



PEACE RIVER REGIONAL DISTRICT

North Peace Rural Roads Committee

Revised Agenda

June 19, 2020, 9:00 a.m.

Via Teleconference

	Pages
1. Call to Order	
2. Directors' Notice of New Business	
3. Adoption of Agenda	
4. Gallery Comments or Questions	
5. Adoption of Minutes	
5.1 North Peace Rural Roads Committee Amended Meeting Minutes of May 22, 2020	2
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13. Item(s) for Information	
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14. Adjournment	



PEACE RIVER REGIONAL DISTRICT
NORTH PEACE RURAL ROADS MEETING
MINUTES

DATE: May 22, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

Directors Absent
Director Bumstead
Director Fraser

Staff
Tyra Henderson, Corporate Officer
Hunter Rainwater, Recording Secretary

Others
Jackie Kjos, JK Solutions

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

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

Director Heiberg nominated Director Karen Goodings.

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

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

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

4. ADOPTION OF AGENDA:

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

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

CARRIED

5. GALLERY COMMENTS OR QUESTIONS:

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

6. ADOPTION OF MINUTES:

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

CARRIED

7. BUSINESS ARISING FROM THE MINUTES:

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

8. DELEGATIONS: None.

9. CORRESPONDENCE: None.

10. REPORTS:

- 10.1
Video Feedback -
Verbal Report
- Ms. Kjos advised that she had done a few minor tweaks to the short and long videos, based on feedback from the test audience(s), and that the PRRD branding remains only on the first and last pages of the video presentation - as per staff request. Director Goodings and Director Heiberg indicated their satisfaction with the videos.
- 10.2
Lobbyist Registration /
Reporting - Verbal
Report
- The deadline for the first lobbyist report under the process is June 15, 2020. Ms. Kjos is looking for feedback from the PRRD's Corporate Officer and Chief Administrative Officer so that it can be circulated to the Committee before being submitted for approval. The Corporate Officer and Chief Administrative Officer are to provide client information.
- 10.3
Communications -
Verbal Report
- Rena Gibson is the new Acting District Manager at the Ministry of Transportation and Infrastructure and she is looking forward to meeting and working with the Committee. Ms. Kjos talked to her about the Task Force. Ms. Kjos has had discussions with Ken Namislo regarding road user concerns on the Lower/North Cache and Graham roads. Canfor is concerned about the road ban duration, as they are running low on wood at the mill. It will be at least 7-10 days before road bans may be able to come off the Graham.
- 10.4
Finance Committee
Presentation - Verbal
Report
- Ms. Kjos has applied to present to the Select Standing Committee on Finance and Government Services. This year the format will be video or audio online presentation only. Director Goodings suggested taking some pictures from the video and short comments as written submission which will take an estimated 10 hours and cost \$1,000.
- Due to COVID-19 the Committee is having to adapt to doing most things digitally. If the Committee is not selected for the verbal presentation, they will have to amp up the written submission.

11. DISCUSSION ITEMS:

- 11.1
Budget/Workplan
Approval
- The Committee discussed the June activities:
- Road evaluations should be done at least once a year.
 - As previously discussed, the Lower North Cache and Stoddart should be done this year based on road user feedback
 - Ms. Kjos would like to do evaluations once the rain stops, while she is up here (May23-24, 2020) on the Beryl Prairie and Farrell Creek roads
 - Continue to refine pullout information to prioritize with the task force.
 - The task force will be meeting at the Regional District for the June 25th Board Meeting.
 - The Committee would like to have a task force meeting in June if they are able to do it face to face, if not, they will need to postpone it, as they will need a board room that is large enough to allow for social distancing. The Corporate Officer advised that the Committee would be able to use the PRRD Board Room if needed.
 - Director Goodings suggested having another meeting to talk strictly about the Workplan.
- 11.2
Terms of Reference
- The Terms of Reference was acknowledged.

12. NEW BUSINESS: None.

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

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

The next meeting is scheduled for June 5, 2020.

Director Goodings, Meeting Chair

Hunter Rainwater, Recording Secretary



PEACE RIVER REGIONAL DISTRICT

NORTH PEACE RURAL ROADS MEETING MINUTES **(via conference call)**

DATE: Friday, June 5, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

Directors Absent
Director Fraser
Director Bumstead

Staff
Tyra Henderson, Corporate Officer
Hunter Rainwater, Recording Secretary

Others
Jackie Kjos, JK Solutions

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

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

3. **ADOPTION OF AGENDA:**
MOVED by Director Heiberg, SECONDED by Director Goodings,
That the North Peace Rural Roads Committee adopt the June 5, 2020 Committee Meeting Agenda:
1. Call to Order
2. Directors' Notice of New Business
3. Adoption of Agenda
4. Gallery Comments or Questions
5. Adoption of Minutes
5.1 North Peace Rural Roads Committee Draft Meeting Minutes of May 22, 2020
6. Business Arising from the Minutes
7. Delegations
8. Correspondence
9. Reports
10. Discussion Items
10.1 2020 Draft Workplan
11. New Business
12. Diary

13. Item(s) for Information

13.1 Terms of Reference

14. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS:

None.

5. ADOPTION OF MINUTES:

5.1 The Committee advised that it will consider adoption of the May 22, 2020 Minutes at the next Committee meeting, after the Committee directed amendments are completed.
May 22/20 NPRRC
Minutes

6. BUSINESS ARISING FROM THE MINUTES:

- Ms. Kjos will confirm if the meeting with the Ministry of Transportation and Infrastructure (MoTI) will be in person, or otherwise. The agenda will include a discussion of the Beryl Prairie road plan for 2020. If a larger space can be secured to allow physical distancing, Directors will attend in person rather than virtually
- Golata Creek Road will need to be monitored as it will be experiencing heavy traffic as both the North and South Peace contractors for MoTI will be getting gravel from operators in this area.
- Canfor mill needs wood for their operations and road bans may extend longer than they have wood to operate which could lead to layoffs – Jackie will follow up and raise this at the MoTI meeting if necessary.
- MoTI meeting confirmed for June 24th, Ms. Kjos will request a gravel plan from MoTI prior to the meeting.
- Ms. Kjos will do a tour of Stoddart Creek and the Lower and North Cache Roads and meet with landowners and the community regarding the Lower Cache Road on June 23rd. Director Goodings plans to attend as well.
- Ms. Kjos has been confirmed for a 5 minute presentation to the Select Standing Committee on Finance on June 11.
- Looking to do 1-2 pullouts in the North Peace. What the Committee presented was very broad; Jackie will refine it further by reviewing options on the Rose Prairie, Milligan and Siphon roads and have the Task Force prioritize and make recommendations.

7. DELEGATIONS:

8. CORRESPONDENCE:

9. REPORTS:

10. DISCUSSION ITEMS:

10.1

2020 Draft Workplan

- Further reduction in Admin time from 18 hours to 9 hours, leaving 9 hours of flex time/contingency to be allocated as directed by the Committee.
- Quarterly reports - A presentation is to be made to the Board on June 25th and future updates will not be required to be made in person, as this requirement will be met via forwarding the meeting minutes to the Board for inclusion on the consent agenda. A final report may be presented at the contract conclusion in December, or may be written only.
- Concern was raised regarding the deterioration of some of the roads that have no gravel on them.
- Issues with four month road bans were raised.
- Two roads that were at 100% and have now dropped down to 75%.
- The annual road evaluation has been approved.
- Director Goodings highly suggested meeting with MP Zimmer and MP Doherty.
- The priorities for June were confirmed as follows:
 - Select Standing Committee on Finance presentation (June 11)
 - Pullout identification and road evaluations (June 22-23)
 - Task Force meeting (June 24)
 - MoTI Meeting (June 24)
 - PRRD Board Presentation (June 25).

11. NEW BUSINESS:

None.

12. DIARY:

No items were added to the Diary.

13. ITEM(S) FOR INFORMATION:

13.1 ToR

The Terms of Reference was provided for informational purposes and may be discussed further at the next meeting, June 19, 2020.

14. ADJOURNMENT

The Chair adjourned the meeting at 9:34 am.

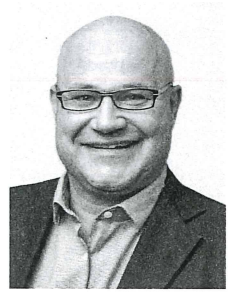
Director Goodings, Meeting Chair

Hunter Rainwater, Recording Secretary



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 be '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

North Peace Rural Roads
2020 Budget / JK Solutions Contract Monthly Report

BUDGET		\$ 45,000.00	
		YTD Exp.	Balance
Apr/May	\$	1,876.75	\$ 43,123.25
June (est)	\$	10,000.00	\$ 33,123.25
July			
August			
September			
October			
November			
December			

Note: all amounts are net of GST

North Peace Rural Roads Initiative

Rural Roads Task Force

June 24, 2020 – 2:30 p.m.

Pomeroy Hotel and Conference Centre (Casino) – Tim Pomeroy Ballroom

AGENDA

Rural Roads Task Force:

Art Jarvis
Bob Fedderly
Curtis Rogers
Dave Heiberg
Doug Summer
Ernest Wiebe

Jim Little
Jim Schilling
Karen Goodings
Lloyd Hayden
Rob Fraser

Consultants:

Jackie Kjos - JK Solutions Ltd

Bruce MacKay - B. Mackay Consulting

IMPORTANT: The meeting will take place in the ballroom to allow plenty of room for social distancing. We will also have a telephone system for anyone who wants to call in rather than participate in person. Please do not attend in person if you are exhibiting any symptoms that could be Covid-19 or if you have ANY concern about your safety, or the safety of other members.

1. Call to Order
2. Review Minutes of last meeting
3. Review Agenda – Additional Items
4. Chair Update - Karen Goodings
 - a. Establishment of the PRRD Select Committee
 - b. Project deliverables to December 31, 2020
5. Updates from Jackie
 - a. Presentation to Finance Committee
 - b. Road evaluation feedback
 - c. Pullout evaluation feedback
6. Load Restrictions – all
7. Gravel - all
8. Review of priorities - all
 - a. Upgrade priorities
 - b. Pullout priorities
9. New business



North Peace Rural Roads (Select) Committee Terms of Reference

1. Goal

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

2. Purpose

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

3. Scope

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

4. Accountability

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

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

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

5. Committee Organization

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

6. Membership

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

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

7. Meetings

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

8. Methodology

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

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

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

9. Reporting Requirements

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

10. Stakeholders

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

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

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