Interim Social Media Policy

- continued -

8. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between PRRD departments and members of the public.
9. The following guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

Peace River Regional District social media site articles and comments containing any of the following forms of content shall not be allowed:

- Comments not topically related to the particular social medium article being commented upon;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Sexual content or links to sexual content;
- Solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems
- The PRRD reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

10. The PRRD will approach the use of social media tools as consistently as possible.
  - All new social media tools proposed for PRRD use will be approved by the CAO and/or Corporate Officer and the appropriate department's manager.
  - Administration of Peace River Regional District social media sites will be assigned to the designated PRRD employees.
  - The designated PRRD employees will maintain a list of social media tools which are approved for use by PRRD departments and staff.
  - The designated PRRD employees will maintain a list of all Peace River Regional District social media sites, including login and password information.
  - The designated PRRD employees will inform the department manager of any new social media sites or administrative changes to existing sites.
  - The designated PRRD employees must be able to immediately edit or remove content from social media sites.

## Peace River Regional District **INTERIM** Social Media Standards

At this time the following social media tools may be put in use by the PRRD departments:

- Facebook
- YouTube
- Twitter

### Facebook

Facebook is a social networking site. Businesses and governments have joined individuals in using Facebook to promote activities, programs, projects and events. This standard is designed for the PRRD departments looking to drive traffic to the PRRD website and to inform more people about PRRD activities. As Facebook changes these standards may be updated as needed.

1. Type of 'pages'
  - The staff will create 'pages' in Facebook not 'groups.' Facebook 'pages' offer distinct advantages including greater visibility, customization and measurability.
  - For 'type' description, choose 'government.'
2. Boilerplate
  - The Web site committee will provide input into the PRRD Facebook page's image, consisting of a picture and the PRRD logo.
  - If comments are turned on, the Wall page should include a link to a Comment Policy tab with the following disclaimer:  
"Comments posted to this page will be monitored. The PRRD reserves the right to remove inappropriate comments including those that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, promote illegal activity, promote commercial services or products or are not topically related to the particular posting."
3. Link to the PRRD
  - A link to PRRD website will be included on the Info page.
  - Department and project pages should be page favorites of other PRRD Facebook pages.
4. Page naming
  - Page name should be descriptive of the department.
  - Departments will choose carefully with consideration for abbreviations, slang iterations, etc.
5. Page administrators
  - A successful page requires "babysitting." The department manager and assigned staff is responsible for monitoring the Facebook page. Posts should be approved by the manager or a designated alternate.
  - The department staff is responsible for making sure content is not stale.
6. Comments and Discussion Boards
  - Comments to the Wall generally will be turned off but may be allowed.
7. Style
  - PRRD Facebook pages will be based on a template that includes consistent existing branding.
  - Departments will use proper grammar and standard AP style, avoiding jargon and abbreviations.
  - Facebook is more casual than most other communication tools but still represents the PRRD at all times.

8. Applications

- There are thousands of Facebook applications. Common applications can allow users to stream video and music, post photos, and view and subscribe to RSS feeds. While some may be useful to the page's mission, they can cause clutter and security risks.
- An application should not be used unless it serves a business purpose, adds to the user experience, and comes from a trusted source.
- An application may be removed at any time if there is significant reason to think it is causing a security breach or spreading viruses.

9. Archive

- Each Facebook page will be set up in conjunction a PRRD designated e-mail account.
- Content from Facebook needs to be retained as a record needs to be printed and maintained for records management purposes.

**YouTube**

YouTube is a video-sharing website on which users can upload, share, and view videos. These videos can be imbedded into websites and other social media tools. The PRRD may provide access to and distribution of online video through YouTube to further the goals of the PRRD and the missions of its departments.

Key objectives for video content should meet one or more of the follow goals:

- provide information about PRRD services,
- showcase the PRRD and community events,
- explore PRRD issues and highlight outstanding individuals and organizations that contribute to the Peace River Regional District.

**Twitter**

Twitter is a micro blogging tool that allows account holders to tweet up to 140 characters of information to followers. By procuring and maintaining Twitter accounts, PRRD departments can communicate information directly to their Twitter followers, alerting them to news and directing them to the PRRD website or Facebook page

Twitter accounts shall serve three primary purposes:

- Get emergency information out quickly
- Promote PRRD sponsored events
- Refer followers to content hosted at PRRD website



## POLICY STATEMENT

### PHOTOCOPYING

The Regional District provides photocopying on a very limited basis for non-profit organizations receiving financial support from the Regional District. As well, personnel can make use of the photocopiers for personal use, providing payment is made and the copying is done on personal time. Photocopying rates are detailed in Bylaws 832 and 902.



## POLICY STATEMENT

### RESPECTFUL WORKPLACE POLICY

#### **Purpose**

In addition to current Provincial legislation (the Workers Compensation Act), in 2012 WorkSafe BC developed policies that mandate the creation and maintenance of a respectful, harassment free workplace. This internal policy will apply to all Regional District employees, supervisors, and employed contractors and was developed to comply with provincial legislation.

#### **Policy - attached**

Adopted by Board: *October 7, 2015 / Resolution No. RD/15/10/27*



PEACE RIVER REGIONAL DISTRICT

# Peace River Regional District

## Respectful Workplace Policy

DEPARTMENT: Administration/ Human Resources

DATE: September 2015

diverse. vast. abundant.

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## INTRODUCTION

The Peace River Regional District, (PRRD), is committed to fostering a harassment-free workplace where all employees are treated with respect and dignity.

Workplace bullying and harassment is an issue of growing concern. It can take many forms, including verbal aggression, personal attacks, and other intimidating or humiliating behaviors. If workplace bullying and harassment is not addressed, it can lead to lost productivity, anxiety, and, occasionally, suicidal thoughts or actions.

## PURPOSE

The purpose of this policy and program is to assist in developing a working environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to address harassment and bullying, should it arise, in the knowledge that their concerns will be dealt with appropriately and fairly. The Program outlines procedures to be followed by the PRRD if a member of staff feels they are being harassed or bullied in the course of their work or as a result of their employment.

## POLICY

The PRRD welcomes diversity and is committed to ensure that all staff will be treated in a fair and respectful manner. Bullying and harassment are not acceptable or tolerated in the workplace. All incidents must be reported and investigated immediately.

## SCOPE

This Policy applies to all individuals working for the PRRD. The PRRD will not tolerate bullying, harassment, discrimination or violence where engaged in by fellow employees, managers, officers, Board members, or contract service providers of the corporation. It applies to face-to-face and electronic communications, such as email or social media. Further, this policy does not apply to persons or outside agencies not working or affiliated with the PRRD, such as members of the public. Should an incident of this nature occur the PRRD's code of conduct and violence in the workplace legislation would apply.

Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the British Columbia Human Rights Commission, even when steps are being taken under this policy.

This Policy is intended to supplement any other requirements imposed by applicable legislation. If any part of it is in conflict, then legislation takes precedence.

## DEFINITIONS

**Bullying/Harassment** Any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Bullying and harassing behavior can include:

- Verbal aggression, insults or threats
- Humiliating initiation practices or hazing
- Spreading malicious rumors
- Calling someone derogatory names
- Vandalizing personal belongings
- Isolation and/or exclusion from work-related activities

The above list is not exclusive and harassment can also take place on the grounds of a person's age, religion, or any other characteristic protected under Human Rights.

Bullying and harassing behavior does not include:

- Expressing differences in opinion
- Offering constructive feedback, guidance or advice about work-related behavior
- Reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (eg. Managing a worker's performance, taking reasonable disciplinary actions, assigning work)

**Complainant** Someone who makes a complaint or files a formal objection

**Education** Knowledge acquired by learning and instruction

## DEFINITIONS CON'T

External Investigator	Someone outside the organization hired to investigate an incident
Internal Investigator	Someone within the organization assigned or designated to investigate an incident
Respondent	One who responds or is in the position to defend his/her position
Supervisor	A person who over sees, instructs or directs workers in the performance of their duties. This could be a Manager, Supervisor, Foreman, or Coordinator.
Target	Person who is the focus of bullying/harassment
Worker	A person employed to perform a function or duty. For the purposes of this Program, worker means any permanent, temporary, casual, contract and student workers, managers and supervisors.
Workplace	Workplace is not confined to the offices and buildings where business of the PRRD is being carried out. Harassment can occur during or after working hours, on or off PRRD property. Harassment can occur during business travel, work-related social gatherings, through internet communications, or any other locations where the prohibited conduct may have a subsequent impact on the work relationship, environment or performance of any person to whom this policy applies.

## RESPONSIBILITIES

### Senior Management

- Support and endorse the workplace bullying and harassment program
- Ensure time and resources are available to conduct training, investigations etc.
- Complete all appropriate forms to document any incidents of bullying or harassment
- Assist in the investigation of any incidents of bullying or harassment where necessary or required
- Not engage in bullying or harassment of workers, supervisors or other managers

### Managers/Supervisors/Foremen

- Apply and comply with this program
- Inform and train workers on this program
- Ensure bullying/harassment is never endorsed or engaged in
- Take steps to prevent bullying and harassment
- Promote the process to report incidents and complaints of bullying and harassment
- Complete all appropriate forms to document any incidents of bullying or harassment
- Assist in the investigation of any incidents of bullying/harassment where necessary or required
- Not engage in bullying or harassment of workers, other supervisors or managers

### Workers

- Apply and comply with the employer's policies and procedures on bullying and harassment
- Report bullying and harassment observed or experienced in the workplace
- Complete all appropriate forms to document any incidents of bullying or harassment
- Not engage in bullying or harassment of other workers, supervisors, or managers

### Investigators

- Gather all required information to conduct a full and comprehensive investigation
- Complete investigations in a confidential manner and free of bias
- Provide follow up and recommendations to assist in eliminating reoccurrence

## PROGRAM

This program includes:

- A. Procedures for reporting incidents of bullying/harassment (COMPLAINANT)
- B. Procedures for investigating incidents of bullying/harassment (EMPLOYER)
- C. Appeal Procedure
- D. Training
- E. Record Keeping
- F. Annual Review
- G. Disciplinary Action

### A. PROCEDURES FOR REPORTING INCIDENTS OF BULLYING/HARASSMENT (COMPLAINANT)

- 1. All incidents of bullying/harassment must be reported immediately to a supervisor verbally and in writing. A *Workplace Bullying and Harassment Complaint Form* is to be completed. A sample is shown in Appendix A.
- 2. Where the supervisor is the alleged bully, the department head or, if required, human resources or the CAO will assist in receiving/following up on incidents/reports.

### B. PROCEDURES FOR INVESTIGATING INCIDENTS OF BULLYING/HARASSMENT (EMPLOYER)

The process for investigating incidents and complaints of workplace bullying and harassment will be:

- Ensure workplace harassment complaint form is fully completed and submitted
- Undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- Fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- Sensitive to the interests of all parties involved, and maintain confidentiality
- Focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- Incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

#### 1. Investigator selection

Most investigations at the PRRD will be conducted internally. Depending on the situation, the supervisor, Human Resources, union representative or other designate will be the lead investigator. A worker representative from the safety committee may also be involved. In complex or sensitive situations, an external investigator may be hired. (Appendix B)

## PROGRAM CON'T

### 2. Incident Review

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then the PRRD will not investigate further, and will determine what corrective/follow up action to take, if necessary.

Documents to be reviewed may include:

- Workplace Bullying and Harassment Complaint Form
- Emails or social media evidence
- Notes
- Photographs
- Physical evidence like vandalized objects

### 3. Follow up

All investigations of alleged bullying and harassment will be followed up and documented. Follow up will include a description of corrective actions, a time frame, and a means for dealing with adverse symptoms. The complainant(s) will be advised of the outcomes and options available. These could include assistance programs, training and discipline.

Documents to be completed:

- Workplace Bullying and Harassment Complaint Form

## C. APPEAL PROCESS

Should either complainant or respondent wish to appeal any outcome of the investigation, they are free to do so.

- An appeal must be made in writing without unreasonable delay, no later than 30 days after the decision.
- Full details on the reason for appealing the decision must be provided, clearly explaining why there is a disagreement on the decision.
- Every effort must be made to follow the current corrective actions while the appeal is reviewed.
- An appeal meeting will be arranged to discuss the appeal and, where possible, other participants may be included in the discussion (different senior manager, unbiased 3rd party, union, etc).
- A final decision will be provided in writing within one week of the appeal meeting.

## PROGRAM CON'T

### D. TRAINING

Training for supervisors and workers will include the following:

- How to recognize bullying and harassment
- How staff who experience or witness bullying and harassment should respond
- Procedures for reporting, and how the employer follows up with incidents or complaints of bullying and harassment
- Documents/form review

Training will occur as required and will be included in orientation.

### E. RECORD KEEPING

The PRRD expects that staff experiencing or witnessing suspected/alleged bullying and harassment to complete the Workplace Bullying and Harassment Complaint Form. (Appendix A). The PRRD will keep all records pertaining to investigations and findings in a secure and confidential manner. Should the employee not wish to complete a complaint form, the person receiving the complaint will diarize the details of the incident for future consideration should it happen again. To confirm, no action will be taken if a complaint form has not been completed.

### F. ANNUAL REVIEW

This program and these procedures will be reviewed annually. All workers will be advised and educated on this policy and program when they are hired, through the new employee orientation process.

### G. DISCIPLINARY ACTION

Any employee who violates this Policy will be subject to appropriate disciplinary action up to and including dismissal in accordance with this Policy.

Or

Any employee who misuses this policy by making a false complaint in bad faith will be disciplined, up to and including discharge and may also be liable for defamation and libel.

IMPLEMENTATION DATE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_

## COMPLAINANT INFORMATION

POSITION:

DATE:

## POSITION/RELATIONSHIP:

- Names of all parties involved
- Any witnesses to the incident(s)
- Location, date and time of the incident(s)
- Details about the incident(s) (behavior and/or words used)
- All other relevant information

[illegible]

Date:

## APPENDIX B

WORKPLACE BULLYING AND HARASSMENT INVESTIGATION FORM	
COMPLETED BY THE INVESTIGATOR	
INVESTIGATOR INFORMATION	
NAME(S):	POSITION(S):
DEPT:	DATE:
DOCUMENT REVIEW	
List all documentation reviewed (emails, notes, photographs, physical evidence etc.)	
INTERVIEWS	
PERSON INTERVIEWED (Name, position)	
SITUATION DESCRIPTION (include dates, words actions) and impact (humiliated, intimidated etc.)	
PERSON INTERVIEWED (Name, position)	
SITUATION DESCRIPTION (include dates, words actions) and impact (humiliated, intimidated etc.)	
PERSON INTERVIEWED (Name, position)	
SITUATION DESCRIPTION (include dates, words actions) and impact (humiliated, intimidated etc.)	
OUTCOMES	
Based on the investigation, did workplace bullying and harassment occur?    Yes    No	
Reason(s) for this conclusion:	
Follow up with complainant/respondent. Include corrective actions, time frame, training opportunities etc.	

**IMPAIRMENT IN THE WORKPLACE**

Department	Administration	Policy No.	0340_70_75
Section	Human Resources	Date Approved by Board	September 27, 2018
Replaces		Board Resolution #	RD/18/09/17(27)

Amended		Date Approved by Board	
		Board Resolution #	
Repealed		Date Approved by Board	
		Board Resolution #	

**1. Purpose**

It is the Peace River Regional Districts expectation that all employees report fit for duty. Employees who use or are impaired by drugs or alcohol while at work endanger not only themselves but others. This organization recognizes that addiction to drugs or alcohol is a serious health problem. The intent of this Policy is to accomplish the health and safety goal in a manner that is fair and consistent with employees' accommodation rights under discrimination laws. The ultimate goal is not to punish but help employees identify and get help for their substance abuse so that everyone can be healthy, safe and productive at work.

**2. Definitions**

**2.1 Fit for Duty:** Physical and mental state that allows individuals to perform their job safely and effectively. Not under the influence of any illicit drug, alcohol, cannabis or medication that will hinder job performance or compromise the safety of the employee or others.

**2.2 Safety Sensitive Job:** A position that has a direct and substantial impact on the health and safety of the employee, other workers, customers, visitors, the public, property and/or the environment. This includes jobs that require the employee to operate motorized vehicles, equipment, machinery or handle any material as determined by this organization.

**2.3 Scope:** This Policy applies to all individuals that are employed by this organization, including but not limited to full-time, part-time, temporary, seasonal, contractors, union employees and volunteers.

**2.4 Drugs:** This term includes narcotics and illegal drugs, cannabis whether used or obtained legally or illegally, legal prescriptions, over-the-counter medications and drugs that cause or have the potential to cause impairment and render an employee not fit for duty.

**2.5 Legal Cannabis:** All employees must understand that cannabis can be an impairing drug even if it is legal and that using it at work or coming to work while under the influence of or intoxicated by cannabis renders them not fit for duty in violation of this policy.



### 3. Policy

- 3.1 Employees shall report fit for duty for scheduled and unscheduled work.
- 3.2 The management team shall assist and accommodate employees who voluntarily disclose substance dependence.
- 3.3 Employees needing rehabilitation for substance abuse shall be encouraged to seek professional care and support through the Employee Assistance Program or similar programs available.
- 3.4 Employees shall advise their supervisors or managers whenever they witness concerns about a co-worker's fitness for duty.
- 3.5 Employees who attend not fit for work due to use of drugs or alcohol shall be asked by their supervisor to leave the workplace. Safe transportation options will be available for any individual unfit for operating a vehicle on their own. The incident shall be reported to the management team immediately.
- 3.6 Employees who refuse to co-operate in rehabilitation and/or who continue to present as safety risks to themselves and others shall be subject to disciplinary action up to and including termination in accordance with the Employee Relations established procedures.
- 3.7 The possession, use, distribution or sale of drugs, alcohol and paraphernalia on any workplace premises or during employer sponsored activities is prohibited. –Note: Addressed in Events Policy

Disciplinary investigations may be opened at any time to check whether an employee is engaged in substance abuse or otherwise in violation of his/her fitness for duty obligations under this policy in response to:

- Complaints or concerns by co-workers, supervisors, customers or the public.
- Involvement in safety incidents including near misses.
- Arrests for impaired driving, drug offences and similar violations.
- Other indications that the employee has substance abuse issues or is otherwise not fit for duty.

Affiliated Procedure	None.
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# REPORT

To: Chair and Directors

Report Number: ADM-BRD-033

From: Tyra Henderson, Corporate Officer

Date: June 3, 2020

Subject: PRRD July Board Meeting Location

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## **RECOMMENDATION: [Corporate Unweighted]**

That the Regional Board change the location of the Board meeting scheduled in Fort St. John on July 9, 2020 to the PRRD Boardroom in Dawson Creek, BC.

## **BACKGROUND/RATIONALE:**

The PRRD Boardroom has been retrofitted to accommodate all Directors so that the audio-visual system can be leveraged to allow electronic participation by elected officials, staff, and the public as required (ie: delegations). Therefore, it is suggested that the July 9, 2020 Board meeting be held in Dawson Creek, at the PRRD Boardroom.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

## **FINANCIAL CONSIDERATION(S):**

There will be no fees associated with the cancellation of the venue and catering in Fort St. John. The cost to place advertisements in newspapers regarding the meeting location change is \$567.00 (plus applicable taxes) per ad.

## **COMMUNICATIONS CONSIDERATION(S):**

Any cancellations of gatherings or changes in meeting locations will be communicated to the Board members, staff, and the public.

## **OTHER CONSIDERATION(S):**

None.



# REPORT

To: Chair and Directors

Report Number: FN-BRD-008

From: Teri Vetter, Chief Financial Officer

Date: June 5, 2020

**Subject: Establishing a Service Function - Regional Grant-in-Aid Contributions**

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## **RECOMMENDATION #1: *[Corporate Unweighted]***

That the Regional Board evaluate STARS - Shock Trauma Airlift Rescue Society to inform consideration of the establishment of an Air Ambulance service function in the region.

## **RECOMMENDATION #2: *[Corporate Unweighted]***

That the Regional Board evaluate Tumbler Ridge Museum Foundation to inform consideration of the establishment of a Museum service function in the region.

## **RECOMMENDATION #3: *[Corporate Unweighted]***

That the Regional Board evaluate the Tumbler Ridge Global Geopark Society to inform the consideration of the establishment of a Geopark service function in the region.

## **BACKGROUND/RATIONALE:**

The information in this report is being brought forward to the Regional Board as a result of the Regional Grant-in-Aid policy, Item 4.6 which states:

- 4.6 Grant contributions to support operational funding for more than three consecutive years and in excess of \$50,000 per year will be evaluated by the Board of Directors to determine whether a service function should be established.

This report identifies the organizations who receive grant contributions that fall into this category, as well as how much grant funding has been provided, in order to assist the Regional Board in their evaluation and determination of whether a service function should be established. Below is a list of organizations that fall under this criteria.

### **Shock Trauma Airlift Rescue Society (STARS)**

STARS has received annual grant contributions from the PRRD over the past eleven years, since 2009, totaling **\$1,836,528**. All grant funding has been issued to support operational expenses, and has been paid from Function 275, Grants to Community Organizations.

2013 – 2020 (8 years at \$170,000/year)	\$1,360,000
2010 – 2012 (3 years at \$120,000/year)	\$ 360,000
2009	\$ 116,528

**Tumbler Ridge Museum Foundation (TRMF)**

TRMF has received annual grant contributions from the PRRD dating back eight years to 2013, totaling **\$1,128,992**. Grant contributions have been paid from Function 140, Economic Development Grants, and issued to support operational expenses at the museum.

2020	\$110,000
2019	\$ 93,992
2015 – 2018 (4 years at \$200,000/year)	\$800,000
2014	\$125,000

Other grants provided to TRMF have included a Special Events grant of \$5,000 for attendance at the Global Geopark International event in 2013; a Special Events grant of \$75,000 to host the Aspiring Geopark Symposium in 2013; and an Economic Development grant of \$170,000 for the Dinosaur Discovery Gallery Renovation Project in 2013.

**Tumbler Ridge Global Geopark Society (TRGGS)**

TRGGS has been receiving grant contributions from the PRRD reaching back six years to 2014, totaling **\$575,000**. Grant contributions have been paid from Function 140, Economic Development grants, and issued to support operational expenses for the Society.

2018 to 2020 (3 years at \$125,000/year)	\$375,000
2015	\$200,000

Other grants provided to TRGGS include a \$55,000 grant to assist with the Geopark Project in 2014, and a \$30,000 Tourism Grant to assist with the Society's UNESCO designation expenses.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board receive the June 5, 2020 report titled "Establishing a Service Function – Regional Grant-in-Aid Contributions" for information.
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):**

None at this time.

**OTHER CONSIDERATION(S):**

None.

Attachments:

1. Regional Grant-in-Aid Policy

**REGIONAL GRANT-IN-AID POLICY**

Department	Finance	Policy No.	0340_70_33
Section	Grants	Date Approved by Board	September 5, 2019
Repeals		Board Resolution #	RD/19/09/22

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

Repealed		Board Resolution #	
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**1. Purpose**

- 1.1 The Regional Grant-in-aid Policy establishes clear guidelines for the Board of Directors and staff for the evaluation, award and communication of Regional Grants-in-Aid to organizations seeking financial support for community led projects and programs that fall outside the regular service functions that are important for building a diverse, vast and abundant region.

**2. Scope**

- 2.1 This Statement of Policy applies to the Board of Directors, all staff and all organizations that apply for grant-in-aid from the Peace River Regional District.
- 2.2 This Statement of Policy applies to all regionally funded grant-in-aid (Grants to Community Organizations, Economic Development and Regional Recreation), excluding those grants with stand-alone policies, which are:
- Search and Rescue Grants
  - Recreational Trails Grants
- 2.3 This Statement of Policy does not apply to funding contribution requests received from other local governments (ie: government to government); or Rural Grant-in-Aid under the authority of the Rural Budgets Administration Committee.

**3. Definitions**

- 3.1 **Program:** An activity designed for a specific purpose which is led by a community organizations and improves the quality of life for residents.
- 3.2 **Service:** An initiative that serves a specific purpose is led by a community organization and provides a benefit to residents in the community.
- 3.3 **Project:** An undertaking that is planned to achieve a particular outcome or result; must have a specific set of goals and objectives; must have a defined start and finish date.
- 3.4 **Event:** An event that is either social, economic or recreational in nature; enhances the region and creates an economic benefit; may occur on a one-time or annual basis; must have a defined start and finish date.



#### 4. Policy

- 4.1 Grants should support projects or initiatives that are regional in scope and serve or benefit residents throughout the regional district or in multiple electoral areas and municipalities.
- 4.2 The issuance of grants should be transparent in terms of awareness of, and access to the program.
- 4.3 Grants should support and encourage innovation in the delivery of services or benefits.
- 4.4 Grants should allow the Board to be flexible and responsive to emerging needs or unique opportunities
- 4.5 Grant funding may be authorized to support multi-year contributions up to a maximum of three consecutive years.
- 4.6 Grant contributions to support operational funding for more than three consecutive years and in excess of \$50,000 per year will be evaluated by the Board of Directors to determine whether a service function should be established.
- 4.7 Applicants should demonstrate their intent to become self-sustainable, in the absence of PRRD grants, in future years.
- 4.8 Recipients of grants must be accountable for the use of funds in accordance with their application.
- 4.10 Eligibility Criteria:
  - All applicants must be a registered, not-for-profit society in good standing as per the *Societies Act*.
  - Project types may include events (one time or recurring), the establishment of new or enhanced programs and services, or capital projects for public-use facilities.
  - Grant funding, if approved, may not be used to support individuals, families or businesses.
  - The organization will not receive taxes or requisition funds from local governments on an annual basis.
- 4.11 Application Criteria:
  - All applications must be submitted on electronic forms.
  - Applications must be received on or before December 31<sup>st</sup> each year.
  - Late applications will not be considered.
- 4.12 Approval Criteria:
  - The Committee of the Whole (CoW) will review all grant applications for merit using the following criteria:
    - a. New, Incremental Initiatives;
    - b. Community Need;
    - c. Geographic Scope;
    - d. Community Development; and
    - e. Cost Effectiveness.



## 5. Responsibilities

Boards of Directors shall:

1. At their sole discretion, evaluate and allocate Regional grant in aid funding during the annual budget process.

Finance shall:

1. Review applications to determine eligibility based on the criteria outlined in this policy.
2. Bring eligible applications to the Committee of the Whole for consideration during the annual budget process.
3. Ensure an annual listing of all grant recipients is posted on the PRRD website by August 31 to be available for public review.

Affiliated Procedure	
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***Disclaimer: Federal and Provincial Acts, Legislation, and Law supersede this policy***



# REPORT

To: Chair and Directors

Report Number: DS-BRD-025

From: Tyra Henderson, Corporate Officer

Date: May 15, 2020

**Subject: Cannabis Processing Facilities Regulation & Approval**

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 Unweighted]**

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.

**BACKGROUND/RATIONALE:**

At the April 16, 2020 Electoral Area Directors Committee (EADC) meeting, EADC recommended that the Regional Board consider guidelines developed from a review of surrounding municipalities and regional districts, as applicable to cannabis processing facilities and cannabis retail establishments. These were presented to the Regional Board on May 7, 2020.

At the May 7, 2020 Board meeting, the Regional Board discussed and questioned what opportunities exist for a local government to provide input and comments with respect to any application for a cannabis processing facility. The Regional Board requested that staff investigate this further through the following resolution:

*MOVED, SECONDED, and CARRIED*

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.

This report provides clarification on the processes as they relate to both cannabis retail and cannabis processing facilities, and the involvement of the local government and the public in those processes.

**Provincial Retail Licensing**

As noted previously, the Provincial Government is responsible for licensing cannabis retail stores and has strict regulations in place for the approval and operation of cannabis retail stores. The Provincial Government is not responsible for licensing related to cannabis **processing** facilities.

A provincial license from the Liquor & Cannabis Regulation Branch (LCRB) is required for each retail business, and must be accompanied by a recommendation from the applicable local government for each cannabis retail license application. When making comments and recommendations to the LCRB with respect to a cannabis retail store, a local government is required to gather views of residents, which must be gathered in one or more of the following methods:

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

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

The local government recommendation must:

- a) be in writing (this may or may not be in the form of a resolution);
- b) show that the local government has considered the location of the proposed store;
- c) include the views of the local government on the general impact on the community if the application is approved;

- d) include the views of residents if the local government has gathered residents' views, and a description of how they were gathered; and
- e) include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

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

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

### **Federal Processing Licensing**

The Federal Government is responsible for licensing cannabis processing facilities. The Federal Government is not responsible for licensing cannabis retail stores.

A federal license from Health Canada is required for each processing facility. Cannabis processing facilities are required to report monthly to the Federal Government, who publicly share a list of all licensed cannabis cultivators, processors, and wholesalers. From additional research undertaken, and through discussions with several local governments in British Columbia, the following points should be taken into consideration with respect to cannabis processing facilities:

- a) The cannabis processing facility application process is driven by the applicant, including all communication to applicable local governments.
- b) As part of the federal application process, an applicant must submit a notice to the local government and provide confirmation of this notification to the Federal Government. This is the only instance that local governments receive an update throughout the licensing process. It is the responsibility of the applicant to communicate with the local government.
- c) There is currently no official step in the licensing process for local governments to provide input into an application for a cannabis processing facility to Health Canada, nor if, and how, that information is taken into consideration by the Federal Government prior to the issuance of a license.
- d) It is unclear whether local governments are able to further restrict cannabis processing facilities, and which governing body that authority would come from.

Due to the COVID-19 pandemic, Health Canada is experiencing high volumes of questions and has redirected resources to addressing the virus. While staff have reached out to Health Canada multiple times to seek clarity on how local governments are involved in the application and licensing process as it relates to cannabis processing facilities, and if local governments may prohibit such facilities, they have not yet responded to the inquiries. In speaking with other local governments, some have enacted further permissions or restrictions on cannabis processing facilities, although it remains vague what legal authority local governments have over these additional policies. Finally, many local governments have not yet seen an applicant navigate through the federal application and licensing process.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board remove the current definition for “cannabis related business” and the prohibition of all cannabis related businesses from all zoning bylaws, and insert the following definitions:
  - a) **Cannabis** means cannabis as defined in the federal *Cannabis Act*.
  - b) **Cannabis Processing Facility** means cultivating, growing, processing, testing, producing, packaging, storing, distributing, or dispensing of cannabis or any products containing or derived from cannabis as lawfully permitted and authorized under the federal *Cannabis Act*.
  - c) **Cannabis Retail Store** means the retail sale of cannabis, cannabis products, cannabis accessories, or any product containing or derived from cannabis as lawfully permitted and authorized under the provincial *Cannabis Control and Licensing Act*.

Further, that the Regional Board permit cannabis retail stores in the zones noted below:

Zoning Bylaw	Recommended Zones for “Cannabis Retail Store”
<b>Bylaw 479, 1986</b>	C-1 Local Commercial
<b>Bylaw 506, 1986</b>	C-1 Local Commercial
<b>Bylaw 1000, 1996</b>	NC Neighbourhood Commercial Zone
<b>Bylaw 1343, 2001</b>	C-1 Local Commercial Zone C-2 General Commercial Zone

Further, that the Regional Board include the following general regulation:

Where permitted, cannabis retail stores and cannabis processing facilities may not be located on properties within:

- i. 200 m from a parcel containing a school or day care; and
  - ii. 100m from any parcel containing a park, place of worship, medical clinic, rehabilitation centre, or other cannabis-related business.
2. That the Regional Board define cannabis and cannabis-related businesses, and include general regulations for cannabis-related land uses in Zoning Bylaw No. 479,1986, Zoning Bylaw No. 506, 1986, Zoning Bylaw No. 1000, 1996, and Zoning Bylaw No. 1343, 2001.
3. That the Regional Board continue prohibiting the processing and sale of cannabis in its Zoning Bylaws.
4. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

Any changes to cannabis regulation in the PRRD's Zoning Bylaws, as a result of the Regional Board's decision, will be communicated to the general public and potential applicants through online resources and correspondence.

**OTHER CONSIDERATION(S):**

None at this time.

External Link:

1. [April 16, 2020 Electoral Area Directors Committee Recommendation, ADM-BRD-014](#)



# REPORT

To: Chair and Directors

Report Number: DS-BRD-027

From: Tyra Henderson, Corporate Officer

Date: May 7, 2020

**Subject: Application for Non-Farm Use in the ALR, PRRD File No. 20-007-ALRNFU, ALC ID 60720**

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## **OPTIONS: [Corporate Unweighted]**

1. That the Regional Board support ALR Non-Farm Use application 20-007-ALRNFU (ALC ID 60720), to allow a temporary worker camp on 6 ha of un-surveyed crown land near UTM Coordinates 10V 594642 6227531, and authorize the application to proceed to the Agricultural Land Commission.
2. That the Regional Board respectfully refuse authorization for ALR Non-Farm Use application 20-007-ALRNFU (ALC ID 60720), to allow a temporary worker camp on 6 ha of un-surveyed crown land near UTM Coordinates 10V 594642 6227531, to proceed to the Agricultural Land Commission.

## **BACKGROUND/RATIONALE:**

### **Proposal**

To allow a 6 ha (14.8 ac) temporary worker camp on un-surveyed crown land to house employees and contractors working on reservoir clearing for the Site C project from September 2020 to April 2021. The site is on the south side of the Peace River near the Halfway River Bridge on Highway 29N, within Theoretical Section 7 Township 83 Range 22 W6M Peace River District and Theoretical Section 12 Township 83 Range 23 W6M Peace River District.

### **File/Site Details**

Owner: Crown  
Agent: BC Hydro and Power Authority  
Area: Electoral Area E  
Location: Boudreau Lake  
Legal: (Theoretical) Section 7 Township 83 Range 22 W6M Peace River District &  
(Theoretical) Section 12 Township 83 Range 23 W6M Peace River District

### **Official Community Plan (OCP)**

The site is outside the PRRD's planning area.

### **Land Use Zoning**

The site is outside the PRRD's planning area.

### **Fire Protection Area**

The site is outside all fire protection areas.

**Mandatory Building Permit Area**

The site is outside the Mandatory Building Permit Area.

**Development Permit Areas**

The site is outside all Development Permit Areas.

**Development Cost Charge Area**

The site is outside the Development Cost Charge Area.

**School District 60 School Site Acquisition Charge Area**

The site is outside the School Site Acquisition Charge Area.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board support ALR Non-Farm Use application 20-007-ALRNFU (ALC ID 60720), to allow a temporary worker camp on 6 ha unsurveyed crown land near UTM Coordinates 10V 594642 6227531, and authorize the application to proceed to the Agricultural Land Commission with recommended conditions of approval.
2. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

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

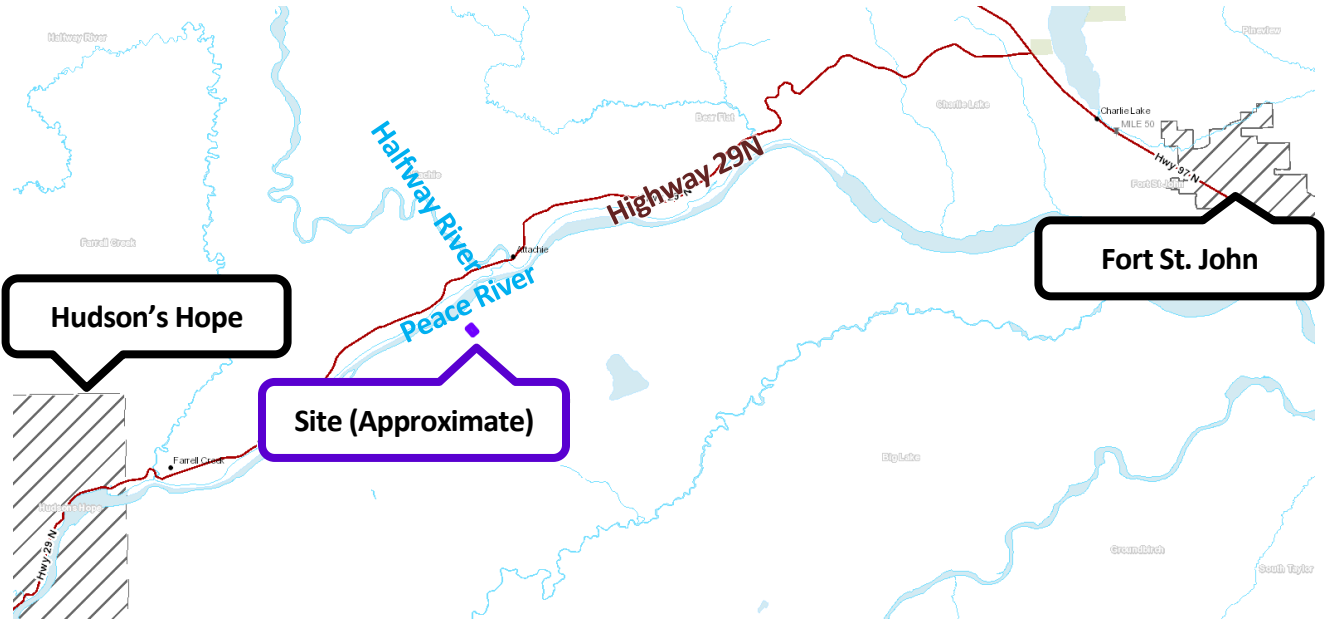
**OTHER CONSIDERATION(S):**

This application is before the Board as the property is within the boundaries of the Peace River Regional District, even though it is outside of the area governed by PRRD zoning bylaws. The *Agricultural Land Commission Act* s. 25 (3) states that an application may not proceed unless authorized by a resolution of the local government, if the application applies to land that is zoned by bylaw to permit farm use. This property does not meet that condition, however, the non-farm use approval process and the online 'front counter' portal does not recognize this distinction and the application cannot proceed absent a local government resolution. Should the PRRD decline to provide authority for the application to proceed, ALC representatives have indicated that the file would be 'stalled' for up to several months in order for an alternate process to be pursued.

**Attachments:**

1. Maps
2. ALC Application (ALC ID 60720)

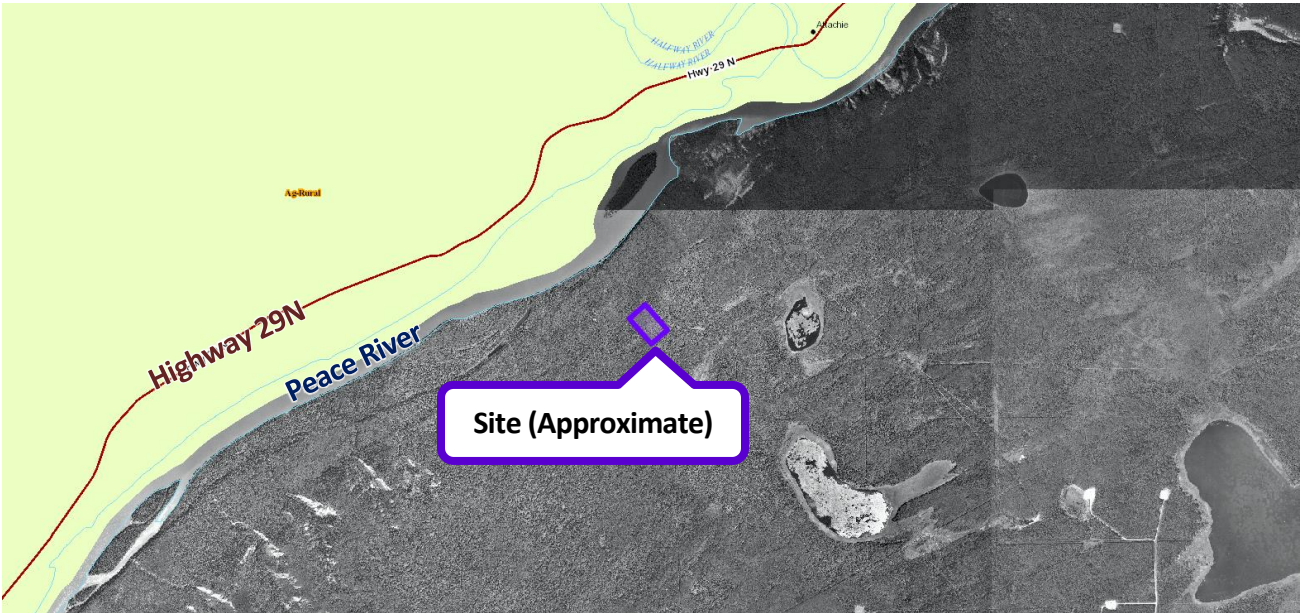
**Location:** Boudreau Lake area



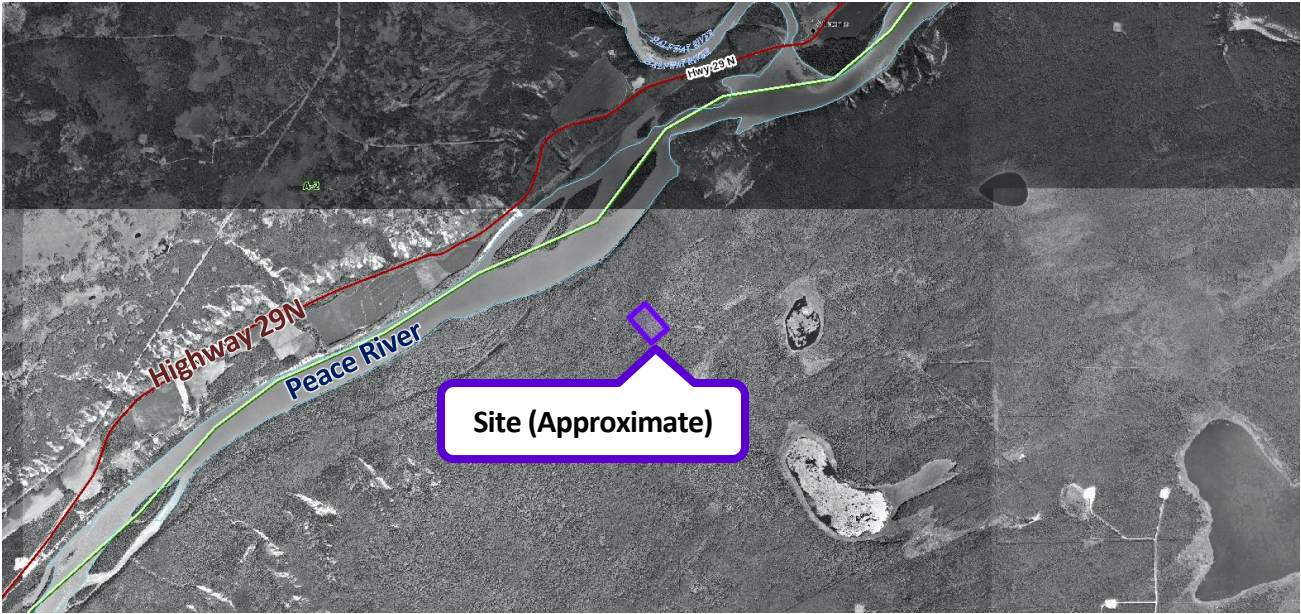
**Aerial imagery**



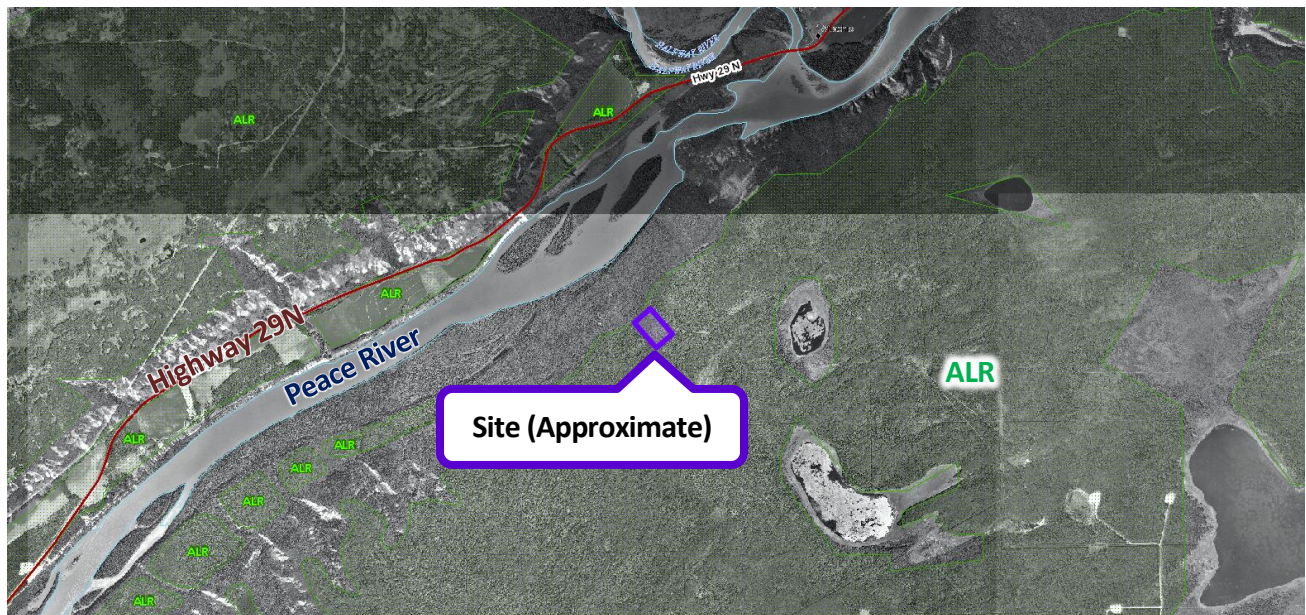
**Official Community Plan:** Outside PRRD Planning Area



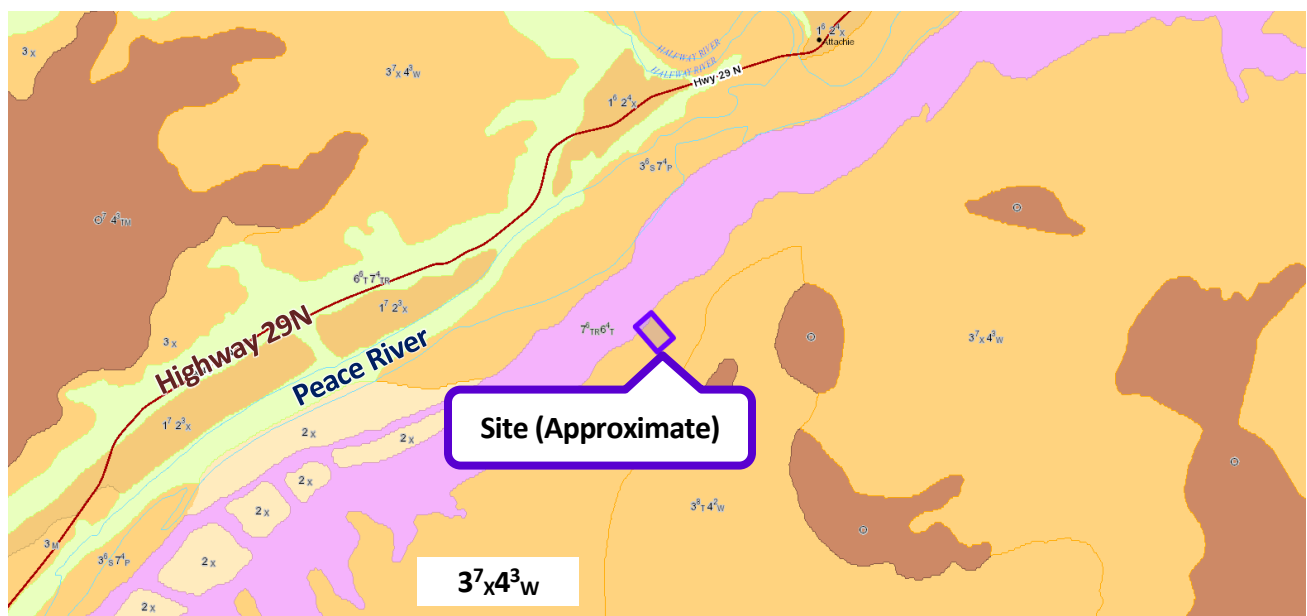
**Zoning:** Outside PRRD Planning Area



### Agricultural Land Reserve: Within



**CLI Soil Classification:** 3<sup>7</sup>x4<sup>3</sup><sub>W</sub>



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 60720

**Application Status:** Under LG Review

**Applicant:** Ministry of Forests, Lands, Natural Resource Operations and Rural Development, c/o FrontCounter

**Agent:** BC Hydro Power and Authority

**Local Government:** Peace River Regional District

**Local Government Date of Receipt:** 04/27/2020

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

**Proposal Type:** Non-Farm Use

**Proposal:** BC Hydro is proposing a temporary clearing camp on forested Crown land to the south of the Peace River. The temporary camp will house employees and contractors engaged in reservoir clearing related to the Site C project between September 2020 and April 2021.

Given the remote location of the reservoir clearing work a temporary camp to house workers is essential to maintain worker safety. The closest alternative accommodation is in Chetwynd, which is approximately 1.5 hrs travel away from the work locations. Travelling from Chetwynd to the work site would add 3 hours of travel on mostly resource roads to each workers day in winter conditions.

We confirm that BC Hydros application is made without prejudice to any powers, rights, immunities it may have under the Hydro and Power Authority Act (RSBC 1996) Chapter 212, or otherwise, and without prejudice to any powers, rights, immunities the Provincial Agricultural Land Commission may have under the Agricultural Land Commission Act (RSBC 2002), Chapter 36, or otherwise.

## Agent Information

**Agent:** BC Hydro Power and Authority



## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Crown Lands

**Parcel Identifier:**

**Legal Description:** Unsurveyed (theoretical ) Crown Land lying within Section 7 Township 83 Range 23 and Section 12 Township 83 Range 22 West of the 6th Meridian Peace River District (as shown on figure attached)

**Parcel Area:** 260 ha

**Civic Address:** Peace River Regional District

**Date of Purchase:**

**Farm Classification:** No

**Owners**

1. **Name:** Ministry of Forests, Lands, Natural Resource Operations and Rural Development, c/o FrontCounter



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### Current Use of Parcels Under Application

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

*BC Hydro is unaware of any agriculture activity in the area. It is raw, forested land.*

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

*BC Hydro is unaware of any agriculture activity in the area. It is raw, forested land.*

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

*It is raw, forested land.*

### Adjacent Land Uses

#### North

**Land Use Type:** Unused

**Specify Activity:** Unused

#### East

**Land Use Type:** Unused

**Specify Activity:** Unused

#### South

**Land Use Type:** Unused

**Specify Activity:** Unused

#### West

**Land Use Type:** Unused

**Specify Activity:** Unused

### Proposal

1. **How many hectares are proposed for non-farm use?**

*6 ha*

## **2. What is the purpose of the proposal?**

*BC Hydro is proposing a temporary clearing camp on forested Crown land to the south of the Peace River. The temporary camp will house employees and contractors engaged in reservoir clearing related to the Site C project between September 2020 and April 2021.*

*Given the remote location of the reservoir clearing work a temporary camp to house workers is essential to maintain worker safety. The closest alternative accommodation is in Chetwynd, which is approximately 1.5 hrs travel away from the work locations. Travelling from Chetwynd to the work site would add 3 hours of travel on mostly resource roads to each workers day in winter conditions.*

*We confirm that BC Hydros application is made without prejudice to any powers, rights, immunities it may have under the Hydro and Power Authority Act (RSBC 1996) Chapter 212, or otherwise, and without prejudice to any powers, rights, immunities the Provincial Agricultural Land Commission may have under the Agricultural Land Commission Act (RSBC 2002), Chapter 36, or otherwise.*

## **3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.**

*No. The proposed location has the ideal topography for the proposed camp. Areas outside of the ALR are too swampy and too steep to safely install a temporary camp for human habitation.*

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

*Not applicable*

## **5. Do you need to import any fill to construct or conduct the proposed Non-farm use?**

*Yes*

### **Proposal dimensions**

**Total fill placement area (to one decimal place)** *1 ha*

**Maximum depth of material to be placed as fill** *1 m*

**Volume of material to be placed as fill** *10000 m<sup>3</sup>*

**Estimated duration of the project.** *1 Years 6 Months*

### **Describe the type and amount of fill proposed to be placed.**

*Actual amounts are unknown until the area is cleared for construction. There has not been any advanced studies of the ground. The material used is known as Pit Run - material is not screened and is used as it comes out of the earth.*

### **Briefly describe the origin and quality of fill.**

*The fill will be local material taken from a borrow pit location within 10 km of the Camp location*

## **Applicant Attachments**

- Agent Agreement - BC Hydro Power and Authority
- Other correspondence or file information - Legal Description and Coordinates
- Proposal Sketch - 60720
- Other correspondence or file information - 60720
- Site Photo - 60720

## **ALC Attachments**

None.

## **Decisions**

None.





WR SB Halfway River to Farrell Creek Phase 1  
Proposed Temporary Camp Location

UTM Coordinates of the 4 corners:

- P1 = 10V 594642 6227531
- P2 = 10V 594509 6227381
- P3 = 10V 594311 6227600
- P4 = 10V 594456 6227733

Proposed Camp  
Location ~ 5,6 ha

Image © 2020 Maxar Technologies

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



### 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"> <li>• Q4 2019</li> <li>• 2019</li> <li>• 2019</li> </ul>
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"> <li>• 2019</li> <li>• 2019</li> <li>• 2020</li> <li>• 2022</li> <li>• 2022</li> </ul>



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

## 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		
Marilyn 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



## PEACE RIVER REGIONAL DISTRICT

### **SPECIAL RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING** **MINUTES**

DATE: April 21, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC/Conference Call

PRESENT: **Directors**

Director Sperling, Meeting Chair  
Director Goodings  
Director Hiebert  
Director Rose

**Staff**

Crystal Brown, Electoral Area Manager  
Kelsey Bates, Deputy Corporate Officer  
Kori Elden, Recording Secretary  
Lyle Smith, Chief Financial Officer  
Teri Vetter, Financial Services Manager  
Trevor Ouellette, IT Manager

**Others**

David Gust, Manager of Government & Regulatory Affairs, Valo Networks Ltd.  
Karim Punja, CFO, Valo Networks Ltd.  
Mark Blake, President & COO, Canadian Fiber Optics Ltd.  
Mike Stelck, President, Valo Networks Ltd.  
Mike Colberg, VP Customer Experience, Valo Networks Ltd.  
Rebecca Lagos, Community Engagement Lead, Valo Networks Ltd.

1. **CALL TO ORDER** The Chair called the meeting to order at 2:00 pm.

2. **ADOPTION OF AGENDA:**

MOVED by Director Hiebert, SECONDED by Director Rose,  
That the Rural Budgets Administration Committee agenda for the April 21, 2020 meeting be adopted:

1. **CALL TO ORDER**
  - 1.1 Meeting Chair - Director Sperling
2. **ADOPTION OF AGENDA**
3. **REPORTS**
  - 3.1 Verbal Report from the Electoral Area Manager - Connectivity Update
4. **ADJOURNMENT**

**CARRIED**

**3. REPORTS:**

3.1  
Verbal Report from  
the Electoral Area  
Manager –  
Connectivity Update

MOVED by Director Goodings, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee authorize Valo Networks to  
prepare a connectivity grant application on behalf of the Electoral Area Directors for  
a pilot project in Tomslake and Wonowon at a cost of \$5,000, payable from  
Legislative Electoral Area.

**CARRIED**

**4. ADJOURNMENT**

The Chair adjourned the meeting at 2:53 p.m.

---

Director Sperling, Meeting Chair

---

Kori Elden, Recording Secretary



**PEACE RIVER REGIONAL DISTRICT**  
**RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING**  
**MINUTES**

DATE: April 16, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Rose, Meeting Chair

Director Sperling *(via conference call)*

Director Goodings *(via conference call)*

Director Hiebert *(via conference call)*

**Staff**

Shawn Dahlen, Chief Administrative Officer *(via conference call)*

Lyle Smith, Chief Financial Officer *(via conference call)*

Crystal Brown, Electoral Area Manager *(via conference call)*

Trevor Ouellette, I.T. Manager

Trish Morgan, General Manager of Community Services *(via conference call)*

Kelsey Bates, Deputy Corporate Officer *(via conference call)*

Kori Elden, Executive Assistant / HR Generalist, Recording Secretary *(via conference call)*

**Others**

**1. CALL TO ORDER**

The Chair called the meeting to order at 2:45 pm.

**2. DIRECTORS' NOTICE OF NEW BUSINESS:**

Referred from EADC      South Peace Arts Society

Referred from EADC      Upper Pine Skating Rink

Referred from EADC      Connectivity

**3. ADOPTION OF AGENDA:**

MOVED by Director Goodings, SECONDED by Director Hiebert,  
That the Rural Budgets Administration Committee agenda for the April 16, 2020  
meeting be adopted as amended to include Directors' new business:

**1. CALL TO ORDER:**

1.1 Meeting Chair - Director Rose

**2. DIRECTORS' NOTICE OF NEW BUSINESS:**

**3. ADOPTION OF AGENDA:**

**4. ADOPTION OF MINUTES:**

4.1 Rural Budgets Administration Committee Draft Meeting Minutes of February 20,  
2020

**5. BUSINESS ARISING FROM THE MINUTES:**

- 6. **DELEGATIONS:** None
- 7. **CORRESPONDENCE:**
  - ADOPTION OF AGENDA (Continued)**
    - 7.1 Fort St. John Public Library Board - Annual Allocation of Funds
    - 7.2 Camp Sagitawa - Thank You Letter
    - 7.3 Dawson Creek Secondary School - Scholarships/Bursaries for DCSS Grads of 2020
    - 7.4 North Peace Secondary School - Scholarships/Bursaries for NPSS Grads of 2020
- 8. **REPORTS:**
  - 8.1 2020 Rural Recreational and Cultural Grants-in-Aid - Eligibility Review
  - 8.2 Grant Request – Mile 22 Community Park Association
  - 8.3 Grant Request – Tomslake and District Volunteer Fire Department
  - 8.4 Grant Request – Fort St. John Senior Citizens Association Branch 58
  - 8.5 March 2020 Financial Report
- 9. **DISCUSSION ITEMS:**
  - 9.1 Clearview Arena Renovations
  - 9.2 Rural Seniors Initiative
- 10. **NEW BUSINESS:**
  - 10.1 South Peace Arts Society
  - 10.2 Upper Pine Skating Rink
  - 10.03 Connectivity
- 11. **COMMUNICATIONS:**
- 12. **DIARY:**
  - 12.1 Diary Items
- 13. **ADJOURNMENT:**

**CARRIED**

**4. ADOPTION OF MINUTES:**

- 4.1  
Feb. 20/20 RBAC  
Minutes
- MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the Rural Budgets Administration Committee Meeting Minutes of February 20,  
2020 be adopted.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES:** None.

- 6. **DELEGATIONS:** None.

**7. CORRESPONDENCE:**

- 7.1  
Jan. 9/20 – FSJ Public  
Library – Annual  
Allocation of Funds
- The Rural Budgets Administration Committee discussed the request from the Fort St.  
John Public Library. Director Goodings advised that she would contact the Library.
- 7.2  
Jan. 31/20 – Camp  
Sagitawa – Thank You  
Letter
- MOVED by Director Goodings, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee receive the January 1, 2020 thank  
you email from Camp Sagitawa for information.
- 7.3  
Mar. 31/20 – DCSS –  
Scholarships/Bursaries  
for Grads
- MOVED by Director Hiebert, SECONDED by Director Goodings,  
That the Rural Budgets Administration Committee forward a letter to Dawson Creek  
Secondary School (DCSS) to confirm that the Committee will continue to provide  
funding towards the DCSS scholarship program in 2020.

**CARRIED**

**CARRIED**

7.4  
Apr. 2/20 – NPSS – Scholarships/Bursaries for Grads  
MOVED by Director Goodings, SECONDED by Director Hiebert,  
That the Rural Budgets Administration Committee forward a letter to North Peace Senior Secondary School (NPSS) to confirm that the Committee will continue to provide funding towards the NPSS scholarship program in 2020.

**CARRIED**

## **8. REPORTS:**

Vary the Agenda  
The Chair varied the agenda to deal with item 8.2 at this time. Item 8.1 is addressed later in the meeting.

8.2  
Apr. 2/20 – Grant Request – Mile 22 Community Park Association  
MOVED by Director Hiebert, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee (RBAC) defer the April 2, 2020 report “Grant Request – Mile 22 Community Park Association” to the next RBAC meeting.

8.3  
Apr. 3/20 – Grant Request – Tomslake and District Volunteer Fire Department  
MOVED by Director Hiebert, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee authorize a grant in the amount of \$15,000, payable from Electoral Area D Peace River Agreements, Spending Item #6 – Fire Protection, to be issued to the Tomslake and District Volunteer Fire Department for the purchase of an enclosed trailer; further, that the 2020 Tomslake Fire budget be amended to: 1. Increase Transfer from Reserves – Peace River Agreement Reserve by \$15,000 2. Increase Grants to Organizations by \$15,000.

**CARRIED**

8.4  
Mar. 31/20 – Grant Request – Fort St. John Senior Citizens Association Branch 58  
MOVED by Director Goodings, SECONDED by Director Hiebert,  
That the Rural Budgets Administration Committee authorize a grant in the amount of \$9,000, payable from Electoral Area B Peace River Agreements, Spending Item #4 – Assistance to Other Organizations; to be issued to the Fort St. John Senior Citizens Association Branch #58 to assist with the installation of a new fire alarm system at the seniors hall.

**CARRIED**

8.5  
Apr. 3/20 – March 2020 Financial Report  
MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the Rural Budgets Administration Committee receive the March 2020 Financial Report for discussion.

**CARRIED**

## **9. DISCUSSION ITEMS:**

9.1 Clearview Arena Renovations  
MOVED by Director Goodings, SECONDED by Director Hiebert,  
That the Rural Budgets Administration Committee increase the Clearview Arena Society’s Arena Dehumidification System project by \$10,000, for a total budget of \$160,000, payable from Community Works Gas Tax; further, that the budget be amended by:  
1. Increasing Transfer from Gas Tax reserve - \$10,000  
2. Increasing Grants to Organizations - \$10,000

**CARRIED**

9.2 Rural Seniors Initiative  
MOVED by Director Rose, SECONDED by Director Hiebert,  
That the Rural Budgets Administration Committee contribute \$50,000 from Area E PRA, Spending Item #4 – Assistance to Other Organizations, and \$50,000 from Area D PRA, Spending Item #4 – Assistance to Other Organizations, to the rural seniors initiatives administered by the Dawson Creek Society for Community Living.

**CARRIED**

**10. NEW BUSINESS:**

10.1 South Peace Arts Society  
The Rural Budgets Administration Committee directed staff to contact the school districts to see if they are distributing art packages to the children while at home due to COVID-19, and further requested that the Dawson Creek Art Gallery/South Peace Art Society be asked to submit a grant application for their project.

10.2 Upper Pine Skating Rink  
MOVED by Director Goodings, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee authorize a grant in the amount of \$35,000, payable 50% from Area B Fair Share and 50% from Area B PRA, Spending Item #4 – Assistance to Other Organizations, to be issued to the Upper Pine Elementary/Jr. Secondary School PAC for the upper pine skating rink board replacement project.

**CARRIED**

10.03 Connectivity  
MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the Rural Budgets Administration Committee hold a special committee meeting on Tuesday, April 21, 2020 at 2:00 pm to discuss connectivity updates.

**11. COMMUNICATIONS:** None.

**12. DIARY:**

12.1 No changes were made to the Diary.

8.1 Mar. 6/20 – 2020 Rural Recreational and Cultural Grants-in-Aid-Eligibility Review  
MOVED by Director Hiebert, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee determine which grant applications, if any, will be provided with a grant through alternative funding options; further, that should the Committee authorize any such grants that the appropriate funding source be identified.

**CARRIED**

MOVED by Director Goodings, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee approve the following Area B 2020 Recreational and Cultural Grants-in-Aid as follows:

Buick Community Club	\$ 9,800
Cache Creek Community Club	\$ 7,000
Cecil Lake Recreation Commission	\$ 5,000
Golata Creek Recreation Commission	\$ 2,850
Goodlow Community Club	\$ 710

King's Valley Christian Camp	\$ 10,930
<b>(resolution continued on next page)</b>	
<b>(resolution continued from previous page)</b>	
Montney Recreation Commission	\$ 16,662
North Peace 4H District Council	\$ 2,900
North Peace Fall Fair	\$ 6,600
North Peace Historical Society	\$ 24,000
Osborn Community Hall	\$ 930
Rock of Ages Bible Camp	\$ 11,800
Rose Prairie Community Curling Centre	\$ 21,986
North Peace 4H District Council (Annual Travel)	\$ 1,000
Area B Rural Bursary	\$ 2,000
Youth Travel	\$ 1,500
<b>Total Allocations</b>	<b>\$125,668</b>
<b>Area B Budget Amount</b>	<b>\$130,000</b>
<b>Area B GIA remaining after allocations</b>	<b>\$4,332</b>

**CARRIED**

MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the Rural Budgets Administration Committee approve the following Area C 2020 Recreational and Cultural Grants-in-Aid as follows:

Charlie Lake Community Club	\$ 10,800
Area C Rural Scholarship	\$ 5,000
Youth Travel	\$ 1,000
<b>Total Allocations</b>	<b>\$ 16,800</b>
<b>Area C Budget</b>	<b>\$50,000</b>
<b>Area C GIA remaining after allocations</b>	<b>\$33,200</b>

**CARRIED**

MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the Rural Budgets Administration Committee deny the 2020 Recreation and Cultural Grants-in-Aid application from Lake Point Golf and Country Club and provide no grant funding.

**CARRIED**

MOVED by Director Rose, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee approve the following Area E 2020 Recreational and Cultural Grants-in-Aid as follows:

Camp Emile	\$ 8,850
Chetwynd & District Rod and Gun Club	\$ 10,775.40
Chetwynd Electric Eels	\$15,000
Chetwynd Gymkhana Club	\$2,500
Chetwynd Social Planning Society	\$8,000
Foothills Team Roping	\$12,500
Little Giant Figure Skating	\$15,000
Little Prairie Heritage Society	\$3,100
Moberly Lake Community Association	\$3,900
Pine Valley Exhibition Park	\$12,694.60
Pine Valley Seniors Society	\$2,680

Electoral Area E Bursaries	\$1,000
Youth Travel	\$2,000
<b>Total Allocations</b>	<b>\$ 98,000</b>
<b>Area E Budget</b>	<b>\$103,000</b>
<b>Area E GIA remaining after allocations</b>	<b>\$5,000</b>

**CARRIED**

MOVED by Director Rose, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee approve a grant for the Chetwynd & District Rod and Gun Club in the amount of \$10,445.41, payable from Community Works Gas Tax, for new interior lighting.

**CARRIED**

MOVED by Director Hiebert, SECONDED by Director Rose,  
That the Rural Budgets Administration Committee approve the following Sub-Regional 2020 Recreational and Cultural Grants-in-Aid as follows:

Bessborough Community Club	\$8,000
Cutbank Community Club	\$19,881
Dawson Creek Sportsman's Club	\$22,586.59
Dawson Creek Youth Centre/The ARK	\$15,000
Doe River Recreation Commission	\$9,214.67
Farmington Community Association	\$15,000
Groundbirch Recreation Commission	\$2,110
McLeod Recreation & Social Services Society	\$20,795.70
Rolla Ratepayers Association	\$20,500
Sunset Prairie Recreation Commission	\$23,410.44
Swan Lake Enhancement Society	\$800
Tomslake Community Cultural Association	\$6,000
Tomslake & District Recreation Commission	\$14,201.60
Tupper Community Club	\$18,000
Sub-Regional Scholarship	\$1,500
Sub-Regional Trades Bursary	\$1,500
Youth Travel	\$1,500
<b>Total Allocations</b>	<b>\$ 200,000</b>
<b>Sub-Regional Budgets</b>	<b>\$200,000</b>
<b>Sub-Regional GIA remaining after allocations</b>	<b>\$0</b>

**CARRIED**

MOVED by Director Rose, SECONDED by Director Hiebert,  
That the Rural Budgets Administration Committee approve a grant for the Sunset Prairie Recreation Commission in the amount of \$5,500, payable from Area E PRA, Spending Item #4 (Assistance to Other Organizations), for the bleacher project.

**CARRIED**

MOVED by Director Hiebert, SECONDED by Director Rose,  
That the Rural Budgets Administration Committee approve a grant for the Tomslake & District Recreation Commission in the amount of \$6,800, payable from Area D PRA Spending Item #4 (Asst. to Other Orgs), for a lawn mower.

**CARRIED**

MOVED by Director Goodings, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee approve a grant for the Goodlow Community Club in the amount of \$9,500, payable from Area B PRA Spending Item #4 (Asst to other Orgs.), for improvements to the concession stand and a cement floor for the gazebo.

**CARRIED**

MOVED by Director Goodings, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee approve a grant for the Goodlow Community Club in the amount of \$9,500, payable from Area B Fair Share for improvements to the concession stand and a cement floor for the gazebo.

**CARRIED**

MOVED by Director Goodings, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee approve a grant for the Kings Valley Christian Camp in the amount of \$9,050, payable from Area B PRA Spending Item #4 (Asst. to other Orgs.), for improvements to the cabins, siding, fire pit, wash house and sound equipment.

**CARRIED**

MOVED by Director Goodings, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee approve a grant for the Kings Valley Christian Camp in the amount of \$9,050, payable from Area B Fair Share, for improvements to the cabins, siding, fire pit, wash house and sound equipment.

**CARRIED**

MOVED by Director Goodings, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee approve a grant for the Rock of Ages Bible Camp in the amount of \$4,650, payable from Area B PRA Spending Item #4 (Asst. to other Orgs.), for the purchase of a kitchen range, cooler, and siding.

**CARRIED**

MOVED by Director Goodings, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee approve a grant for the Rock of Ages Bible Camp in the amount of \$4,650, payable from Area B Fair Share, for the purchase of a kitchen range, cooler, and siding.

**CARRIED**

MOVED by Director Goodings, SECONDED by Director Sperling,  
That the Rural Budgets Administration Committee approve a grant for the Cecil Lake Recreation Commission in the amount of \$86,000, payable from Community Works Gas tax, for playground fencing, ball diamonds, dugout areas, and bleachers.

**CARRIED**

**13. ADJOURNMENT**

The Chair adjourned the meeting at 4:50 p.m.

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Director Rose, Meeting Chair

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Kori Elden, Recording Secretary



# Chetwynd Public Library

## Regular Board Meeting Minutes - APPROVED

### April 28, 2020 - Via Zoom

**Call to Order:** 5:37pm

**Present:** Dana Bergen, Danielle Burt, Sara Hoehn, Lynda Johnstone, Gloria Millsap, Melissa Millsap, Krixia Padilla, Dan Rose, Janet Wark

**Regrets:** Myra Grodzuik, Sorene Kampen, Sherlana Schroeder

#### **Directors Notice of Business**

MOVED by GM, SECONDED by SH That we vote in Danielle Burt and Krixia Padilla as Library Board Trustees for the Chetwynd Public Library. – CARRIED

**Agenda:** MOVED by GM, SECONDED by SH That the agenda be adopted. – CARRIED

**Minutes:** MOVED by DB, SECONDED by LJ That the minutes of the March 31, 2020 regular board meeting be adopted. – CARRIED

#### **Treasurer Report**

Reviewed the Draft Year End Financial Statements prepared by Sander Rose Bone Grindle.

MOVED by DB, SECONDED by KP That the Draft SOFI report be approved. – CARRIED

Reviewed the Comparative Income Statement - January 01, 2020 to March 31, 2020

MOVED by SH, SECONDED by GM That the treasurer report be received for information. – CARRIED

**Chair – Nil**

**Library Director –** Report as submitted including: reaching out to the schools, Northern Health, and the service providers, zoom meetings for NELF, CALP, ABCPLD and staff, updates on the library closures, BC's Strategic Plan for Public Library Services, staff working from home, our virtual library, grants, funding and staff notes.

**(NELF) North East Library Federation Representative – Nil**

**District of Chetwynd –** You can view the District of Chetwynd community groups providing assistance for those isolated, quarantined or looking for resource information during the covid-19 pandemic on the District of Chetwynd Facebook page. The official community plan survey is posted on the district website and Facebook page; community members are encouraged to complete it. The bylaw officer has been patrolling the community to ensure that people are following the social distancing orders and so far has found that Chetwynd is really respecting the order.

**Peace River Regional District –** Still working on gaps and needs in the community. Frozen meals are being delivered weekly to both Saulteau First Nations and West Moberly First Nations. There are 35 Elders. This service is available to the residents in Chetwynd as well. PRRD will be reaching out to the Tansi Friendship Centre and continuing with the deliveries in Dawson Creek.

**Library Project Committee – Nil**

**Children’s Area Upgrade Planning Committee – Nil**

**Fundraising Committee – Nil**

**Friends of the Library – Nil**

MOVED by SH, SECONDED by DB That the reports be accepted as presented. – CARRIED

**Old and New Business:**

Discussion on the revisions for the vacation policy.

MOVED by DR, SECONDED by GM That employees will be paid for the BC Statutory Holidays. – CARRIED

MOVED by DB, SECONDED by SH That the revised vacation policy be approved . – CARRIED

Discussion about the Janitorial Contract. LD will touch base with the contractor and bring back an hourly rate to be approved by the board.

MOVED by DR, SECONDED by DB That we pay the janitor contract the agreed amount of \$500 for the month of April. – CARRIED

**Diary Items:**

Bistro Lease Agreement

**In-Camera:**

Entered into in-camera meeting at 6:52pm

Resumed regular meeting at 7:05pm

**Adjournment:** MOVED by DB, SECONDED by GM to adjourn the meeting at 7:06pm. – CARRIED

**Next Meeting:** Tuesday May 26<sup>th</sup> @ 5:30pm

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Board Chair

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Library Director

## MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE April 28, 2020  
TIME: 4:00 pm  
PLACE: Rec Centre – Aspen Room

**PRESENT:**

Dan Rose, Area E Director PRRD, Chair  
Carol Newsom, Chief Administrative Officer (via polycom)  
Comm. Allen Courtoreille  
Comm. Larry Houley, Alternate Chair  
Comm. Rochelle Galbraith (via polycom)  
Comm. Janet Wark (via polycom)  
Comm. Walter MacFarlane (via polycom)  
Steve McLain, Director of Recreation  
Elaine Webb, Recreation Programs Manager  
Kristina Phillips, Manager of Leisure Services  
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via polycom)

**ABSENT:**

**1. CALL THE MEETING TO ORDER:**

Comm. Rose called the meeting to order at 4:00pm.

**2. DIRECTOR'S NOTICE OF BUSINESS: NIL**

**3. ADOPTION OF THE AGENDA:**

MOVED by Comm. Houley, SECONDED by Comm. Galbraith

THAT the Agenda for April 28, 2020 be accepted, with the addition of adding Comm. Janet Wark to the present list.

CARRIED

**4. MINUTES FROM THE PREVIOUS MEETING:**

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

THAT the minutes from March 24, 2020 be accepted.

CARRIED

**5. DELEGATIONS/PRESENTATIONS: NIL**

6. CORRESPONDANCE: NIL

7. OLD BUSINESS: NIL

8. REPORTS

R-1 – R-4      MOVED by Comm. Courtoreille, SECONDED by Comm. Houley  
THAT reports R-1 through R-4 are received for approval  
CARRIED  
Staff to explore options for operating the concession in-house.

9. NEW BUSINESS:

NB-1      CPC Indoor Playground  
THAT the CPC Indoor Playground funding request be received for information.

10. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:55pm

Next Meeting May 26, 2020



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Dan Rose,  
Chairperson



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Elaine Webb  
Secretary



## PEACE RIVER REGIONAL DISTRICT

### **ELECTORAL AREA DIRECTORS COMMITTEE MEETING** **MINUTES**

DATE: May 21, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Goodings, Meeting Chair  
Director Sperling  
Director Hiebert  
Director Rose

**Staff**

Shawn Dahlen, Chief Administrative Officer  
Crystal Brown, Electoral Area Manager  
Tyra Henderson, Corporate Officer  
Paulo Eichelberger, General Manager of Environmental Services  
Kari Bondaroff, Environmental Services Manager  
Gerritt Lacey, Solid Waste Services Manager  
Trish Morgan, General Manager of Community Services  
Teri Vetter, Acting Chief Financial Officer  
Trevor Ouellette, IT Manager  
Naomi Donat, Recording Secretary

**Others**

Call to Order                      The Chair called the meeting to order at 11:00 a.m.

**DIRECTORS NOTICE OF NEW BUSINESS:**

Director Hiebert                      COVID-19 messaging and resources

**ADOPTION OF AGENDA:**

MOVED by Director Rose, SECONDED by Director Sperling,  
That the Electoral Area Directors Committee agenda for the May 21, 2020 meeting,  
including Director's new business, be adopted as amended:

1. Call to Order
  - 1.1. Director Goodings to Chair the Meeting
2. Directors' Notice of New Business
3. Adoption of Agenda
4. Adoption of Minutes
  - 4.1. Electoral Area Directors Committee Draft Meeting Minutes of April 16, 2020
5. Business Arising from the Minutes

Adoption of Agenda  
continued

6. Delegations
  - 6.1. Cleanfarms - Agricultural Plastics in Peace River Regional District – Collection Opportunities, Shane Hedderson, Western Business Manager, and Kim Timmer, Member and Stakeholder Relations (*by invitation of the Committee*)
  - 6.2. Urban Systems - Rose Prairie Water Treatment Plant, Jaime Adam, Project Engineer and Principal, Kimberly Zackodnik, Environmental Engineer, and Edward Stanford, Local Government Consultant (*by invitation of the Committee*)
7. Correspondence
  - 7.1. Gloria and Tom Rounds - Internet Access
8. Reports
  - 8.1. Area B Water – Rose Prairie Water Station Deferred Motion from April 16, 2020, ADM-EADC-006
  - 8.2. Hope Air, ADM-EADC-002
  - 8.3. Regional District of Kitimat-Stikine Proposed Boundary Expansion, ADM-EADC-003
  - 8.4. March 9, 2020 Charlie Lake Fire Department Road Rescue and First Medical Response Public Engagement
9. Discussion Items
  - 9.1. Pacific Northern Gas Action Items - March 18th, 2020 Update
  - 9.2. Pacific Northern Gas - Automated Meter Reading Presentation
  - 9.3. BC Oil and Gas Commission Community Working Groups
  - 9.4. Abandoned/Orphan Well Fund - Identifying and Prioritizing
  - 9.5. Synergy Group
  - 9.6. Rural Seniors Initiative - Next Steps
10. New Business
  - 10.1. Director Hiebert – COVID 19 messaging and resources
11. Communications
12. Diary
  - 12.1. May EADC Diary
13. Adjournment

**CARRIED**

**ADOPTION OF MINUTES:**

- 4.1 EADC Minutes      MOVED by Director Sperling SECONDED by Director Rose,  
That the Electoral Area Directors Committee Meeting Minutes of April 16, 2020 be adopted.

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES:**

- 5.1 South Peace Health Services Society      Staff will reach out again to Shaely Wilbur to ask her to provide a financial breakdown of what is left to fund for Bulterys House.

**DELEGATIONS:**

- 6.1 Cleanfarms - Agricultural Plastics in Peace River Regional District - Collection Opportunities      Shane Hedderson, Western Business Manager with Cleanfarms described for the Committee, who Cleanfarms are, their programs, and how they are funded. He explained considerations for starting a pilot agricultural plastics collection program as well as how programs operate, possible partnerships and funding options.
- Extended Producer Responsibilities (EPR) provide approx. 90 percent of Cleanfarms' current funding. EPRs are possible when regulations are in place to require producers to pay towards recycling their products. These costs are passed on to the consumer as an "invisible" fee, and the producers pay the recycling portion directly to Cleanfarms. This is similar to the environmental handling fees paid when purchasing electronics.

The Province of BC has not yet allocated specific funding into recycling agricultural plastics, as has been done by the Province of Alberta.

Cleanfarms' two main objectives in providing programs are to minimize costs and maximize opportunities for farmers. Programs could be encouraged by farmers speaking to producer groups and regional directors speaking to provincial representatives to initiate regulations that would facilitate the creation of an EPR. Possible next steps include conducting a "Waste Characterization Study" to identify specific materials to be recycled and the volumes present in the Regional District.

6.2 Urban Systems –  
Rose Prairie Water  
Treatment Plant

Jaime Adam, Project Engineer and Principal, Kimberly Zackodnik, Environmental Engineer, and Edward Stanford, Local Government Consultant, provided the Committee with information on the Rose Prairie Treatment Plant, including:

- Project background and timeline
- Water treatment challenges
- Level of service review
- Options review, and
- Summary and next steps

Recess  
Reconvene

The Chair recessed the meeting for luncheon at 1:00  
The Chair reconvened the meeting at 1:30 pm

**CORRESPONDENCE:**

7.1  
Gloria and Tom  
Rounds

MOVED by Director Rose, SECONDED by Director Hiebert,  
That the Electoral Area Directors Committee receive for discussion, the letter from Gloria and Tom Rounds, dated April 22, 2020.

**CARRIED**

**REPORTS:**

8.1  
Area B Water – Rose  
Prairie Water Station  
Deferred Motion from  
April 16, 2020, 2020,  
ADM-EADC-006

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

**CARRIED**

8.2  
Hope Air, ADM-EADC-  
002

MOVED by Director Hiebert, SECONDED by Director Sperling,  
That the Electoral Area Directors Committee receive for discussion, the report titled "Hope Air" dated May 12, 2020.

**CARRIED**

8.3  
Regional District of  
Kitimat-Stikine  
Proposed Boundary  
Expansion, ADM-  
EADC-003

MOVED by Director Rose, SECONDED by Director Hiebert,  
That the Electoral Area Directors Committee receive for discussion, the report titled "Regional District of Kitimat-Stikine Proposed Boundary Expansion" dated May 12, 2020.

**CARRIED**

MOVED by Director Rose, SECONDED by Director Hiebert ,  
That the Electoral Area Directors Committee recommend that the Regional Board

send a letter to the Regional District of Bulkley-Nechako, stating that at this time, the Regional Board does not wish to change the boundaries of the Peace River Regional District.

**CARRIED.**

8.4  
March 9, 2020 Charlie  
Lake Fire Department  
Road Rescue and First  
Medical Response  
Public Engagement

MOVED by Director Sperling, SECONDED by Director Rose,  
That the Electoral Area Directors Committee provide further direction.

**CARRIED**

MOVED by Director Sperling, SECONDED by Director Rose  
That the Electoral Area Directors Committee recommend that the Regional Board move forward with assent voting (referendum) in the Charlie Lake Fire Protection Area to amend the Service Establishment Bylaw to include first medical responder services and road rescue services; further, that each question be asked separately on the ballot.

**CARRIED**

**DISCUSSION ITEMS:**

9.1 PNG Action Items -  
March 18th, 2020  
Update

MOVED by Director Hiebert, SECONDED by Director Sperling,  
That the Electoral Area Directors Committee receive for discussion, the Pacific Norther Gas, Natural Gas Service – Action Items.

**CARRIED**

MOVED by Director Rose, SECONDED by Director Hiebert,  
That the Electoral Area Directors Committee send a letter to Pacific Northern Gas reiterating the Directors' desire for commitment from PNG to provide services in specific areas of the Regional District and further,

That this letter and future letters to PNG, be copied to the BC Utilities Commission.

**CARRIED**

Staff will review other topics that the Committee wished to address with the BC Utilities Commission and report back at the next EADC meeting.

9.2 PNG - Automated  
Meter Reading  
Presentation

This will be presented at the June Board meeting.

9.3 BC Oil and Gas  
Commission  
Community Working  
Groups

MOVED by Director Rose, SECONDED by Director Sperling,  
That the Electoral Area Directors send a letter to Dave Nikolejsin, Deputy Minister of Energy, Mines and Petroleum Resources, expressing the Committee's disappointment with the lack of content in the BC Oil and Gas Commission Community Working Groups template.

**CARRIED**

Director Rose will work with staff to draft the letter.

9.4  
Abandoned/Orphan

MOVED by Director Sperling, SECONDED by Director,  
That the Electoral Area Directors Committee recommend that the Regional Board

Well Fund - Identifying and Prioritizing      send a letter to Premier John Horgan and Bruce Ralston, Minister of Energy, Mines and Petroleum Resources stating that the Board wants to be involved in the prioritization process for clean up of orphan and inactive oil and gas wells.

**CARRIED**

9.5 Synergy Group      MOVED by Director Rose, SECONDED by Director Hiebert,  
That the Electoral Area Directors Committee will write a letter to Inés Piccinino, Executive Vice President, Legal & Regulatory Affairs and Strategic Services with the BC Oil and Gas Commission, to enquire about taking steps towards establishing a Synergy Group and securing funding.

**CARRIED**

9.6 Rural Seniors Initiative – Next Steps      MOVED by Director Rose, SECONDED by Director Hiebert,  
That the Electoral Area Directors Committee invite Sam Barber to the next EADC meeting, and further,

That the report submitted to Director Rose by Sam Barber, detailing costs and services provided to seniors during the pilot project, be distributed to Committee members.

**CARRIED**

**NEW BUSINESS:**

10.1 COVID-19 Messaging and Resources      MOVED by Director Rose, SECONDED by Director Hiebert,  
That the Electoral Area Directors Committee recommend to the Regional Board to send a letter to Adrian Dix, Minister of Health, asking that the provincial medical health officer be more open and candid about where cases of COVID-19 are in the province.

**CARRIED**

**COMMUNICATIONS:**      None.

**DIARY:**

12.1      No changes were made to the Diary.

**ADJOURNMENT**

The Chair adjourned the meeting at 3:00 p.m.

---

Director Goodings, Meeting Chair

---

Naomi Donat, Administrative Clerk/Receptionist



Delivered via e-mail to prrd.dc@prrd.bc.ca

May 29, 2020

Mr. Brad Sperling,  
Chair, Peace River Regional District  
Box 810  
1981 Alaska Ave.  
Dawson Creek, B.C. V1G 4H8

Dear Mr. Sperling,

**Re: Response to PRRD letter on unmaintained oil and gas sites**

Thank you for your letter regarding invasive plants on unmaintained oil and gas sites before they are designated orphan sites.

Your letter poses some questions for the Commission:

1. What is the Commission's current policy and/or strategy for addressing the issue of invasive plants on Abandoned Sites; and
2. Are costs of controlling invasive plants incurred by landowners on an Abandoned<sup>1</sup> Site eligible for compensation from the Commission if that site is later designated an Orphan Site? More specifically, whether the costs of invasive plant control conducted by the Regional District on a site added to a land owner's property taxes would be eligible for compensation respecting an orphan site under section 46 of the *Oil and Gas Activities Act* (OGAA).

Question 1

With regard to your first question, a permit holder is responsible for the management and control of invasive plants on its sites, whether or not operations at the sites are active. If a permit holder is not maintaining its sites in accordance with regulatory requirements, the Commission may take enforcement action under the *Oil and Gas Activities Act* and related enactments.

For sites that are inadequately maintained, the Commission can order the permit holder to take the appropriate steps to assure compliance. Where the permit holder fails to comply with an order, the Commission has the ability to ensure compliance up to and including performing the work and recovering associated costs.

---

<sup>1</sup> As per your letter, the term "Abandoned" is understood to refer to oil and gas sites where the permit holder is not maintaining the site with respect to weed control and management. For this letter these sites will be referred to as "inadequately maintained" sites.

The Commission acknowledges the PRRD's concerns regarding this matter and would welcome a more efficient approach to ensuring that invasive plants and weed growth are managed appropriately. Andy Johnson, Vice President, Operations ([Andy.Johnson@bcogc.ca](mailto:Andy.Johnson@bcogc.ca)) will be in contact with you to arrange a meeting to discuss how the Commission and the PRRD may work more closely together on this matter to ensure all sites of concern are managed appropriately.

## Question 2

The Commission can only designate a site an orphan if the company is insolvent or if the operator cannot be identified or located. If the operator's sites are subject to bankruptcy or receivership proceedings and not yet designated an orphan, then the receiver or trustee has responsibilities for those sites until the sites are transferred to a new permit holder or the receiver or trustee is discharged by the court.

As you note in your letter, section 46(1) of OGAA states that "On application by a land owner on whose land the commission expends money in accordance with section 45, the Commission may make payments from the fund *to compensate the land owner for the loss of use of his or her land* as a result of the failure by the permit holder or former permit holder referred to in section 45(2) to restore the land, subject to the maximums, conditions and limitations prescribed by regulation." Under section 46(2), for the purposes of "determining the amount of compensation to be paid to a land owner under subsection (1), the commission may consider any payments due to the land owner or a previous land owner under a surface lease with respect to the site."

The reference to "use of land" under section 46(1) encompasses activity that may be conducted on the land. Compensation may be provided under section 46 in relation to an orphan site for the land owner's inability to use the land, for example for farm use, as result of the failure to restore the land. Claims for compensation for other potential impacts related to a land owner's interest in land are beyond the scope of section 46(1). Compensation for costs of invasive plant control conducted by the Regional District on a site added to land owner's property taxes would not constitute compensation for the loss of use of the land, and accordingly would not be eligible for compensation under section 46 of OGAA.

In closing, I want to thank you for your letter outlining your concerns regarding the control and management of invasive plants on oil and gas sites. We look forward to working with the PRRD to find solutions to this matter that ultimately sees invasive species and weeds effectively controlled and managed more effectively.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ken Paulson', with a stylized flourish at the end.

Ken Paulson, P.Eng  
EVP and Chief Operating Officer



## PEACE RIVER REGIONAL DISTRICT

April 15, 2020

BC Oil and Gas Commission  
PO Box 9331, Stn Prov Govt,  
Victoria, BC V8W 9N3

To Whom It May Concern:

I write to you on behalf of the Board of the Peace River Regional District on the subject of invasive plants on unmaintained oil and gas activity sites before they are designated orphan sites by the Commission.

Many of our constituents have oil and gas activity being conducted on their properties, for which they receive compensation from permit holders ("Operators") conducting that activity. The relationship between landowner and Operator is usually governed by the terms of a surface lease. Where an Operator is insolvent or cannot be located, the Commission may designate that site an orphan site (an "Orphan Site"). However, in the interim period between when a site is designated an Orphan Site and the Operator essentially ceases to perform its obligations with regard to the site (both to the Commission and to the landowner), the site's status sits in a limbo between active and being designated orphaned. For the purposes of this letter, these sites will be described as "Abandoned Sites".

The Regional District is concerned that a gap in enforcement and cost burden currently exists regarding Abandoned Sites, and is seeking the Commission's input on the following questions:

1. What is the Commission's current policy and/or strategy for addressing the issue of invasive plants on Abandoned Sites; and
2. Are costs of controlling invasive plants incurred by landowners on an Abandoned Site eligible for compensation from the Commission if that site is later designated an Orphan Site?

### **Control of invasive plants on Abandoned Sites**

Control of invasive plants is a concern for all British Columbia, and a joint responsibility of the Province and local governments. Both the *Weed Control Act*, RSBC 1996 c 487 and the Regional District's Invasive Plant Control Bylaw 2121, 2014 (the "Control Bylaw") create private duties for occupiers and owners to prevent the growth of and control invasive plants on property they have control over. Operating under the Control Bylaw, the Regional District is the level of government primarily responsible for invasive plant control within its boundaries. If either an owner or an occupier fails to comply with various compliance and enforcement measures available to it under the Control Bylaw, Regional District staff ultimately has the power to enter onto a property and conduct invasive plant control. The Regional District is then entitled to add the actual costs of that work onto the property taxes of the landowner.

This leaves both the Regional District and our constituent landowners in a difficult position. If an Operator is truly delinquent in their duty to maintain an oil and gas activity site, enforcement action by the Regional District is unlikely to be successful. Any costs of control will be passed on to the landowner as the person who is responsible for property taxes of the land in question. It also places the landowner in a difficult position, as they

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#### **PLEASE REPLY TO:**



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9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

are (in most cases) bound by a surface lease that does not allow them to enter the leased area or may not otherwise face risk of injury entering onto an active oil and gas activity site to conduct invasive plant control.

The Commission does undertake routine maintenance on Orphan Sites once designated, including performing invasive plant control and other maintenance.<sup>1</sup> Considering this, the Regional District is inquiring whether the Commission has any policy or strategy in place to assist landowners who face a responsibility to control invasive plants growing on their properties but do not have the authority to act.

### **Compensation for costs of invasive plant control**

The Commission has a regime to compensate landowners for losses incurred before a site is designated an Orphan Site. Before making any further enforcement decisions, the Regional District would like to know whether the costs of invasive plant control conducted by the Regional District on an Abandoned Site added to a landowner's property taxes would be eligible for compensation from the Commission under that regime. The relevant sections are as follows.

Section 46(1) of the *Oil and Gas Activities Act*, SBC 2008 c 36 ("OGAA") states:

*On application by a land owner on whose land the commission expends money in accordance with section 45, the commission may make payments from the fund to compensate the land owner for the loss of use of his or her land as a result of the failure by the permit holder or former permit holder referred to in section 45 (2) to restore the land, subject to the maximums, conditions and limitations prescribed by regulation.*

Section 29(3) of the *Oil and Gas Activities Act General Regulation*, BC Reg 274/2010 (the "OGAA Regulation") states that if a site is designated an Orphan Site under section 45(2) of the Act:

- (a) the maximum compensation to be paid with respect to the period before the designation of the site is \$50 000, and
- (b) the compensation to be paid with respect to the period from the designation of the site to the date of issuance of a certificate of restoration for the site or a determination referred to in section 45 (5) (c) of the Act being made is either
  - (i) the annual payment under the surface lease, or
  - (ii) if there is no surface lease with respect to the land, an annual payment determined by the commission as reasonable compensation for the landowner's loss referred to in section 46 (2) of the Act.

If the Commission can confirm that the above provisions are broad enough to include these costs, it would help to clarify an area of significant uncertainty for both the Regional District and our constituent landowners.

We thank you in advance for your time and for your responses to our inquiries. We anticipate the number of Abandoned Sites will increase given particularly devastating effects of the COVID-19 pandemic on the oil and gas sector. We hope to work with the Commission in developing a fair and sustainable solution for all stakeholders.

Yours truly,



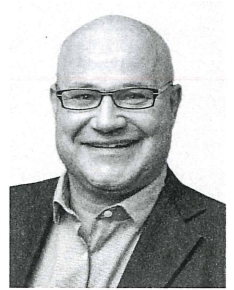
Brad Sperling  
Chair

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<sup>1</sup> BC Oil and Gas Commission, *2017/18 and 2018/19 Orphan Site Reclamation Fund Annual Report*, page 11. Other site administration includes surface water pump off, berm and/or erosion repair, garbage cleanup and weed spraying.



LEGISLATIVE ASSEMBLY  
of BRITISH COLUMBIA



Dan Davies, MLA  
Peace River North

May 26, 2020

Hon. Claire Trevena  
Minister of Transportation  
RM 306, Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister,

I am contacting you again today to talk about the absolute disrepair of the Taylor Bridge. We are putting millions of dollars every year to do welding on this bridge. Every spring and summer there is a "routine welding" regime costs an exorbitant amount of taxpayers money, not to mention safety concerns. Each time the bridge is having maintenance, it is reduced to single lane traffic for weeks, delaying commuters, the movement of commerce and industry for 20 to 30 minutes or more throughout the day.

If this bridge was to be out of commission for any period of time (and we have had many times that they bridge has been closed for hours due to accidents and fatalities) all traffic would have to be rerouted 252km to Hudson's Hope, which it is rated for 64000 kg only, so heavy traffic would not have this option. Alternatively, 144 km through Clayhurst and these roads have switchbacks up the single-lane Golatta Creek gravel road into Goodlow and Cecil Lake. Many people need to drive to Fort St John for work, school, grocery shopping, accessing doctors and dentists, the hospital as well as the airport.

I hope that maybe this will be enlightening for all involved to see just how important it is to replace and twin this bridge.

Back in May of 2019, Scott Maxwell, the ministry's executive director for the northern region spoke at the Chamber of Commerce luncheon. He stated that they were "preaching to the converted" about the need for a fix sooner than later. He also goes on to state that "We would like, in a perfect world, to have four lanes all the way from Alberta to Fort St John."

---

**Peace River North Constituency Office**

10104 100 St.  
Fort St. John BC V1J 3Y7  
T 250-263-0101 F 250-263-0104  
Dan.Davies.MLA@leg.bc.ca

**Legislative Office**

Room 201 Parliament Buildings  
Victoria BC V8V 1X4

By twinning the bridge, the original one can stay in place. Once a new bridge is built beside the existing structure then the old bridge can be shut down and the replacement of the decking can be done. By having both bridges, when one is down for maintenance or an accident, the other one can be used to divert traffic.

This bridge is a huge priority for the Northeast region as well as our neighbours in the Yukon, Northwest Territories and Alaska. Every hour, millions of dollars in merchandise, food, fuel, and equipment travel over this bridge. This highway is an integral artery for the north.

As stated by the ministry's own executive director for the north region, "We need a fix sooner than later"! The time has come that something needs to be done. We need the Ministry to commit to a time frame to get the job done. The people in the north are relying on you. We need to show them that their safety matters. This is not just wanting a new structure, this is needing a new structure so that we can keep residents safe, keep their commutes reasonable, and show them that the people in the north matter too.

In light of the economic turmoil, the federal and provincial governments are talking and promoting government infrastructure project to get the economy moving again. I implore you to work with your federal partners and move this project to the top of the list. I look forward to working with you to help get a plan in place and make this bridge a priority.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Davies', written over a horizontal line.

Dan Davies  
MLA – Peace River North

cc: Peace River Regional District  
Fort St John Mayor and Council  
District of Taylor Mayor and Council  
Bob Zimmer, MP  
Mike Bernier, MLA  
Marvin Hunt, Critic  
Hon Richard Mostyn, Yukon Minister of Transport  
Hon Katrina Nokleby, NWT Minister of Transport  
Hon John McKinnon, Commissioner Alaska Department of Transportation



Reference: 357597

*June 3, 2020*

Brad Sperling, Chair  
and Directors  
Peace River Regional District  
PO Box 810  
1981 Alaska Avenue  
Dawson Creek BC V1G 4H8

Sent via email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)

Dear Chair Sperling and Directors:

Thank you for your letter of May 8, 2020, regarding the temporary closures of BC Parks.

On May 6, Premier Horgan announced that most provincial parks would be opening on May 14 for day-use only. On June 1, many remaining facilities, including campgrounds, re-opened. A small number of parks that attract large crowds, or where re-opening would pose a health risk to nearby communities, will remain closed.

BC Parks' goal is to open as much of the parks system as soon as possible, while providing safe outdoor recreation opportunities for British Columbians and meeting the orders and guidelines directed by the provincial health officer. However, parks that experience levels of use that cannot be adequately managed for community, public, staff and park operator safety will remain closed. These park areas will be re-opened on a case-by-case basis.

When determining if a park will open or remain closed, the considerations include the practicality of social distancing, and the presence of adequate staff and park operators to ensure safety and adherence. Some high-use parks with congested parking lots and narrow trails may remain closed all season. For these parks, campgrounds will also remain closed.

For example, as we re-open parks, it will still be necessary to respect continued measures such as travel restrictions. Accessing parks close to home will be the rule, and clear safety and cleaning protocols will be established to protect parks staff and visitors alike.

Any change to provincial park access or services will be posted on the [BC Parks website](#).

...2

- 2 -

Thank you again for writing.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Heyman". The signature is fluid and cursive, with the first letter "G" being large and prominent.

George Heyman  
Minister

cc: Kyla Traichevich, Community Services Clerk, Peace River Regional District



## PEACE RIVER REGIONAL DISTRICT

May 8, 2020

Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047  
Stn Prov Govt  
Victoria, BC V8W 9E2

via Email: [ENV.minister@gov.bc.ca](mailto:ENV.minister@gov.bc.ca)

Dear Minister Heyman,

**RE: Provincial Parks**

At the April 23, 2020 meeting of the Peace River Regional District (PRRD) Board of Directors, the following resolution was passed:

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

If you have any questions or concerns regarding this resolution, please contact Trish Morgan, General Manager of Community Services, at 1-250-784-3200.

Yours truly,

Brad Sperling  
Chair, Peace River Regional District Board

c: Honourable Justin Trudeau, Prime Minister of Canada

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☒ 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](mailto:prrd.dc@prrd.bc.ca)  
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1123 Email: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)

Dear Mr. Sperling:

On behalf of Prime Minister Justin Trudeau, I would like to acknowledge receipt of your correspondence of April 29, 2020, regarding financial support for seniors

Please be assured that your comments, offered on behalf of the Peace River Regional District (PRRD) Board, have been carefully reviewed. As you may know, the matter you raise falls within the portfolio of the Honourable Deborah Schulte, Minister of Seniors. I have therefore taken the liberty of forwarding your email to Minister Schulte for her information and consideration.

Thank you for writing to the Prime Minister.

Yours sincerely,

M. Bredeson  
Executive Correspondence Officer  
for the Prime Minister's Office  
Agent de correspondance  
de la haute direction pour le Cabinet du Premier ministre

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](mailto:pm@pm.gc.ca)

The Honourable John Horgan  
Premier of BC  
West Annex Parliament Buildings  
Victoria, BC V8V 1X4  
Email: [premier@gov.bc.ca](mailto: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](mailto: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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☒ 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](mailto:prrd.dc@prrd.bc.ca)  
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Email: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)



**Municipal Finance  
Authority of BC**

**REPORT FROM THE CHAIR and VICE-CHAIR  
ON ACTIVITIES DURING THE 2019 YEAR AND FOR THE  
FIRST QUARTER OF 2020 UP TO MAY 15, 2020**

**PURPOSE**

This report is intended to provide a summary of the activities of the Municipal Finance Authority of British Columbia (“MFA”) during the 2019 year and the first quarter of 2020 up to May 15<sup>th</sup>, with a focus on the activities of the past six months.

**GOVERNANCE**

**Board of Trustee Meetings**

The Board of Trustees attended six meetings during the period of October 1, 2019 – May 15, 2020.

The Investment Advisory Committee, comprising all trustees, held two meetings. The purpose of these meetings is to receive reports from management and our pooled investment fund manager Phillips, Hager & North (PH&N), assess the performance of the pooled funds and authorize the creation of new funds.

**Annual Business Resolutions for March 2020**

On March 17, 2020, we implemented alternate arrangements to advance our annual business, as our Annual General Meeting was cancelled due to the COVID-19 crisis. We sent out a modified report package to Members asking for approval of four items by email reply.

This approach was possible for us as The Municipal Finance Authority Act, RSBC 1996 c 325, provides that a resolution that is approved in writing (including electronically) by a majority of the Members is as valid as if it were passed at a meeting of the Members properly called and constituted.

On March 25<sup>th</sup>, 2020 by 12:00pm we received a sufficient number of Member votes electronically, (34 of 39) in favor (none opposed), for all four items for which we were seeking approval.

On March 26, 2020, the Board of Trustees approved the Spring borrowing debenture to fund the loans that were authorized on March 25<sup>th</sup> under Authority Borrowing Resolution 156, 2020. MFA successfully issued a \$280 million offering of new 5-year public bond to fund all the spring loan requests. With this new issue, AAA-rated MFA was proud to be the first government issuer in Canada to successfully issue a fully publicly offered security since the significant market correction earlier in March.

As part of these alternative arrangements, it was agreed that our current Trustees and Chair Malcolm Brodie will continue to serve in their positions until an election can be held in-person. At present, and as mentioned in the Board package, we anticipate the election will be held during our Semi-Annual Meeting on September 22, 2020 in Victoria in conjunction with UBCM, though we recognize that this plan may need to change as circumstances evolve.

## **2019 IN REVIEW AND LOOKING FORWARD**

Meetings of our Members were held March 28, 2019 (AGM) and September 24, 2019 (SAGM). The Board of Trustees attended six meetings during the six-month period of October 2019 – March 2020. The Investment Advisory Committee, comprising all trustees, held two meetings. In addition, the Board of Trustees held meetings of the Investment Advisory Committee which provides oversight for our Pooled Investment Funds, and Trustees and management made presentations on behalf of the MFA at various local government conferences during the year.

From a **program perspective**, staff continued their work on updating and modernizing the Pooled Investment Fund offerings. These improvements made it simpler for clients to transact within the funds and receive expanded information regarding each fund by creating industry standard Mandate Profiles for each. The work on establishing the MFA Pooled Mortgage Fund was completed in the Fall with the first subscriptions into the fund taking place on January 28<sup>th</sup>. The establishment a Pooled Fund Advisory Committee, comprised of 10 local government investment professionals from across the Province, has been invaluable to management in ensuring that the management and reporting of existing funds together with the development of new pooled fund ideas are meeting current and future local government needs.

## **RESULTS**

### **Results from Operations – Year Ending December 31, 2019**

The results for the year show a combined income from operations and interest earned on the Strategic Retention Fund of \$7.52 million, \$1.04 million favourable to budget. Revenues were unfavourable by \$165,428, which is attributed primarily to a reduced participation in pooled investment funds and a shift to pooled products with lower management fees along with less than budget investing within the sinking funds reducing the management fees on investments. Expenditures were under budget by \$252,857 with savings across most line items. The Strategic Retention Fund ended the year at \$83.6 million after unrealized fair market value gains and expected credit loss provisions.

## **Results from Operations – First Quarter 2020**

Combined income from operations and interest earned on the Strategic Retention Fund for the first quarter is \$1.77 million, \$474,029 favourable to budget. Revenues were marginally higher than budget while expenses were favourable, which is mainly contributed to cancellations and cost delays during the year due to the COVID-19 pandemic.

## **Credit Rating Agency Update**

On April 15<sup>th</sup> and 16<sup>th</sup> the MFA team (Malcolm Brodie, Al Richmond, Peter Urbanc, Matthew O’Rae, Shelley Hahn, Nikola Gasic, Sean Grant of MAH, and Dean Rear of Metro Vancouver) presented the annual MFA update virtually by video conference to the credit rating agencies (Moody’s, Standard & Poor’s (S&P), and Fitch Ratings).

The conversations were constructive and very positive overall. We are very pleased to announce that **all three rating agencies have confirmed MFA’s ratings at AAA (stable)**, despite the Province of BC itself being put on “watch negative” by one of these rating agencies. Unlike a Province, that can budget and borrow to fund deficits, all agencies noted that Local Governments cannot budget for deficits. Many other factors were taken into consideration, and the agencies cited that despite the significant fiscal impacts of COVID 19, local governments in BC entered the crisis from a position of strength, are tackling expenses in a revenue challenged environment and can draw from significant reserves. They also cite MFABC’s strong governance framework, prudent debt and risk management practices and forward-looking financial planning.

## **FINANCING**

### **Capital Adequacy Update**

In September 2019, the Board of Trustees adopted a policy and framework outlining a target for on-balance sheet risk capital, the retention of operating surplus, and the ongoing management of capital.

“Capital” for a financial institution represents the available equity on its balance sheet (assets less liabilities) that can buffer the institution against losses. It is among the most important metrics that bond investors and rating agencies look at to assess the risk of investment in a financial institution’s bonds and is also a heavily regulated area for deposit-taking institutions, assessed to protect depositors. MFA is not a regulated financial institution and has therefore “self-imposed” a definition at less stringent levels than depository institutions (banks and credit unions) as it possesses a less risky loan book and other investments (our loans are to local governments and our investments are predominantly in other governmental entities) than a traditional bank.

The \$84 million Strategic Retention Fund (SRF) and \$111 million Debt Reserve Fund (DRF) collectively form MFA’s total capital of \$195 million (as at December 31, 2019). The DRF is a statutory requirement comprised of 1% retained from each loan the MFA makes to its clients that is returned to the client once the loan is repaid. The DRF therefore increases or decreases

with the size of the loan book outstanding. The Strategic Retention Fund consists of retained profits from operations. Those profits are primarily earned through the spreads we earn on our lending and investment programs, and returns on surplus assets we manage.

Just like other financial institutions, the MFA has minimum capital requirements based on two traditional approaches, one based on “leverage” that MFA employs (amount of its own borrowings versus capital it holds) which is dubbed a “non-risk capital assessment”, and another based on measured risks the organization takes, the “risk-based capital assessment”. As at year end 2019, MFA’s Capital Adequacy Model targets a capital level to meet requirements of the greater of a non-risk capital assessment (\$187M) and a risk-based capital assessment (\$171M) as outlined below:

2019	
<b>NON-RISK BASED CAPITAL ASSESSMENT</b>	
Capital Leverage Ratio:	
Total Assets	\$9.4 billion
Target %	2.00%
<b>Non-Risk Based Target Level</b>	<b>\$187 million</b>
Current %	2.08%
<b>RISK BASED CAPITAL ASSESSMENT</b>	
Part A - Capital Adequacy Ratio:	
Total Risk Weighted Assets	\$1.7 billion
Target %	9.72%
<b>Risk Based Target Level A</b> (credit, operational & market risk)	<b>\$165 million</b>
Current %	11.44%
Part B - Key Internal Risks:	
<b>Risk Based Target Level B</b> (investment return & lt debt refi risk)	<b>\$6 million</b>
<b>Combined Risk Based Target Level (Part A + Part B)</b>	<b>\$171 million</b>
<b>Total Capital (SRF &amp; DRF)</b>	<b>\$195 million</b>

The primary purpose of capital is to provide a cushion to absorb losses should the Authority’s assets decline or its liabilities rise. Capital is used to cover material risks the organization is exposed to: credit, operational, market, liquidity, investment return, and refinancing risk. This layer of protection to debt holders helps ensure the AAA status is maintained resulting in value to Members by raising the lowest cost financing possible.

Capital remains a closely monitored aspect of the annual rating assessment. Management feels that it would be prudent to target and hold a capital buffer above our minimum requirements outlined in the Capital Adequacy Framework and Policy.

Holding a buffer will help with fluctuating requirements, in particular the capital required to be held against our loan book, which is forecasted to increase considerably over the next 3 years due to Metro Vancouver Regional District’s quickly-rising requirements. 1% collected through the DRF at the outset of new loans will not keep capital at the required level to satisfy rating

agencies. Unlike a commercial bank, MFA has limited levers by which to quickly increase capital through operational retained earnings if requirements quickly change.

Further pressuring capital over the next 3 years will be an increase in revenue anticipation lending to help municipalities through expected short-term cash flow shortfalls. Revenue anticipation loans are short-term loans which do not legislatively attract a 1% DRF collection. As a result, the short-term lending rate charged on these loans has been increased to help compensate for the capital requirements that the organization needs to hold given the risk associated with these loans. This action has been viewed favorably by the rating agencies.

Given the anticipated increased activity in our short- and long-term loan programs, it remains prudent for the Authority to build and hold an appropriate capital buffer over and above our minimum capital levels, given the aforementioned limited ability to quickly respond to shocks in required capital levels. Over the coming months and years, we will be discussing appropriate capital levels, in line with our ever-evolving operational footprint. This discussion will inform how much of our operational earnings need to be maintained on MFA's balance sheet versus returned to our Member-owners.

## **LENDING**

### **Long-term Lending**

On March 26<sup>th</sup>, 2020 at the height of the COVID-19 crisis, we reopened our 2.65% October 2025 debenture for \$280 million to fund new loan requests at a re-offer yield of 1.855%. The issue was 2x oversubscribed and well diversified between 17 investors. This was the first syndicated, widely distributed public sector transaction since the crisis began. Every other deal to date by other issuers (including large entities such as the Province of Ontario and Province of British Columbia) had been privately placed on behalf of the syndicate. Reopening of a 5-year bond was chosen in place of the typical 10-year bond given market volatility, investor sentiment and interest in shorter-dated securities.

### **Short-term Lending**

The Commercial Paper Program continues to provide low-cost short-term and equipment financing to our clients. Our short-term lending rate is currently 1.54%. On May 1<sup>st</sup>, we increased our margin on the short-term lending rate by 35 basis points to reflect increased capital requirements and costs associated with expected Revenue Anticipation lending.

We continue to increase our commercial paper outstanding and as of May 12<sup>th</sup> (the last date we were in the market) we had \$610 million issued. We will continue to incrementally raise funds as required to bring our outstanding balance to \$700 million.

As at the end of April, there were 392 short-term loans outstanding with an aggregate outstanding balance of \$196.5 million.

We have been working towards having all the necessary authorizations in place in to increase our Commercial Paper program from its existing authorization of \$700 million to \$1 billion. This extra capacity will allow us to cover any Revenue Anticipation loans our clients need to help them manage potential taxation collection delays.

### **POOLED INVESTMENT FUNDS**

As at	March 31, 2020	March 31, 2019	Change	1 Year Returns at March 31, 2020	
	\$ millions			Funds	Benchmark
Bond	555	545	10	3.20 %	3.00 %
Intermediate	259	218	41	2.05 %	2.78 %
Money Market	1,148	1,043	105	1.79 %	1.60 %
Mortgage Fund	79	-	79	N/A	N/A
Pooled High Interest Savings Account *	711	636	75	**	N/A
AUM	<b>2,752</b>	<b>2,442</b>	<b>310</b>		

\*\* Rates as of March 31<sup>st</sup> on CIBC and NBC PHISA's were 0.90% and 0.82%, respectively

### **Intermediate Fund Update – (Now: Government Focused Ultra-short Bond Fund)**

At the April 21<sup>st</sup> Meeting of the Board of Trustees, it was approved to “tilt” the current Intermediate Fund to a Government Focused Ultra-short Bond Fund (GFUS BF). MFA staff has communicated the expected changes to all unit holders in the Intermediate Fund by email, on our website and a direct message to the client interface. In addition, the GFUS BF will be a fossil fuel free option for Local Governments to complement the “Fossil Fuel Free Short-term Bond Fund” and will remain a staple to the MFA's suite of Pooled Investment products.

### **Fossil Fuel Free Short-term Bond Fund**

On May 4<sup>th</sup>, we opened the Fossil Fuel Free Short-term Bond Fund (FFF STBF) and received inaugural subscriptions totalling \$60 million. The fund employs a ‘fossil fuel free’ screen which will exclude securities of companies directly involved in the extraction, processing and transportation of coal, oil or natural gas. Although we had several local governments show interest during the run up to the launch of the fund (\$125 million in interest), during the uncertainty of these times, many are opting to keep their investments within a shorter duration. With the possibility of delayed revenues for local governments, many are waiting before investing. As an alternative, those local governments interested in shorter term more liquid investments can now access the newly created Government Focused Ultra-short Bond Fund as a fossil fuel free option.

### **Mortgage Fund**

On January 28<sup>th</sup>, we called 75% of the Phase 1 requests totaling \$104 million (8 local governments). Currently we have the remaining 25% (\$25 mm) from Phase 1 still in the queue and have started a Phase 2 intake that currently has \$68 million (4 local governments). Given

the market volatility COVID 19 has caused, PH&N are taking an active approach to monitoring and protecting existing investments and will likely not be taking further intakes for several months.

## **2020 BUSINESS PLAN**

In 2019, we made major progress towards our vision of a future-focussed MFA, including adding a new Pooled Fund Advisory Committee, beginning a major technology update, and re-imagining our brand. Over the last 5 years, the MFA has been on a transformational journey as we modernize and add even greater value for our clients.

The 2020 business plan is driven by our 5 key strategic focus areas of Stakeholder Engagement, Resilience & Capacity, Professional Financial Management, Program Development & Improvement, and Technology Support & Security.

Primary themes for 2020:

- Increasing education and sponsorship support as our third pillar of services we offer;
- Building resilience by strategically adding additional team members while increasing and formalizing cross-training;
- Implementing new tools and processes in our financial management systems to reduce risk and manual effort;
- Launching new investment products to meet evolving client needs and market changes;
- Updating our technology systems and increasing cybersecurity through cloud-based solutions.

### **Technology Support and Security**

The information technology and systems work completed over the last 5 years allowed the entire MFA team to move quickly and easily to a work from home plan when we determined this was prudent. Although this move did cause some delays relating to contractor availability during the initial Covid-19 pandemic declaration, our work to enhance and strengthen our systems, practices, and architecture are making good progress. We are building in enhanced cybersecurity elements throughout this process and will re-evaluate our progress against the “Defensible Cybersecurity for Public Sector Organizations” standard early in Q3.

### **Sponsorship and Education Support**

The MFA is proud to be a major, non-commercial supporter of BC’s local government elected officials and staff events and conferences each year. We primarily support financial education, in direct line with our own mandate. We also support training in management, leadership, and cybersecurity, which has become a major operational and financial issue in the Local Government sector globally. The total education and sponsorship contribution for 2019 was \$167,500, while our budget for 2020 is \$218,000.

In 2019, the MFA entered into a Strategic Education Alliance (SEA) with the Government Finance Officers Association of BC (GFOABC). This SEA will ensure we consistently contribute to

the delivery of comprehensive course offerings to Local Government team members in the same way we do with the Local Government Leadership Academy. The Government Finance Officers Association of BC has the most direct connection to our primary users.

The Covid-19 Global Pandemic has had an impact on the education programs, conferences, and events that the MFA supports. Funding was provided early in the year to several cancelled/postponed events. We have asked the majority to hold the funds to apply to 2021 events to avoid the struggle for these organizations to refund the monies and for our team to receive and deposit cheques. The GFOABC conference will still proceed in a virtual format and our team members will both attend and support the MFA by being available for client questions and interaction during the virtual 'tradeshow' presentations. UBCM has just announced the potential to move to a virtual format but they are waiting to see how Covid-19 restrictions play out closer to the event. When we know what UBCM plans to do, we can make plans for our Semi-Annual Meeting usually held in conjunction with this event. The Sponsorship and Education budget will not be fully spent in 2020.

### **SUMMARY / CONCLUSION**

Additional information respecting the MFA Semi-Annual Meeting of members that is scheduled be held on the afternoon of Tuesday, September 22, 2020 will be forthcoming very soon.

The 2021 Annual General Meeting and Financial Forum event is currently set to take place in Victoria on March 24 and 25, 2021.

Submitted by:



Malcolm Brodie  
Chair



Al Richmond  
Vice-Chair