



PEACE RIVER REGIONAL DISTRICT

Peace River Regional District Board Meeting Agenda

July 9, 2020, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC

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2. Directors' Notice of New Business	
3. Adoption of Agenda	
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16.	Notice of Motion	
17.	Media Questions	
18.	Adjournment	



PEACE RIVER REGIONAL DISTRICT

JUNE BOARD MEETING **MINUTES**

DATE: June 25, 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'
Director Heiberg, District of Hudson's Hope
Director Hiebert, Electoral Area 'D'
Director Michetti, Village of Pouce Coupe
Director Zabinsky, City of Fort St. John

Alternate Directors

Alternate Director Turnbull, District of Taylor

Absent

Director Fraser, District of Taylor

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Teri Vetter, 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
Brenda Deliman, Recording Secretary

Other

Urban Systems, Katrin Saxty

Delegations

JK Solutions Ltd., Jackie Kjos

Call to Order The Chair called the meeting to order at 10:30 a.m.

Director Michetti was not present at this time.

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

RD/20/06/01 (25)

MOVED Director Heiberg, SECONDED Director Hiebert,

That the Regional Board adopt the Peace River Regional District Board agenda for the June 25, 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 Meeting Minutes of June 11, 2020
6. **Business Arising from the Minutes**
7. **Delegations**
 - 7.1 JK Solutions Ltd. – North Peace Rural Roads (*by invitation of the Board*)
8. **Petitions**
9. **Correspondence**
 - 9.1 South Peace Mile O Park Tour
 - 9.2 BC Assessment – Virtual Meeting During UBCM
 - 9.3 City of Rossland – Global Covenant of Mayors for Climate and Energy Change
10. **Reports**
 - 10.1 June 4, 2020 Solid Waste Committee Recommendations, ENV-BRD-008
 - 10.2 Application for Subdivision within the ALR, PRRD File No. 20-008-ALRSUB, ALC ID 60768, DS-BRD-031
 - 10.3 Application for Exclusion from the ALR, PRRD File No. 20-003-ALREx, ALC ID 60120, DS-BRD-029
 - 10.4 Application for Non-Farm Use in the ALR, PRRD File No. 20-008-ALRNFU, ALC ID 60761, DS-BRD-030
 - 10.5 Application for Subdivision within the ALR, PRRD File No. 20-009 – ALRSUB, ALC ID 60796, DS-BRD-032
 - 10.6 Application for Non-Farm Use within the ALR, PRRD File No. 20-006-ALRNFU, ALC ID 60716, DS-BRD-033
 - 10.7 UBCM Resolution – Ranching Concerns, ADM-BRD-001
 - 10.8 Regional Grant-in-Aid & Economic Development Grants Workshop, ADM-BRD-007
 - 10.9 Anti-Racial Discrimination and Anti-Racism Policy, ADM-BRD-035
 - 10.10 RFQ Award 28-2020 'PRRD Internet Provider', ADM-BRD-036
 - 10.11 North Peace Leisure Pool Feasibility Study Terms of Reference, CS-BRD-008
 - 10.12 Section 57 Notices: PID 024-899-283 and PID 012-097-624
 - 10.13 Notice of Closed Session
11. **Bylaws**
12. **Strategic Plan**
 - 12.1 2019-2022 Strategic Plan
13. **New Business**
14. **Appointments**
 - 14.1 2020 Board Appointments

RD/20/06/01 (25)
(continued)

Adoption of Agenda: (continued)

- 15. Consent Calendar** (for consideration and receipt)
 - 15.1 North Peace Fall Fair Meeting Minutes of June 10, 2020
 - 15.2 Charlie Lake Conservation Society – Spring Clean Up 2020
 - 15.3 Municipal Finance Authority of BC – Semi-Annual Meeting
 - 15.4 Geoscience BC – Kiskatinaw Area Seismic Data
 - 15.5 PRRD Building Report for May 2020
 - 15.6 BC Oil & Gas Commission – Orphan Well Designations
 - 15.7 Solid Waste Committee Draft Meeting Minutes of June 4, 2020
 - 15.8 Office of the Information & Privacy Commissioner for BC – FOIPPA Request to Province – Old Fort Landslide Event
- 16. Notice of Motion** (for the next meeting):
- 17. Media Questions** (on agenda items and business discussed at the meeting)
- 18. Adjournment**

CARRIED.

ADOPTION OF MINUTES:

5.1

ADOPTION OF MINUTES

RD/20/06/02 (25)

MOVED Director Zabinsky, SECONDED Director Hiebert,

That the Regional Board adopt the Board Meeting Minutes of June 11, 2020.

CARRIED.

DELEGATIONS:

7.1

JK Solutions Ltd. –
Jackie Kjos

NORTH PEACE RURAL ROADS PROJECT

The Regional Board received a video presentation from JK Solutions Ltd. on the completed and ongoing works of the North Peace Rural Roads project, as well as an update on its successes and challenges. Topics included:

- Provincial funding
- Projects (pothole repair, pullouts, gravelling, hard surfacing, maintenance of 100% legal axle loading)
- Ministry of Transportation & Infrastructure (turnover of local District Managers)
- Road restrictions
- Positive impacts to the local economy

Director Michetti entered the meeting at 11:01 a.m.

A question and answer period ensued. Topics included:

- Availability of aggregate for road construction
- Project work plan and costs to complete
- Enforcement of load restrictions
- Transportation of fracturing equipment and coil tubing units
- Rural Roads Task Force
- Advocacy to senior levels of government

Recess The Chair recessed the meeting at 11:12 a.m.

Reconvene The Chair reconvened the meeting at 11:24 a.m.

CORRESPONDENCE:

9.1 **TOUR OF SOUTH PEACE MILE 0 PARK**

South Peace Mile 0
Park Society

RD/20/06/03 (25)

MOVED Director Zabinsky, SECONDED Director Hiebert,
That the Regional Board authorize Directors to attend the South Peace Mile 0
Park Tour on August 14, 2020 in Dawson Creek, BC.

CARRIED.

RD/20/06/04 (25)

MOVED Director Goodings, SECONDED Director Ackerman,
That the Regional Board contact the South Peace Mile 0 Park Society to
respectfully request that the South Peace Mile 0 Park Tour be rescheduled
from August 14 to August 13, 2020, as Regional Board Directors will be in
Dawson Creek, BC on that date to attend a Regional Board meeting.

CARRIED.

9.2 **BC ASSESSMENT – VIRTUAL MEETING DURING UBCM**

BC Assessment

RD/20/06/05 (25)

MOVED Director Goodings, SECONDED Director Zabinsky,
That the Regional Board receive the email dated June 15, 2020 from BC
Assessment, regarding the scheduling of a virtual meeting during the 2020
Union of BC Municipalities Convention, for information.

CARRIED.

9.3 **GLOBAL COVENANT OF MAYORS FOR CLIMATE & ENERGY CHANGE**

City of Rossland

RD/20/06/06 (25)

MOVED Director Bertrand, SECONDED Director Goodings,
That the Regional Board receive the correspondence dated June 18, 2020
from the City of Rossland regarding its resolution on the Global Covenant of
Mayors for Climate and Energy Change, for information.

CARRIED.

REPORTS:

RECOMMENDATIONS FROM THE JUNE 4, 2020 SOLID WASTE COMMITTEE MEETING

10.1
ENV-BRD-008

AWARD RFQ 22-2020 – DECOMMISSIONING OF BULKY PITS AT PRRD TRANSFER STATION SITES PHASE 1 (Recommendation No. 1)

RD/20/06/07 (25)

MOVED Director Rose, SECONDED Director Heiberg,

That the Regional Board award RFQ 22-2020, 'Decommissioning of Bulky Pits at PRRD Transfer Station Sites Phase 1', to Chapman Industries Ltd., at a cost \$335,797.06 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

AWARD RFQ 23-2020 – RECYCLING SHEDS (Recommendation No. 2)

RD/20/06/08 (25)

MOVED Director Goodings, SECONDED Director Rose,

That the Regional Board award RFQ 23-2020 "Recycling Sheds" for the supply of nineteen 14' x 32' x 9' sheds to rural transfer stations in the region to Northern Portables at a cost of \$115,200 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

AWARD RFP 27-2020 – BESSBOROUGH LANDFILL: LEACHATE POND, PHASE 1B CLOSURE AND PHASE 3B EXPANSION (Recommendation No. 3)

RD/20/06/09 (25)

MOVED Director Rose, SECONDED Director Ackerman,

That the Regional Board award RFP 27-2020, 'Bessborough Landfill: Leachate Pond, Phase 1B Closure and Phase 3B Expansion', to OCL Industrial Services Ltd. at a cost of \$2,961,628.05 (excluding taxes); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

REPORTS: (continued)

10.1 (continued) **AWARD RFP 12-2020 – NORTH PEACE REGIONAL LANDFILL 2020 LFG STAGE 2
PHASE 2 (Recommendation No. 4)**

RD/20/06/10 (25)

MOVED Director Rose, SECONDED Director Courtoreille,
That the Regional Board award RFP 12-2020 “North Peace Regional Landfill
2020 LFG Stage 2 Phase 2” to Knappett Industries Ltd., at a cost of
\$268,998.50 (excluding GST); further, that the Chair and Chief Administrative
Officer be authorized to sign the purchase agreement on behalf of the PRRD.

CARRIED.

**BIO-SUL MATERIAL PRODUCTION AT NORTH PEACE REGIONAL LANDFILL
(Recommendation No. 5)**

RD/20/06/11 (25)

MOVED Director Rose, SECONDED Director Heiberg,
That the Regional Board enter into an agreement with Green for Life
Environmental (GFL) for production of Bio-Sul material at the North Peace
Regional Landfill for a 1 year term, commencing August 1, 2020; further, that
the Chair and Chief Administrative Officer be authorized to sign the purchase
agreement on behalf of the PRRD.

CARRIED.

RD/20/06/12 (25)

MOVED Director Heiberg, SECONDED Director Courtoreille,
That the Regional Board be authorized to participate in a tour of the North
Peace Regional Landfill to observe the production of Bio-Sul materials and
vermicomposting processes.

CARRIED.

**CHETWYND LANDFILL PHASE B CLOSURE UPDATE REPORT
(Recommendation No. 6)**

RD/20/06/13 (25)

MOVED Director Rose, SECONDED Director Goodings,
That the Regional Board receive the June 4, 2020 report that was previously
received at a Solid Waste Committee meeting titled “Chetwynd Landfill Phase
B Closure Update” for information.

CARRIED.

REPORTS: (continued)

10.1 (continued) **PUBLIC OUTREACH EVENTS AT PRRD SITES (Recommendation No. 7)**

RD/20/06/14 (25)

MOVED Director Rose, SECONDED Director Goodings,

That the Regional Board forward a letter to Tervita Corporation, with a copy to the "Nor' Pioneer Women's Institute," clearly explaining:

- a) why a public outreach event could not be held at the Cecil Lake Transfer Station in May, 2020; and
- b) how to refer any requests to conduct a public outreach event at a PRRD site to the Peace River Regional District for consideration.

CARRIED.

RD/20/06/15 (25)

MOVED Director Ackerman, SECONDED Director Bumstead,

That the Regional Board authorize staff to review and align PRRD procedures, throughout all functions, for processing requests to hold public events on PRRD properties and sites, to ensure consistency; further, that staff be authorized to approve or refuse such requests based on the newly aligned and consistent operating procedures.

CARRIED.

10.2
DS-BRD-031 **APPLICATION FOR SUBDIVISION WITHIN THE ALR, PRRD FILE NO. 20-008-ALRSUB, ALC ID 60768**

RD/20/06/16 (25)

MOVED Director Rose, SECONDED Director Bumstead,

That the Regional Board support ALR Subdivision application 20-008-ALRSUB (ALC ID 60768), to subdivide the subject property identified as PID 010-978-623 into one \pm 64.7 hectare parcel and one \pm 193.1 hectare parcel, and authorize the application to proceed to the Agricultural Land Commission.

CARRIED.

10.3
DS-BRD-029 **APPLICATION FOR EXCLUSION FROM THE ALR, PRRD FILE NO. 20-003-ALREX, ALC ID 60120**

RD/20/06/17 (25)

MOVED Director Goodings, SECONDED Director Hiebert,

That the Regional Board support ALR Exclusion application 20-003-ALREx (ALC ID 60120), to exclude a 4.1 hectare portion of the property identified as PID 013-507-311, and authorize the application to proceed to the Agricultural Land Commission.

CARRIED.

REPORTS: (continued)

10.4 APPLICATION FOR NON-FARM USE IN THE ALR, PRRD FILE NO. 20-008-
DS-BRD-030 ALRNFU, ALC ID 60761

RD/20/06/18 (25)

MOVED Director Rose, SECONDED Director Hiebert,
That the Regional Board support ALR Non-Farm Use application 20-008-
ALRNFU (ALC ID 60761), to establish a new gravel pit on a 4.4 hectare portion
of the property identified as PID 017-001-463, and authorize the application
to proceed to the Agricultural Land Commission.

CARRIED.

10.5 APPLICATION FOR SUBDIVISION WITHIN THE ALR, PRRD FILE NO. 20-009 –
DS-BRD-032 ALRSUB, ALC ID 60796

RD/20/06/19 (25)

MOVED Director Hiebert, SECONDED Director Zabinsky,
That the Regional Board support ALR Subdivision application 20-009-ALRSUB
(ALC ID 60796), to subdivide the property identified as PID 027-088-821 into
three ± 2 hectare lots, and authorize the application to proceed to the
Agricultural Land Commission.

CARRIED.

10.6 APPLICATION FOR NON-FARM USE WITHIN THE ALR, PRRD FILE NO. 20-006-
DS-BRD-033 ALRNFU, ALC ID 60716

RD/20/06/20 (25)

MOVED Director Hiebert, SECONDED Director Heiberg,
That the Regional Board support ALR Non-Farm Use application 20-006-
ALRNFU (ALC ID 60716), to allow access to the PRRD's Dawson Creek Solid
Waste Transfer Station and placement of associated services (i.e. attendant
building, scale, and recycling areas) on the property identified as PID 016-768-
850, and authorize the application to proceed to the Agricultural Land
Commission.

CARRIED.

REPORTS: (continued)

10.7
ADM-BRD-037

UBCM RESOLUTION – RANCHING CONCERNS

RD/20/06/21 (25)

MOVED Director Rose, SECONDED Director Goodings,

That the Regional Board submit the following resolution to the Union of BC Municipalities for consideration at its 2020 convention:

WHEREAS range tenure holders are concerned with the lack of service that is offered by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, including a lack of staff with experience or training in ranching related issues, high turnover, and unreasonable delays in communications and approvals; and

WHEREAS ranchers are faced with numerous delays in approvals for fence installation due to the removal of natural boundaries by third party operators; and

WHEREAS ranchers are facing hardships and are unable to properly manage their tenures due to a lack of qualified staff who can assist ranchers with range burning applications;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities petition the Province to bring up staffing levels in the range department so that grazing tenures or license issues are dealt with more timely and efficiently to prevent entire grazing seasons being lost.

CARRIED.

10.8
ADM-BRD-007

SPECIAL BOARD MEETING - REGIONAL GRANT-IN-AID AND ECONOMIC DEVELOPMENT GRANTS

RD/20/06/22 (25)

MOVED Director Ackerman, SECONDED Director Heiberg,

That the Regional Board schedule a Special Meeting for Tuesday, August 18th to review Regional Grants in Aid and Economic Development to determine a path forward for 2021.

CARRIED.

REPORTS: (continued)

10.9

ADM-BRD-035

AMENDED CODE OF CONDUCT POLICY

The Regional Board voted on the following motion deferred from its June 11, 2020 meeting:

RD/20/06/20

MOVED Director Rose, SECONDED Director Bertrand,
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.

CARRIED.

ANTI-RACIAL DISCRIMINATION AND ANTI-RACISM POLICY

RD/20/06/23 (25)

MOVED Director Bertrand, SECONDED Director Courtoreille,
That the Regional Board adopt the Anti-Racial Discrimination and Anti-Racism Policy, which is intended to demonstrate the Peace River Regional District's (PRRD) commitment to conducting the day-to-day operations and governance in an anti-discriminatory and anti-racist manner and environment.

CARRIED.

10.10

ADM-BRD-036

AWARD RFQ 28-2020 – PRRD INTERNET PROVIDER

RD/20/06/24 (25)

MOVED Director Hiebert, SECONDED Alternate Director Turnbull,
That the Regional Board award RFQ 28-2020, 'PRRD Internet Provider', to TELUS Communications Inc., at a cost of \$69,876 (excluding taxes) over a 3 year period starting July 1, 2020; further, that the Chair and the Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

VARY AGENDA:

VARY AGENDA

RD/20/06/25 (25)

MOVED Director Heiberg, SECONDED Director Bertrand,

That the agenda be varied to deal with Item 10.13 (Closed Session) at this time.

CARRIED.

REPORT:

10.13

ADM-BRD-011

NOTICE OF CLOSED SESSION

RD/20/06/26 (25)

MOVED Director Ackerman, SECONDED Director Zabinsky,

That the Regional Board recess to a Closed Meeting for the purpose of discussing the following items:

Agenda Item M-1 – Closed Meeting Minutes (CC Section 97(1)(b))

Agenda Item R-1 – Litigation (CC Section 90 (1)(c)(g)(i) and (k))

CARRIED.

Recess

The Chair recessed the meeting to luncheon and a Closed Session at 12:05 p.m.

Reconvene

The Chair reconvened the meeting at 1:50 p.m. Director Bumstead was not present at the meeting.

10.11

CS-BRD-008

NORTH PEACE LEISURE POOL FEASIBILITY STUDY PROJECT

RD/20/06/27 (25)

MOVED Director Ackerman, SECONDED Director Bertrand,

That the Regional Board support in principle the establishment of a Steering Committee to oversee the development of the new North Peace Leisure Pool, subject to agreement from both the City of Fort St. John and the District of Taylor; further, that should all three parties agree to this Steering Committee, that the membership consist of elected officials from the PRRD (Electoral Areas B and C), council members from the City of Fort St. John, and two council members from the District of Taylor; and finally, with favorable support from the City of Fort St. John and District of Taylor, that the Steering Committee be supported by staff from the three local governments.

CARRIED.

REPORTS: (continued)

10.12
ADM-BRD-012

SECTION 57 NOTICE - PID 024-899-283

RD/20/06/28 (25)

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 024-899-283 regarding construction of 3 dwellings, 2 additions to an accessory building and 20 storage containers without building permits and contrary to the PRRD Building Bylaw; 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 024-899-283 regarding construction of 3 dwellings, 2 additions to an accessory building and 20 storage containers without building permits and contrary to the PRRD Building Bylaw.

CARRIED.

REPORTS: (continued)

10.12 (continued) **SECTION 57 NOTICE - PID 012-097-624**

RD/20/06/29 (25)

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 012-097-624 regarding construction of a dwelling and accessory buildings without a building permit 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 012-097-624 regarding construction of a dwelling and accessory buildings without a building permit and contrary to PRRD Building Bylaw.

CARRIED.

CONSENT CALENDAR:

CONSENT CALENDAR

RD/20/06/30 (25)

MOVED Director Hiebert, SECONDED Director Goodings,

That the Regional Board receive the June 25, 2020 Consent Calendar.

CARRIED.

CONSENT CALENDAR: (continued)

15.6 **BC OIL AND GAS COMMISSION – ORPHAN WELL DESIGNATIONS**

RD/20/06/31 (25)

MOVED Director Goodings, SECONDED Director Ackerman,

That the Regional Board forward the email and attachment dated June 18, 2020 from the BC Oil and Gas Commission regarding orphan well designations to Mr. Les Willms.

CARRIED.

ADJOURNMENT:

ADJOURNMENT

The Chair adjourned the meeting at 2:06 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 June 25, 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: June 25, 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'
Director Heiberg, District of Hudson's Hope
Director Hiebert, Electoral Area 'D'
Director Michetti, Village of Pouce Coupe
Director Zabinsky, City of Fort St. John

Alternate Directors

Alternate Director Turnbull, District of Taylor

Absent

Director Fraser, District of Taylor

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Kelsey Bates, Deputy Corporate Officer
Trish Morgan, General Manager of Community Services
Crystal Brown, Electoral Area Manager
Trevor Ouellette, IT Manager
Brenda Deliman, Recording Secretary

Call to Order The Chair called the meeting to order at 10:00 a.m.

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

CW/20/06/01

MOVED Alternate Director Turnbull, SECONDED Director Zabinsky,
That the Regional Board adopt the Peace River Regional District Board agenda
for the June 25, 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 Transferring Community Recreation Facilities, CS-COW-001
 - 5.2 The Future of BC's Food System, ADM-COW-002
- 6. New Business**
- 7. Media Questions**
- 8. Adjournment**

CARRIED.

REPORTS:

5.1
CS-COW-001

TRANSFERRING COMMUNITY RECREATION FACILITIES

CW/20/06/02

MOVED Director Goodings, SECONDED Director Hiebert,
That the Committee of the Whole receive the June 15, 2020 report titled
"Transferring Community Recreation Facilities" for discussion.

CARRIED.

CW/20/06/03

MOVED Director Goodings, SECONDED Director Heiberg,
That the Committee of the Whole recommend that the Regional Board refer
the June 15, 2020 report titled 'Transferring Community Recreation Facilities'
to the Electoral Area Directors' Committee for further investigation into the
initiative; further, that the Committee provide the Regional Board with
progressive update reports on the initiative.

CARRIED.

REPORTS: (continued)

5.2 **THE FUTURE OF BC'S FOOD SYSTEM**

ADM-COW-002

CW/20/06/04

MOVED Director Rose, SECONDED Director Goodings,
That the Committee of the Whole receive the June 16, 2020 report titled "The Future of B.C.'s Food System" for discussion.

CARRIED.

CW/20/06/05

MOVED Director Ackerman, SECONDED Director Goodings,
That the Committee of the Whole recommend that the Regional Board investigate the Food Security Task Force report titled 'The Future of BC's Food System', specifically the progression of the report through provincial decision making bodies, and impacts of the report as it relates to the potential guidance of provincial policy.

CARRIED.

ADJOURNMENT:

ADJOURNMENT

The Chair adjourned the meeting at 10:30 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 June 25, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer



REPORT

To: Chair and Directors

Report Number: ADM-BRD-052

From: Kelsey Bates, Deputy Corporate Officer

Date: June 29, 2020

Subject: June 25, 2020 – Committee of the Whole Recommendations

The following recommendations from the June 25, 2020 Committee of the Whole meeting are presented to the Regional Board for its consideration:

RECOMMENDATION #1: *[Corporate Unweighted]*

That the Regional Board refer the June 15, 2020 report titled 'Transferring Community Recreation Facilities' to the Electoral Area Directors' Committee for further investigation into the initiative; further, that the Committee provide the Regional Board with progressive update reports on the initiative.

RECOMMENDATION #2: *[Corporate Unweighted]*

That the Regional Board investigate the Food Security Task Force report titled 'The Future of BC's Food System', specifically the progression of the report through provincial decision making bodies, and impacts of the report as it relates to the potential guidance of provincial policy.

BACKGROUND/RATIONALE:

The draft minutes of the June 25, 2020 Committee of the Whole meeting are on the July 9, 2020 Regional Board meeting agenda.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachment:

1. Recommendation 1 – CoW Report 'Transferring Community Recreation Facilities'

Staff Initials: *BD*

Dept. Head:

CAO: *Shawn Dahlen*

Page 1 of 1



REPORT

To: Committee of the Whole

Report Number: CS-COW-001

From: Trish Morgan, General Manager of Community Services

Date: June 15, 2020

Subject: Transferring Community Recreation Facilities

RECOMMENDATION: [Corporate Unweighted]

That the Committee of the Whole receive the June 15, 2020 report titled "Transferring Community Recreation Facilities" for discussion.

BACKGROUND/RATIONALE:

The PRRD has title or license to 13 rural community recreation grounds and facilities (hereinafter called 'properties'). These properties have been acquired over a number of years, for a number of purposes, to fulfill an important role as community hubs and gathering spaces. Many of the properties owned by the PRRD have been acquired through Free Crown Grants, transfers from Provincial Ministries, or through the private sale or donation. Acquisition of these properties has taken place since the late 1970s.

The properties in question are:

- Area B
 - Buick Creek Recreation Grounds
 - Cache Creek Community Hall
 - Golata Creek Community Hall and Recreation Grounds
 - Goodlow Recreation Area (formerly Moose Creek)
 - Halfway Community Hall
 - Halfway Community Gymkhana Grounds
 - Northland Trailblazers Recreation Grounds and Chalet
 - North Peace Fall Fairgrounds
 - Osborn Community Hall
 - Rose Prairie Grounds
- Area D
 - Kelly Lake Community Centre
- Area E
 - Jackfish Community Centre
 - Moberly Lake Community Centre

The Regional Board passed the following resolution on May 7, 2020

MOVED, SECONDED, and CARRIED

That the Regional Board be provided with a report on options for transferring ownership of Society run Peace River Regional District recreational facilities to the Societies that operate/lease them at a future Committee of the Whole meeting.

Considerations for Transfer of PRRD Owned Properties

The following considerations may impact the process of transferring of PRRD owned or leased properties.

Regional Parks Bylaw

Bylaw 860, 1994 provides for the regulation and use of community and regional parks. At the time of its adoption (1994), a number of the properties in question were included within the bylaw. At this time, it is unclear whether the inclusion of these properties in a regulatory bylaw as a Regional or Community Park gives these properties 'park' status; however, identification of these parks in this bylaw is at least an indication of possible formal park status. The following mechanisms may have been used to dedicate the properties as regional or community parks:

- Resolution by the Regional Board
- Landowner dedication as a park by depositing a plan in the land title office
- Dedication by bylaw (affirmative vote by at least 2/3 of all Regional Board members)
- Dedication of a regional park under the *Park (Regional) Act* (repealed)
- Transfer in trust from a private landowner

In order to determine whether a property is a regional park, further information would need to be gathered regarding the particular properties for a legal review. Should a legal review confirm that properties are regional or community parks, there are additional considerations that may affect the transfer process.

If a property was dedicated or reserved as a park as described above, the Regional Board must adopt a bylaw to cancel the dedication or reservation in order to dispose of the property, and the Regional Board may only adopt the bylaw if it first receives the approval of the electors of the entire region (can be obtained by way of an Alternate Approval Process or Assent Voting). The PRRD must also place any money received from the sale in a reserve fund to acquire alternate regional parks, community parks, or trails.

At this time, of the 13 properties in question, only the North Peace Fall Fair has been identified as a regional park by the PRRD's legal counsel, as it was dedicated by resolution of the Regional Board. Further investigation is needed to determine if any of the other 12 properties are considered regional or community parks.

'Regional Parks' without Park Status

If these properties do not have legal status (that would attract the statutory or other restrictions on how parks may be used or sold) the PRRD can use the land as a park, without any legal formality, and may be free to cease using such land as park. The PRRD could also sell the land, without going through any type of public approval process, or having to apply to the court or to the Province. The Regional Board could simply pass a resolution to authorize the sale.

Specified Use

The PRRD has title to nine community recreation facilities, eight of which were obtained from the Crown and one that was purchased in a private sale.

Where the PRRD has obtained title to a piece of land through a Crown Grant, the Crown included restrictions on the title for how the property is to be used. For the eight properties acquired through the Crown, the title extends “for so long as the land is used for community recreation purposes”. Should the land NOT be used for the purpose specified in the Crown Grant document, the Minister may cancel the disposition (title). Therefore, it may be possible for the PRRD to transfer the properties, but the Societies will be required to continue to use the properties as stipulated on the title. In order for the PRRD to sell an affected property to a society free of such a use restriction, the Crown would need to release the ‘specified use’ condition. The Crown may expect to receive fair market value in return for giving up these use restrictions.

It may be possible to change the specified use of the properties but this would require an application to the Province. For instance, if the PRRD wanted to co-locate another community amenity that is not for recreational purposes (such as a cistern to supply water for fire protection), the PRRD could apply to add such a use.

For the title privately obtained, the PRRD is under no restriction for use upon sale, but the transfer still may be affected by other factors, such as a regional park dedication.

Agricultural Land Reserve Restrictions

Many of the properties either owned or tenured to the PRRD are within the Agricultural Land Reserve. In many cases, through the acquisition process for the properties, the Agricultural Land Commission provided approval for non-farm use. Should the Regional Board be in favour of transferring properties that have been approved for non-farm use within the ALR, it will need to be noted as a condition of transfer/sale.

Co-Located Facilities

Two of the properties in question are co-located with other PRRD assets. In the first case of the Northland Trailblazers, the Society subleases part of Montney Centennial Park, which is tenured to the PRRD through a License of Occupation. The second being the Moberly Lake Community Hall, which is located on the same property as the Moberly Lake Volunteer Fire Hall. The PRRD may be able to pursue a subdivision of these properties, though this would require the authorization of both the Ministry of Transportation and Infrastructure and Northern Health.

Notice of Disposition

Prior to the Regional Board selling or leasing (or even entering into an agreement to sell or lease) a property to a non-profit Society, the PRRD must publish notice of the intended disposition in a newspaper. The PRRD is not required to provide a public acquisition opportunity here, as the proposed transfers are to non-profit organizations; however it should be confirmed that each proposed transferee Society is incorporated and in good standing and is not member-funded.

Notice of Assistance

If the Society will be paying a purchase price (or lease rent) that is less than fair market value, the PRRD will be providing ‘assistance’ to a Society. Pursuant to the *Local Government Act*, the PRRD may provide such assistance if it considers the assistance will benefit the community. The PRRD must

publish a newspaper notice of its intention to provide such assistance, before it sells or leases, or even enters an agreement to sell or lease.

“Reverter” Clause

Another consideration that may affect the transfer of properties to the Society operators is the ‘reverter’ clause found in the four properties tenured through a License of Occupation, as well as eight of the nine properties acquired as a free crown grant. Should the PRRD no longer require the tenure, the license documents state that the land is to be ‘reverted’ to the Crown.

A condition subsequent, or the possibility, of reverter does not prevent the PRRD, as the owner, from selling the affected land but it does require that the PRRD obtain consent of the Crown to do so. The Society, as a new owner of the land, would take ownership of the property, subject to the possibility of the reverter clause. The Society would then be restricted from selling the land in the future, and if no longer required, would be returned to the Crown.

In order for the PRRD to sell an affected property to a society free of ‘reverter’ status, the Crown would need to release the condition, and the Crown may expect to receive fair market value in return for giving up these use restrictions.

Other Charges

There may be other charges on the title to a property that could affect a proposed disposition (for example, judgements, certificates of pending litigation, options to purchase, and rights of first refusal). Each property would require a legal review to understand potential implications.

Liability Issues

The PRRD, through the terms of a transfer agreement with a Society, may to some extent be able to transfer risk and liability associated with the property to the Society, provided that the Society is willing to accept such terms. However, it is possible for the PRRD to have continuing risk and liability after it has been transferred. Accordingly, before committing to the transfer, it is recommended that investigation be completed, specifically in relation to the environmental condition of the property.

Transferring Ownership of Properties

The following are options for transferring properties, should the above conditions be met:

Sell Properties for Fair Market Value

The PRRD could initiate the sale of any properties that it has title to. Current property assessment valuation could provide a basis for determining market value. Property transfer tax may apply as a result of the sale.

Sell Properties for \$1

The PRRD could initiate the sale of any properties that it has title to for a less-than-market value, as approved by the Regional Board.

Leasing (long-term) Properties Owned by the PRRD

The PRRD may wish to consider disposing of the property by way of a long-term lease, rather than a sale if the PRRD has a continuing interest in the property. This would give the PRRD better assurances that the expected use of the property would continue for as long as the PRRD requires. The PRRD may, under such a lease, give the Society substantial control over the property for the term of the lease (which may be long-term), while including basic requirements as to use. This would give the PRRD the ability to cancel the lease if the Society ceases to exist or ceases to operate the property as a public park or community recreation facility or amenity.

Leasing (long-term) Properties Leased (through a License of Occupation) to the PRRD

Where the PRRD does not own the land in fee simple and has only a License of Occupation from the Province, the PRRD cannot lease the land and it must continue to sublicense (or transfer the lease, as discussed below).

Transferring Lease of Crown Land Properties Tenured to the PRRD

To transfer the PRRD's interest in a lease of provincially owned land (any properties tenured under a License of Occupation) the PRRD would assign the lease to the receiving Society. Each lease would include provisions addressing the ability of the PRRD to make such an assignment. It is likely that a consent from the Province will be needed for each property in order for the PRRD to assign a lease to a non-profit Society. A newspaper notice of the PRRD's intention to dispose of the land will be required.

Operation of Community Halls as a Regional District Service

Beyond the Recreational and Cultural Grants-in-Aid program, fundraising, and outside grant funding, most of these community halls receive no funding for the upkeep, operation, or capital improvements for the facilities – with the exception of the Kelly Lake Community Centre, where there is a service function to provide for operations, maintenance and capital upgrades. It is generally understood that many of the societies have been struggling with volunteer capacity for fundraising, maintenance, etc. There has also been an increase in requirements governing the use of these facilities (e.g., more recently COVID-19 requirements, liquor control for events, changes to the BC Building Code impacting capital upgrades, WorkSafe BC), which put stress and pressure on the remaining volunteers. Should the PRRD choose to keep these properties, it may be possible to provide funding either through the establishment of a local service area, or one that covers the entire electoral area, to assist with funding. If the Regional Board chooses to operate the properties as a PRRD service, it will need to adopt an establishing bylaw for the service(s) and would be required to conduct an elector approval process.

Pros and Cons of Transferring Ownership**Volunteerism**

Although groups of very enthusiastic volunteers, who are committed to the facilities, operate the facilities, volunteerism is on a steady decline in the PRRD and across the country. Long-term volunteers are generally scarce and the ability to comply with Provincial legislation, WorkSafe standards, and best practices, while fundraising and providing community events, can put significant pressures on the volunteers and the societies. Many of the societies have noted challenges in recruiting and retaining volunteers, and as a result some have come close to going defunct (even in

the last year). Many societies have experienced challenges in completing capital projects that are funded via electoral area grants, due to low number of volunteers to complete the work.

If any of the properties are transferred to the operating societies, it will be important to include language in the transfer agreement that if the society goes defunct, that the property will be transferred back to the PRRD.

Capital Replacement Considerations & Asset Management

The PRRD cannot borrow funds for capital infrastructure (replacement, upgrades, etc.) on properties that are not owned by the PRRD. Many of the properties are nearing the end of their useful life and consideration needs to be given to whether they should be replaced and if so, how the replacement costs will be funded. Should the PRRD transfer the properties to the operating Societies, the PRRD will effectively be giving up the opportunity to create a local service area to raise money for capital replacement or upgrades.

In 2014, the PRRD conducted a facility inventory and conducted a high level condition assessment of most of the properties in the North Peace (see facility profile for each assessment).

Name of Facility	Age of Facility	Estimated Remaining Useful Life As of 2015	Asset Condition Rating (scale 1-10)
Golata Community Hall	61 years	5 years (2020)	2.0
Cache Creek Community Hall	30 years	10-15 years (2025-2030)	4.0
Goodlow Recreation Grounds (formerly Moose Creek Gymkhana)	37 years	Indefinite	1.0
Halfway Community Hall	30 years	15-20 years (2030-2035)	4.0
Halfway Rodeo Grounds	40 years	Indefinite	2.5
North Peace Fall Fair Grounds	70 years	Most buildings 15 years (2030)	4.5
Osborn Community Hall	40 years	10 years (2025)	2.5

Osborn Community Hall

In 2019, a more detailed condition assessment of the Osborn Community Hall was conducted to determine whether to replace the facility or to consider building a new facility. As a result of the condition assessment, the following resolution was passed by the Regional Board on November 28, 2019:

MOVED, SECONDED, and CARRIED

That the Electoral Area 'B' Director and PRRD staff be authorized to meet with the Osborn Community Hall Society to further review the "Facility Conditional Assessment Report – Osborn Hall" and discuss options to remediate the facility or investigate a new facility.

In February of 2020, the Rural Budgets Administration Committee reallocated the remaining financial commitment to the Osborn Facility Condition Assessment (\$13,828) to further study the following:

- Determining the needs of the community
- Bringing forward options and costs for a replacement (modular unit)
- Costs of demolition and site servicing

Once the study is complete (as outlined above), the Electoral Area Director and Regional Board, in consultation with the operating society, will need to consider how, or if, to fund the replacement of the Osborn Community Hall.

Kelly Lake Community Centre

The Kelly Lake Community Centre is a well-used community asset, and the only public gathering space in Kelly Lake. The facility is in need of a major renovation to ensure that the Centre is safe and accessible for years to come. A detailed Facility Condition Assessment and Design Study were completed in 2019 in order to gather sufficient information and create design options to apply for grants to offset the cost of the anticipated renovation. Before moving forward any further, a hazardous materials study will be completed during the summer of 2020 to further inform the renovation process.

In February of 2020, the Rural Budgets Administration Committee passed the following resolution;

MOVED, SECONDED, and CARRIED

That the Rural Budgets Administration Committee allocate \$15,000 from Gas Tax to the Kelly Lake Community Centre 2020 budget (Function 225) for the purpose of conducting a hazardous materials study, in preparation for conduction further renovations of the facility and amend the 2020 Draft Budget for Function 225 – Kelly Lake Community Centre to:

1. Increase Transfer from Gas Tax Reserve - \$15,000
2. Increase Contract for Services - \$15,000

Prior to transferring ownership, the PRRD may wish to conduct detailed condition assessments on the properties to inform both the societies that may be receiving the property and PRRD of the remaining useful life, necessary capital upgrades, and the costs to fund repairs or whether replacement of the entire facility is needed.

Insurance Considerations

The PRRD pays for the property insurance on all PRRD owned facilities. The cost of insurance for these properties is \$8,600 annually under the Regional District's insurance policy. Should the PRRD relinquish ownership of these properties, the insurance costs would be borne by the operating societies, and it is expected that the costs will be far greater than what is currently paid through the Municipal Insurance Association.

Taxation Considerations

Local governments are not required to pay property taxes on community or institutional facilities. Should the Regional Board sell or transfer properties to the operating societies, they would have to pay the additional expense of property taxes. In 2013, the Regional Board passed a policy stating that the PRRD would not grant permissive tax exemptions.

Future Use & Ongoing Interest

While many of the properties have restrictions on the use of the property for “community recreation only”, the Regional Board may wish to consider if holding the properties for future development of other community uses is important. For instance, depending on the size of the property, could a fire hall, water tankloader facility, recycling drop off, etc. be sited on the property in the future? (subject to approval of the Crown) If so, the Regional Board may wish to consider whether relinquishing a property is in the best interest of the PRRD and the tax payers in the long-term. Further consideration should be given to the follow questions:

- Does the PRRD expect the property to continue to be used as part of a PRRD service? If yes, then operating agreements should be updated or maintained.
- Does the PRRD wish to restrict the use of the property? If yes, then the PRRD may wish to consider requiring the registration of a Section 219 covenant on title to the property, setting out the restricted use.
- Does the PRRD wish to re-acquire the property after a period of time or if the society ceases to operate the property? If yes, the PRRD may wish to register an option to re-purchase the property or by placing a possibility of reverter on the properties in favour of the PRRD.

Next Steps

The initial steps to transfer properties, no matter how they were obtained or what restrictions were placed upon them, are as follows:

1. Legal review of the title to properties and charges.
2. Identify applicable Regional District bylaws and resulting requirements.
3. Review documentation respecting Regional District acquisition and administration of properties as parks, to determine if they have legal park status.
4. Consider whether an environmental investigation is required.
5. Identify and review leases, licenses, contracts and other agreements pertaining to the properties.
6. Consider ongoing operating, maintenance, repair, and replacement costs with respect to the property and potential need for PRRD role/contribution.
7. Consider PRRD interest in the property for both current and future use.
8. Determination of what ongoing interest, if any, the PRRD wishes to have in a property, should it be transferred to a society.

Should the Regional Board be in favour of moving forward with the process to transfer properties to their respective operating societies, additional research will be required:

- What is the desire of the community associations that operate these facilities?
- What is the desire of the public to transfer these properties?
- Review of PRRD bylaws pertaining to the property and park services to determine if any amendments are required or any other steps that need to be taken in relation to the applicable service.

ALTERNATIVE OPTIONS:

1. That the Committee of the Whole identify and prioritize the society run properties that are owned or licensed by the PRRD, and recommend that the Regional Board investigate the identified properties to

determine the requirements of transferring those properties to the operating societies; further that the Committee of the Whole recommend that the Regional Board authorize consultation with the operating societies to determine their interest in obtaining the properties they operate.

2. That the Committee of the Whole provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Should the Regional Board pursue further investigation on transferring properties to operating societies, there will be expenses for legal review. Staff time will be required to research historical records and files to determine whether there are official dedications to community or regional parks.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachment:

1. Property Profiles
2. PRRD Owned Community Halls Presentation



REPORT

To: Chair and Directors

Report Number: ADM-BRD-055

From: Crystal Brown, Electoral Area Manager

Date: June 29, 2020

Subject: June 18, 2020 Electoral Area Directors Committee Meeting Recommendations

The following recommendations from the June 18, 2020 Electoral Area Directors Committee meeting are presented to the Regional Board for its consideration:

RECOMMENDATION #1: *[Corporate Unweighted]*

That the Regional Board approve the preparation of a report with options for bringing Grant Writer Services in house, inclusive of a work plan and budget implications; further, that the report be provided to the Electoral Area Directors Committee.

RECOMMENDATION #2: *[Corporate Unweighted]*

That the Regional Board authorize the compilation and issuance of a Request for Proposal (RFP) for qualified professionals to conduct a feasibility study on expanding the sewage collection capacity along the eastern portion of Charlie Lake.

RECOMMENDATION #3: *[Corporate Unweighted]*

That the Regional Board authorize the compilation and issuance of a Request for Proposal (RFP) for qualified professionals to design a water reclaim system at the Charlie Lake Waste Water Treatment Facility.

RECOMMENDATION #4: *[Corporate Unweighted]*

That the Regional Board authorize provision of information on the establishment of an electoral area economic development function to an Electoral Area Directors Committee meeting, prior to the Regional Grant-in-Aid and Economic Development Grants Workshop.

BACKGROUND/RATIONALE:

The draft minutes of the June 18, 2020 Electoral Area Directors Committee meeting are on the Consent Calendar.

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):

None at this time.

OTHER CONSIDERATION(S):

The Regional Grants in Aid and Economic Development Grants Workshop is scheduled for August 18, 2020.

Attachments:

1. PRRD Grant Writer Services Report
2. Charlie Lake Sewage Collection Network Feasibility Study Report
3. Charlie Lake Reclaimed Water Facility Design Report



REPORT

To: Electoral Area Directors Committee

Report Number: ADM-EADC-008

From: Crystal Brown, Electoral Area Manager

Date: June 8, 2020

Subject: PRRD Grant Writer Services

RECOMMENDATION:

That the Electoral Area Directors Committee be provided with a report on options for the PRRD Grant Writer Services to be brought in house, further, that the report identify potential work plan and budget implications.

BACKGROUND/RATIONALE:

Grant writer services are being provided by Adlard Environmental through the PRRD Grant Writer Services Contract, No.26-2018/2020. The position is currently funded through Economic Development. Funding partners include Electoral Area B, C, D, E and Hudson's Hope.

The contract's completion date is December 31, 2020 with no option to renew. From April 1, 2018 to May 1, 2020, the Grant Writers have worked on the following:

Year	Community Groups	Number of Applications Submitted	Total Value of Funds Requested	Dollar Value of Successful Grants
2018	47	30	\$708,312	\$501,051
2019	29	50	\$8,009,974	\$281,697
2020	24	13	\$ 1,174,468	\$50,985

By moving the position in house, the PRRD Grant Writer will be able to complement the existing Grants Coordinator position, and staff will have more control over how grant writing services are being conducted, which community groups the grant writer meets with, advertising and promotion, and will be able to assign other work as deemed appropriate that may be otherwise outside the scope of the existing contract.

ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee issue a request for proposal for a PRRD Grant Writer.
2. That the Electoral Area Directors discontinue the PRRD Grant Writer Service.

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The annual value of the Grant Writer Services Contract No.26-2017/2020 is \$79,280 excluding taxes, and is funded through Economic Development.

COMMUNICATIONS CONSIDERATION(S):

If approved, the PRRD will initiate a communication strategy to re-promote the Grant Writer service, targeting community groups that have not used the service to date.

OTHER CONSIDERATION(S):

The Electoral Area Directors will need to decide if the grant writer will work solely for the Electoral Area Directors, or if other municipalities will be invited to participate in the service, and share in the cost of the position or contract.



REPORT

To: Electoral Area Directors Committee

Report Number: ENV-EADC-004

From: Paulo Eichelberger, GM of Environmental Services

Date: June 8, 2020

Subject: Charlie Lake Sewage Collection Network Feasibility Study

RECOMMENDATION:

That the Electoral Area Directors Committee recommend that the Regional Board authorize compilation and issuance of a Request for Proposal (RFP) for qualified professionals to conduct a feasibility study to expand sewage collection capacity along the eastern portion of Charlie Lake.

BACKGROUND/RATIONALE:

The Charlie Lake Sewage Service Area services approximately 400 residences/businesses with capacity for other properties to be connected along the western and southern portions of the lake. Historically, the eastern portion of the lake has had no ability to add connections to the network due to limited sewer handling capacity. With development focused in the south and west of Charlie Lake, upgrades in the collection network were built elsewhere accordingly.

There has been renewed interest in re-visiting the eastern branch to address these capacity issues and to establish an ability to add new connections. To move forward with investigating the eastern branch of the current service area, a feasibility study must be undertaken to determine:

- what the limits of sewage collection capacity are currently on the eastern portion of the lake;
- what the opportunities are to expand collection capacity into the network; and
- what the estimated cost is to expand the network based on those opportunities.

The intent of this feasibility study is provide options for possible upgrades on the eastern portion of the lake. This study will support future RFP's for design and construction of those upgrades and provide a Class D¹ cost estimate for budgeting purposes.

Funding of future upgrades will be pursued by grant application and/or the Federal Gas Tax Fund.

ALTERNATIVE OPTIONS:

- That the Electoral Area Directors Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

¹ Class D construction cost estimates factor in 15% engineering and 30% construction contingencies.

FINANCIAL CONSIDERATION(S):

Estimated costs for assessing options to expand capacity on the eastern portion of Charlie Lake are

\$45,000 (based on similar studies on the Charlie Lake System).

COMMUNICATIONS CONSIDERATION(S):

None identified.

OTHER CONSIDERATION(S):

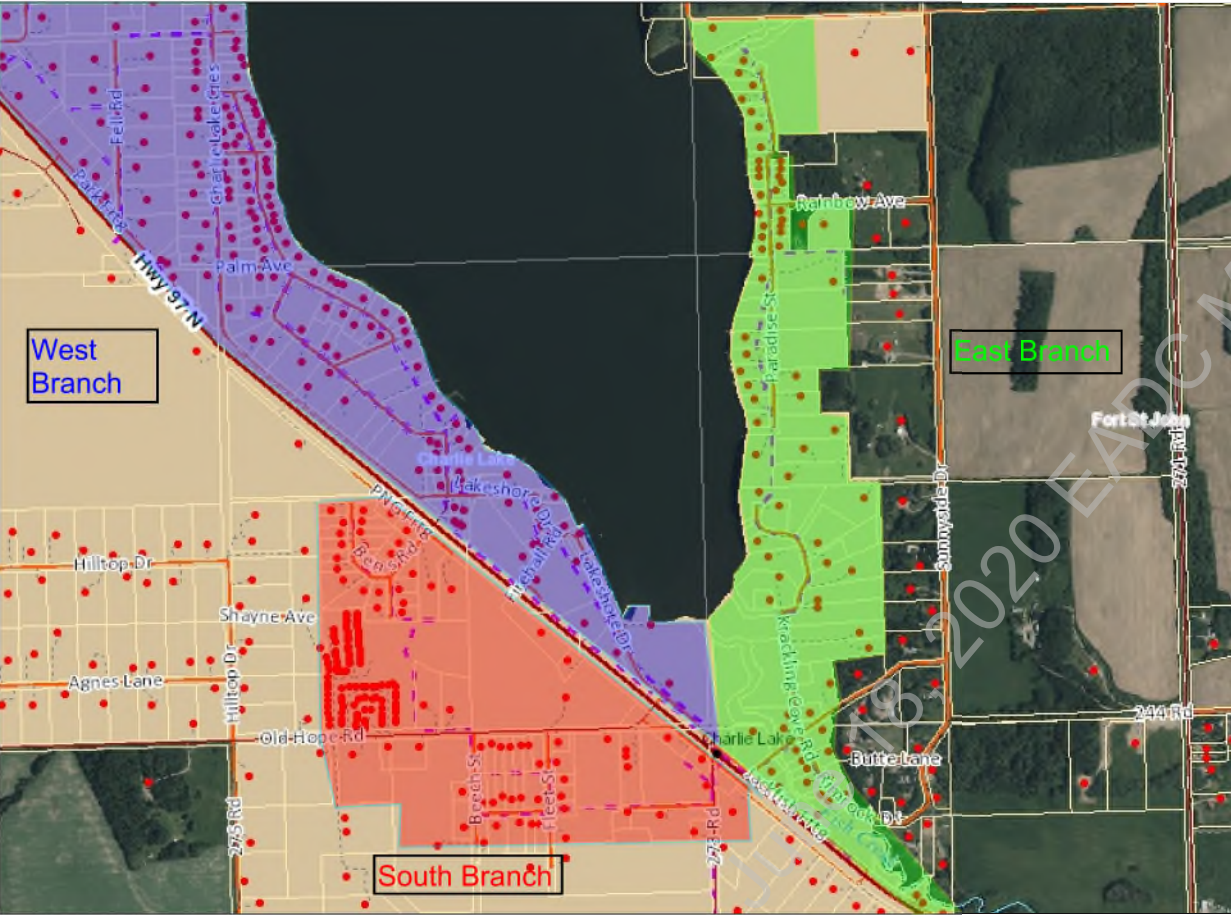
Committee will need to confirm if the planned area of study will include area outside the eastern arm of the Charlie Lake Sewage Service Area for the purpose of the RFP. Branches of the network are shown in the attachment for reference (green is the eastern branch, containing 65 connections).

Attachments:

1. CL Sewer Service Area Reference Map.



CL Sewer Service Area



1,016.0 0 508.00 1,016.0 Meters

NAD_1983_UTM_Zone_10N
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Legend

- Hwy Mile Marker
- Rural Community
- 911 Civic Address Rural
- 911 Civic Address Municipal
- Regional Park
- Parks
- Parcel / District Lot
- Highway
- Municipal Road
 - Hard Surface
 - Gravel
- Rural Road >1:250k
 - Hard Surface
 - Gravel
 - Seasonal
- Driveway
- PRRD Sewer Systems
 - Sewer Line
 - Storm Water Drainage
- PRRD Water Systems
- Charlie Lake Sewage SA
- Friesen Area Sewage SA
- Harper Imperial Sewage SA
- Kelly Lake Sewage SA
- Rolla Subdivision Sewage SA
- Sections
- Streams/Rivers
- Locality

1:20,000

Notes
Shows "South," "West," and "East" branches



REPORT

To: Electoral Area Directors Committee

Report Number: ENV-EADC-003

From: Paulo Eichelberger, GM of Environmental Services

Date: June 8, 2020

Subject: **Charlie Lake Reclaimed Water Facility Design**

RECOMMENDATION:

That the Electoral Area Directors Committee recommend that the Regional Board authorize compilation and issuance of a Request for Proposal (RFP) for qualified professionals to design a water reclaim system at the Charlie Lake Waste Water Treatment Facility, based on the recently updated 2017 feasibility study.

BACKGROUND/RATIONALE:

The PRRD operates a Trucked Waste Receiving and Wastewater Treatment Facility (Facility) which serves rural customers from the rural electoral areas as well as the Charlie Lake Sewage Service Area. A recent assessment of the Facility outlined various opportunities of reclaiming the treated effluent at the site for use in several different non-potable, low exposure¹ options which include:

- Equipment process water – operating the screen and centrifuge.
- Wash-down water – onsite cleaning of equipment.
- Composting Site Operations – for use with amending biosolids into acceptable composting material.
- Onsite dust control and site irrigation.
- Selling for offsite non-potable use on industrial sites for hydraulic fracturing; oil/gas well drilling; dust control; hydrostatic testing; soil compaction and equipment washing.

Given that the PRRD has applied for grant funding² to aid in constructing a reclaimed water facility at the Charlie Lake site, it is recommended to move forward with design of the facility in summer of 2020. This will ensure that a design is completed and “shovel-ready” in advance of issuing a construction tender.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

¹ “Exposure” refers to the chance of public contact with reclaimed water under the Municipal Wastewater Regulation (MWR). Onsite works have “low exposure” due to restricted access to the public and low risk to receiving environment.

² Canada-British Columbia Investing in Canada Infrastructure Program-Green Infrastructure grant was applied to Feb 26, 2020. Successful applicants will receive notification September 2020.

FINANCIAL CONSIDERATION(S):

Per the attached feasibility study, Class D cost estimates are as follows:

- Table 5.1.3 -For low-exposure onsite works as described above = \$474,000 (including 15% engineering or \$47,600).
- Table 5.2.3 – For moderate exposure offsite works (specifically crop irrigation and agricultural uses) = \$940,935 (including 15% engineering or \$94,400).

The additional cost for the moderate exposure option reflects added infrastructure in the form of a new truck fill station and civil works attached to the temporary lagoon currently onsite in order to meet a higher standard of reclaimed water quality than low-exposure works.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

Offsite crop irrigation or other agricultural uses are classified as having “moderate exposure,” as public contact to the water is restricted, users are educated to the risks of using reclaimed water and additional water quality requirements are required to be met to maintain low risk to the environment.

Attachments:

1. 2017 Reclaimed Water Use Feasibility Study
2. 2020 Memorandum Updated on Reclaimed Water Use Feasibility



PEACE RIVER REGIONAL DISTRICT

Evaluation of Reclaimed Water Use

Final Report

December, 2017

URBAN
systems

10808 – 100th Street,
Fort St. John, BC, V1J 3Z6

Contact: Dr. Joanne Quarmby, R.P.Bio.
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File: 0601.0073.01

urbansystems.ca



December 22, 2017

File: 0601.0073.01

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

Attention: Shawn Dahlen, Deputy CAO

**RE: OPTIONS ANALYSIS FOR THE DEVELOPMENT OF A RECLAIMED WATER FACILITY –
FINAL REPORT**

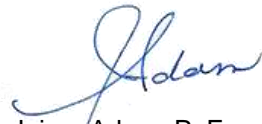
Please find attached the final report for the reclaimed water options analysis. This report includes an analysis of both on-site (process) and off-site uses. The following components are included in this report:

1. Identification of potential uses, both on-site and off-site.
2. An estimation of the potential quality requirements.
3. An assessment of infrastructure needs.
4. An overview to the regulatory requirements.

Please do not hesitate to contact us if you have any further questions regarding the information presented in this report.

Sincerely,

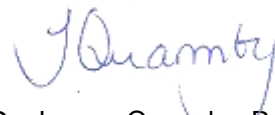
URBAN SYSTEMS LTD.



Jaime Adam, P. Eng.
Project Leader

/jq

Attachment



Dr. Joanne Quarmby, R.P.Bio.
Water and Wastewater Specialist

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EXECUTIVE SUMMARY

The wastewater treatment plant at the Charlie Lake wastewater treatment facility produces a standard secondary treatment effluent quality which is discharged through an outfall to the Peace River. The Peace River Regional District (PRRD) is keen to explore opportunities for creating reclaimed water, which is a valuable resource that can be used in place of freshwater, rather than continue with the approach of disposal of all of the effluent to the Peace River. There are both on-site and off-site reclaimed water use opportunities. For the on-site opportunities, the PRRD currently budgets for approximately \$25,000/year to haul water to the Charlie Lake Trucked Waste Receiving Facility (TWRF) for use within the treatment process. There are various situations within a wastewater treatment plant where potable water is used, including wash-down and cleaning, site irrigation and chemical make-down. For some of these uses it is acceptable for the effluent from a wastewater treatment plant to be used in place of potable water. For the off-site uses, given the water supply constraints for the general area and the increasing demand for water, especially from the oil and gas sector, options could include industrial and agricultural uses. The off-site uses may also provide the potential for cost recovery as a result of sales of the reclaimed water. The purpose of this report is to assess the feasibility of developing alternative approaches to the traditional release of effluent to the Peace River.

The following have been identified as potential on-site uses for reclaimed water:

- Equipment process water.
- Wash-down water for equipment, trucked waste vehicles and infrastructure.
- Make-down water for the centrifuge polymer.
- A water source should a biosolids compost operation be developed on the site immediately adjacent to the wastewater treatment facility. The water would be used to ensure that the composting piles do not become too dry, especially during the high temperature phase of composting.
- Dust control.
- Irrigation of landscape and planters.

The following have been identified as potential off-site uses for reclaimed water:

- Use in the oil and gas sector, including hydraulic fracturing, drilling of oil and gas wells, dust control, hydrostatic testing of pipelines and facility piping, soil compaction during construction and washing of site equipment.
- Agricultural uses, including irrigation of crops and as make-down water for pesticides and fertilizers.
- Dust control on roads that are managed by the BC Ministry of Transportation and Infrastructure.

From a high level review, it is anticipated that the reclaimed water quality would need to meet 'lower exposure potential' standards for uses around the wastewater treatment plant. For the off-site uses, while the "lower exposure potential" standard is suitable for uses within the oil and gas sector, a higher quality would be required for the agricultural uses (moderate or greater exposure potential) and for dust control on public roads (greater exposure potential). However, the outcomes of an environmental impact study and the use of additional mitigation measures may result in a lower reclaimed water quality being acceptable for the agricultural uses and dust control on public roads.

On-site uses could utilize existing storage within the wet well of the TWRF for chlorine contact time for disinfection and overall storage. A separate potable water cistern and pumps would be required to provide the remaining water for the bathroom and shower.

Off-site uses would need a separate treatment/truckfill station located next to the existing standby lagoon. UV disinfection, followed by chlorination is proposed to treat to a moderate exposure potential, and the existing standby lagoon is proposed for storage of treated water.

There will be the need to amend the current MWR registration, with a registration amendment possibly required for on-site uses and a re-registration possibly required for off-site uses. This would need to be discussed with the BC Ministry of Environment. The process of changing the authorisation could take a year or two. Unless the PRRD develops a local service by-law, there will be the need to involve the local health authority. The local health officer has the ability to authorise or prohibit the use of reclaimed water.

Storage or an alternative discharge approach is a requirement of the MWR. The most common approach is an alternative discharge approach, as storage is often not cost effective or practical. Therefore, there is the need to ensure that the outfall line to the Peace River remains operational, as an emergency or back-up approach to effluent/reclaimed water management.

The following are recommended:

- An environmental impact study should be completed to confirm the reclaimed water quality for each of the intended uses.
- A preferred concept for reclaimed water (on-site/off-site or both) should be selected to complete further pre-design and detailed design assessments on.
- Undertake discussions with the BC Ministry of Environment regarding the process for amending the current MWR authorisation. These discussions will assist in any decisions that need to be made with respect to the viability of the proposed reclaimed water uses.

1.0 INTRODUCTION

The Charlie Lake wastewater treatment facility produces a standard secondary treatment effluent which is discharged through an outfall to the Peace River. The Peace River Regional District (PRRD) is interested in pursuing opportunities by which the effluent can be used in place of freshwater or potable water sources. Both on-site and off-site uses are to be considered. The purpose of this report is to assess the feasibility of developing alternative approaches to the traditional release of effluent to the Peace River.

2.0 BACKGROUND INFORMATION

2.1 Existing Facility

The Charlie Lake wastewater treatment facility consist of two components: a trucked waste receiving facility (TWRF) and biological treatment for the incoming wastewater from the domestic community collection system and the partially treated wastewater from the TWRF.

The trucked waste receiving facility consists of the following components:

- A mechanical screen and grit removal channel;
- An anaerobic lagoon;
- A facultative lagoon; and
- A sludge dewatering system, which is operated on a periodic basis to control the build-up and deposition of solids from the incoming trucked waste.

The biological treatment facility consists of the following components:

- A pump station from the facultative lagoon to the complete mix tanks;
- Two complete mix tanks operated in parallel;
- Two aerated lagoons, operated in parallel; and
- An outfall into the Peace River.

Figure 2.1 shows an overview to the wastewater facility.

The facility is registered under the Municipal Wastewater Regulation (MWR), authorisation number 108540, to produce a secondary quality effluent for discharge to the Peace River. As the effluent is released to a fisheries environment, there is also the need to comply with the Federal Wastewater Systems Effluent Regulations. The effluent quality to meet the regulatory requirements is summarised below:

- 5 day carbonaceous biochemical oxygen demand (CBOD₅): ≤ 45 mg/L maximum and ≤ 25 mg/L average.
- Total suspended solids (TSS): ≤ 45 mg/L maximum and ≤ 25 mg/L average.
- Ammonia: < 1.25 mg/L as un-ionised ammonia to meet Federal requirements and < 600 mg/L as total ammonia to meet chronic concentrations at the edge of the initial dilution zone, as per the Provincial requirements. Nitrification is not required to meet these effluent ammonia concentrations. Therefore, there is no biological ammonia treatment at this site.
- Phosphorus: treatment not required.



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- Disinfection: effluent faecal coliform concentration to be < 338,000 counts/100 mL. Given the effluent faecal coliform concentration, the required effluent quality can currently be met without the need for a managed disinfection process, such as ultra-violet (UV) light or chlorination.

2.2 Regulatory Framework

In addition to being the regulatory framework for the release of the effluent to the Peace River, the BC Municipal Wastewater Regulation (MWR) is also the governing regulation for the production and use of reclaimed water. There is no Federal regulation for reclaimed water use.

The MWR was published in April 2012, and replaced the Municipal Sewage Regulation, which was promulgated in 1999. The initial concepts for reclaimed water use and development were included as part of the now repealed Municipal Sewage Regulation, and form the basis of what is now required in the MWR. The MWR categorises reclaimed water according to risk to public health and/or the environment, with a higher quality being required in cases where the risk is higher. There are four risk categories: Indirect Potable Use (highest risk category), Greater Exposure Potential, Moderate Exposure Potential and Lower Exposure Potential (lowest risk category). The four categories are discussed in greater detail below, and the effluent criteria associated with each risk category are summarised in Table 2.1.

Table 2.1: Quality Criteria – Reclaimed Water Categories

Parameter	Quality Requirement			
	Indirect Potable Use	Greater Exposure Potential	Moderate Exposure Potential	Lower Exposure Potential
CBOD ₅	≤ 5 mg/L	≤ 10 mg/L	≤ 25 mg/L	≤ 45 mg/L
TSS	< 5 mg/L	≤ 10 mg/L	≤ 25 mg/L	≤ 45 mg/L
Turbidity	≤ 1 NTU	≤ 2 NTU (average); ≤ 5 NTU (maximum)	Not applicable	Not applicable
Faecal Coliforms	< 1 CFU/100 mL or < 2.2 MPN/100 mL (as median of 5 consecutive samples)	< 1 CFU/100 mL or < 2.2 MPN/100 mL (as median of 5 consecutive samples); Maximum of 14 CFU/100 mL	100 CFU/100 mL (as median of 5 consecutive samples); Maximum of 400 CFU/100 mL	200 CFU/100 mL (as median of 5 consecutive samples); Maximum of 1,000 CFU/100 mL
pH	Site specific	6.5 to 9	6.5 to 9	6.5 to 9

Indirect Potable Use is the highest standard of reclaimed water identified in the MWR, as this end use is seen as being of greatest risk. The Indirect Potable Use risk category would apply to reclaimed water which is being used to replenish a potable water source.

Greater Exposure Potential is the second highest standard of reclaimed water identified in the MWR, and is defined as a use where public contact with the reclaimed water is likely, or where there is a risk to the receiving environment. In addition to the quality requirements outlined in Table 2.1, this category of reclaimed water also requires treatment to remove viruses.

Moderate Exposure Potential is the third highest standard of reclaimed water identified in the MWR, and is defined as a use where public contact with the reclaimed water is likely to be minimal, or where public access to the reclaimed water is restricted and the users are educated as to the risks associated with reclaimed water. The risk to the receiving environment is also considered to be moderate, as a result of the intended use. In addition to the quality requirements outlined in Table 2.1, there may be additional quality requirements, monitoring and access restrictions, depending on the use of the reclaimed water.

Lower Exposure Potential is the lowest standard of reclaimed water identified in the MWR, and is defined as a use where public access is restricted and users are unlikely to come into contact with the reclaimed water. The uses are intended to be commercial or industrial in nature and the users must be educated with respect to the risks associated with reclaimed water. There must also be a low risk to the receiving environment. In addition to the above quality requirements, as with the moderate exposure risk category, worker contact should be minimised, with additional disinfection being required to ensure a maximum faecal coliform concentration of 14/100 mL in cases where frequent worker contact is expected.

For all three exposure categories (Greater, Moderate and Lower), the MWR indicates that a total residual chlorine concentration of 0.5 mg/L is to be maintained at the point of use unless there are risks to fauna/flora at the point of use. In the case where there is no chlorine residual in the reclaimed water, there is the need for either an increased awareness of the end user with respect to the risks associated with the reclaimed water, or the ability to prove that adequate disinfection was achieved before the reclaimed water is distributed.

In addition to the quality requirements for reclaimed water, the MWR also indicates the following:

1. Although the BC Ministry of Environment has jurisdiction over the MWR, the local health authority must be notified of the intent to use reclaimed water, as there is a provision in the MWR for the local health authority to authorise or prohibit the use of the reclaimed water.
2. There is a requirement for an alternative method of disposal. This requirement is based on the need to address an emergency situation where the reclaimed water cannot be used. A standard alternative method of effluent disposal is the release to a surface water, such as the Peace River, or a release to ground.

3. Monitoring, reporting and precautionary measures, depending on the quality and use of the reclaimed water.

The Reclaimed Water Guideline¹ was published in 2013. The intent of this guideline is to serve as a key reference and guidance document for the use of reclaimed water in BC. The guideline covers several aspects of reclaimed water use, including potential uses and best management tools.

¹ BC Ministry of Environment (2013). Reclaimed Water Guideline. A Companion Document to the Municipal Wastewater Regulation Made under the *Environmental Management Act*. July, 2013.

3.0 POTENTIAL OPPORTUNITIES

3.1 On-site Uses

As there is no on-site water supply to the Charlie Lake wastewater treatment facility, water is trucked in at an annual cost in the order of \$20,000 to 25,000/year. Water uses on-site have been reviewed to identify which activities could replace the trucked water with reclaimed water. The outcome of this review is summarised in Table 3.1.

Table 3.1: Summary of On-site Uses

Potential Use	Comments	Suitability for Using Reclaimed Water
Equipment Process Water	For the operation of the screen and centrifuge	This is an acceptable use of the reclaimed water. It is not uncommon for reclaimed water to be used as process water for the operation of equipment such as screens and centrifuges.
Wash-down water	For the following activities: <ul style="list-style-type: none"> • Cleaning equipment and floors inside buildings. • Wash out tanks and clean any debris or splashes for the trucked waste vehicles. • Cleaning the exterior concrete pad. • Clean-out of the facultative pond lift station. • Control of foam in the complete mix tanks. 	These activities are potentially acceptable for reclaimed water use. Confirmation was received that the vehicle wash-down was for the commercial vehicles that are used to haul the trucked waste. There is no intent to use the reclaimed water for personal vehicles or vehicles used on-site.
Chemical Make-down	This relates to the make-down of polymer for use in the centrifuge.	This is an acceptable use of the reclaimed water. Discussion needed with the polymer supplier to confirm whether there will be any adverse interactions between the polymer and chemical constituents of the reclaimed water. Options for changing the type of polymer can be assessed, if needed.

Table 3.1: Summary of On-site Uses (continued...)

Potential Use	Comments	Suitability for Using Reclaimed Water
Compost Site Operations	In the event that a biosolids composting operation is developed close to the wastewater treatment facility, reclaimed water could be used to ensure that the composting material does not become too dry. The main water use is expected to occur during active composting or the early stages of curing, when the temperature is the most elevated.	This is an acceptable use of the reclaimed water.
Dust Control	This would be to control dust on the gravel access roads located within the perimeter of the wastewater treatment plant.	This is an acceptable use of the reclaimed water.
Site Irrigation	This would be for landscaping purposes only, i.e. grassed areas and planters or baskets.	This is an acceptable use of the reclaimed water.
Domestic Uses (toilet, sink and shower)	Discussion with operations and PRRD staff indicated that there is a low interest in pursuing using reclaimed water for any of these uses. The only viable potential use is for toilet flushing, and it is expected that significant infrastructure changes will be needed to plumb the toilets to a reclaimed water system. This raises the question as to whether the benefit of this use can be balanced by the work needed to plumb in a separate reclaimed water system.	These potential uses of the reclaimed water are not considered viable for this site and will not be considered further.

3.2 Off-site Uses

There are many different potential uses for reclaimed water. The most common use throughout BC is irrigation, and includes both privately-owned lands and public lands. The irrigation options can range from landscape maintenance through to crop growth. In the Peace area, with the water supply constraints, there are also a wide range of options for using reclaimed water in the oil and gas sector. This will replace the use of potable or freshwater sources and has been practiced using reclaimed water from the City of Dawson Creek facility for approximately 5 years. While cost recovery may be challenging for irrigation uses,

especially in the Peace area, where irrigation of crops is not common, there is a clear possibility of cost recovery for uses within the oil and gas sector. A summary of the identified and potential off-site uses is discussed further below.

3.2.1 Uses in the Oil and Gas Sector

There are a number of uses of reclaimed water in the oil and gas sector, including hydraulic fracturing, drilling of oil and gas wells, dust control, hydrostatic testing of pipelines and facility piping, soil compaction during construction and washing of site equipment. Out of these uses, hydraulic fracturing has the single highest demand for water. In all cases, the reclaimed water would be used on sites which are designated for industrial use and where there are access restrictions. Site personnel need to complete safety training and the precautions and safe handling of the reclaimed water can easily be incorporated into existing site orientation and training. There is a possibility that dust control could occur on roads which are under the control of the oil and gas companies but could be accessed by members of the public. This would need to be considered when developing precautions relating to the use and when considering a suitable quality of reclaimed water.

Other uses which could also be included in the oil and gas sector are emergency response such as fire-fighting and irrigation to re-establish vegetation on lands which have been disturbed. As fire-fighting is an emergency situation, there is an increased possibility that personnel who may not have received appropriate training in the use of reclaimed water may access the water. There is also an uncertainty as to the use of the reclaimed water for the irrigation of disturbed lands. There could be a large number of such sites, with a wide range of land ownership, intended use, site topography, soil types, proximity to surface water/wells and type of vegetation. These factors would all need to be considered to assess whether a site-specific approach is needed and what precautions would be required.

3.2.2 Agricultural Uses

The lands surrounding the wastewater treatment plant are used largely for agricultural purposes. Immediately to the west is land that is owned by the PRRD. This land contains mainly grasses and it is understood that the site is used by a contractor for a hay crop for private use/sale. This use is not expected to change. As far as the PRRD is aware, this land has not been used for grazing. It is possible that this land could also be used for biosolids applications, depending on the direction that is developed for the management of the waste organic solids that are produced from the wastewater treatment plant. However, depending on land constraints, the preference at this stage from the PRRD is that the land would be used for reclaimed water irrigation, should there be a potential conflict between the irrigation and biosolids application activities.

Other lands in the area are also used for growing hay, with the standard being that one crop a year is harvested due to the short growing season. Other crops grown in the area include cereal crops such as wheat, barley and oats, which could all be used for human consumption, canola, which would be used for oil production, and peas, which are used as an animal feed.

In addition to the use of reclaimed water for irrigation, the other potential agricultural use is to replace freshwater as the make-down water for pesticides and fertilizers. Spraying in this area occurs in the spring and fall.

3.2.3 Additional Potential Uses

In addition to the uses outlined above, it is possible that the reclaimed water could be used for dust control on the roads in the area. The user could be the PRRD/contractor to the PRRD, but it is also possible that the BC Ministry of Transportation and Infrastructure could use the reclaimed water for dust control. The Ministry holds water licences in the area which allows the use of freshwater for dust control on the roads. Given the current drought situation, it is reasonable to assume that the Ministry would be interested in a more secure and environmentally sustainable water source.

4.0 QUALITY REQUIREMENTS

4.1 Introduction

The quality requirements for a specific reclaimed water use is evaluated through the completion of an environmental impact study. The environmental impact study assesses the potential level of risk to human health and the environment as a result of the intended use and determines an appropriate level of reclaimed water quality. The intent of this overview report is to provide guidance on the potential quality requirements of the various uses, in order to allow a feasibility engineering assessment to be completed. Should the PRRD wish to move forward with reclaimed water use, an environmental impact study will be required as one of the technical supporting documents for the engineering design and changes to the existing MWR registration.

4.2 On-Site Uses

The potential reclaimed water quality for each identified on-site use is summarised in Table 4.1.

Table 4.1: Potential Quality – On-site Uses

Potential Use	Anticipated Quality Required	Additional Comments
Equipment Process Water	Lower exposure potential	The activity is contained within a process with limited operator contact. Any operators will be trained to handle untreated wastewater, so there are low concerns that the operator will have a lack of understanding of the precautions needed when handling treated reclaimed water.
Wash-down water	Lower exposure potential	The activity is contained within the wastewater treatment plant site. Any operators will be trained to handle untreated wastewater, so there are low concerns that the operator will have a lack of understanding of the precautions needed when handling treated reclaimed water. Risk of contact can be further managed by measures such as use of low pressure hoses.

Table 4.1: Potential Quality – On-site Uses (continued...)

Potential Use	Anticipated Quality Required	Additional Comments
Chemical Make-down	Lower exposure potential	The activity is contained within the wastewater treatment plant site. Any operators will be trained to handle untreated wastewater, so there are low concerns that the operator will have a lack of understanding of the precautions needed when handling treated reclaimed water. Discussions with the current chemical supplier have indicated that there are low concerns with the moderate and lower exposure potential CBOD ₅ and TSS concentrations and interference with polymer. There are concerns relating to the presence of chlorine. The chlorine concentration needs to be below 1 mg/L so that there is no interference with the polymer properties. Interference from chlorine could reduce the efficiency of the polymer, however, based on the low existing usage of polymer at the facility, this is not expected to be a significant cost difference.
Compost Site Operations	Lower exposure potential	The activity is contained within a site which will be designated for sludge/biosolids processing. The operators will be trained to handle sludge/biosolids, so there are low concerns that the operator will have a lack of understanding of the precautions needed when handling treated reclaimed water.
Dust Control	Lower exposure potential	The activity is contained within the wastewater treatment plant site. Any operators will be trained to handle untreated wastewater, so there are low concerns that the operator will have a lack of understanding of the precautions needed when handling treated reclaimed water.
Site Irrigation	Lower exposure potential	The activity is contained within the wastewater treatment plant site. Any operators will be trained to handle untreated wastewater, so there are low concerns that the operator will have a lack of understanding of the precautions needed when handling treated reclaimed water. Risk of contact can be further managed by the irrigation methodology and equipment.

4.3 Off-site Uses

The potential reclaimed water quality for each identified off-site use is summarised in Table 4.2.

Table 4.2: Potential Quality – Off-site Uses

Potential Use	Anticipated Quality Required	Additional Comments
Hydraulic fracturing	Lower exposure potential	The activity is contained within a site which has restrictions for access and all site personnel are trained appropriately. Mitigation measures can be put in place to further protect workers and the environment, as needed, and can be developed based on each activity.
Drilling of oil and gas wells		
Dust control (oil and gas sites)		
Hydrostatic testing of pipelines and piping		
Soil compaction		
Equipment washing (oil and gas sites)		
Irrigation and agricultural uses	Moderate or greater exposure potential	Moderate exposure potential is likely to be acceptable in most cases, but is dependent on the type of crop to be grown and site-specific factors. If moderate exposure potential quality is deemed suitable, additional operational constraints are likely required. These additional operational constraints will likely not be required if a high quality reclaimed water (i.e. greater exposure potential) is used.
Dust Control – public roads	Greater exposure potential	There is an increased risk of contact with the public which could result in the need for a higher reclaimed water quality. However, it may be possible to use a lower reclaimed water quality (i.e. moderate exposure potential) depending on whether it is possible to implement mitigative measures (e.g. timing of the application).

5.0 ASSESSMENT OF TREATMENT AND INFRASTRUCTURE NEEDS

Upgrades to the Charlie Lake wastewater treatment facility occurred in 2015 to improve treatment and capacity. Due to filling times within the lagoon, the full plant has only been operating as per design since early 2016. Additionally, the facility underwent operational adjustments in the summer of 2016 to allow for erosion protection to be implemented. As such, there is currently just over one year of complete effluent quality data for the facility.

The design of the facility was to meet an effluent quality of TSS < 25 mg/L and CBOD₅ < 25 mg/L. These criteria meet both the lower and moderate exposure potential quality requirements for reclaimed water as outlined above. Further, the effluent quality data obtained to date indicates that all samples meet this requirement, with the exception of two samples. The two sample data exceedances were during start-up or non-standard operating procedures which could have caused the results.

There is potential for TSS to increase during summer months as a result of algal blooms. This is a natural factor of a lagoon system. The result of this is being out of compliance for moderate exposure quality reclaimed water, however, the quality would most likely remain within the lower exposure quality requirements.

5.1 Infrastructure Needs for On-site Lower Exposure Potential Uses

During construction of the TWRF, attempts at finding an on-site water source were unsuccessful. Currently, water for on-site uses is hauled from potable truck loading facilities in Fort St. John. However, the majority of water uses on-site do not require potable water so there is an opportunity to replace potable water for non-potable uses on-site.

5.1.1 Existing Infrastructure

The existing TWRF has a wet well beneath the building that has the capacity for 88 m³ of water storage. Two vertical turbine pumps and a hydro-pneumatic tank operate based on pressure differentials within the building and flow demands from process equipment. Currently, all water use within the building is plumbed to this infrastructure, with a main water service going to each room.

A 50 micron Amiad filter is installed to protect the solenoid valves within the building from damage by particulates in the water.

The bathroom contains a sink (including an under-sink, on-demand, hot water heater), toilet, and shower (including on-demand hot water heater).

5.1.2 Reclaimed Water Infrastructure Requirements

A retrofit of the existing infrastructure to use reclaimed water on-site would require minimal retrofits to the existing building.

To use reclaimed water within the building the following retrofits are proposed:

- Distribution Piping

Distribution piping from the aerated lagoon outlets (located on the west side of the site) to the TWRF will be required. A small duplex pump station, similar to the existing facultative pump station, is proposed to pump from the lagoons to the wet well. Installing a pump station will allow simple control of the flow when required by usage within the building. Flow by gravity from this location may be feasible, however, further studies will need to be conducted to determine the hydraulic grade line and controls to prevent excess flow from entering the wet well when water demand within the facility is low and to determine if that would be more or less costly than pumping.

- Filtration

The existing Amiad filter will be sufficient to provide filtering of the reclaimed water to prevent fouling of the solenoid valves. Additionally, the Claro screening equipment has an additional Y-strainer to protect the equipment from particulates in the water.

- Chlorine Disinfection

Chlorine disinfection is required in the MWR to meet moderate or lower exposure potential reclaimed water quality. The faecal coliforms in the effluent are currently low during summer months (when more bacteriological activity is present within the complete mix tanks and aerated lagoons), however, the concentrations spike during winter months. The size of the existing tank allows for sufficient contact time for disinfection by chlorine injection prior to distribution within the building. A system of mixing/and or baffles would be needed to prevent short circuiting and ensure adequate disinfection prior to use of the water. An eyewash and safety shower station will be required in the room with chlorine for personnel protection.

- Potable Water Service

To maintain potable water service for the bathroom, a separate potable water service is proposed. On-site potable water storage would be required, in the form of a cistern. A distribution pump and hydro-pneumatic tank would be required to provide pressure to the sink and shower. Additionally, the water service to the bathroom is required to be re-plumbed. This system would be much smaller than the existing system because a relatively small amount of potable water is required compared to process water.

Figure 5.1 shows the proposed upgrades for on-site reclaimed water use at a lower or moderate exposure potential quality.

5.1.3 Cost Estimate

A Class 'D' cost estimate for the proposed upgrades is identified in Table 5.1 below. These cost estimates include 15% engineering and 30% contingency, consistent with a Class D estimate.

Table 5.1: On-Site Uses – Lower Exposure Potential Upgrades Class D Cost Estimate

Item	Units	Quantity	Unit Cost	Extended Cost
Reclaimed Water Upgrades				
Mixing/Baffling for Wet Well	LS	1	\$ 15,000	\$ 15,000
Piping from Discharge to Wet Well	lm	400	\$ 300	\$ 20,000
Power and Control Conduit/Cable	lm	400	\$ 30	\$ 12,000
Chlorine Injection including dosing skid, etc.	LS	1	\$ 30,000	\$ 30,000
Duplex Pump Station from Discharge to Wet Well	LS	1	\$ 100,000	\$ 100,000
Eyewash and Safety Shower Station	LS	1	\$ 25,000	\$ 25,000
Potable Water Upgrades				
Cistern	LS	1	\$ 5,000	\$ 5,000
Water Pump	LS	1	\$ 2,500	\$ 2,500
Hydro-pneumatic tank	ea	1	\$ 500	\$ 500
Piping allowance to re-route bathroom piping	LS	1	\$ 2,000	\$ 2,000
Piping cistern to building (19 mm service)	LS	1	\$ 5,000	\$ 5,000
Sub-Total				\$ 317,000
Engineering (15%)				\$ 47,600
Sub-Total				\$ 364,600
Contingency (30%)				\$ 109,400
Total				\$ 474,000

5.2 Infrastructure Needs for Off-site Uses

As identified above, the existing effluent quality from the Charlie Lake wastewater treatment facility is sufficient to meet the CBOD₅/TSS requirements of a moderate exposure reclaimed water quality under normal conditions. The design of the facility is to meet these requirements to the 20 year (2034) design horizon. The remaining requirements for effluent quality are disinfection and to provide a chlorine residual.

Based on the uses identified, it has been assumed that off-site users will obtain the reclaimed water through a truckfill station. Further, it is our understanding that the PRRD would like to see all current effluent be diverted to reclaimed water, and this was considered during the feasibility assessment.

There are two potential sites located within the existing property lines for the Charlie Lake lagoon site – one just south of the main access road to the TWRF in the field to the east of the facultative cell, and the other at the standby lagoon location.

The first location could potentially utilize the wet well at the TWRF for storage (if the infrastructure for the on-site uses of reclaimed water is installed), however, this would require additional pumps and piping along the access road to the truckfill site. This site would need significant site upgrades to be suitable for a roadway (gravels/earthworks) and fencing. Additionally using the same access for the TWRF may cause a mix of sewer and water trucks along the access and could result in congestion. For these reasons, the standby lagoon location was identified as preferable, and is the subject of the further analysis.

The preferred location identified is at the south side of the wastewater treatment facility, at the standby lagoon site. Existing infrastructure at this site, and separating from the TWRF traffic, make this site desirable. It should be noted that during operation of the standby lagoon, some truck drivers had difficulty with the northbound slope of the hill from the standby lagoon driveway to the TWRF driveway but there are alternate access points to avoid this. Future asphaltting and upgrades by the Ministry of Transportation and Infrastructure on this road may assist with northbound egress. The proposed and existing infrastructure for this site is outlined below and shown in Figure 5.2.

5.2.1 Existing Infrastructure

The standby lagoon was built in December 2014 for use by trucked waste haulers until the TWRF was constructed and commissioned in December 2015. The existing infrastructure includes a chain-link gate fence across the gravelled “T” shaped access road. The entire site is fenced on all sides, separate from the main wastewater treatment facility.

There is a clay lined storage pond with approximately 8,100 m³ of storage. A small section on the north side has a HDPE liner which was installed to prevent erosion during waste disposal. There is ditching and culverts to divert surface water around the pond and away from the storage pond. The pond is currently listed in the MWR registration for the plant as emergency infrastructure, however, it is not currently used for any operational purpose.

The current outfall line runs from the control manholes at the west end of the aerated lagoons, along the southern property boundary, and then turns 90 degrees and travels south along the 273 road to the existing outfall at the Peace River. The outfall line is 200 mm HDPE.

5.2.2 Reclaimed Water Infrastructure Requirements

To meet the moderate exposure potential and provide reclaimed water for off-site uses, the following upgrades are required:

- Distribution Piping and Valves

Supply

The proposed supply piping for the treatment and truckfill station would be from the existing outfall line which runs along the south side of the property boundary for the Charlie Lake wastewater treatment facility. A manhole and two isolation valves would accompany a tie-in to the gravity line. A gravity line is assumed from the existing outfall to the treatment/truckfill station.

A 200 mm line is proposed to match the existing discharge line.

Storage

Two reclaimed water lines would be required to and from the truckfill and treatment station and the storage pond to discharge and draw from the pond.

Discharge

An overflow/discharge line from the storage pond to the existing outfall line is proposed. If all of the treated water is not used by truckfill users, the remaining will be discharged to the river. This water will not be chlorinated, so will be suitable for discharge to the River.

- Disinfection

Two different methods of disinfection could be used to meet the quality guidelines. Because a chlorine residual is required prior to distribution, either ultraviolet (UV) light plus chlorine or just chlorine could be used. However, if excess water is not used by truckfill users, the reclaimed water will need to be discharged to the river. Chlorinated water cannot be discharged to the Peace River and, therefore, it would need to be dechlorinated before discharge. The additional costs for UV are sometimes off-set by reducing the infrastructure and chemical costs for dechlorination. For the purposes of this feasibility, UV and chlorination was assumed.

Ultra Violet Light

UV light would be sized to meet peak day demands and disinfect the reclaimed water prior to discharge to the storage pond. During more detailed studies, sizing could be optimized to take advantage of available storage for reaching peak demands. UV disinfection is proposed to meet the moderate exposure potential requirements for faecal coliforms. This would increase the usage of the reclaimed water, and the difference in infrastructure between 100 CFU/100 mL to meet moderate exposure potential quality and 200 CFU/100 mL to meet lower exposure potential quality is minimal.

Chlorination

Chlorine injection is proposed to provide a chlorine residual. This would be injected immediately before distribution through the truckfill ports. A minimum total chlorine residual of 0.5 mg/L is required as per the MWR.

- **Storage**

The existing standby lagoon has more storage than would be required to allow for the entire maximum daily flow to be stored in this pond. This would allow for truck drivers to use this volume over a shorter period (working hours), without treatment delays. Because reclaimed water is not potable, a liner and cover is not required for the pond. An allowance in the cost estimates has been included to clean the existing pond to remove sludge from the bottom.

At this feasibility stage, it has been assumed no further upgrades would be required in the pond, and that the volume could be optimized by depth, however there is the potential that a berm could be required to reduce the storage volume.

- **Truckfill Station**

It is proposed that the treatment/truckfill station be housed within the same building. Service levels that are similar or better to similar facilities across the region would be provided from this station. A duplex truckfill station is proposed to reduce wait times and increase flow out of the station to meet demands. A concrete pad is proposed for the building and a sidewalk, however no pads for the truck drivers are currently proposed.

- **Access Upgrades**

The current access road is a "T" shape (as shown on Figure 5.2) which requires a truck driver to back up to turn around. This is not ideal and inhibits flow of traffic and the ability to have trucks line-up on-site. To alleviate these issues, some access upgrades would be required to allow one-way flow on the site.

Access road improvements (including ditching) on the north side of the site are proposed to facilitate this. Additionally, the treatment building is proposed in the centre of the road to allow for filling on either side of the building. Trucks would be able to line up along the access road.

- **Power**

This site currently does not have power. The three phase power terminates at the TWRF, approximately 200 m to the north. There is also single phase power approximately 500 m south of the site. Due to the

pump and equipment sizing, it would be expected that the preference is three phase power. An allowance for power to be brought from the TWRF driveway has been included.

5.2.3 Cost Estimate

A Class 'D' cost estimate for the proposed upgrades is identified in Table 5.2 below. These cost estimates include 15% engineering and 30% contingency, consistent with a Class D estimate.

Table 5.2: Off-Site Uses - Moderate Exposure Potential Upgrades Class D Cost Estimate

Item	Units	Quantity	Unit Cost	Extended Total
Piping from Discharge line to Treatment Building	lm	162	\$ 300	\$ 48,600
Piping to and from storage pond	lm	40	\$ 300	\$ 12,000
Overflow line to discharge line	lm	25	\$ 300	\$ 7,500
Valves	ea	2	\$ 7,500	\$ 15,000
Tie-in Manhole	ea	1	\$ 7,000	\$ 7,000
Power from TWRF site	LS	1	\$ 100,000	\$ 100,000
UV Disinfection (including pumps)	LS	1	\$ 150,000	\$ 150,000
Chlorine Injection including dosing skid, etc.	LS	1	\$ 30,000	\$ 30,000
Eyewash and Shower Station	LS	1	\$ 25,000	\$ 25,000
Truckfill Station (including pumps)	LS	1	\$ 150,000	\$ 150,000
Concrete Pad for truckfill	LS	1	\$ 20,000	\$ 20,000
Clean Temp. Lagoon	LS	1	\$ 25,000	\$ 25,000
Access Road Upgrades - Subgrade Prep/Stripping	m ³	225	\$ 5	\$ 1,125
Access Road Upgrades - 300 mm Subbase Gravels	m ²	750	\$ 30	\$ 22,500
Access Road Upgrades - 150 mm Base Gravels	m ²	750	\$ 20	\$ 15,000
Re-route Ditching	lm	50	\$ 12	\$ 600
Sub-Total				\$ 629,325
Engineering (15%)				\$ 94,400
Sub-Total				\$ 723,725
Contingency (30%)				\$ 217,200
Total				\$ 940,925

6.0 REGULATORY REQUIREMENTS

The current facility is registered under the MWR for the release of a secondary quality effluent to the Peace River. There is no recognition in the current MWR registration for reclaimed water use, either on-site or off-site. The authorisation of reclaimed water use will require an amendment to the MWR registration, with the scope of the amendment to be clarified with the BC Ministry of Environment. However, based on past situations, it is expected that the on-site uses can be authorised by an amendment to the existing MWR registration, but that the off-site uses could need an MWR re-registration. The information requirements and the processing timing of the authorisation changes are unlikely to be significantly different whether just on-site or off-site uses are requested or whether these two types of uses are amalgamated into a single MWR application. Therefore, it is advised that the application should include as many uses as are viable and realistic for the PRRD. It is also reasonable to expect that the processing time could be in the order of a year or two, but this will need to be confirmed with the Ministry.

The authorisation changes will require the following supporting information:

1. Application forms
2. Site figures and layout
3. An environmental impact study
4. Operations and commissioning plans, which may also include the need for an irrigation plan
5. Design drawings
6. Documentation that the local health officer has been notified of the intent to use reclaimed water; and
7. An application fee of \$200.

The current approach with the Ministry is to submit an application form indicating the intent to amend the authorisation, followed by a meeting with a Ministry representative to confirm all the information requirements for the application submission. Therefore, it is possible that there could be changes to the list of information requirements outlined above.

The following should also be noted with respect to the authorisation of reclaimed water use under the MWR:

1. Notification must be given to the local health officer at least 60 days before registering the proposed reclaimed water use under the MWR. The local health officer has the ability to authorise or prohibit the use of reclaimed water. However, there is no need for involvement from the local health officer if the PRRD authorises the use of the reclaimed water under a local service area by-law. This by-law indicates that the PRRD is responsible for ensuring compliance with the MWR and that proper operation and maintenance will occur.
2. The treatment processes must meet the redundancy requirements outlined in the MWR.

3. There is the requirement for an alternative discharge route or storage, should there be any issue with the reclaimed water system or a reduction in the demands. Demands for irrigation activities are seasonal, as the water is only required during the growing season. The amount of water used for irrigation over the growing season will vary depending on the timing of the spring/freeze-up, crop harvesting and whether the summer is hot and dry or cool and wet. It is important that irrigation is undertaken at an appropriate rate and is not viewed as an opportunity for the maximum disposal of effluent. Demands for an industrial user also vary and will depend on the activity at the time and the need for down-time or maintenance. It is quite possible that an industrial user may require significant amounts of reclaimed water over a short period of time followed by long periods where little or no water is needed. It is important that there is sufficient storage to accommodate periods of high user demands and periods of little to no demand. The required storage capacity is likely to be significant and may not be practical to achieve. An alternative release approach needs to be in place, which would not only address time periods where there is the inability to store all the reclaimed water but would also address an emergency situation when there is a quality issue. This would result in the need to ensure that the outfall line to the Peace River remains operational, as an emergency or back-up approach to effluent/reclaimed water management.

7.0 SUMMARY AND RECOMMENDATIONS

To summarise:

- The following have been identified as potential on-site uses for reclaimed water:
 - Equipment process water.
 - Wash-down water for equipment, trucked waste vehicles and infrastructure.
 - Make-down water for the centrifuge polymer.
 - A water source should a biosolids compost operation be developed on the site immediately adjacent to the Charlie Lake wastewater treatment facility.
 - Dust control.
 - Irrigation of landscape and planters.
- The following have been identified as potential off-site uses for reclaimed water:
 - Use in the oil and gas sector, including hydraulic fracturing, drilling of oil and gas wells, dust control, hydrostatic testing of pipelines and facility piping, soil compaction during construction and washing of site equipment.
 - Agricultural uses, including irrigation of crops and as make-down water for pesticides and fertilizers.
 - Dust control on roads that are managed by the BC Ministry of Transportation and Infrastructure.
- From a high level review, it is anticipated that the reclaimed water quality would need to meet “lower exposure potential” standards for uses around the wastewater treatment plant. For the off-site uses, while the “lower exposure potential” standard is suitable for uses within the oil and gas sector, a higher quality would be required for the agricultural uses (moderate or greater exposure potential) and for dust control on public roads (greater exposure potential). However, the outcomes of an environmental impact study and the use of additional mitigation measures may result in a lower reclaimed water quality being acceptable for the agricultural uses and dust control on public roads.
- On-site uses could utilize the existing wet well and water distribution equipment for treatment, with the addition of chlorine and baffling. A potable water service (including on-site storage and pumps) would be required to provide water for the bathroom and shower.
- Off-site uses could require a truckfill and treatment station. The existing standby lagoon could provide storage volume for reclaimed water treated by UV light, prior to chlorination and discharge through the truckfill.
- There will be the need to amend the current MWR registration, with a registration amendment possibly required for on-site uses and a re-registration possibly required for off-site uses. This would need to be discussed with the BC Ministry of Environment. The process of changing the authorisation could take a year or two.

- Unless the PRRD develops a local service by-law, there will be the need to involve the local health authority. The local health officer has the ability to authorise or prohibit the use of reclaimed water.
- Storage or an alternative discharge approach is a requirement of the MWR. The most common approach is an alternative discharge approach, as storage is often not cost effective or practical. Therefore, there is the need to ensure that the outfall line to the Peace River remains operational, as an emergency or back-up approach to effluent/reclaimed water management.

The following are recommended:

- An environmental impact study should be completed to confirm the reclaimed water quality for each of the intended uses.
- A preferred concept should be selected for which upgrade option the PRRD would like to proceed with. A pre-design level of detail should be completed on either the on-site, off-site, both or no option presented.
- Undertake discussions with the BC Ministry of Environment regarding the process for amending the current MWR authorisation. These discussions will assist in any decisions that need to be made with respect to the viability of the proposed reclaimed water uses.

MEMORANDUM

Date: February 13, 2020
To: Paulo Eichelberger, General Manager of Environmental Services
cc: Jaime Adam, Urban Systems Ltd.
Kimberly Zackodnik, Urban Systems Ltd.
Katrin Saxty, Urban Systems Ltd.
From: Adrianna Johnson, B.Sc.
Dr. Joanne Quarmby, R.P.Bio.
File: 0601.0086.01
Subject: Document Update – Reclaimed Water Use

1. Introduction

In 2017, an assessment was completed to evaluate creating reclaimed water at the Charlie Lake wastewater treatment facility (Evaluation of Reclaimed Water Use, dated December 2017, File # 0601.0073.01). Several options for reclaimed water use were identified, with the irrigation of agricultural lands being one opportunity.

Since the completion of the 2017 reclaimed water assessment, there have been changes in the BC legislative framework that could affect the intent to irrigate agricultural lands with reclaimed water. In February 2019, the Agricultural Waste Control Regulation was replaced with the Code of Practice for Agricultural Environmental Management (AEM Code). The AEM Code includes approaches to manage nutrient applications to land, and reclaimed water is identified as a potential nutrient source. A review of the requirements of the AEM Code is presented below and focuses on the implications for any future activities related to reclaimed water irrigation. Although not included in the intended scope of work, there have also been substantial recent updates in 2018 and 2019 to both the *Agricultural Land Commission Act* and the *Agricultural Land Reserve Regulations*, which affects lands designated within the Agricultural Land Reserve (ALR). Additional topic-specific updates continue to be rolled out by the ALC. Seeing as the potential lands for irrigation and the Charlie Lake wastewater treatment facility are within the ALR, a brief summary on these implications has also been included.

The requirements of the AEM Code could affect the use of reclaimed water for irrigation on agricultural lands, regardless of whether this water is sourced directly from the Charlie Lake reclaimed water storage facility or whether it is trucked off-site via the bulk filling station. Any other potential use such as in-plant uses, hydraulic fracturing, etc., will not be affected by the requirements of the AEM Code.

The purpose of this memorandum is solely to provide an update to the 2017 reclaimed water report regarding the recent legislative changes.

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2. Background – Reclaimed Water Facility

Although several options were identified for the reclaimed water uses in the 2017 report, focusing on the irrigation of agricultural land, the quality expectation for this use was either moderate exposure potential or greater exposure potential, as defined in the BC Municipal Wastewater Regulation (MWR). The quality of these two types of reclaimed water are summarised in Table 2.1, below.

Table 2.1: Summary of Reclaimed Water Quality

Parameter	Greater Exposure Potential Quality	Moderate Exposure Potential Quality
CBOD ₅	≤ 10 mg/L	≤ 25 mg/L
TSS	≤ 10 mg/L	≤ 25 mg/L
Turbidity	≤ 2 NTU (average); ≤ 5 NTU (maximum)	Not applicable
Faecal Coliforms	< 1 CFU/100 mL or < 2.2 MPN/100 mL (as median of 5 consecutive samples); Maximum of 14 CFU/100 mL	100 CFU/100 mL (as median of 5 consecutive samples); Maximum of 400 CFU/100 mL
pH	6.5 to 9	6.5 to 9
Nutrients	Not applicable	Not applicable

CBOD₅: 5 day carbonaceous biochemical oxygen demand

TSS: total suspended solids

While the design of the current system is aligned with the moderate exposure potential quality for CBOD₅ and TSS, this is not the case for the higher quality needed for greater exposure potential. The 2017 report focused on the needs to meet moderate exposure potential quality standards, and indicated that disinfection was the only form of further treatment required. The cost estimates were developed on this basis. There is no requirement for nutrient treatment for either reclaimed water quality standards. In the case of irrigation uses, the reclaimed water will supply nutrients in the form of nitrogen and phosphorus, which can be used for plant growth. Although in low concentrations compared with other forms of nutrients sources (e.g. commercial fertilizers, manures, etc.), the nutrients present in reclaimed water can be sufficient to be considered as a nutrient supply for plant growth.

3. AEM Code

The AEM Code applies to all agricultural operations in BC for a basic level of environmental protection. The requirements in the AEM Code focus on preventing contaminated run-off, leachate, and solids from entering drinking water sources and other watercourses, or from crossing property boundaries. The AEM Code also aims to ensure that nutrient land application rates meet crop needs. In the case of using reclaimed water

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to irrigate agricultural land, the AEM Code outlines several requirements for nutrient application, as discussed further below.

3.1 Nutrient Land Application

The requirements for nutrient land application are intended to prevent nutrient discharge into a watercourse, across a property boundary, or below the seasonal high-water table, while ensuring that nutrient land application rates meet crop needs. Under the AEM Code, reclaimed water that is treated, provided, and used in accordance with the Municipal Wastewater Regulation (MWR) is defined as a “nutrient source”.

Nutrient sources cannot be applied to:

- Land on which there is standing water or water saturated soil.
- Ground in which the top 5 cm of soil is frozen so it is impenetrable to manually operated equipment.
- A field having at least 5 cm of ice or snow over at least half of its area.

These restrictions are consistent with the general expectation for irrigation practices, regardless of whether the water source is reclaimed water or fresh water.

The AEM Code requires that the total amount of nitrogen in the soil from all nutrient sources applied in one year must be equal to or less than the amount of nitrogen needed for optimum crop growth and yield (agronomic nitrogen application rate). Moreover, the nutrient application must consider the meteorological, topographical, and soil conditions of the area where the nutrients are applied.

For a land base area greater than 2 hectares, there is also the requirement to keep the following records with respect to each field where nutrients are applied:

- The location and size of the field.
- The crop nutrient requirements of the field.
- The crop yields of the field.
- The date and location of each application of nutrients.
- The type of nutrient sources applied.
- The calculated nutrient application rate.
- The rate at which the nutrients were actually applied.
- The result of testing conducted.

The field adjacent to the Charlie Lake wastewater treatment facility could be a location where reclaimed water is used for irrigation. This field is approximately 10 hectares in size. Therefore, this would trigger the

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need for the record keeping outlined above. Should another site be selected for irrigation using reclaimed water, the area would need to be confirmed to assess whether the additional record keeping is required.

3.2 Soil Testing

Soil testing (nitrogen and phosphorus) is required when nutrients are applied to land, unless the land is less than 2 hectares in size. There are also exemptions related to flooding of a field for harvesting and the presence of organic soils. However, these conditions are not expected to apply in the general Charlie Lake area. The testing requirements focus on the presence of nitrate and available phosphorus, with the frequency to be either annually or once every three years, depending on whether the outcome of the nitrate test indicates a concentration ≥ 100 kg N/hectare. For nitrate, there are additional requirements relating to establishing the amount of nitrate-nitrogen left in the soil after plant growth has ceased. This approach focuses on the direction that applications are to be agronomic.

Should reclaimed water from the Charlie Lake wastewater treatment plant be used for irrigation, this will trigger a change to the registration under the MWR. Monitoring requirements are determined during the registration change and are set by a qualified professional based on risks to public health and the environment. Under the MWR registration, it is possible that monitoring will include soil samples before and after the growing season, at a very minimum, and the soils will be monitored for a number of parameters, in addition to nitrogen and phosphorus. Groundwater and vegetation sampling may also be required. Therefore, monitoring requirements will be largely dictated by the MWR, and the requirements in the AEM Code are not expected to represent an additional monitoring expectation.

3.3 Nutrient Management Plan

The AEM Code indicates that a nutrient management plan must be developed if all of the following conditions are met:

- The field is part of an agricultural operation having an agricultural land base totalling 5 hectares or more,
- The field is located in a vulnerable aquifer recharge area, with such areas being defined through mapping linked with the AEM Code, and
- The result of a nitrate test for the field is 100 kg N/ha or more.

This plan must be developed to limit the loss of nitrogen and phosphorus from a field to the environment. However, since the general location in and around Charlie Lake is not designated as being in a vulnerable aquifer recharge area, a nutrient management plan is not required should reclaimed water from the Charlie Lake wastewater treatment facility be used for irrigating agricultural lands.

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3.4 Additional Comments

The AEM Code also indicates setback requirements for the application of nutrient sources to land. These setback requirements could also apply to the irrigation of reclaimed water. The AEM Code indicates the following setbacks for “other nutrient sources” and while the description excludes “irrigation water” there is no reference to the setbacks excluding “reclaimed water”. Both types of water are listed separately in the definitions section of the AEM Code.

- 30 m from a well or diversion point used as a drinking water source.
- 3 m from any other drinking water source.
- 3 m from a water course. A water course in the AEM Code is defined as an area of land which perennially or intermittently contains surface water. This excludes puddles, dug-out ponds for livestock watering, and furrows, grassed waterways and other temporary ponded areas that are normally farmed.
- No application on the property boundary.

With the nature of the depressions observed on the adjacent field, it is reasonable to assume that any surface water in these depressions would not be considered to be a watercourse.

There are also setback requirements in the MWR for the use of reclaimed water for irrigation, with a standard setback of 30 m being required for wells/in-ground domestic water sources. There are also standard requirements to ensure that the reclaimed water does not migrate off a property. Therefore, any additional requirements in the AEM Code regarding setbacks are expected to have minimal impacts on existing reclaimed water practices under the MWR for irrigation of agricultural lands.

4. Agricultural Land Commission

The Agricultural Land Commission (ALC) and its legislation is of utmost importance in considering any land use decisions for lands that fall within the ALR. This importance is further noted within the Agricultural Land Commission Act (ALC Act) s. 2, which speaks to which other pieces of legislation that the ALC Act is subject to. Because of the weight placed on protecting BC’s limited high-quality farmland, the ALC Act is not subject to any other enactment, with the exception of the following:

- Interpretation Act;
- Environment and Land Use Act; and
- Environmental Management Act.

It should be noted that the Charlie Lake wastewater treatment facility is registered under the Municipal Wastewater Regulation, which falls under the Environmental Management Act. The facility is located on lands designated as being within the ALR, and was not excluded from the ALR when the original lagoons

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were constructed. It is not known if this land has received a non-farm use designation to accommodate the construction and operation of a domestic wastewater treatment facility. Such records may be available within the Peace River Regional District archives.

In a review of the ALC Act, the Agricultural Land Reserve General Regulations and the Agricultural Land Reserve Use Regulations, there does not appear to be any references made to domestic wastewater treatment systems and how they are treated within the ALR. Furthermore, domestic wastewater treatment systems are not identified as a permitted use or a non-farm permitted use, however various linear infrastructure elements, such as connecting pipe-works, are.

In addition to this, the Agricultural Land Reserve Use Regulation specifically sets out regulations as they relate to irrigation use of ALR lands in the **Infrastructure** and **Permitted soil or fill uses** sections. The relevant sections are as follows:

25 The following uses of agricultural land are permitted but may be prohibited as described in section 20:

- (b) constructing, maintaining and operating, for the purpose of drainage or irrigation or to combat the threat of flooding,
 - (i) dikes and related pumphouses, and
 - (ii) ancillary works, including access roads and facilities.

35 Subject to Section 36 [*prohibited fill*], the removal of soil from, or the placement of fill on, agricultural land for one or more of the following purposes is permitted if all applicable conditions are met:

- (c) constructing or maintaining flood protection dikes, drainage, irrigation and livestock watering works for farm use, if the total annual volume of soil removed or fill placed is 320 m³/16 ha or less;

While the ALC Act and its regulations are silent with respect to any regulations related to domestic wastewater treatment systems, the regulations do make provisions relating to irrigation. Furthermore, as the ALC Act has seen recent updates that are fairly significant in nature, the PRRD may wish to seek further clarification from the ALC prior to beginning any additional activities on the subject parcel to ensure that the uses proposed are indeed permitted within the ALR and in compliance with the ALC Act and its regulations.

5. Summary and Recommendations

An assessment was completed in 2017 to evaluate the production of reclaimed water at the Charlie Lake wastewater treatment facility, with one of the potential uses of the reclaimed water to irrigate agricultural land. With the recent changes in legislation, it is expected that the new AEM Code will have little impact on irrigation practices given the following:

- The requirements in the MWR and the standard practices which are associated with the use of reclaimed water for irrigating agricultural lands.

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- The Charlie Lake area is not located within a vulnerable aquifer recharge area.

However, should irrigation of agricultural lands with reclaimed water be pursued by the Peace River Regional District, and any parcel or irrigated land be greater than 2 hectares in size, there will be the need to confirm that the appropriate records are being kept in accordance with the Section 51 of the AEM Code. While it is expected that the records identified in this Section of the AEM Code should be relatively consistent with the monitoring and record requirements under the MWR, this may not be the case.

The introduction of the AEM Code should not result in any implications which could affect the engineering design or the operation of a reclaimed water facility at the Charlie Lake wastewater treatment facility. This is on the assumption that nutrient applications to an agricultural land can be managed by considering all sources, with the application rates to be managed accordingly. This would negate the requirement to implement nutrient treatment at the Charlie Lake wastewater treatment facility.

Given the power of the ALC Act in BC legislation, it would be beneficial to consult with the ALC to ensure compliance with their legislation prior to proceeding with any activities associated with this project.

6. Closing

We trust that the above information provides sufficient guidance as to the recent legislation changes and the potential implications should reclaimed water from the Charlie Lake wastewater treatment facility be used to irrigate agricultural lands. However, please do not hesitate to contact us if you require clarification or additional information.

Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to read "Adrianna Johnson".

Adrianna Johnson, B.Sc.
Environmental Consultant

A handwritten signature in blue ink, appearing to read "Joanne Quarmby".

Dr. Joanne Quarmby, R.P.Bio.
Water and Wastewater Specialist

/aj/jq

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REPORT

To: Chair and Directors

Report Number: ENV-BRD-011

From: Paulo Eichelberger, GM of Environmental Services

Date: July 2, 2020

Subject: RFP Award 24-2020 Chetwynd Landfill Scale Replacement

The following recommendation from the July 2, 2020 Solid Waste Committee meeting is being presented to the Regional Board for its consideration:

RECOMMENDATION: *[Corporate Weighted]*

That the Regional Board award RFP 24-2020 “Chetwynd Landfill Scale Replacement” to Sperling Hansen Associates for design and tender support at a cost of \$50,267.50 (excl. taxes); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

The Chetwynd Landfill Scale has been showing signs of deterioration. In 2018, staff recognized an opportunity to replace the Chetwynd unit with another asset, the old 80’ scale formerly located at the North Peace Regional Landfill. In 2020, a Request for Proposal (RFP) was issued to select a qualified proponent to replace the Chetwynd Scale with the newer asset. The successful proponent would be responsible for design, construction tender support, contract administration and quality control services.

One bid was received from Sperling Hansen Associates (SHA), who will provide design and tender support for \$50,267.50. As the proposal met all mandatory requirements, it is recommended that Sperling Hansen Associates be awarded the Chetwynd Landfill Scale Project.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery

FINANCIAL CONSIDERATION(S):

2020 Project	Budgeted	Actual Bid Price	Budgeted vs Actual	Status
Transfer Station Software Upgrade (CW6)	\$230,000	\$232,000	-\$2,000	Approved
BBLF 3B Construction, 1B Closure	\$2,836,722	\$2,961,628.05	-\$124,906.05	Approved
NPRLF LFG Phase 2 Stage 2 Construction	\$220,000	\$268,998.50	-\$48,998.50	Approved
Bulky Pit Ramps	\$470,000	\$335,797.06	\$134,202.94	Approved
Recycling Sheds	\$184,500	\$115,200	\$69,300	Approved
CHLF Scale Design, Tender, QA/QC	\$250,000	\$50,267.50	\$199,732.50	Board for Approval July 9, 2020
Total	\$4,191,222	\$3,963,891.11	\$227,330.89	

If this project is approved, a \$227,330.89 surplus is forecasted for 2020 under the capital budget general ledger line.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None at this time.

Attachment:

1. RFP Award 24-2020 Chetwynd Landfill Scale Replacement - ENV-SWC-003



REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-003

From: Paulo Eichelberger, GM of Environmental Services

Date: July 2, 2020

Subject: RFP Award 24-2020 Chetwynd Landfill Scale Replacement

RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board award RFP 24-2020 "Chetwynd Landfill Scale Replacement" to Sperling Hansen Associates, for design and tender support at a cost of \$50,267.50, and \$5,315.50 per week for construction contract administration and quality control during construction of the project.

BACKGROUND/RATIONALE:

In 2016, the North Peace Regional Landfill (NPRLF) underwent a capital project for a new entrance, this included a tipping area, new scale house, and 2 new 80' scales. Once the new entrance was in operation, the old entrance was abandoned, the old scale house was used as a staff bathroom and lunchroom while the old 80' scale sat unused.

In 2018, staff recognized an opportunity to relocate the used 80' scale from the NPRLF to the Chetwynd Landfill (CHLF) to replace the 40' scale currently used at the site. The current 40' scale located at the CHLF has begun to show signs of the foundation failing.

In 2019, the 80' scale was moved from the NPRLF and stored on site at the CHLF. Staff obtained a quote on a foundation design for the installation of the scale. At the time, the quote came in at \$80,000, a large portion of this was due to the need for geotechnical investigation.

In 2020, Staff put out a Request for Proposal (RFP) for the scale replacement at the CHLF, this includes design, tender support, and contract administration and quality control services. One bid was received and the results are below:

Sperling Hansen Associates	
Mandatory Requirements	
Submission Form (Appendix B)	✓
Pricing (Appendix C)	✓
Experience (3 examples past 5 yrs)	✓
Qualifications (team roles / resumes)	✓
Work Plan (detailed methodology)	✓
Schedule (proposed dates as requested)	✓
References (3 provided)	✓
Scoring Matrix Results	
Total Score	92.00
Pricing	
Design Pricing	\$ 46,711.50
Tender Support	\$ 3,556.00
Construction Contract Administration and QC (\$ per week of Construction)	\$ 5,315.50

The bid received meets all mandatory requirements. As such, staff recommends that Sperling Hansen Associates be awarded the Chetwynd Landfill Scale project.

ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery

FINANCIAL CONSIDERATION(S):

Through the 2020 budget process \$250,000 was budgeted for the project. This was based off an estimated \$80,000 for design, and tendering and \$170,000 for construction.

The recommended proponents bid came in \$29,732.50 under the estimates cost, this leaves \$199,732.50 for construction and quality control if construction moves forward this year.

A table summarizing the status and costs of the 2020 Capital projects (excluding carry forward projects) is provided below:

2020 Project	Budgeted	Actual Bid Price	Budgeted vs Actual	Status
Transfer Station Software Upgrade (CW6)	\$230,000	\$232,000	-\$2,000	Approved
BBLF 3B Construction, 1B Closure	\$2,836,722	\$2,961,628.05	-\$124,906.05	Approved
NPRLF LFG Phase 2 Stage 2 Construction	\$220,000	\$268,998.50	-\$48,998.50	Approved
Bulky Pit Ramps	\$470,000	\$335,797.06	\$134,202.94	Approved
Recycling Sheds	\$184,500	\$115,200	\$69,300	Approved
CHLF Scale Design, Tender, QA/QC	\$250,000	\$50,267.50	\$199,732.50	SWC for Approval July 2, 2020
Total	\$4,191,222	\$3,963,891.11	\$227,330.89	

If the final capital project is approved, the total balance for the capital works in 2020 remains \$227,330.89 under the capital budget general ledger line.

COMMUNICATIONS CONSIDERATION(S):

N/A

OTHER CONSIDERATION(S):

N/A



REPORT

To: Chair and Directors

Report Number: ADM-BRD-053

From: Kelsey Bates, Deputy Corporate Officer

Date: June 30, 2020

Subject: Section 57 Notice on Title - PID 012-191-604

RECOMMENDATION: [Corporate Unweighted]

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

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

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

** This is the bylaw in effect when the shop was constructed between June 7, 2011 and May 27, 2012.*

BACKGROUND/RATIONALE:

On May 28, 2020, the Regional Board passed the following resolution:

MOVED, SECONDED, and CARRIED

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.

As of the date of this report, the landowner had not provided the PRRD with an engineering report.

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

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

The PRRD Building Inspector has provided separate background information in the attached memo, summarizing the history of the construction/placement of the structure on this property.

ALTERNATIVE OPTIONS:

1. That the Regional Board receive the June 30, 2020 report titled “Section 57 Notice on Title- PID 012-191-604” for information.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

In addition to legal fees in the approximate amount of \$143.00, a filing fee of \$74.87 is paid to Land Title and Survey Authority.

COMMUNICATIONS CONSIDERATION(S):

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

The landowner addressed the Regional Board during the May 28, 2020 meeting, asking for time to obtain an engineering report.

On June 3, 2020, the Corporate Officer communicated, via email, with the landowner confirming that the Regional Board had deferred consideration of the staff recommendation to place a Section 57 on the title of the property for a one-month period, to allow the landowner to provide additional information such as an engineering report. The Corporate Officer further confirmed that the Regional Board would consider placing the Section 57 notice on the title of the property at the July 9, 2020 meeting.

If the landowner provides further information prior to the commencement of the July 9, 2020 PRRD Board Meeting, the information will be provided to the Regional Board for its consideration.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Memo from Building Inspector titled “Notice on Title- PID 012-191-604”



MEMO

To: Tyra Henderson, Corporate Officer

Date: April 23, 2020

From: Devon Bacon, Building Inspector

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

RECOMMENDATION:

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

BACKGROUND/RATIONALE:

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

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

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

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

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

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

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

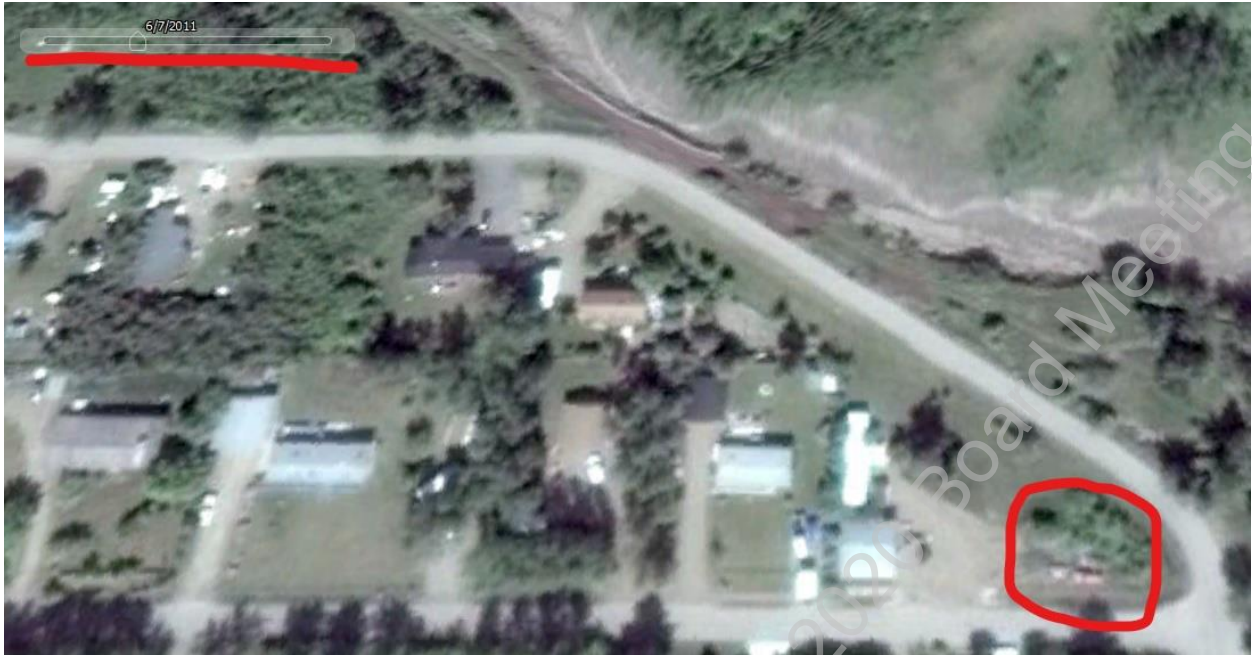
April 17, 2020- This recommendation for a notice on title will not affect the BoV application. The BoV application is meant to legitimize the location of the structure and the notice on title is meant to notify any person(s) with an interest in the property that the structure was constructed without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

Attachments:

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

Previously Received at the May 28, 2020 Board Meeting





Previously



Peace River Regional District

17-Apr-2020

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

Parcel Size

0.14 Hectares

0.36 Acres



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



REPORT

To: Chair and Directors

Report Number: ADM-BRD-056

From: Trevor Ouellette, IT Manager

Date: June 19, 2020

Subject: IT Acceptable Use Policy Amendment

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board adopt the amended IT Acceptable Use Policy, which provides the Regional Board access to the PRRD corporate wireless network.

BACKGROUND/RATIONALE:

At the June 11, 2020 Board Meeting, the Regional Board resolved to provide Board Members with access to the PRRD corporate wireless network. This resolution affects the IT Acceptable Use Policy, so item 4.7 – ‘Wireless Security’ has been amended and is highlighted in yellow for the Regional Board’s consideration.

ALTERNATIVE OPTIONS:

1. 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):

A copy of this Policy is included in the orientation packages provided to staff upon hire, and elected officials following a local government election. If approved, this Policy will be circulated to all staff and elected officials.

Attachments:

1. Amended Acceptable Use Policy

**IT ACCEPTABLE USE**

Department	Administration	Policy No.	0340-001
Section	Information Technology	Date Approved by Board	November 28, 2019
Repeals		Board Resolution #	RD/19/11/21 (28)

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

Repealed		Board Resolution #	
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1. Purpose

- 1.1 The purpose of the IT Acceptable Use Policy is to define the acceptable uses of Information Technology (IT) Resources that support the Peace River Regional District (PRRD). The PRRD provides access to IT Resources for work purposes that serve the interests of the Regional District.

2. Scope

- 2.1 This Statement of Policy applies to the PRRD Regional Board, staff, hired contractors, and other individuals with access to PRRD IT Resources and/or IT Devices.

3. Definitions

- 3.1 *Acceptable Personal Use*: defined as reasonable and limited personal communication, including occasional use of apps and web browsing.
- 3.2 *Authorized User*: Any person who is granted access to IT Resources or IT Devices. Authorized Users can include employees, elected officials, contractors and other individuals.
- 3.3 *Cloud-Based Service*: A term that refers to applications, services, or resources made available to users on demand via the internet from a cloud computing provider's servers.
- 3.4 *E-discovery*: refers to the preservation, retrieval, exchange, and production of documents from electronic sources in electronic form.
- 3.5 *Freedom of Information and Protection of Privacy Act (FOIPPA)*: refers to the Act that sets out the access and privacy rights of individuals as they relate to the public sector.
- 3.6 *IT Resource*: An application server, network share, wireless or wired network, domain controller, printer, cloud-based service, or other similar resource.
- i. *PRRD Network*: Any physical or virtual network at the PRRD, including wireless and wired connections.
- 3.7 *IT Device*: Any end-user device which can be a laptop, desktop, smartphone, tablet computer, or other similar device.
- i. *Corporate Issued Devices*: Any IT Device issued and managed by the PRRD provided to an individual.



- 3.8 *Least Privilege Needed*: refers to a principle requiring that each subject in a system be granted the most restrictive set of privileges (lowest clearance) needed to perform their employment duties. The application of this principle limits the damage that can result from accident, error or unauthorized use.
- 3.9 *Need to Know*: refers to a principle where access is restricted to authorized Employees that require it to carry out their work. Employees are not entitled to access merely because of status, rank, or office.
- 3.10 *Portable Data Storage Device*: USB sticks, portable hard disks, CD/DVDs, and other similar devices.
- 3.11 *Public Body*: refers to the ministries of the B.C. and Canadian federal governments; an agency, board, commission, corporation, office; a local public body; or any other body that may be covered by [FOIPPA](#).
- 3.12 *Service Set Identifier (SSID)*: used to broadcast WiFi networks.
- 3.13 *Software-as-a-Service*: a software distribution model in which a third-party provider hosts applications and makes them available to customers over the internet.
- 3.14 *Telephony Service*: the field of technology involving the development, application, and deployment of telecommunication services for the purpose of electronic transmission of voice, fax, or data, between distant parties.
- 3.15 *Two-Factor Authentication*: an extra layer of security that requires not only a password and username but also something available, such as a token or a code texted to the user for verification.

4. Policy

4.1 Monitoring of Activity

- a. Use of [IT Resources](#) creates activity records, including but not limited to, network logons, server file activity, email traffic, and internet traffic.
- b. Any collection, access, use, transmission, or disposal of data or use of PRRD IT Resources, whether for personal reasons or not, may be audited, inspected, monitored and/or investigated to:
 - i. maintain, repair, and manage [IT Resources](#) for the efficient operation of systems;
 - ii. meet legal requirements to produce information, including by engaging in [e-discovery](#);
 - iii. ensure accessibility of IT Resources for the continuity of work processes;
 - iv. improve business processes and manage productivity; and,
 - v. ensure compliance with policy and legislative requirements.
- c. The Regional District reserves the right to review the use of its [IT Resources](#). [Authorized Users](#) should be aware that they have no right to ownership or expectation of privacy with respect to their use of the IT Resources and the use will be monitored.
- d. Email and data stored on the [PRRD Network](#) are regularly backed up and stored, and are recoverable, even if the original files, documents, email, or data have been deleted by the user.



4.2 Accounts and Authentication Security

- a. [Authorized Users](#) must not divulge, share, or compromise their own or another's authentication credentials (e.g. passwords, access cards, etc.). This includes not divulging passwords to technical support over email, phone, or other electronic means.
- b. Authorized Users may be held accountable for all activities that occur under their authentication credentials and should immediately report any known or suspected compromise to the IT Department.
- c. Generic accounts such as "anonymous" or "guest" are not permitted.
- d. The password length, complexity, and formation is determined by the IT Manager.
- e. Authorized Users must inform the IT Manager of the use of any externally accessible [IT Resources](#) for conducting PRRD business.
- f. When accessing [cloud-based services](#), Authorized Users must use strong passwords or utilize a second layer of protection such as a [two-factor authentication](#), when possible.

4.3 IT Device Security

- a. Access to PRRD [IT Devices](#) is restricted to [Authorized Users](#) only.
- b. Authorized Users must not modify, alter, or remove physical or software components that could affect the integrity or security of the IT Device or the [PRRD Network](#). Any security protection must not be disabled.
- c. Authorized Users who leave their equipment/devices unattended must log off or lock the device to prevent unauthorized access to the device. Mobile devices, such as smartphones and tablets, must include a passcode and auto-lock after five (5) minutes or less.
- d. When using portable IT Devices (such as laptops, smartphones, tablets, other similar devices) the Authorized Users must:
 - i. store PRRD data and files on the PRRD Network servers and are strongly discouraged from storing PRRD data on their local hard disks or removable media;
 - ii. only store data on [portable data storage devices](#) in extenuating circumstances, and the data must be encrypted;
 - iii. not attach any non PRRD-issued devices to the Corporate Network without express consent from the IT Department.
- e. Authorized Users are responsible to return all PRRD IT Devices, PRRD data, and intellectual property to the IT Department upon termination or departure.
- f. Any lost or stolen PRRD IT Devices or PRRD data must be reported to the Corporate Officer and the IT Department immediately.



4.4 Email, Internet, and Network Usage

- a. All business being conducted for the PRRD must be done through PRRD-assigned emails, even when work is conducted outside of the workplace.
 - i. Only in extenuating circumstances may personal accounts be used to conduct PRRD business, and all emails must be copied to the PRRD mail server.
- b. PRRD emails are not to be automatically forwarded to outside email addresses, unless such outside email address has been issued by a [public body](#) subject to [FOIPPA](#).
- c. The PRRD reserves the right to filter and quarantine both inbound and outbound electronic content, including but not limited to email and web content.
- d. [Authorized Users](#) must never send credit card information, account passwords, financial information, politically sensitive information, or extensive personal information in an email unless the user confirms that the recipient is who they claim to be via alternative methods.
- e. Precautions must be taken when opening or acting on an email. The sender of an email must be verified before acting on the content in an email, especially emails dealing with financial transactions or authorizations.
- f. When using PRRD [IT Resources](#), Authorized Users must not:
 - i. download, display, or distribute any explicit, discriminating, threatening, harassing, or offensive graphic or document. Explicit material may not be archived, stored, distributed, edited, or recorded using PRRD IT Resources;
 - ii. deliberately or carelessly propagate any virus or malware on the [PRRD Network](#);
 - iii. forward email spam or malware, unless requested by the PRRD IT Department;
 - iv. access any material which contravenes the *BC Human Rights Act*, *Criminal Code*, or any Federal or Provincial Law;
 - v. access online gambling or gaming websites; and,
 - vi. disable or overload any IT Resource (computer system or network).
- g. Third party cloud synchronization services that host data outside of Canada and do not comply with [FOIPPA](#) regulations (e.g. Dropbox, Google Apps, etc.) are prohibited for storing PRRD records.
- h. All email communication must comply with *Canada's Anti-Spam Legislation*.
- i. Incidental usage of the Internet, [IT Resources](#), and [IT Devices](#) for personal use (such as personal activities and viewing personal email accounts) are permitted but limited to breaks, lunch breaks, outside core working hours, or in an emergency situation, and must:
 - i. not detract from work responsibilities or job performance;
 - ii. not impair the normal functioning of an IT Resource or interfere with another's use of an IT Resource;
 - iii. not result in PRRD incurring an expense;
 - iv. not result in personal financial gain (e.g. derive income from a secondary source); and,



- v. remain in compliance with this policy.

4.5 Software Application Usage

- a. [Authorized Users](#) must never store, install, or use software that is not purchased by or licensed by/or licensed to the PRRD. Any such files or software may be used only in ways that are consistent with their licenses.
- b. Authorized Users are not to make copies of copyrighted software unless the appropriate software licensing allows it.
- c. Authorized Users must have their supervisor's permission to download or use applications or software downloaded from the internet, USB, or installed from a CD/DVD.
- d. Supervisors must not permit an Authorized Users to download or use applications or software that are prohibited by the IT Manager, present unacceptable privacy or security concerns, and/or impose unacceptable terms and conditions.

4.6 Mobile Device Usage

- a. Eligibility for corporate issued mobile devices will be limited to [Authorized Users](#) who meet one or more of the following criteria:
 - i. who spend the majority of their time working outside of the office;
 - ii. whose job duties are in public safety, requiring immediate or emergency response;
 - iii. who job duties support full-time business infrastructure and systems;
 - iv. who are required to respond promptly to urgent business related email or communication;
 - v. in other situations where a "business case" has been approved by the CAO.
- b. In response to a *Freedom of Information and Protection of Privacy* request, any information stored on the Corporate-issued mobile device is subject to that request.
- c. [Authorized Users](#) are responsible for applying operating system and mobile app updates on a regular basis on Personally-owned and Corporate-issued devices connecting to the [PRRD Network](#).
 - i. The IT Manager reserves the right to revoke access to any device connecting to the PRRD Network.
- d. Authorized Users must not change or alter the operating or security systems on a Corporate-issued or personally-owned mobile device that is accessing the PRRD Network.

4.7 Wireless Security

- a. All staff PRRD-issued [IT Devices](#) are to connect to the Corporate wireless network. PRRD Directors' IT Devices and personally owned IT Devices may connect to the PRRD Public or [PRRD Corporate](#) wireless network.



- b. No installations of unauthorized parallel wireless infrastructure and/or rogue wireless devices are permitted on the [PRRD Network](#) or within the PRRD facilities.
- c. If an [IT Device](#) or piece of equipment is found to be causing interference with PRRD's wireless (WiFi) network, IT will disable or remove the device.

4.8 Remote Access

- a. Remote access is not provided to all [Authorized Users](#) and is granted by the supervisor.
- b. Authorized Users must not leave any [IT Device](#) unattended when remotely logged into the [PRRD Network](#), without taking the appropriate security precautions.
- c. Authorized Users are expected to apply the same safeguards, prudence, and due diligence when working outside the workplace as they do when in the workplace.
- d. Authorized Users are responsible for making sure that antivirus is installed and updated when connecting remotely to the PRRD Network, whether the device is owned by the PRRD or not.
 - i. The IT Manager reserves the right to revoke access to any device remote accessing the PRRD Network.

4.9 Contractor Access to Network

- a. The use of the PRRD [IT Resources](#) by outside consultants or unauthorized users shall only be done with prior approval of the PRRD IT Manager.
- b. External access by a Contractor or unauthorized user to PRRD IT Resources require a signed *Contractor Device Access Agreement*.
- c. A *Data Sharing Agreement* contract is required when sharing data with another organization, person, or business, and must be signed by both parties before access is provided.

4.10 PRRD Network Infrastructure

- a. PRRD servers and network equipment must be kept in a temperature-controlled, locked room with access limited to personnel responsible for the support of the servers. The servers and network equipment must be connected to battery-backup equipment.
- b. PRRD [IT Devices](#) must utilize disk-layer data encryption, whenever possible.
- c. With the exception of mobile devices (e.g. laptops, smartphones, tablets, other similar devices), relocation of IT Devices and equipment must be approved by the IT Manager.
- d. Staff must follow proper hard disk erasure measures before any PRRD IT Devices are released for resale.
- e. PRRD monitors and manages the total storage capacity of PRRD [IT Resources](#) and can, at any time, restrict individual storage capacity to ensure business resilience and continued service levels. This includes email mailboxes, storage on the [PRRD Network](#), IT Device, or other similar IT storage resources/devices.



- f. Technology purchasing must be approved by the IT Manager to ensure that:
 - i. [IT Resources](#) are not negatively impacted;
 - ii. the technology complies with privacy legislation and policy; and,
 - iii. standards and interoperability are maintained.
- g. The IT Manager must maintain a Hardware Refresh Cycle Plan to ensure all PRRD IT Resources and [IT Devices](#) are in high working order.

4.11 User Management

- a. Access to [IT Resources](#) are based on “[Least Privilege Needed](#)” and “[Need to Know](#)” principles to balance PRRD IT Resource security and the job responsibilities of the [Authorized User](#).

Affiliated Procedure	
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REPORT

To: Chair and Directors

Report Number: CS-BRD-009

From: Trish Morgan, General Manager of Community Services

Date: June 30, 2020

Subject: Pouce Coupe Water Tender Award

RECOMMENDATION: [Corporate Weighted]

That the Regional Board award RFQ 10-2020 "Water Tender/Tanker Apparatus" to Hub Fire Engines and Equipment Ltd., for the purchase of a Tender Apparatus and Accessory Equipment in the amount of \$551,600 (excluding GST), and that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD; further,

That the Regional Board amend the capital budget for Function 325 Dawson Creek/Pouce Coupe Rural Fire Services as follows:

1. Increase Capital Vehicles and Machinery from \$131,075 to \$166,674 in 2020, and decrease capital from \$393,225 to \$384,926 in 2021.
2. Increase transfers from Area D Peace River Agreement Reserves from \$101,075 to \$136,674 in 2020, and decrease transfers from Area D Peace River Agreement Reserves from \$183,925 to \$113,326 in 2021.
3. Provide pre-budget approval to increase capital transfer from reserves to \$60,000 in 2021.
4. Provide pre-budget approval to requisition \$60,000 in 2021.
5. Provide approval to utilize Municipal Finance Authority equipment leasing financing for \$151,600, to be paid back over five years starting in 2021.

BACKGROUND/RATIONALE:

As a condition of the rural fire protection agreement with the Village of Pouce Coupe, the PRRD provides a water tender to assist in responding to fire calls in the rural areas. The current water tender, a 1996 GMC Top Kick tender, is close to the end of its serviceable life and carries 1,000 gallons of water.

At the request of the Village of Pouce Coupe, the PRRD issued a Request for Quotations for a tender apparatus and accessory equipment, which will carry 1,600 gallons of water. The following responses were received from four manufacturers:

	Hub Fire Engines	Fort Garry Fire Trucks	Rocky Mtn Phoenix	Commercial Emergency Equipment
Mandatory Requirements				
Submission Form (Appendix B)	✓	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓	✓
Weighting & Criteria (Appendix E)	✓	✓	✓	✓
Scoring Matrix Results				
Tender Requirements (87 points)	91.00	89.00	86.00	83.00
Project Budget (30 points)	29.00	29.00	30.00	25.00
Total Score	120.00	118.00	116.00	108.00
PROPOSAL COST (Excluding GST)	\$515,514.00	\$517,485.00	\$493,190.00	\$599,450.00

Although Rocky Mountain Phoenix (RMP) was the lowest bidder, the submission did not meet the RFQ standard, and it fell below the minimum 87 required points in the scoring matrix, as two requirements were not met:

1. Water level - indicator lights on both sides & Rear
2. 15,000 lb winch in the front bumper, remote controlled

RMP's bid package did not address the serviceability needs for Northeast BC, as it does not offer an Emergency Vehicle Operation Mechanic that comes to the Peace Region on an annual basis for servicing. For larger repairs, RMP requires someone to travel up to the region at the PRRD's expense; vs. a mechanic in BC, which runs cheaper for repair work over all. Parts and pieces for the apparatus would also have to come from the USA vs. parts coming from the lower mainland or Alberta, which equates to the potential for extended down time on the apparatus. Both servicing and wait time for parts could result in the apparatus being out of service for long periods.

Hub Fire Engines and Fort Garry Fire Trucks both exceeded the required points in the scoring matrix and offer the following:

Comparison of Hub vs. Fort Garry		
	Hub	Fort Garry
PROS	<ul style="list-style-type: none"> Met requirements of RFQ Best storage layout Efficient water transfer Better communication between seating position for transport to and from scene Supply of A Foam Enclosed Pump Panel Service available on site Shortest wheel base providing better turning radius for roads and drive ways Best crash test rating 	<ul style="list-style-type: none"> Met requirements of RFQ Value for price Efficient water transfer Service available on site Supply of A Foam Enclosed Pump Panel Allows pump operator to maintain position while transferring water into apparatus
CON		<ul style="list-style-type: none"> Higher priced than Hub (approx. \$2200)

**Either apparatus would be adequate for the Pouce Coupe Fire Department; however, Hub is the lower of the two quotes.*

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Partnerships
 - ☒ Collaboration with Local and First Nations governments
- ☒ Responsive Service Delivery
 - ☒ Enhance Emergency Planning and Response Capacity

FINANCIAL CONSIDERATION(S):

In the 2020 Annual Financial Plan, \$524,300 was budgeted over two years for the purchase of a water tender in the Dawson Creek/Pouce Coupe rural fire services budget - \$131,075 in 2020 and \$393,225 in 2021. Upon issuing the RFQ, the total cost has increased to \$551,600 – a difference of \$27,300.

Funding for the water tender is proposed as follows:

	2020	2021	Total
Requisition	\$30,000	\$60,000	\$90,000
Area D Peace River Agreement Funds	\$136,674	\$113,326	\$250,000
Capital Reserve		\$60,000	\$60,000
MFA Equipment Leasing		\$151,600	\$151,600
	\$166,674	\$384,926	\$551,600

The Municipal Finance Authority equipment leasing charges will be paid back over 5 years at an estimated cost of \$2,625.82 per month (based on current rates at 1.15%).

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.



REPORT

To: Chair and Directors

Report Number: DS-BRD-035

From: Shawn Dahlen, Chief Administrative Officer

Date: June 24, 2020

Subject: Temporary Use Permits

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board require financial security prior to the issuance of a Temporary Use Permit (TUP) for applications that include uses, buildings, or structures that would result in non-compliance with the applicable Zoning Bylaw upon expiry of the TUP.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board accept a signed Temporary Use Permit (TUP) waiver in lieu of financial security prior to the issuance of a TUP for applications that do not include land uses, buildings, and/or structures that would be in non-compliance with the applicable Zoning Bylaw, and the owner wishes to retain such structures upon expiry of the TUP.

RECOMMENDATION #3: [Corporate Unweighted]

That the Regional Board include research on the creation of a zone for worker camps, as part of the zoning bylaw consolidation project, to provide a solution for long-term worker camps.

BACKGROUND/RATIONALE:

At the May 28, 2020 Committee of the Whole meeting, the Regional Board received a presentation on Temporary Use Permits. This presentation discussed Temporary Use Permits, including:

1. Purposes;
2. Typical uses;
3. Considerations for Temporary Use Permits versus a rezoning application;
4. Legal aspects;
5. Considerations such as impacts to development, PRRD liability, absentee property owners, ensuring compliance with Temporary Use Permit conditions; and
6. Other considerations, such as requirements for financial securities, Temporary Use Permit Waivers, and renewals.

A question and answer period followed the presentation, with topics including enforcement, inspections, considerations on Crown land versus private land, compliance with zoning, property owner agreements, infrastructure, worker camps, other regulatory bodies, and the number of Temporary Use Permits issued and/or renewed.

Some key points that were raised during the discussion included:

1. Challenges ensuring compliance with the conditions of Temporary Use Permits, both for the duration of the permit and remediation after it expires, as applicable.
2. Encouraging applicants to pursue zoning/OCP amendments instead of a Temporary Use Permit, where appropriate, which will provide for greater public and Regional Board input on these changes to land use.
3. There may be times when a Temporary Use Permit application does not meet the criteria for the provision of financial securities and/or waivers as outlined herein; those should be evaluated when they arise. In addition, the extent of remediation may be to either pre Temporary Use Permit conditions, or to a level satisfactory to the property owner and in compliance with applicable PRRD bylaws, in the event that the property owner wishes the land to not be remediated to previous conditions.
4. The PRRD has less control over land uses in the ALR, especially oil and gas uses due to the delegation agreement between the Agricultural Land Commission and the Oil & Gas Commission. One consideration may be for the PRRD to create an oil and gas industrial zone or a worker camp zone as part of the zoning bylaw consolidation process.

This report provides information with respect to the number of temporary use permits issued and/or renewed, as requested by the Committee of the Whole. It also provides further information considering parameters around when financial securities or Temporary Use Permit Waivers should be sought for Temporary Use Permit applications.

History of Temporary Use Permits in the PRRD:

Since 1995, the PRRD issued 133 Temporary Use Permits, as shown in Figure 1 below. Of these 133 permits, 101 were original permits and 32 were renewals.

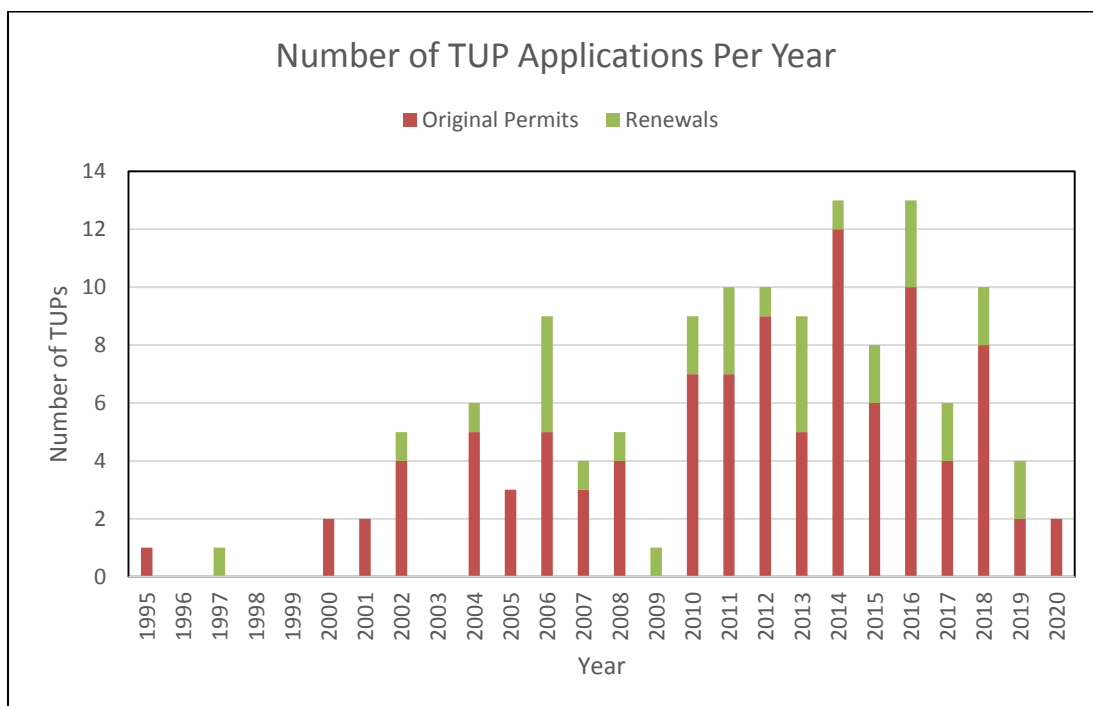


Figure 1: Number of Temporary Use Permit Applications Per Year (1995 to 2020 YTD)

As shown in Figure 2 below, the majority of Temporary Use Permits were issued for worker camps (55 permits), storage/laydown yards (21 permits), and towing/vehicle storage/RV parks (14 permits). Temporary Use Permits were also issued for spas, petting zoos, automotive dealerships, and fitness facilities.

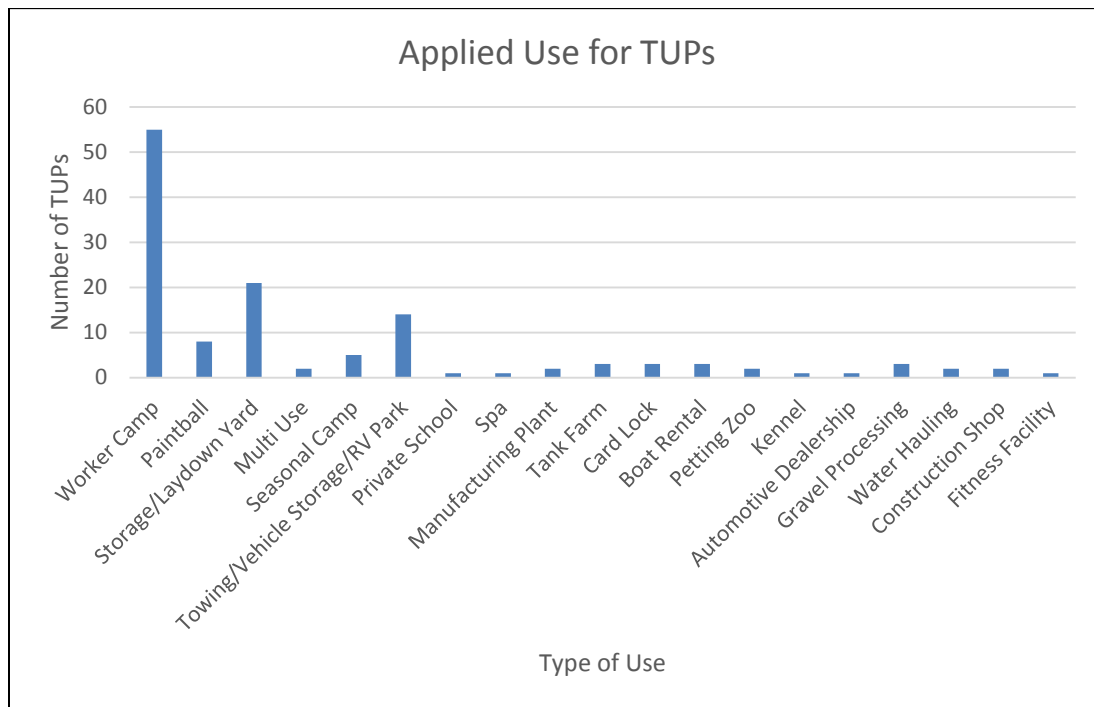


Figure 2: Number of Temporary Use Permits, by Type (1995 to 2020 YTD)

Further Temporary Use Permit Considerations:

The Regional Board may also consider the following points with respect to Temporary Use Permits in the PRRD:

- The *Local Government Act* outlines the requirements for Temporary Use Permits in British Columbia, including allowance for the requirement of securities to guarantee the performance of the terms of the permit.
- All current Official Community Plans (OCPs) state that Temporary Use Permits may be renewed only once and should be discouraged from re-application in favour of being considered through a rezoning amendment process.
- The PRRD should consider OCP and Zoning Bylaw amendments for uses that are more permanent in nature, or if an applicant wishes to renew a Temporary Use Permit or to apply for a new Temporary Use Permit that is very similar to the previous Temporary Use Permit. Reapplication for, or renewal of, a Temporary Use Permit suggests the use is not temporary.
- Areas outside of the PRRD designated planning areas are not governed by PRRD land use bylaws, and therefore PRRD Temporary Use Permits cannot be issued in these areas.
- In recent years, many Temporary Use Permit applications have been for worker camps. The PRRD should consider whether a camp is truly temporary or more permanent in order to determine the most appropriate application type. Worker camps could be regulated and

monitored with other planning tools, including a new zone dedicated to worker camps or spot zoning.

- Temporary Use Permits will continue to be a valuable tool in the planning toolkit, and are well suited for piloting new ideas, testing new business opportunities, and permitting a land use and/or accompanying buildings and/or structures that are temporary in nature.

Parameters around Temporary Use Permit Securities and/or Temporary Use Permit Waivers:

At the April 9, 2020 Regional Board meeting, the Board approved the use of a Temporary Use Permit Waiver by property owners under certain conditions:

MOVED, SECONDED, and CARRIED

That the Regional Board approve the temporary use permit waiver template, for use by property owners, that enables infrastructure to remain in place on properties upon the expiration of a Temporary Use Permit, if desired by the property owner.

This arose from the March 12, 2020 Regional Board meeting, where the Board directed that the mandatory collection of financial security deposits for all Temporary Use Permits be suspended until new guidelines for Temporary Use Permits were considered, and that in the interim, property owners be required to sign a Temporary Use Permit Waiver to relinquish any right to remediation of their property by any third party, including the proponent or the Peace River Regional District.

MOVED, SECONDED, and CARRIED

That application of Resolution No. RD/18/12/20 from the December 14, 2018 Regional Board meeting which states:

“That a security deposit to guarantee site remediation and/or the completion of any terms and conditions imposed by the terms of a Temporary Use Permit (TUP), be required for all TUP applications”

be suspended until new guidelines for Temporary Use Permits can be brought forward to the Board; further, that in the interim, property owners be required to sign a waiver to relinquish any right to remediation of their property by any third party, including the proponent or the Peace River Regional District.

The Temporary Use Permit Waiver was developed in consultation with the PRRD’s legal counsel in order to provide applicants with the opportunity to construct elements (which could include buildings or structures) that, following the expiration of the Temporary Use Permit, could remain if compliant with the applicable PRRD Zoning Bylaw.

Further clarification is provided below regarding when a Temporary Use Permit requires either the signing of a TUP Waiver or the collection of a security. Both options are available (depending on the circumstances) and will be included in Temporary Use Permit requirement information provided to applicants. For all TUP applications, the applicant will be required to provide either financial security or a signed Temporary Use Permit waiver, depending on the instances identified below.

The following scenarios outline instances where a security and/or waiver may or may not be required by the PRRD. It is worth noting that these are hypothetical examples and not a comprehensive list of all the scenarios for which Temporary Use Permit securities or waivers may or may not be required.

Scenario 1

In instances where, upon the expiration of a Temporary Use Permit, the property owner wishes a land use and/or any associated buildings and/or structures to be left on the land, which are not compliant with the applicable Zoning Bylaw, the provision of financial security will be required prior to the issuance of the Temporary Use Permit. The financial security will be returned to the applicant once the property has been remediated and is in compliance with the applicable Zoning Bylaw.

Scenario 2

In instances where, upon the expiration of a Temporary Use Permit, the property owner wishes a land use and/or any associated buildings and/or structures to be left on the land, which are made to be compliant with the applicable Zoning Bylaw following the end of the temporary use, a Temporary Use Permit Waiver will be required prior to the issuance of the Temporary Use Permit.

Scenario 3

In instances where, upon the expiration of a Temporary Use Permit, the property owner wishes to retain a building and/or structure that is made to be compliant with the applicable Zoning Bylaw but will require the removal of a use that is not compliant with the applicable Zoning Bylaw, both a Temporary Use Permit Waiver and financial security will be required prior to the issuance of the Temporary Use Permit.

Scenario 4

In instances where a renewal for a Temporary Use Permit would add land uses, buildings and/or structures in addition to that which is permitted in the original permit, the provision of additional financial securities or an additional Temporary Use Permit Waiver will be required, as outlined above.

Scenario 5

In instances where a renewal for a Temporary Use Permit is identical to the original permit, no additional financial securities or Temporary Use Permit Waiver will be required, as the appropriate provision will have already been provided with the original Temporary Use Permit. However, securities with expiration dates set by the original permit may need to be renewed or updated for the renewal term period, depending on the form of security provided.

It is important to consider the temporary nature of Temporary Use Permits when requiring security, as the intent of the financial security is to ensure that the applicant remediates land uses, buildings and/or structures upon the expiration of the permit, so that they are again in compliance with the applicable Zoning Bylaw. The value of these financial securities should be determined on a case-by-case basis through the preparation of a third party estimate by a qualified professional; obtaining this estimate is the responsibility of the applicant. Financial securities may be provided via a cash payment, certified cheque, or irrevocable letter of credit.

Next Steps:

PRRD staff will continue developing guidelines for Temporary Use Permits including:

1. The creation of brochures for the public that help communicate when financial securities or Temporary Use Permit Waivers are required; and
2. The determination of acceptable formats for provision of financial security, such as cash, certified cheque, or irrevocable letter of credit, and how the security will be managed and returned. There was a concern raised previously regarding the capacity of staff to do site inspections to confirm post-TUP site status prior to the return of the security; it is anticipated that the need for a site inspection will be assessed on a case-by-case basis. COVID-19 has prompted widespread acceptance of virtual meetings; staff may be able to connect with the property owner via a virtual platform to “view” the property condition in some instances, rather than conducting a physical site visit/inspection.
3. The Regional Board also previously discussed the possible formation of a committee to explore Temporary Use Permit considerations, including guidelines for securities and/or waivers, remediation cost estimates, and acceptable forms of security. If there are Temporary Use Permit issues that remain outstanding, the Regional Board may wish to consider striking a committee to further explore those issues, or may identify any specific challenges for further review by staff to report back to the Board about.

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):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

External Links:

1. [Temporary Use Permits - May, 28, 2020 Committee of the Whole](#)
2. [Temporary Use Permit Presentation - May 28, 2020 Committee of the Whole](#)
3. [Temporary Use Permit Waiver Report - April 9, 2020 Regional Board Meeting](#)
4. [Temporary Use Permit Waiver - April 9, 2020 Regional Board Meeting](#)



REPORT

To: Chair and Directors

Report Number: DS-BRD-037

From: Tyra Henderson, Corporate Officer

Date: June 30, 2020

Subject: Zoning Amendment Bylaw No. 2295, 2019, PRRD File No. 17-059 ZN

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board, prior to consideration of third reading of Zoning Amendment Bylaw No. 2295, 2019, which adds a text amendment to the R-4 (Residential 4) zone, to allow two single family dwellings on the property identified as PID: 028-642-627, require that the following conditions must be met:

1. The bylaw is amended to state that the amendment is applicable to the two existing single family dwellings only, and does not permit any additional enhancement, addition, or replacement of the dwellings other than routine and regular maintenance of the dwellings; ie: two dwellings are permitted only for the lifetime of the existing structures in their current state/size.
2. The applicant must, by August 14, 2020:
 - a. complete the requirements associated with the water and sewer systems as identified by Northern Health;
 - b. construct a fence on the legal property lines of the east and west parcel lines of the subject property to prevent encroachment on neighbouring properties; and
 - c. submit a completed Development Variance Permit application to rectify the parcel line set back infringement.

BACKGROUND/RATIONALE:

Bylaw Enforcement

There is an existing bylaw enforcement file for the property (File No. 16/097). The enforcement file was opened on May 9, 2016 but is currently on hold pending the outcome of this application. Upon investigation, the following two infractions have been observed on the subject property:

1. Land use that is contrary to PRRD Zoning Bylaw No. 1343, 2001
 - a. The number of dwellings on the parcel is over the permitted number of dwellings within the R-4 Zone, within Bylaw No. 1343, 2001; there are two single family dwellings on the parcel, one of which also has a secondary suite, whereas only 1 single family dwelling is permitted.
 - i. Zoning Amendment application (Bylaw No. 2295, 2019) was submitted in an attempt to resolve this non-compliance issue.
2. Parcel A is in contravention of PRRD Building Permit Bylaw No. 2131, 2014, as there were no building permits sought for the structures or renovations on the subject property. At the February 13, 2020 Board meeting, the Regional Board authorized placement of a Section 57

Notice on Title to address the failure to obtain building permits for the structures on the subject property, and this was completed on March 10, 2020.

Using a combination of a survey, site visit, and aerial photography, there appear to be additional accessory structures located within the parcel line setback. The applicant had previously applied for a Development Variance Permit to address these issues; however, at the time of writing this report, the applicant had not yet submitted the necessary documentation required to proceed with the Development Variance Permit application, such as a detailed map (site plan) and explanation of the setback variances that are required. A legal survey dated January 31, 2020 was received by the PRRD that shows the current number and location of the buildings and structures on the properties.

There are also several concerns over drainage issues and parking in the road right-of-way, which is within the jurisdiction of the Ministry of Transportation and Infrastructure; these concerns have been referred to them.

Proposal

To add a text amendment to the R-4 (Residential 4 Zone) within PRRD Zoning Bylaw No. 1343, 2001, to allow two single family dwellings on the subject property.

Following the public hearing, staff propose that the amendment be clarified to apply only for the life of the existing dwellings, to prevent future replacement of the dwellings, and to require the conditions stipulated above be completed prior to adoption.

File Details

Owner: Darryl Haney
Area: Electoral Area D
Location: Kilkerran
Legal: Parcel A (being a consolidation of Lots 3 and 4, see BB1974913) of Section 26, Township 78, Range 15, W6M, PRD, PGP12184
PIDs: 028-642-627
Civic Address: 1086 210 Road
Lot Size: 0.81 ha (2 ac) each

Site Context

The subject property is approximately 1 km northeast of the City of Dawson Creek along the 210 Road. The area is comprised of a mix of agricultural holdings, a commercial site located west of the subject property (Hillside Gardens), and rural residential homesteads. Land features include cultivated fields, fragmented forested areas, and oil & gas use.

Summary of Procedure

Zoning Amendment Bylaw No. 2295, 2019 was read for a first and second time on March 28, 2019. The following activities have occurred since then:

February 26, 2020	Public notification mailed to landowners within notification area
February 27 & March 5, 2020	Notice of public hearing advertised in the Mirror News
March 12, 2020	Public hearing held in Dawson Creek, BC

Staff reached out to Northern Health but have not heard back and, at the time of writing this report, the applicant had not yet applied for an operating permit from Northern Health for any drinking water system(s) on the subject property. The applicant had also not submitted any documentation, sought any information requests, or obtained any applicable permits associated with the sewerage system.

ALTERNATIVE OPTIONS:

1. That the Regional Board give Zoning Amendment Bylaw No. 2295, 2019, to rezone the property identified as PID 028-642-627, by adding a text amendment to the R-4 (Residential 4) zone to allow two single family dwellings on the subject property, third reading.
2. That the Regional Board give Zoning Amendment Bylaw No. 2295, 2019, to rezone the property identified as PID 028-642-627, by adding a text amendment to the R-4 (Residential 4) zone to allow two single family dwellings on the subject property, third reading and adoption.
3. That the Regional Board respectfully refuse Zoning Amendment Bylaw No. 2295, 2019, to rezone the property identified as PID: 028-642-627, by adding a text amendment to the R-4 (Residential 4) zone to allow two single family dwellings on the subject property.
4. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

The Regional Board's decision will be communicated to the applicant.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Minutes – Public Hearing for Zoning Amendment Bylaw Nos. 2295, 2019, PRRD File No. 17-059
2. Zoning Amendment Bylaw No. 2295, 2019

External Links:

1. [Report – Zoning Amendment Bylaw No. 2295, 2019, PRRD File No. 17-059 – February 27, 2019](#)
2. [Notice of Public Hearing for Zoning Bylaw No. 2295, 2019](#)
3. [Agenda – Public Hearing for Zoning Amendment Bylaw Nos. 2295, 2019, PRRD File No. 17-059](#)



PEACE RIVER REGIONAL DISTRICT
PUBLIC HEARING – MINUTES
Proposed Zoning Amendment Bylaw No. 2295, 2019

March 12, 2020 @ 7:00 p.m.

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

ATTENDANCE:

Peace River Regional District: Leonard Hiebert, Director of Electoral Area D (Chair)
 Tyra Henderson, Corporate Officer
 Kole Casey, South Peace Land Use Planner
 Erin Price, Bylaw Enforcement Officer

Applicant/Owner: Darryl Haney

Public: 8 members of the public

1. CALL TO ORDER

The Chair called the meeting to order at 7:01 pm.

2. STATEMENT OF PUBLIC HEARING

The Chair stated the procedural rules in place to govern the conduct of the public hearing as written in the agenda.

3. INTRODUCTION TO PROPOSAL

Staff provided those in attendance with a summary of proposed Zoning Amendment Bylaw No. 2295, 2019 for the property legally described as Parcel A (being a consolidation of lots 3 and 4, see BB1974913) of Section 26, Township 78, Range 15, W6M, PRD, PGP12184.

Staff summarized the proposal to add a text amendment to the R-4 (Residential 4) zone, to allow two single family dwellings on the subject property.

4. SUMMARY OF APPLICATION PROCEDURE

Staff provided a summary of the application procedures and timeline as outlined in the agenda for those in attendance at the hearing.

5. COMMENTS FROM AGENCIES AND MUNICIPALITIES RECEIVED

Staff read aloud and summarized the comments received from agencies and municipalities as outlined in the agenda.

6. WRITTEN COMMENTS RECEIVED FROM PUBLIC

The Chair called for any written comments from members of the public in attendance. None were offered.

The Chair stated that as of 4:00 pm on March 12, 2020 the Peace River Regional District had not received any written comments from the public.

7. COMMENTS FROM APPLICANT(S)

The Chair asked the applicant if he would like to make any comments related to the proposed bylaw.

- The applicant presented the following information: The home and one-bedroom mobile trailer were placed on the parcel by Mr. Sumner in 1975 and have been there ever since.
- From the applicant's knowledge there have been no inquiries by the PRRD about this second residence.
- The property was purchase by the applicant in 2014, at which time the applicant did exterior renovations. The electrical, plumbing and structure have had no upgrades.
- The yard was cleaned up and landscaped, and the dilapidated structures were removed.
- The applicant would like to have the text amendment added to this parcel to allow a second home in order to bring the property into compliance. Thank you.

8. COMMENTS FROM PUBLIC

The Chair asked the members of the public in attendance if they had any comments related to the proposed bylaw. The following questions were asked by the attendees:

Member of the public

- Inquired as to what the application is regarding, and if this is about the applicant wanting to maintain the trailer on this property?

Staff responded that the proposal was to allow a second single family dwelling on Parcel A, and the intent is to allow the applicant to leave the trailer there, however if approved the applicant could remove the trailer and place on another dwelling.

- The member of the public had no problems with the trailer being there but disagreed that the applicant now would have the opportunity to build two houses on the property. They stated that they own land to the west and would love to build two houses on their property but noted it is difficult to get that approved. They also stated that the housing rental market is down 80%, and does not think we need more houses.

The Chair asked again if there any further comments from the public.

Member of the public

- A member of the public asked if anything has been permitted on these residences?
Has Northern Health approved any of the sewage and water works on the property?

Staff stated that the applicant made a request to Northern Health for information on sewerage systems permits applied on the property. Northern Health responded that no permits have yet been taken out on that property. No building permits were also issued on that property.

- The member of the public asked if it was legal to apply for something even if there was nothing permitted under this condition.

The Chair responded that this Public Hearing is looking into any specifics with respect to the zoning amendment application and that permitting is a bylaw issue and would be dealt through bylaw enforcement.

- The member of the public asked if this property can be rezoned without proper building permits on the property.

The Chair stated that once this application comes to the Regional Board, the Board makes the ultimate decision, and will receive all of this information. The Chair cannot speak on behalf of the Regional Board, however the PRRD has systems and processes in place and if they are not being followed then this would have to be rectified before we move forward. If there are no permits that something that is under bylaw enforcement however the PRRD can still move forward with this zoning amendment application.

Staff commented that there are no building permits on the property, so one of the tools for local governments is to put notices on title, which was approved at the February 13th 2020 Regional Board meeting. Staff discussed details regarding how a notice on title works and its uses.

- The member of the public sought confirmation that the Regional Board can rezone the property without having any permits or anything removed.

The Chair confirmed that this can occur.

Member of the public

- The member of the public sought clarification that the sewer infrastructure is up to code, and was curious if this had anything to do with this application?

The Chair stated that sewer falls under Northern Health's jurisdiction, and that Northern Health responded to this application with the information provided.

- The member of the public asked if the PRRD could rezone it without any of that going through?

The Chair stated that they can rezone it but the permitted infrastructure for sewer and water is up to Northern Health. The PRRD does not have the authority.

The Chair called for comments from the public for a final time.

9. FINAL COMMENTS FROM APPLICANT(S)

The Chair asked the applicant if he would like to make any final comments related to the proposed bylaw.

The applicant stated that as far as permits go, there were no real structural changes to the house or the trailer, as improvements were only exterior siding and landscaping. The applicant didn't understand the worry about the building permits as there was only siding, paint and updated windows.

Member of the public 2

- The applicant does not speak the truth and only for his best interests and not for anybody else's best interests.

The Chair stated that any future discussions or clarification can be addressed to the planning department and not to the Directors of the Board, as now new information can now not be received.

10. TERMINATION OF PUBLIC HEARING

The Chair terminated the Public Hearing at 7:21pm.

Certified to be a fair and accurate summary of the nature of the representations respecting proposed Zoning Amendment Bylaw No. 2295, 2019, held on Thursday, March 12, 2020.

Original signed by:

Tyra Henderson, Recorder

Original signed by:

Director Leonard Hiebert, Chair

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2295, 2019

A bylaw to amend Peace River Regional District
Zoning Bylaw No. 1343, 2001."

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt "Peace River Regional District Zoning Bylaw No. 1343, 2001";

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. This by-law may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 2295, 2019."
2. The "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended in the following manner:
 - a) By adding the following additional use to Part VI Zones, Section 37 "R-4 Residential 4 Zone:
(i) Additional Uses

The following additional uses are permitted on lands legally described as:

Parcel A (being a consolidation of Lots 3 and 4, see BB1974913) of Section 26,
Township 78, Range 15, W6M, PRD, Plan PGP12184

ii) Two SINGLE FAMILY DWELLINGS

READ A FIRST TIME THIS	28 th	day of	March	, 2019.
READ A SECOND TIME THIS	28 th	day of	March	, 2019.
Notification mailed on the	26 th	day of	February	, 2020.
Notification published on the	27 th	day of	February	, 2020.
Notification published on the	5 th	day of	March	, 2020.
Public Hearing held on the	12 th	day of	March	, 2020.
READ A THIRD TIME THIS		day of		, 2020.
ADOPTED THIS		day of		, 2020.

(Corporate Seal has been
affixed to the original bylaw)

Chair

Corporate Officer

I hereby certify this to be a true and correct copy of "PRRD
Zoning Amendment Bylaw No. 2295, 2019,
as adopted by the Peace River Regional District
Board on _____, 20____.

Corporate Officer



REPORT

To: Chair and Directors

Report Number: DS-BRD-038

From: Shawn Dahlen, Chief Administrative Officer

Date: June 30, 2020

Subject: Zoning Amendment Bylaw No. 2296, 2019, PRRD File No. 17-059

RECOMMENDATION: *[Corporate Unweighted]*

That the Regional Board, prior to consideration of third reading of Zoning Amendment Bylaw No. 2296, 2019, to rezone the properties identified as PIDs: 024-932-680 & 024-932-744 from A-2 (Large Agricultural Holdings Zone), and R-4 (Residential 4 Zone) to I-1 (Light Industrial Zone), require that the applicant must complete the following by August 14, 2020:

1. For both properties:
 - a. submit an application to the Agricultural Land Commission; and
 - b. complete the requirements associated with the water and sewer systems identified by Northern Health.
2. For the property identified as PID 024-932-680:
 - a. construct a fence on the legal property lines of the east and south boundaries of the property to prevent encroachment on neighbouring properties.
3. For the property identified as PID 024-932-744:
 - a. construct a fence on the legal property line of the west boundary of the property to prevent encroachment on neighbouring properties; and
 - b. remove the sea cans, ATCO trailers, and dwelling within the welding shop from the property to bring the property into compliance with the maximum number of dwellings, the maximum accessory building square footage, and remove structures encroaching into setback areas.

BACKGROUND/RATIONALE:

Bylaw Enforcement

There is an existing bylaw enforcement file for the property (File No. 16/097). The enforcement file was opened on May 9, 2016 but is currently on hold pending the outcome of this application. Upon investigation, the following two infractions have been observed on the subject property:

1. Land use that is contrary to PRRD Zoning Bylaw No. 1343, 2001
 - a. The number of dwellings on both properties is over the permitted number of dwellings within the R-4 Zone within Bylaw No. 1343, 2001. Lot 1 has one single family dwelling unit with a secondary suite, and one ATCO trailer divided into 2 units. Lot 2 has one single family dwelling unit with 1 or 2 secondary suites, and the welding shop has 1 dwelling unit, whereas only 1 single family dwelling is permitted. It is suggested by the Bylaw Enforcement Officer that some of the structures such as the Sea-can and ATCO trailer be removed to move toward compliance with the maximum number of dwellings.
 - i. A zoning amendment application (Bylaw No. 2295, 2019) was submitted in an attempt to resolve this non-compliance issue.

- b. Principle uses are contrary to permitted uses in the zone, as well as the number of allowed dwelling units, setback requirements, and excess accessory building floor area on both properties.
2. Both parcels are in contravention of PRRD Building Permit Bylaw No. 2131, 2014, as there were no building permits sought for the structures or renovations on the subject properties. At the February 13, 2020 Board meeting, the Regional Board authorized placement of a Section 57 Notice on Title to address the failure to obtain building permits for the structures on both subject properties, and this was completed on March 10, 2020.

Using a combination of a survey, site visit and aerial photography, there appear to be additional accessory structures located within the parcel line setbacks. The applicant had previously applied for Development Variance Permits to address these issues; however, at the time of writing this report, the applicant had not yet submitted the necessary documentation required to proceed with the Development Variance Permit application, such as a detailed map (site plan) and explanation of the setback variances that are required. Previous conversations with the applicant also had suggested moving the accessory structures out of the parcel line setback. A legal survey dated January 31, 2020 was received by the PRRD that shows the current number and location of the buildings and structures on the properties.

Should the zoning amendment be approved, updated Development Variance Permit applications may be required to identify and consider the number and siting of principle and accessory buildings on the properties that are permitted within a I-1 zone.

Proposal

To rezone Lot 1 & 2 of Section 26, Township 78, Range 15, W6M, PRD Plan PGP46412 from A-2 (Large Agricultural Holdings Zone), and R-4 (Residential 4 Zone) to I-1 (Light Industrial Zone) within PRRD Zoning Bylaw No 1343, 2001

File Details

Owner:	Darryl Haney
Area:	Electoral Area D
Location:	Kilkerran
Legal:	Lot 1 of Section 26, Township 78, Range 15, W6M, PRD, Plan PGP46412 Lot 2 of Section 26, Township 78, Range 15, W6M, PRD, Plan PGP46412
PID:	024-932-680 & 024-932-744
Civic Address:	8340 & 8306 Micro Subdivision
Lot Size:	0.81 ha (2 ac) each

Site Context

The subject properties are approximately 1 km northeast of the City of Dawson Creek along the Micro Subdivision Road. The area is comprised of a mix of agricultural holdings, a commercial site located west of the subject property (Hillside Gardens), and rural residential homesteads. Land features include cultivated fields, fragmented forested areas, and oil & gas use.

Summary of Procedure

Zoning Amendment Bylaw No. 2296, 2019 was read for a first and second time on March 28, 2019. The following activities have occurred since then:

February 26, 2020	Public notification mailed to landowners within notification area
February 27 & March 5, 2020	Notice of public hearing advertised in the Mirror News
March 12, 2020	Public hearing held in Dawson Creek, BC
June 5, 2020	Northern Health has received one application for a water system operating permit for PID 024-932-744 (Lot 2)
June 26, 2020	The ALC stipulated that the applicant was to apply for an ALC application by June 26 th ; as of June 29 th , the applicant had not yet applied to the ALC

Staff have reached out to Northern Health but have not heard back, and at the time of writing this report, the applicant had not yet applied for an operating permit from Northern Health for any drinking water system(s) on Lot 1. The applicant has also not submitted any documentation, sought any information requests, or obtained any applicable permits associated with the sewerage system for either PID 024-932-680 (Lot 1) or PID 024-932-744 (Lot 2).

In addition, it was noted that the applicant should have applied to the Agricultural Land Commission prior to this zoning amendment bylaw coming before the Regional Board, as the eastern portions of both properties are within the Agricultural Land Reserve.

ALTERNATIVE OPTIONS:

1. That the Regional Board give Zoning Amendment Bylaw No. 2296, 2019, to rezone the properties identified as PIDs: 024-932-680 & 024-932-744 from A-2 (Large Agricultural Holdings Zone) and R-4 (Residential 4 Zone) to I-1 (Light Industrial Zone), third reading.
2. That the Regional Board give Zoning Amendment Bylaw No. 2296, 2019, to rezone the properties identified as PIDs: 024-932-680 & 024-932-744 from A-2 (Large Agricultural Holdings Zone) and R-4 (Residential 4 Zone) to I-1 (Light Industrial Zone), third reading and adoption.
3. That the Regional Board respectfully refuse Zoning Amendment Bylaw No. 2296, 2019, to rezone the property identified as PIDs: 024-932-680 & 024-932-744 from A-2 (Large Agricultural Holdings Zone) and R-4 (Residential 4 Zone) to I-1 (Light Industrial Zone), as submitted.
4. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

The Regional Board's decision will be communicated to the applicant.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Minutes – Public Hearing for Zoning Amendment Bylaw No. 2296, 2019, PRRD File No. 17-059
2. Zoning Amendment Bylaw No. 2296, 2019

External Links:

3. [Report – Zoning Amendment Bylaw No. 2296, 2019, PRRD File No. 17-059 – February 15, 2019](#)
4. [Notice of Public Hearing for Zoning Bylaw No. 2296, 2019](#)
5. [Agenda – Public Hearing for Zoning Amendment Bylaw No. 2296, 2019, PRRD File No. 17-059](#)



PEACE RIVER REGIONAL DISTRICT
PUBLIC HEARING – MINUTES
Proposed Zoning Amendment Bylaw No. 2296, 2019

March 12, 2020 @ 7:30 p.m.

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

ATTENDANCE:

Peace River Regional District: Leonard Hiebert, Director of Electoral Area D (Chair)
Tyra Henderson, Corporate Officer
Kole Casey, South Peace Land Use Planner
Erin Price, Bylaw Enforcement Officer

Applicant/Owner: Darryl Haney

Public: 8 members of the public

1. CALL TO ORDER

The Chair called the meeting to order at 7:30 pm.

2. STATEMENT OF PUBLIC HEARING

The Chair stated the procedural rules in place to govern the conduct of the public hearing as written in the agenda.

3. INTRODUCTION TO PROPOSAL

Staff provided those in attendance with a summary of proposed Zoning Amendment Bylaw No. 2296, 2019 for the property legally described as Lot 1 & Lot 2 of Section 26, Township 78, Range 15, W6M, PRD, PGP46412

Staff summarized the proposal to rezone the subject properties from A-2 (Large Agricultural Holdings Zone), and R-4 (Residential 4 Zone) to I-1 (Light Industrial Zone).

4. SUMMARY OF APPLICATION PROCEDURE

Staff provided a summary of the application procedures and timeline as outlined in the agenda for those in attendance at the hearing.

5. COMMENTS FROM AGENCIES AND MUNICIPALITIES RECEIVED

Staff read aloud and summarized the comments received from agencies and municipalities as outlined in the agenda.

6. WRITTEN COMMENTS RECEIVED FROM PUBLIC

The Chair called for any written comments from members of the public in attendance. None were offered.

The Chair stated that as of 4:00 pm on March 12, 2020 the Peace River Regional District received one written comment from the public.

Staff read the letter received. (see Letter #1)

At the public hearing, the PRRD received one written comment from the applicant which staff read out loud and is attached to these minutes. (see Letter #2)

7. COMMENTS FROM APPLICANT(S)

Comments from the applicant were part of Letter #2 that was read at the public hearing.

8. COMMENTS FROM PUBLIC

The Chair asked the members of the public in attendance if they had any comments related to the proposed bylaw.

Member of the public

- The member of the public came forward with pictures which were shown to the Chair and the public in attendance (see Picture #1).
- Mentioned setbacks and regulations that the member was required to do when building and developing sewer and water on the member's property. Indicated that the applicant has followed none of the rules and has no regard for the neighbours, the local government or provincial government. This has been demonstrated by the applicant building a culvert on the west side of property without any permission. In addition, trees were removed from the member's property without permission (see Picture #2), and a sign, which was placed within MoTI's right of way was only temporarily removed.
- The member of the public expressed serious concerns and instances of their lands being disturbed from winter plowing and objects in the road allowances, and also had concerns with setback and buildings on the applicant's property.
- Additional concerns were raised with the previous rezone, which was denied. The applicant requested more buildings, was denied and still constructed the buildings, which are in the setback or on the neighbour's property.
- The member of the public reiterated that there has been a strained relationship between the applicant and his neighbours over the years and desires that the Regional Board consider the applicant's past behavior and lack of compliance with any regulations.

Member of the public

- A member of the public discussed concerns with the applicant's continued encroachment on neighbouring properties and that a legal survey had not been done prior to any development or placement of structures. They also asked the applicant if the metal shipping containers (C-cans) were going to be removed, to which the applicant stated they are being removed.

Member of the public

- Another member of the public expressed concerns regarding how the applicant appears to apply for permits, but when rejected continues to proceed with development, and questions the validity of that activity.

Member of the public

- A final member of the public noted that while the member has a few issues with the applicant, there have been some instances where the applicant has encroached onto the member's property. Maintaining communication would help alleviate any issues, and this has occurred in the past.

The Chair called for comments from the public for a final time.

9. FINAL COMMENTS FROM APPLICANT(S)

The Chair asked the applicant if he would like to make any final comments related to the proposed bylaw.

The applicant stated that they have been in business at the 8306 Micro Subdivision location for over 35 years and are asking for a zoning change to become in compliance with PRRD regulations. The applicant has residential properties on both sides of the property, which creates a buffer zones for adjacent properties. The two lots were identified for light industrial use in an earlier PRRD community plan for the area. The applicant is not trying to insult anybody, and extended an apology if the applicant has stepped over anybody. The applicant is doing the best they can to rectify the situation.

The Chair stated that any future discussions or clarification can be addressed to the planning department and not to the Directors of the Board, as now new information can now be received.

10. TERMINATION OF PUBLIC HEARING

The Chair terminated the Public Hearing at 8:12pm.

Certified to be a fair and accurate summary of the nature of the representations respecting proposed Zoning Amendment Bylaw No. 2296, 2019, held on Thursday, March 12, 2020.

Original signed by:

Tyra Henderson, Recorder

Original signed by:

Director Leonard Hiebert, Chair

Jacqueline Burton

Subject: FW: zoning amendment bylaw 2296, 2019

From: [REDACTED] <[REDACTED]>

Date: March 5, 2020 at 6:22:01 PM MST

To: Shawn Dahlen <Shawn.Dahlen@prrd.bc.ca>

Cc: Director Leonard Hiebert <leonard.hiebert@prrd.bc.ca>

Subject: zoning amendment bylaw 2296, 2019

CAUTION: This email originated from outside of the organization.

Good Afternoon;

RE : Zoning amendment bylaw 2296, 2019 Briar Area

We received notice that a proposal has been made to change the zoning of the noted property from A-2 and R-4 to L-1, light industrial.

We are neighbours to the property and would like the Regional District to note that we are against this proposal. We feel that this is a residential and farming area, not an industrial area. There is already a welding business out at a nearby property, so we cannot change that, but to allow this zoning to be changed would just add to the traffic and noise, and we would have less control of it than we do now. There are other areas zoned light industrial in the region that could be utilized, and I don't feel there is a need to rezone this particular piece of land from agricultural or residential land to industrial.

This is the second time that the zoning has been proposed, and my opinion has not changed, I am still opposed. Thank you for your consideration, and I truly hope the amendment is turned down.

[REDACTED]

[Report as Spam](#)

[Report as Phish/Fraud](#)

[Report as Not Spam](#)

[Forget previous vote](#)

Recd @
public Hearing

PRRD. Bylaw 2296, 2019

I Darryl Haney have owned the property at 8306 Micro Subdivision since 1979. The Property at 8340 was then bought and added onto 8306 Micro Subdivision. The Buildings were built in 1980's the last building that was built 16 years ago Approx. (2004). To date there has been no concerns or comments until recently. Buildings on site at 8306 & 8340 Micro Subdivision are mainly used for Vehicle Maintenance and Repairing of our equipment. We are maintaining and updating the Properties as years go on to keep them as updated as possible. Any garbage or debris is being cleaned up and disposed of properly.

I Darryl Haney believe I have added a lot of Value to the 2 – 2 Acre Parcels in Micro Subdivision. I have completely renovated each property and have added value to the Peace River Regional District.

I have also lived in the house at 8306 Micro sub for 20 Years.

Precision Welding is providing jobs for the local residence of Dawson Creek & the surrounding area. Our Payroll Varies from \$500,000.00 - \$1,000,000.00 or more in certain years for our employees.

It would not only affect me as a business owner but my employees and future hires that live locally.

Currently our work takes us to remote locations and onsite locations in the peace region. We are not always on the property we get our jobs and send out a crew to work sometimes up to 12 Hours a day. Also we send the crews out to Fort McMurray and as far as the Arctic Circle. Our Traffic is minimal and we follow strict speed limit guidelines. We are aware of the noise bylaws and strictly enforce them.

There isn't only Precision Welding in the area. There are other Businesses that would affect the Traffic flow.

We are located on a main road (210) that has a lot of busy Industrial Traffic because they would prefer not go through Dawson Creek. They use the 210 Road as a Dangerous Goods Route & to bypass the City.

I have read the Zoning Amendment Bylaw and I see that Chetwynd, Fort St John, Hudson Hope, Pouce Coupe, Tumbler Ridge, Dawson Creek, & Taylor has no effect.

The Fire Protection Act is unaffected.

BC Oil & Gas is unaffected.

Ministry Of Transportation is unaffected.

Northern Health we need to get the water and sewage Approval which we are working on with Ali Moore from the Northern Health. I have submitted the Request to waive waterworks construction permit, Water System Operating Permit Application, Emergency Response Plan, and completed my operator training for the business. I have existing dwellings to be completed and am working on the Operating Permits.

We have sent all the information the ALC asking for Parcel A Lot 1 & 2 to be exempt. We have been told that only portions of the Properties are exempt. We have been working with the ALC on submitting the appropriate documents for either a non-farm use or an exclusion from the ALR. This process typically takes 6-8 months. Previous attempts with getting a response from the ALC have been unsuccessful. I have completed all applicable information to the ALC in 2017 and waited for a response and did not hear anything further. We are picking up from where we left off in 2017. Our response has been thus far positive and has been dedicated a contact for the ALC.

Picture #1
Received at Public Hearing (17-059) on March 12, 2020





We will be working with the PRRD to satisfy the setback regulations either by variances or moving buildings or structures that are mobile.

I am currently completing or working on all aspects to get the properties in the correct zoning amendments.

- We are providing a much needed service in the Peace Region for the BC & AB Oilfield, Mining & Mill Work business. We are currently the Largest Mobile welding company in the North & South Peace Region. Our Qualifications allow us to work where very few companies can. If we cannot provide the service for our customers will need to get the service from larger Centers in Alberta.

Half or more of the Revenue is being brought in from Alberta and with our revenue we support local business.

The Buildings we currently have on the Properties are more than adequate for our company's needs. We are not looking into expand but more to down size or right size the operations. For both the residence and the Shops on the same property we are not looking into expanding.

I have lived at this property since 1979 it was a one acre lot. We have and are working very diligently every day to add value to these properties and understand change is very difficult for some people. Any complaints from neighbors are taken very seriously and do our utmost to satisfy the concerns that are brought to our attention.

One of our loudest critics has been Robert Friesen this is currently residing west of the micro subdivision. When problems arise with Mr., Friesen real or imagined he handles them with a very volatile & violent fashion. It is hard to have a civil conversation with the physical threats. When problems occur we have rectified the problem and have contacted the RCMP so things would not escalate. Mr. Friesen has dumped many stripped vehicles on the properties in an attempt to devalue out property. These vehicles dump and anti-freeze and oil on the ground which is dangerous for the domestic animals and the wildlife.

To the best of our knowledge we are the only welding company in the Micro Subdivision & 210 Rd Area. We also have residence on our properties and believe we are a positive force on the Micro Subdivision road.

The Tax Revenue for the properties is:

8306 Micro Sub. – \$9,762.73

8340 Micro Sub. - \$3,185.05

Any questions or concerns that come up with any of my properties that arise, I find a reasonable way for both parties involved to get the problems corrected right away. Going forward we are always here for any concerns that may arise so that we can rectify any issues .

Thank you

Doreen C. Hanley

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2296, 2019

A bylaw to amend Peace River Regional District
Zoning Bylaw No. 1343, 2001."

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt "Peace River Regional District Zoning Bylaw No. 1343, 2001";

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. This by-law may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 2296, 2019."
2. Schedule B – Map 4 of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning Lot 1 and Lot 2, Section 26, Township 78, Range 15, W6M, PRD Plan PGP46412 **from** A-2 "Large Agricultural Holdings Zone" and R-4 "Residential 4 Zone" **to** I-1 "Light Industrial Zone" as shown on Schedule 'A' which is attached to and forms part of this bylaw.

READ A FIRST TIME THIS	28 th	day of	March	, 2019.
READ A SECOND TIME THIS	28 th	day of	March	, 2019.
Notification mailed on the	26 th	day of	February	, 2020.
Notification published on the	27 th	day of	February	, 2020.
Notification published on the	5 th	day of	March	, 2020.
Public Hearing held on the	12 th	day of	March	, 2020.
READ A THIRD TIME THIS		day of		, 2020.
ADOPTED THIS		day of		, 2020.

(Corporate Seal has been
affixed to the original bylaw)

Chair

Corporate Officer

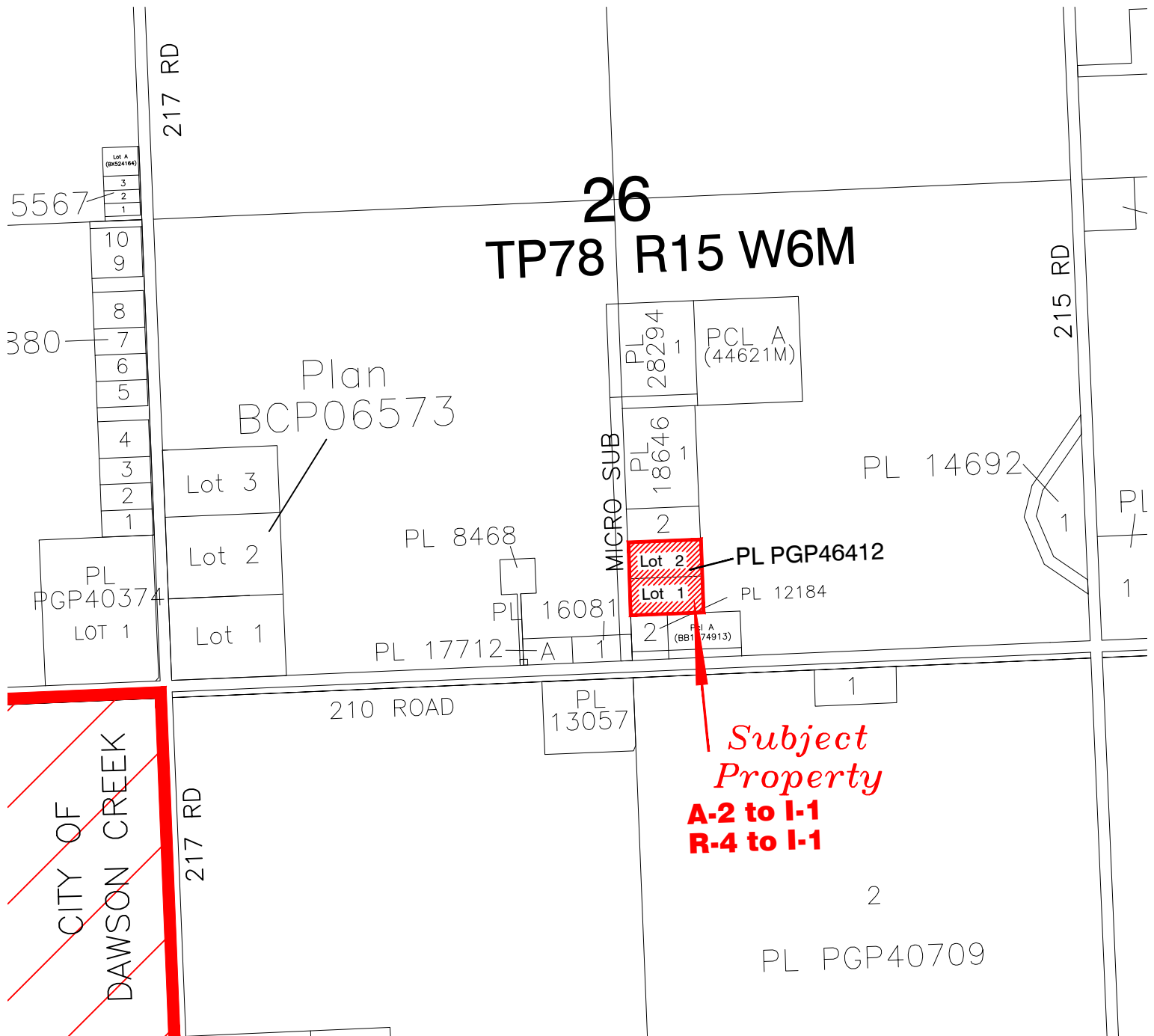
I hereby certify this to be a true and correct copy of "PRRD
Zoning Amendment Bylaw No. 2296, 2019,
as adopted by the Peace River Regional District
Board on _____, 20____.

Corporate Officer

SCHEDULE "A"



Map. No. 4 - Schedule B of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning Lot 1 and Lot 2, Plan PGP46412, Section 26, Township 78, Range 15, W6M, PRD **from** A-2 "Large Agricultural Holdings Zone" and R-4 "Residential 4 Zone" **to** I-1 "Light Industrial Zone" as shown shaded on the drawing below:



Purpose of the Strategic Plan

The 2019-2022 Strategic Plan was developed by the Board to ensure that our decisions, activities and policies are aligned with our vision and goals. The plan addresses the most significant opportunities and challenges facing the region and supports the continued provision of quality services, amenities and infrastructure for our citizens.

The plan will inform the development of our annual budgets and departmental work plans. Quarterly reports to the Board and the Annual Report will provide an opportunity to review and communicate progress in achieving the Board's goals and update the plan as necessary.



Strategic Focus Areas

1. Organizational Effectiveness

Goal

To ensure the PRRD is functioning in a prudent and effective manner and operations and policies are consistent with, and reflective of local government legislative requirements and best practices.

Why?

A well-functioning organization with an appropriate allocation of resources and effort contributes to effective and efficient delivery of services, supports the retention and recruitment of staff and safeguards the organization from risk and liability.

STRATEGIES	ACTIVITIES	TARGETS
1. Develop a corporate Asset Management Program	a) Develop an asset management policy b) Complete inventory of assets c) Undertake condition assessments for all PRRD owned assets d) Determine service expectations for all assets e) Identify funding and investment strategies f) Adopt asset management plan	• Q4 2019 • Q4 2019 • 2020 • 2021 • 2021 • 2022
2. Comprehensive Policy Review	a) Inventory, assess and prioritize existing governance and administrative policies to identify gaps or deficiencies b) Revise and amend policies on a priority basis	• Q4 2019 • 2021
3. Support and Develop our Human Resources	a) Establish a corporate employee development program b) Review and update performance review process c) Develop an employee retention and recruitment strategy	• Q4 2019 • Q4 2019 • Q4 2020
4. Develop Performance Reporting System	a) Create an Annual Report that aligns with the Strategic Plan b) Implement a quarterly reporting structure to Board c) Investigate and implement performance reporting systems/technology platforms	• Q3 2019 • Quarterly • Q4 2019

2. Partnerships

Goal

To enhance the effectiveness of our service delivery and advocacy through the pursuit of local, regional and inter-provincial partnerships.

Why?

There are many benefits and advantages to be achieved through cooperation and collaboration with partners within the region and adjacent to our region. Economies of scale and expertise can reduce costs and enhance productivity, while a collective voice on important issues in the region can positively influence decisions and policies of government.



STRATEGIES	ACTIVITIES	TARGETS
1. Collaboration with Local and First Nations governments	a) Identify overlaps, duplications or gaps in service with partnering governments. b) Identify and pursue Community to Community Forum program opportunities. c) Develop policy for establishment of service agreements	<ul style="list-style-type: none"> • 2019 • 2019 • Q3 2019
2. Inter-provincial collaboration with Alberta local governments	a) Identify gaps and opportunities for cooperation at 2019 Inter-Provincial meeting. b) Establish follow-up and accountability framework for inter-provincial outcomes.	<ul style="list-style-type: none"> • 2019 • 2019



3. Responsive Service Delivery

Goal

To ensure services provided to our residents and communities are responsive to the significant issues and demands facing our region now and into the future.

Why?

Our region is increasingly facing impacts from climate change, growth and development. We must ensure that our services and infrastructure are responsive and resilient and that we are able to anticipate and respond effectively to natural hazard events throughout our region.

STRATEGIES	ACTIVITIES	TARGETS
1. Review and Amend Solid Waste Management Plan	a) Undertake public and stakeholder consultation/engagement process b) Issue Request for Expressions of Interest for alternative waste management/disposal c) Amend Solid Waste Management Plan	<ul style="list-style-type: none"> Q4 2019 2019 2019
2. Enhance Emergency Planning and Response Capacity	a) Provide training to Board of Directors on Emergency Management roles and responsibilities b) Increase staffing capacity within the Emergency Management Division c) Formalize and adopt a Collaborative Emergency Management Model d) Formalize an Inter-Agency cooperation framework with provincial and federal agencies and non-profit organizations e) Develop and implement a public education program for emergency preparedness	<ul style="list-style-type: none"> 2019 2019 2020 2022 2022



4. Advocacy

Goal

To represent and advance the interests of the region with other levels of government and agencies responsible for providing governance and services in our region.

Why?

Issues facing our local communities and the region can often be overlooked or underestimated by other levels of government. As a regional district, we have the benefit of a strong, collective voice to influence decisions and policies through strategic advocacy efforts.

TOPICS	AUDIENCE
1. Increased broadband connectivity for rural communities - Situational/Gap Analysis and Investment	<ul style="list-style-type: none">• Ministry of Jobs, Trades and Technology• Federal Ministry of Infrastructure and Communities and Rural Economic Development• Private Service Providers• NCLGA, First Nations, Industry
2. Senior's Housing – Needs Assessment and Investment	<ul style="list-style-type: none">• Northern Health• Ministry of Health• Community Partners and Agencies
3. Emergency Response Capacity for Local Governments	<ul style="list-style-type: none">• Ministry of Public Safety and Solicitor General• NCLGA• UBCM

Board Appointments – 2020

Standing Committees – (Appointed by the Chair, LGA 218(2))

Electoral Area Directors' Committee

Director Goodings
Director Sperling
Director Hiebert
Director Rose

Community Measures Advisory Committee

Brad Sperling
Steve Thorlakson
Jim Little
Julie Ziebart
Glynnis Maundrell

Invasive Plant Committee

Director Sperling
Director Hiebert
Director Goodings

Regional Parks Committee

Director Fraser
Director Goodings
Director Rose
Director Michetti

Solid Waste Committee

Director Goodings, or Alternate Director Sperling
Director Rose, or Alternate Director Hiebert
Director Courtoreille, or Alternate Director
Director Bumstead, or Alternate Director
Director Zabkinsky, or Alternate Director
Board Chair (ex-officio)

(updated: May 7, 2020 Board Meeting)

Select Committees (Appointed by the Board, LGA 218 (1))

Chetwynd Public Library Advisory Committee [RD/16/11/38 (24)] (ToR)

Chetwynd Library Board Representatives: Sara Hoehn and Tanya Harmacek
 PRRD Representative: Director Rose
 Chetwynd Public Library Rep (Mgr): Melissa Millsap
 District of Chetwynd Representative: Councillor Rochelle Galbraith

Health Care Scholarship Committee RD/18/06/23 (ToR)

Director Ackerman Director Bumstead
 Director Sperling Director Rose

North Peace Fringe Area Official Community Plan (NPFA OCP) Steering Committee -

Director Goodings	Director Sperling	(RD/17/07/20 (27))
Director Hiebert	Director Ackerman	
Director Fraser		
Merilyn Scheck	Ken Forest	Dianne Hunter
Ann Sawyer	Glynnis Maundrell	Darrell Blades
Wendy Basisty	O'Brien Blackall	Tony Pellet
David Smith	Myron Dirks	Renee Jamurat
Jim Collins	Brad Filmer	Dave Tyreman
Ethelann Stewart	Jim McKnight	Nicole Hansen
Steve Byford	Bill Adair	Corey Jonsson
SD#60 representative	Karrilyn Vince	Matt Austin
Sarah McDougal	Edward Albury, CLFD Chief	

North Peace Rural Roads Committee (RD/20/05/19) (ToR)

Director Goodings Director Heiberg
 Director Fraser Director Bumstead

Socio Economic and Caribou Recovery Related Land Use Objective Stakeholder Committee Snowmobile Advisory Committee (RD/20/05/07)

Director Sperling
 Director Rose

Solid Waste Management Plan Technical Advisory Committee

Technical (RD/20/01/42)

Alex Adams, Director of Engineering and Public Works, District of Chetwynd
 Doug Beale, District of Tumbler Ridge
 Blair Deveau, Village of Pouce Coupe
 Peter Nilsen, Development Services Manager, City of Dawson Creek
 Ryan Nelson, Director of Operations and Approving Manager, District of Taylor
 Victor Shopland, General Manager of Integrated Services, City of Fort St. John

SW Contractors

Dave Straube, Green For Life Environmental (GFL)
 Deanne Ringland, Operations Manager, Tervita
 Corey Pomeroy, Oscar's Disposal Ltd.
 Eric Tricker, Aim Trucking Ltd
 Ian McLeod, Trans Peace Construction

Select Committees (Appointed by the Board, LGA 218 (1))

Solid Waste Management Plan Technical Advisory Committee (continued)

Recyclers

Sally Paquette, Chetwynd Lions Club Recycling

Jeremy Parslow, Owner – DC Recycling

Lindsay Heal, Owner – Recycle It Resource Recovery

Construction and Demolition

Aaron Henry, Kalmar Construction

Dale Neul, WL Construction

Jonathan Simmons, Ascension Builders

Travis Hiebert, Celtic Construction

David Toews, Colteran Construction

Will, Complete Carpentry Services

Easy Eaves Home and Improvement (Stonehammer)

Chad or Clayton, Hegge Construction

Luke Barrett, KB Construction

Tyler Marion, Marion Construction

John, Toms Construction

Hendrick, Kor-Kraft Construction

First Nations

Merli du Guzman, Band Manager/Admin, Blueberry River

Randy Orr, Band Manager, Halfway River

Ronda Lalonde-Auger, Director of Assets and Infrastructure, Saulteau First Nations

Doig River First Nation, Treaty 8, West Moberly First Nations - TBA

Interested Parties

Karen Mason-Bennett, Northern Environmental Action Team

Sarah/Don Johnson, Reclaimed Supply

Member at Large

Vicki Burt - District of Hudson's Hope

Mike Fitzgerald - Electoral Area 'B'

Ken Drover (Nodes Construction) – Electoral Area 'D'

Rob Henry – Electoral Area 'E'

Carl Chandler (Celtic Construction) – City of Dawson Creek

TBA - City of Fort St. John, District of Chetwynd, Taylor, Tumbler Ridge, Village of Pouce Coupe, and Electoral Area C

Legislated / Bylaw Commissions or Committees

Chetwynd Civic Properties Commission (Bylaw 1049, 1996 as amended)

Director Courtoreille [RD/20/01/44]

Councillor Galbraith [RD/20/01/44]

Councillor Wark [RD/20/01/44]

Director Rose

Walter MacFarlane

Larry Houley

Electoral Area 'E' Industrial Development Committee / Commission

Director Rose

Emergency Executive Committee [RD/18/01/46 (25)]

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Director Bumstead

Director Ackerman

Fire Management Committees:

Chetwynd

Director Rose

Mayor Courtoreille, District of Chetwynd

Dawson Creek / Pouce Coupe

Director Hiebert

Mayor Bumstead, City of Dawson Creek or designate

Mayor Michetti, Village of Pouce Coupe Mayor or designate

Fort St. John

Director Sperling

Mayor Ackerman, City of Fort St. John Mayor or designate

Moberly Lake

Director Rose

Taylor

Director Sperling

Director Hiebert

Mayor Fraser or representative of Council

Tomslake

Director Hiebert

Legislated / Bylaw Commissions or Committees - continued**North Peace Leisure Pool Commission**

Electoral Area B - Director Goodings and Arlene Boon

Electoral Area C – Director Sperling and Alvilda (Willi) Couch

*City of Fort St. John – Councillor Bolin and Councillor Grimsrud

These appts are made by the respective municipalities and are recorded here for convenience.

Parcel Tax Roll Review Panel

Director Goodings

Director Sperling

Director Hiebert

Rural Budgets Administration Committee

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Board Liaison Appointments to Outside Agencies

Alaska Highway Community Society

Director Hiebert
Director Goodings

Buick Arena

Director Goodings

Charlie Lake Conservation Society

Director Sperling

Chetwynd Communications Society

Director Rose
Mayor Courtoreille, District of Chetwynd

Chetwynd Library

Director Rose

Clearview Arena

Director Goodings

FSJ Results Based Pilot Project Public Advisory Group

Director Fraser
Director Goodings (Alternate)

FSJ Land and Resource Management Plan Community Leaders Group [RD/19/12/12]

Director Sperling
Director Goodings (Alternate)

Hydro Go Fund (BCH Peace Region Non-Profit Community Fund)

Director Sperling
Carol Kube [RD/19/10/40 (24)]

Invasive Plant Council of BC

Director Hiebert

Municipal Finance Authority of BC

Director Rose
Director Sperling - Alternate

Municipal Insurance Association of BC [RD/18/01/47 (25)]

Leanne Filipovic
Director Bumstead – Alternate Voting Member

Board Liaison Appointments to Outside Agencies - continued

North Peace Airport Society

Electoral Area B – Director Goodings and Arlene Boon

Electoral Area C - Director Sperling and Jim McKnight

PRRD Member Representative - Director Goodings [RD/19/11/39 (28)] Term – December 15, 2022

Northern Development Initiative (NDI) Trust - NE Regional Advisory Committee

Director Goodings

Director Hiebert

Director Sperling

Director Rose

Northeast Roundtable

All PRRD Board members

Northeast Strategic Advisory Group 2015

Director Goodings

Director Ackerman (Alternate)

North Peace Fall Fair Society

Director Goodings

Peace Williston Advisory Committee [May 30, 2019]

Director Goodings

Recreation Planning – Site C [RD/19/01/36]

Director Fraser

Director Heiberg

Regional Community Liaison Committee – Site C Clean Energy Project

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Tumbler Ridge Museum Foundation and Tumbler Ridge UNESCO Global Geopark

Director Fraser

Director Heiberg – Alternate [RD/20/01/45]

UBCM Flood and Wildfire Advisory Committee [RD/19/06/32]

Director Sperling

Industry Sector Liaison Appointments

Coastal Gas Link Pipeline

Director Rose

Environmental Assessment Project Working Groups

Enbridge Frontier Project [RD/19/10/41 (24)]

Director Rose

Hermann Mine [RD/18/10/35]

Director Rose

Crystal Brown, EA Manager

Kemess Underground Project

Director Goodings

Northern Gateway – Enbridge Pipeline

Director Hiebert

Red Willow Wind Project

Director Hiebert

Silverberry Secure Landfill Project

Director Goodings

Site C Project Working Group [RD/18/03/39]

Director Goodings

Director Fraser

Sukunka Coal Project

Director Rose

Westcoast Connector Gas Transmission (WCGT) [RD/18/10/36]

Director Rose

Director Goodings

Crystal Brown, EA Manager

Wolverine East Bullmoose Mine Review Committee [RD/18/05/33]

Director Rose

Wonowon Landfill Project [RD/20/02/54]

Director Goodings



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING **MINUTES**

DATE: May 21, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Goodings, Meeting Chair
Director Hiebert
Director Rose
Director Sperling

Staff

Shawn Dahlen, Chief Administrative Officer
Teri Vetter, Acting Chief Financial Officer
Crystal Brown, Electoral Area Manager
Kelsey Bates, Deputy Corporate Officer
Kori Elden, Recording Secretary

1. **CALL TO ORDER** The Chair called the meeting to order at 3:05 pm.

2. **DIRECTORS' NOTICE OF NEW BUSINESS:**

Director Rose Willow Valley Cemetery Maintenance

3. **ADOPTION OF AGENDA:**

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee agenda for the May 21, 2020 meeting be adopted as amended to include Directors' new business:

1. **CALL TO ORDER:**

1.1 Meeting Chair - Director Goodings

2. **DIRECTORS' NOTICE OF NEW BUSINESS:**

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

4.1 Rural Budgets Administration Committee Draft Meeting Minutes of April 16, 2020

a. Review 8.4 Motion

4.2 Rural Budgets Administrative Committee Draft Special Meeting Minutes of April 21, 2020

5. **BUSINESS ARISING FROM THE MINUTES:**

5.1 Library Update

6. **DELEGATIONS:**

7. **CORRESPONDENCE:**

7.1 Kelly and Michelle Boissonnault - Electrical Extension Grant Application

7.2 Timothy and Lisa Neudorf - Electrical Extension Grant Application

8. **REPORTS:**

8.1 Grant Request – Mile 22 Community Park Association, FN-RBAC-002

8.2 Northern Development Initiative Trust Community Foundation Matching Grants

ADOPTION OF AGENDA (Continued)

Program, ADM-RBAC-001

8.3 Jackfish Lake Community Association - Funding Amendment

8.4 April 2020 Financial Report, FN-RBAC-007

9. DISCUSSION ITEMS:

9.1 Gas Extension Funds in Fair Share

9.2 PRA Division and utilization of Rural Loan Fund for community organizations

9.3 PNG - Better At Home

10. NEW BUSINESS:

10.1 Willow Valley Cemetery Maintenance

11. COMMUNICATIONS:

12. DIARY:

13. ADJOURNMENT:

CARRIED

4. ADOPTION OF MINUTES:

4.1
Apr. 16 and 21/20
RBAC Minutes

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Meeting Minutes of April 16, 2020 be adopted as amended to update item 8.4 to be payable from Electoral Area B Peace River Agreements, Spending Item #4 – Assistance to Other Organizations.

CARRIED

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee Special Meeting Minutes of April 21, 2020 be adopted.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES:

5.1
Library Update

Director Goodings updated the Committee to let them know she had informed the Fort St. John Public Library that there grant request had been denied.

5.2
Fort St. John Flyers
Midget Hockey Team
Grant

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee not issue the cheque for the following resolution from the February 20, 2020 meeting, as the trip was cancelled if the cheque has not been previously issued:

That the Rural Budgets Administration Committee authorize a youth travel grant in the amount of \$375 for the Fort St. John Midget 'A' Flyers Hockey Team, payable from Rural Recreational and Cultural Grants-in-Aid, with \$250 from Electoral Area B and \$125 from Electoral Area C, to assist with travel expenses to attend the BC Hockey Tier 2 Provincial Championships from March 15-19, 2020, in North Saanich, BC.

CARRIED

6. DELEGATIONS: None.

7. CORRESPONDENCE:

7.1
Apr. 3/20 – Kelly and Michelle Boissonnault – Electrical Extension Grant Application

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize an Electrical Extension Grant to Kelly and Michelle Boissonnault in the amount of \$4,000, payable from Electoral Area D Fair Share.

CARRIED

7.2
May 11/20 – Timothy and Lisa Neudorf – Electrical Extension Grant Application

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize an Electrical Extension Grant to Timothy and Lisa Neudorf in the amount of \$4,000, payable from Electoral Area B Fair Share.

CARRIED

8. REPORTS:

8.1
Apr. 2/20 – Grant Request – Mile 22 Community Park Association

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$2,000 payable from Electoral Area D Peace River Agreements Spending Item #4 - Assistance to Other Organizations, to be issued to the Mile 22 Community Park Association to assist with general operating costs.

CARRIED

8.2
May 11/20 – NDIT Community Foundation Matching Grants Program

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the report titled “Northern Development Initiative Trust Community Foundation Matching Grants Program” dated May 11, 2020 for discussion.

CARRIED

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee research how to create and administer a PRRD endowment fund.

CARRIED

8.3
Apr. 20/20 Funding Amendment – Jackfish Lake Community Association

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize Jackfish Community Association to reallocate the unused portions of their 2016 GIA in the amount of \$2,080.56 and 2017 GIA in the amount of \$15,500 for a total reallocation of \$17,580.56 to support their 2020 operational costs, general upkeep and maintenance upgrades at the Jackfish Community Hall.

CARRIED

8.4
May 11/20 – April 2020 Financial Report

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the April 2020 Financial Report for discussion.

CARRIED

8.4 Continued

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee receive an informational report on possible utilization the BC Rail/Peace River Agreement, Community Works (Gas Tax) Fund, Rural (Loan Fund), Peace River Agreement Fund, Fair Share Fund, and Rural

Fringe Accounts.

CARRIED

9. DISCUSSION ITEMS:

9.1 Gas Extension
Funds in Fair Share

Director Hiebert advised that he will contact British Columbia Utilities Commission regarding concerns from residents in Tomslake who never received access to natural gas during the system expansion in 2009 and 2010.

9.2 PRA Division and
Utilization of Rural
Loan Fund for
community
organizations

The Committee discussed that a report be brought to a future RBAC Meeting, demonstrating what the distribution of Peace River Agreement (PRA) funds would look like for the Electoral Areas if the municipal formula were to be applied to them.

The Corporate Officer and the Environmental Services Manager joined the meeting.

9.3 PNG

Director Goodings advised that there are residents in Wononwon who were missed during the system expansion that still don't have access.

Better at Home

The Committee discussed funding for the seniors support program - Better at Home.

10. NEW BUSINESS:

10.1
Cemetery
Maintenance

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration identify the cost for the PRRD to conduct lawn maintenance for rural cemeteries in the Peace Region comparing it to the cost of providing grants to cemetery organizations for similar work; further, that the report be brought back to a future Electoral Area Directors Committee.

CARRIED

Opposed: Director Goodings

The Chair allowed the following new business items to be discussed (item 10.2 and 10.3)

10.2 Rose Prairie
Water Station

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a \$100,000 expenditure for the Rose Prairie Water Station pilot project, payable from Gas Tax.

CARRIED

10.3 RBAC Policy

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee forward the amended Rural Recreational & Cultural Grants-in-Aid Policy, which allows for the immediate release of funds to applicants, as opposed to retaining the funds until the applicant submits a claim reimbursement to the Regional Board for consideration.

CARRIED

11. COMMUNICATIONS

None.

12. DIARY:

12.1

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee add "Clean Farms" to the Diary.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee add "upgrades to the east side
Charlie Lake sewer system" to the Diary.

CARRIED

13. ADJOURNMENT

The Chair adjourned the meeting at 4:33 p.m.

Director Goodings, Meeting Chair

Kori Elden, 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.
- 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).
 - The annual road evaluation has been approved. Stoddart and Lower/North Cache Creek.

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



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



Chetwynd Public Library

Regular Board Meeting Minutes - APPROVED

May 26, 2020 - Via Zoom

Call to Order: 5:40pm

Present: Dana Bergen, Sara Hoehn, Sorene Kampen, Gloria Millsap, Melissa Millsap, Krixia Padilla, Dan Rose

Regrets: Danielle Burt, Myra Grodzuik, Lynda Johnstone, Sherlana Schroeder, Janet Wark

Agenda: MOVED by GM, SECONDED by SK That the agenda be adopted. – CARRIED

Minutes: MOVED by GM, SECONDED by SK That the minutes of the April 28, 2020 regular board meeting be adopted. – CARRIED

Correspondence: All board members should be receiving the BCLTA bulletins to their emails, if you are not please let DB know and she will ensure you are on the list to receive these notifications and updates. BCLTA is now offering online workshops/courses for their TOPS program.

Treasurer Report

Reviewed the April 2020 Income Statement and the 2019 and 2020 Budget and Actual Comparative Statement.

MOVED by SK, SECONDED by SH That the treasurer report be received for information. – CARRIED

We plan to discuss implementing a formal capital asset policy at our next meeting

Chair – Nil

Library Director – Report as submitted including: welcome to kindergarten, all books are now retrieved from Pine Tree Books, partnered for Chetwynd's first virtual run, air quality testing, staff back in the building cleaning, disinfecting, purging, furnace and cooling units spring service, duct cleaning, quotes for minor repairs (still waiting to come in), weekly zoom meetings with staff, ABCPLD, NELF, CALP, Decoda, Phased reopening of the library following WorkSafe BC guidelines with a COVID-19 exposure control plan in place, grants and funding and staff notes.

(NELF) North East Library Federation Representative – Reallocated funds so each library that is part of the North East Library Federation will receive \$1,000 to go towards online training for their staff. NELF Chair and Director have had some conversations on the impact COVID-19 has had on the libraries within the federation.

District of Chetwynd – Nil

Peace River Regional District – Nil

Library Project Committee – Nil

Children's Area Upgrade Planning Committee – Nil

Fundraising Committee – Nil

Friends of the Library – Nil

MOVED by SK, SECONDED by KP That the reports be accepted as presented. – CARRIED

Diary Items:

Discussion on lease agreement with the District of Chetwynd and the budgeting process for the maintenance policy.

Discussion on the reopening of the bistro. The board would like to know what the regulations are for the bistro to reopen and they would like a copy of the work safe plan before making a decision. How will the library and the bistro manage the shared spaces i.e. washrooms and front entrance hallway? With the library opening at phase 1 starting June 1st, they encourage the bistro to do a takeout as well.

MOVED by DB, SECONDED by SK That the LD contact the owner of Crazy Beanz Bistro to ensure all regulations have been met and safety precautions are in place for what reopening will look like and communicate back to the board for decision prior to the bistro reopening. – CARRIED

MOVED by SK, SECONDED by SH That we pay the janitor a contract rate of \$30 an hour and will revisit this rate once library operations resume and pick-up. – CARRIED

In-Camera:

Entered into in-camera meeting at 7:05pm

Resumed regular meeting at 7:12pm

MOVED by DR, SECONDED by SH That we approve to have our rugs changed out by Spotless Uniform for cost up to \$12,000 annually. – CARRIED

Adjournment: MOVED by SH, SECONDED by SK to adjourn the meeting at 7:15pm. – CARRIED

Next Meeting: Tuesday June 23rd @ 5:30pm both in person and zoom invite will be emailed out.

Board Chair

Library Director



February 20th, 2020

Regional Community Liaison Committee
Site C Clean Energy Project

Sent via email

RE: Clayhurst/Blackfoot Boat Launch Background and Communications Summary

Dear RCLC members,

This letter is in response to the RCLC's request for information regarding the construction of a boat launch at Clayhurst/Blackfoot and specifically to provide the chronology of facts that led to the decision by the Comptroller of Water Rights (CWR) to cancel the boat launch project at Clayhurst/Blackfoot.

On August 9, 2007, under the Water Act Peace Order issued by the CWR, BC Hydro was required to:

"...submit, for approval, terms of reference for a study to improve boat ramp access to the river at Lynx Creek, Halfway River, Peace Island Park and Clayhurst/Blackfoot Regional Park."

If feasible, the CWR would provide BC Hydro a separate direction for leave to commence construction. Projects undertaken under this clause of the Peace Order are funded by the CWR, and therefore require the CWR approval prior to expenditures.

BC Hydro commissioned a study by Moffatt & Nichol to assess the old (now removed) Blackfoot boat ramp, immediately downstream of the Clayhurst Bridge on the south bank of the river at Blackfoot Regional Park. The report initially determined that a new boat launch facility was required due to ongoing significant erosion of the existing boat launch.

However, as the design process progressed it was determined that the area was subject to three key inhibiting factors: the parking area was determined to be at risk of regular flooding, the relative forecast usage was low and the cost of building a boat ramp was prohibitive. As such, the CWR determined that a boat ramp was not feasible at this location and cancelled the project.

As further background, on April 9th, 2013, Klohn Crippen Berger, BC Hydro and three local boat users including a member of the Peace Country River Rats, a local non-profit boat user organization, visited the site location of the proposed Blackfoot Park Boat ramp and determined it floods regularly. Based on this site visit, the engineers determined that locating the ramp and parking lot within a flood plain where considerable siltation occurs was not prudent. As well, the engineers concluded that siting the parking lot in another location within the park boundaries away from the ramp location was not user-friendly nor fully functional.

BC Hydro recommended cancelling the Clayhurst/Blackfoot boat launch in a letter to the CWR dated August 19, 2013. It was concluded that the construction of a boat ramp within Blackfoot Park was not feasible for the following reasons:

- flooding risks;
- high complexity and high cost of construction of a new boat ramp in the Peace River based on recent experience at Peace Island Park (opened on March 31, 2013 approximately 40km upstream); and
- recreational user surveys indicating markedly less boat ramp use for Blackfoot than forecast for the ramp at Peace Island Park.

The CWR approved the cancellation of the Blackfoot Park boat ramp projects in a letter to BC Hydro dated October 10, 2013.

Subsequently, there have been numerous letters and discussions confirming that BC Hydro no longer has obligations for a boat ramp at Blackfoot Park. Below is an outline of some of the key letters and discussions that have occurred over time:

- June 2014 BC Hydro meeting with directors and staff from the Peace River Regional District (PRRD): BC Hydro advised that the plan to construct an engineered boat launch at Blackfoot Park had been discontinued.
- October 29, 2014 letter to BC Hydro from PRRD: PRRD requested that BC Hydro consider building a boat ramp at a location outside of the Blackfoot Park;
- October 30, 2014 BC Hydro meeting with the PR Regional Parks Committee: to discuss the alternate location and possible in-kind support provided to PRRD if they undertook to build the ramp at this alternate location.
- July 23, 2015 letter to CWR from PRRD: : PRRD requested that the CWR authorize BC Hydro to conduct a feasibility study using existing CWR funds to examine an alternative location for a boat launch on the Peace River on the west side of the Clayhurst Bridge.
- August 18, 2015 letter to PRRD from CWR: the CWR replied and advised the PRRD that the CWR was not required to request further feasibility work from BC Hydro.
- On June 23, 2016 the CWR again wrote the PRRD to reconfirm that it would not be authorizing further works at Blackfoot Park. The CWR noted that BC Hydro has a current requirement to build three new boat launch/day use sites on the new Site C reservoir. The CWR also confirmed the reasons for their decision were:
 - the new high-capacity boat launch at Peace Island Park;
 - the higher cost for Peace Island Park boat ramp that was greater than the cost estimate considered by the original Peace Consultative Committee; and
 - the low use forecasted for a Blackfoot/Clayhurst boat launch in contrast to Peace Island Park (attached).
- On March 3, 2017 the PRRD wrote BC Hydro requesting further clarification on the cancellation of the Blackfoot/Clayhurst boat and on April 19, 2017, BC Hydro had a conference call with the PRRD to respond to their March 3, 2017 letter.
- On December 14, 2017 MLA Mike Bernier wrote to the PRRD with an explanation that included details that BC Hydro provided to the PRRD in our April conference call:
 1. That the sites within Blackfoot Regional Park were deemed not technically feasible as they were within the floodplain;
 2. The usage studies undertaken for Site C indicated that Taylor would have higher use;

3. Given the costs incurred to upgrade Taylor (building a ramp in the challenging, fast-flowing river), that the expected cost per use at a Blackfoot Regional Park site would be even higher.
- Additionally, this topic has been discussed on numerous occasions at the Peace Williston Advisory Committee (PWAC) meetings.

We are hopeful that the provision of this historic chronology of decisions relating to the proposed Clayhurst / Blackfoot boat ramp will provide the RCLC members clarity regarding how the matter came to conclusion.

BC Hydro is currently focusing on designing and implementing the three new boat launches to be constructed as part of the Site C project on the future reservoir and would be happy to provide updates on the status of these boat launches at future meetings.

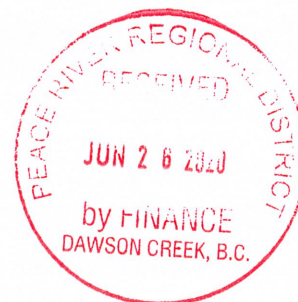
Sincerely,

A handwritten signature in black ink, appearing to read 'Shanna Mason', with a horizontal line underneath.

Shanna Mason
Director Regulatory, Environmental, Social, Properties and Communication Programs
Site C Clean Energy Project

June 16, 2020

Ms. Kim Frech
Peace River Regional District
1981 Alaska Ave PO Box 810 Stn Main
Dawson Creek, BC V1G 4H8



Dear Ms. Frech,

Thank you for your donation. When you support **STARS**, you ride along with us on every mission. Your gift of \$170,000.00 will help us give our next patient hope.

Your donation helps us quickly respond to critically ill and injured patients in their time of need. You put the most advanced technology in our hands. You help ensure our crew receives the top training. Your support gives us the time, tools, and talent we need to provide care to those who needs us most. Since 1985, **STARS** has flown more than 40,000 missions across Western Canada.

Allies like you make it possible for **STARS** to be there for the next patient, like we were for our Very Important Patient (VIP) Ron Diller. Ron arrived at a rural hospital looking to treat his sudden and severe back pain when he took a turn for the worse. He went into cardiac arrest, needing nearly five minutes of CPR to be revived. After determining that Ron needed more advanced care, **STARS** was called to provide him with critical care and transport him to the nearest major trauma centre for the specialized care he needed.

It is because of your support that we were able to help Ron. It is because of you that Ron is able to live his best life today.

Before a helicopter can lift off, before a crew member can don a flight suit, before a ventilator can be turned on, we rely on the support of allies like you. Thank you for being part of our continuing fight to save lives.

Sincerely,

A handwritten signature in black ink that reads "Andrea Robertson".

Andrea Robertson
President and CEO
STARS



Shock Trauma Air Rescue Service Foundation

Head Office
1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7
stars.ca

Peace River Regional District
1981 Alaska Ave PO Box 810 Stn Main
Dawson Creek, BC V1G 4H8

Receipt Number: 52550
Date Issued: June 16, 2020
Gift Date\Type: 6/16/2020\Pay-Cash
Receipt Amount: \$170,000.00

Gift Amount: \$170,000.00
Advantage Amount: \$0.00

Per:

June 19, 2020

Chair Brad Sperling
Peace River Regional District
Box 810
Dawson Creek, BC V1G 4H8



Dear Chair Sperling:

Re: Provincial Response to 2019 Resolutions

UBCM has received the Province's response(s) to your Board resolution(s) from 2019. Please find the enclosed resolution(s) and their provincial response(s).

Responses received from the Province have been posted to the UBCM web site under Resolutions & Policy.

If you have any questions about this process, please contact Jamee Justason, Resolutions and Policy Analyst at 604.270.8226 ext. 100 or jjustason@ubcm.ca

Yours truly,

Maja Tait
UBCM President

Enclosure

Whereas outdoor recreation on rivers and lakes is important to the lifestyles of residents in the North;

And whereas boat launches operated by BC Parks are vitally important outdoor recreation amenities;

And whereas the Province of British Columbia spends roughly \$2.80 per hectare on BC Parks, while the Province of Alberta spends approximately \$36 per hectare, making it difficult to adequately repair and maintain BC Parks boat launches:

Therefore be it resolved that the Province of British Columbia increase their investment into the repair and maintenance of BC Parks' boat launches in the province.

Convention Decision: **Not Considered - Automatic Referral to Executive**

Executive Decision: **Endorsed**

Provincial Response

Ministry of Environment and Climate Change Strategy

The Province is interested in supporting local governments seeking to improve their local communities. BC Parks strives to provide an excellent user experience across the province and recognizes the value of outdoor recreation in Northern BC, including marine recreation.

All facility investment decisions, including those involving boat launches, must be assessed against the critical needs of all parks throughout the province.

Work to date includes investment of over \$1 million in capital expenditures on boat launches in Northern BC (Omineca, Peace and Skeena areas). This amount is in addition to routine operational maintenance spending. BC Parks manages five times more area than Alberta Parks and therefore a comparison of investment per hectare may not be appropriate.



REPORT

To: Chair and Directors

Report Number: ADM-BRD-057

From: Kelsey Bates, Deputy Corporate Officer

Date: June 29, 2020

Subject: Items Previously Released from Closed Meetings

For information only.

The following resolutions have been authorized for release to the public from prior closed meetings.

June 25, 2020

MOVED, SECONDED, and CARRIED

That the Regional Board advise the Ministry of Transportation and Infrastructure (MoTI) that it will operate the Emergency Operations Centre for an additional four weeks; further, that residents be provided with MOTI's contact information for inquiries on the status of the slide.

June 25, 2020

MOVED, SECONDED, and CARRIED

That the Regional Board approve the provision of transportation (water taxi), potable water, sewer, and the removal of waste to the Old Fort residents.

May 7, 2020

MOVED, SECONDED, and CARRIED

That the Regional Board approve the Festival Plaza Easement Plans and Agreements, as provided by the City of Fort St. John and reviewed and edited by PRRD legal counsel, to action resolution IC/19/06/03 (27) to subdivide the North Peace Leisure Pool property, PID 023-298-367, to remove an approximately 20m wide x 125m long strip from the westernmost edge of the property and transfer the land title to the City of Fort St. John subject to amalgamation of the property with the property located at 9523 – 100th Street (Festival Plaza) and completion of bilateral access agreements to ensure City of FSJ access to Festival Plaza from 96th Avenue and PRRD access to the NP Pool Parking lot from 100th Street; further, that this resolution and the amended easement agreements be authorized for immediate release to the City of Fort St. John; further, that upon receipt of approval of the amended easement agreements from the City of Fort St. John and confirmation that Fort St. John City Council has authorized their approval for release to the public, that the Regional Board authorizes release of the decision to the public and issuance of the 'Disposition of Property Notice' required by the *Local Government Act*, Sec. 286; and finally, that upon completion of the required advertising, that the Chair and CAO be authorized to sign the agreements.

BACKGROUND/RATIONALE:

The above resolutions were authorized for release, and are provided in this report as the official disclosure of the items to the regular Board agenda, as per the 'Closed Meetings and Proactive Disclosure Policy'.

ALTERNATIVE OPTIONS: N/A

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S): N/A

COMMUNICATIONS CONSIDERATION(S): N/A

OTHER CONSIDERATION(S): N/A

BC Caribou Recovery Program Update - Teleconference

April 22, 2020, 10 – 11 PDT

Hosted by:

David Muter, Executive Director, Species at Risk Recovery Branch, BC Min. of Forests, Lands, Natural Resource Operations and Rural Development

Darcy Peel – Director, Caribou Recovery Program, BC Min. of Forests, Lands, Natural Resource Operations and Rural Development

David Muter:

Program Response to COVID-19

- The [Provincial Caribou Recovery Program website](#) has links to all COVID-19 related information from the Province
- We are making some changes in our work to follow the direction of the Provincial Health Officer and do our part to support community health and safety measures, including pausing fieldwork

Budget

- Although the legislature is not sitting, a special warrant budget of 75% has been approved, so the Program is continuing, and the balance of the budget is expected to be reviewed by government in a fall session
- A modest amount of funding is available to support Indigenous Nations' participation in herd planning and other caribou recovery activities – more information will be available soon

While caribou recovery work is important, it must be done in a way that respects health and safety measures and we are open to suggestions and ideas on how best to adapt to keep things moving forward

Darcy Peel

Predator Management

- Delivered this winter in a broader scope than in the past – only where without it we would have far fewer or no caribou to talk about and only where high densities of predators are having a large impact on caribou growth and stability
- Removed 498 wolves by air and ground in 10 different herd areas and 13 cougars mostly in the south Southern Mountain Caribou areas
- We will not know the impact for a while
- We do not undertake this work lightly – it is only for maintenance and to prevent extirpation
- Tied directly to conversations in herd planning

Penning

- Now that we have five years of experience in this area, the Program is awaiting results of a review of the Klinse-za and Revelstoke pens to see if experts believe we should continue to consider this as a tool

- Arrow Lakes Caribou Society approached us as they wanted to build a maternity pen (it is not a maternity pen at this time and it could be used for a number of purposes that caribou science would determine)
 - We have discussed it with them and they understand our position
 - They have chosen to proceed with initial steps and we are supportive

Leo DeGroot

Population Inventory and Monitoring

- Sixty different projects were completed – census work, collaring, mortality investigations, and we still await some results
- Please see page 5 for herd data

Heather Wiebe

Herd Planning:

- All face to face herd planning meetings have been cancelled due to COVID-19 related safety concerns
- We understand that herd planning may not be a priority for many of our clients. However: if your group would like to move forward with virtual herd planning at this time, we'd be happy to connect. Thank you to those who have been in touch to indicate their desire to continue discussions
- Pre-COVID small table sessions were planned to be 4-6 hours in length and were face to face
 - We are looking at what platform we could use for virtual meetings
 - We will be breaking up the meeting into more manageable “chunks”
 - We are developing some information that will be “recorded” so that participants can view when it is most convenient to them
- If we are delayed it will NOT reduce the time dedicated to herd planning. We will take the time necessary for meaningful conversation
- In different parts of the province land use planning pilot projects are in concept – thank you to those in areas that have both herd planning and land use planning for their patience as we figure out the best way to line up these pilots with herd planning in space and time
- Please reach out to your local engagement representative or Heather Wiebe for further details:

Herd or Herd Complex	Engagement Point	Phone	Email
Hart Ranges	Heather Wiebe	778 916-4005	Heather.Wiebe@gov.bc.ca
Central Selkirks	Heather Wiebe	778 916-4005	Heather.Wiebe@gov.bc.ca
Chilcotin Complex (Tweeds/Itchas/Rainbow/Charlotte Alplands)	Sean Mitchell/	250 847-7689	Sean.Mitchell@gov.bc.ca
Revelstoke Complex (Columbia North & South, Frisbee/Boulder)	Heather Wiebe	778 916-4005	Heather.Wiebe@gov.bc.ca
Wolverine/Chase/Takla	Loni Arman	250 997-2207	Loni.Arman@gov.bc.ca

Reminder from Darcy that if you would like to chat or have ideas about how we can adapt the program for these (COVID 19) circumstances, please get in touch.

Questions:

Q: Requests for predator management and population monitoring and inventory numbers in writing.

A: Committed to providing these either with meeting notes via email or on the web (or both).

Q: Wells Gray numbers – could the 18% recruitment figure be because of the recent logging shutdown?

A: Other measures could be having effects as well - likely a result of several long-term management actions by government and industry, including the fact that a significant area that was good moose habitat is now aging out (of being that) – need to look at longer term trends (10+years)

Q: What is the maternal penning timeline?

A: Had hoped for now but contractor challenges/availability have occurred (expert had health challenges). Committed to notifying Mayor Bertrand when it might be available as he has ideas.

Q: Will predator management continue?

A: yes – it requires a commitment of several years to see results, but it is part of a larger, longer term plan

Q: Request for copy of the report the Partnership Agreement Leadership Table's socio-economic committee will be using

A: The report requires further analysis and input and contains sensitive information so cannot be released publicly. The committee is working to build a Terms of Reference to help build an understanding of how to release it and will take the time to get it right.

Q: Where is predator control occurring and do we have a moose control program?

A: Predator control is occurring in the Tweedsmuir-Entiako, Hart Ranges, Itcha-Ilgachuz, and Central Selkirk herds. The primary prey discussion is ongoing – there is a predator/prey working group and moose monitoring is built into its mandate.

Q: Does the predator/prey working group accept submissions?

A: It is only academia and government at this point, but there is likely a place for other groups – commitment by Darcy to build into the process and follow up.

Q: How are Indigenous groups managing and how are they looking at managing caribou recovery?

A: Program staff are meeting with Indigenous groups in areas where we have active herd planning taking place. Due to COVID-19 the pace of the work has slowed down or stopped but we are adapting to find ways to continue engagement through alternative platforms to in-person meetings. We are working with those who can when they can.

Q: When will the herd plan for Columbia/Shuswap be finished?

A: Work is underway. We had hoped for completion by fall 2021.

Q: Request for the North Columbia Environmental Society and other ENGOs to be involved in engagement the same way as local government, industry and snowmobiler groups.

A: You are absolutely part of the conversation. We are contacting Indigenous groups first, communities second and going broader after that. Y2Y and many other environmental organizations are part of regular updates. We value your voices during these discussions (committed to confirming members NCES are on our contact list)

Q: Is there any coordination between B.C. and Alberta?

A: Yes, we meet with neighbouring jurisdictions regularly to share data and objectives and sometimes partner/coordinate on projects. Areas where we are doing predator management are not generally adjacent to Alberta, though there are some linkages.

Q: The Site C reservoir is set to start filling this fall – have we considered the effect related to caribou recovery?

A: We have not really considered large ungulate displacement.

Q: Are you aware of a new five-year exploratory permit for Imperial Metals in the area near the maternity pen?

A: We are aware of their past work/proposal and aware of concerns by government caribou experts, but we have no recent news on this.

Herd Name	BC_Ecotype_Grouping	Population Estimate Year	Population Estimate	Population Estimate Description	Current Trend	Long-term Trend	Comment
South Selkirk	Southern Mountain_southern group	2019	0	Expert Knowledge	Extirpated	Extirpated	3 remaining adult female caribou translocated to Columbia North Jan -March 2019
Purcells South	Southern Mountain_southern group	2020	2	Expert Knowledge	Extirpated	Extirpated	Functionally extirpated in 2019. 1 adult female translocated to Columbia North in Jan 2019; 2 adults remaining in Purcells South
Purcell Central	Southern Mountain_southern group	2006	0	Observed Total Count	Extirpated	Extirpated	
Central Selkirk	Southern Mountain_southern group	2020	26	Minimum Number Known Alive	Decreasing	Decreasing	Duncan and Nakusp herds amalgamated in 2015; all population data post -2014 recorded as Central Selkirk
Monashee	Southern Mountain_southern group	2016	1	Observed Total Count	Extirpated	Extirpated	Functionally extirpated in 2016. 1 adult remaining.
Central Rockies	Southern Mountain_southern group	2008	3	Observed Total Count	Extirpated	Extirpated	Functionally extirpated.
Columbia South	Southern Mountain_southern group	2020	4	Observed Total Count	Decreasing	Decreasing	
Frisby-Boulder	Southern Mountain_southern group	2020	6	Observed Total Count	Decreasing	Decreasing	
Columbia North	Southern Mountain_southern group	2017	147	Observed Total Count	Stable	Decreasing	Current stable trend attributed to predator management
Groundhog	Southern Mountain_southern group	2020	31	Observed Total Count	Stable	Decreasing	
Wells Gray North	Southern Mountain_southern group	2020	236	Model or Correction	Stable	Stable	
Wells Gray South	Southern Mountain_southern group	2020	135	Minimum Number Known Alive	Stable	Decreasing	
Barkerville	Southern Mountain_southern group	2020	65	Model or Correction	Stable	Stable	
North Cariboo	Southern Mountain_southern group	2020	145 (111-246)	Model or Correction	Decreasing	Decreasing	
Narrow Lake	Southern Mountain_southern group	2020	8	Observed Total Count	Decreasing	Decreasing	
George Mtn	Southern Mountain_southern group	2003	0	Expert Knowledge	Extirpated	Extirpated	
Hart Ranges	Southern Mountain_southern group	2020	408 (399-455)	Model or Correction	Decreasing	Decreasing	
Narraway	Southern Mountain_central group	2020	35 ^a	Observed Sampled Count	Stable	Decreasing	^a not a population estimate; represents caribou observed only.
Quintette	Southern Mountain_central group	2019	88	Minimum Number Known Alive	Increasing	Decreasing	Current increasing trend attributed to predator management
Kennedy Siding	Southern Mountain_central group	2020	87	Observed Total Count	Increasing	Decreasing	Current increasing trend attributed to predator management and supplemental feeding
Burnt Pine	Southern Mountain_central group	2014	1	Observed Total Count	Extirpated	Extirpated	Functionally extirpated in 2016. 1 adult male remaining.
Moberly	Southern Mountain_central group	2020	85	Minimum Number Known Alive	Increasing	Decreasing	Current increasing trend attributed to predator management and maternity pen. Moberly and Scott herds amalgamated in 2014
Scott	Southern Mountain_central group	---	---	---	---	---	Moberly and Scott herds amalgamated in 2014
Redrock-Prairie Creek	Southern Mountain_central group	---	---	---	Unknown	Unknown	not available
Graham	Southern Mountain_northern group	2016	298	Model or Correction & Expert Knowledge	Unknown	Decreasing	
Itcha-Ilgachuz	Southern Mountain_northern group	2019	385	Model or Correction	Decreasing	Decreasing	Precipitous decline from early 2000's (~2500 individuals)
Charlotte Alplands	Southern Mountain_northern group	2001	23	Observed Total Count	Decreasing	Decreasing	
Rainbows	Southern Mountain_northern group	2016	32	Observed Total Count	Decreasing	Decreasing	
Tweedsmuir	Southern Mountain_northern group	2019	160	Minimum Number Known Alive	Decreasing	Decreasing	
Telkwa	Southern Mountain_northern group	2019	32	Observed Total Count	Increasing	Decreasing	
Takla	Southern Mountain_northern group	2020	43	Model or Correction	Decreasing	Decreasing	
Wolverine	Southern Mountain_northern group	2019	264 (252-316)	Model or Correction	Decreasing	Decreasing	
Chase	Southern Mountain_northern group	2019	572 (518-683)	Model or Correction	Stable	Stable	
Thutade	Northern Mountain	2019	116	Observed Sampled Count	Unknown	Unknown	Survey area does not include Russell Range and South Sustut
Finlay	Northern Mountain	2020	116	Observed Total Count	Unknown	Unknown	
Pink Mountain	Northern Mountain	2018	237 ^a	Observed Sampled Count	Unknown	Decreasing	^a not a population estimate; represents caribou observed only.
Muskwa	Northern Mountain	2004	738	Model or Correction	Stable	Decreasing	
Gataga	Northern Mountain	2007	138 ^a	Observed Sampled Count	Unknown	Unknown	^a not a population estimate; represents caribou observed only.
Frog	Northern Mountain	2020	114 ^a	Observed Sampled Count	Unknown	Unknown	^a not a population estimate; represents caribou observed only.
Rabbit	Northern Mountain	2007	1133 ^a	Observed Sampled Count	Unknown	Unknown	^a not a population estimate; represents caribou observed only.
Liard Plateau	Northern Mountain	2017	87	Observed Sampled Count	Unknown	Unknown	
Horseshoe	Northern Mountain	1999	600 (400-800) ^b	Expert Knowledge	Unknown	Unknown	^b 1999 survey included both Little Rancheria and Horseshoe, with combined modelled estimate of 1767 (1817-1876)
Little Rancheria	Northern Mountain	1999	1200 (800-1600) ^b	Expert Knowledge	Unknown	Unknown	^b 1999 survey included both Little Rancheria and Horseshoe, with combined modelled estimate of 1767 (1817-1876)
Swan Lake	Northern Mountain	2007	700 (600-800)	Expert Knowledge	Unknown	Unknown	
Level-Kawdy	Northern Mountain	1999	1500 (1000-2000)	Expert Knowledge	Unknown	Unknown	
Atlin	Northern Mountain	2018	1527 (1077-1927)	Model or Correction	Increasing	Increasing	
Carcross	Northern Mountain	2008	775 (642-935) ^c	Model or Correction	Increasing	Increasing	^c 2008 population estimate is for Laberge (Yukon) and Carcross herds combined; 2019 population estimate in prep.
Tsenagloode	Northern Mountain	2015	712	Expert Knowledge	Unknown	Unknown	
Edziza	Northern Mountain	2017	75	Expert Knowledge	Unknown	Unknown	
Spatsizi	Northern Mountain	1996	3000 (2000-4000)	Expert Knowledge	Unknown	Unknown	
Chinchaga	Boreal	2010	250	Expert Knowledge	Decreasing	Decreasing	
Snake-Sahtaneh	Boreal	2010	360	Expert Knowledge	Decreasing	Decreasing	
Westside Fort Nelson	Boreal	2010	79	Expert Knowledge	Decreasing	Decreasing	
Maxhamish	Boreal	2010	300	Expert Knowledge	Stable	Decreasing	
Calendar	Boreal	2010	290	Expert Knowledge	Decreasing	Decreasing	



<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	North Peace Airport Society President Jim McKnight, Electoral Area C Vice-President Brent Taillefer, District of Taylor Director Arlene Boon, Electoral Area B Director Dave Heiberg, District of Hudson's Hope Director Rob Fraser, District of Taylor Director Karen Goodings, Electoral Area B Director Moira Green, City of Fort St. John Director Brad Sperling, Electoral Area C Director Byron Stewart, City of Fort St. John Miranda V. Flury, Director of Strategy, Capital & Planning (D.SCP) North Peace Airport Services Shea De La Mare, Managing Director Vantage Airport Group Zachary Berglund, Manager Facilities, Projects, and Capital Planning Absent Director Bob Norton, District of Hudson's Hope
1.1	Call to Order	9:31 am
1.2	Amendments to Agenda	None.
2.0	Meeting Minutes	
2.1	Meeting Minutes April 1, 2020	MAY/6/2020- 1 MOVED: Dave Heiberg SECONDED: Byron Stewart THAT the regular meeting minutes from April 1, 2020 are approved as presented. CARRIED
3.0	Consent Agenda	MAY/6/2020- 2 MOVED: Rob Fraser SECONDED: Brad Sperling THAT the consent agenda on May 6, 2020 is approved as presented.



		CARRIED
4.0	Society's Financial Statements	MAY/6/2020- 3 MOVED: Brad Sperling SECONDED: Rob Fraser THAT the Society's financial statements dated March 31, 2020 are accepted as presented. CARRIED
5.0	North Peace Airport Services Reports	
5.1	NPAServices' Operational Report April 2020	<ul style="list-style-type: none">• Received.• Air Canada is planning to introduce a flight to YVR on June 22, 2020.
5.2	NPAServices' Financial Statements	<ul style="list-style-type: none">• Received.
5.3	Project Status Updates	
5.3.1	Project Update- Runway Rehabilitation 03/21 ACAP	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.2	Project Update- Grader	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.3	Project Update- Firehall and Maintenance Upgrades	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.4	Project Update- Crash Gates	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.5	Project Update- Professional Services Agreement with	<ul style="list-style-type: none">• Still waiting for written confirmation from ACAP indicating YXJ still qualifies for a firehall if the original ACAP application is no longer active.



	WSP (ARFF Firehall)	
5.3.6	Project Update- Computer Server Upgrade	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.7	Project Update- North Cariboo Air Apron Rehabilitation	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
6.0	Unfinished Business	
6.1	North Peace Airport Society's Debt	<ul style="list-style-type: none">• Received.
7.0	New Business	
7.1	ACAP Eligible Projects	<ul style="list-style-type: none">• Received.
7.2	Socio-Economic Impact Study	MAY/6/2020- 4 MOVED: Karen Goodings SECONDED: Dave Heiberg THAT the Socio-Economic Impact Study dated March 2020 is accepted with the following amendments: the date is changed to January 2020 and it is made clear that this document was produced prior to COVID-19 impact. CARRIED
8.0	Adjournment	MAY/6/2020- 5 MOVED: Brent Taillefer THAT the meeting is adjourned at 9:56 am. CARRIED
9.0	Closed Meeting	See closed meeting minutes.



PEACE RIVER REGIONAL DISTRICT

ELECTORAL AREA DIRECTORS COMMITTEE MEETING **MINUTES**

DATE: June 18, 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
Tyra Henderson, Corporate Officer
Teri Vetter, Chief Financial Officer
Paulo Eichelberger, General Manager of Environmental Services
Trish Morgan, General Manager of Community Services
Crystal Brown, Electoral Area Manager
Kari Bondaroff, Environmental Services Manager
Gerritt Lacey, Solid Waste Services Manager
Trevor Ouellette, IT Manager
Naomi Donat, Recording Secretary

Call to Order The Chair called the meeting to order at 9:20 a.m.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Hiebert	UBCM Resolution, Ranching Concerns
Director Sperling	Orphan wells
Director Rose	Planning
Director Goodings	Gotta Go

ADOPTION OF AGENDA:

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Electoral Area Directors Committee agenda for the June 18, 2020
meeting, including Directors' 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. Gallery Comments or Questions

Adoption of Agenda
continued

5. Adoption of Minutes
 - 5.1. Electoral Area Directors Committee Draft Meeting Minutes of May 21, 2020
 - 5.2. Draft Minutes of Special Electoral Area Directors Committee Meeting June 4, 2020
6. Business Arising from the Minutes
7. Delegations
 - 7.1. Dawson Creek Society for Community Living – Pilot Project for Seniors, Sam Barber, Board Chairperson, *(by invitation of the Committee)*
 - 7.2. Coastal GasLink Pipeline Project Summer Construction Program, Heather Desarmia, Public Affairs Coordinator; Kiel Giddens, Public Affairs Manager; Melanie Shandruk, Ian McLeod, Rachel Kulasa, and Anthony Heywood-Smith – Project Manager for Wilde Lake Compressor Station
 - 7.3. Pacific Northern Gas – Update, Brock John, Director, Business Development and Stakeholder Relations, and Al Kleinschmidt, Manager Energy Management & DSM.
8. Correspondence
9. Reports
 - 9.1. PRRD Grant Writer Services, ADM-EADC-008
 - 9.2. British Columbia Utilities Commission Complaint Process, ADM-EADC-010
 - 9.3. Charlie Lake Sewage Collection Network Feasibility Study, ENV-EADC-004
 - 9.4. Charlie Lake Reclaimed Water Facility Design, ENV-EADC-003
 - 9.5. Grounds Maintenance of Cemeteries within the Peace River Regional District, CS-EADC-001
 - 9.6. Item Previously Released from a Closed Committee Meeting, ADM-EADC-011
 - 9.7. Notice of Closed EADC Session – June 18, 2020, ADM-EADC-009
10. Discussion Items
 - 10.1. Electoral Area Economic Development Function
11. New Business
 - 11.1. UBCM Resolution, Ranching Concerns
 - 11.2. Orphan Wells
 - 11.3. Planning
 - 11.4. Gotta Go
12. Communications
13. Diary
 - 13.1. June EADC Diary
14. Adjournment

CARRIED

GALLERY COMMENTS OR QUESTIONS

None

Vary the agenda

MOVED by Director Hiebert, SECONDED by Director Rose,
That the agenda be varied to hear Delegation 7.1.

CARRIED

DELEGATION

7.1:

Dawson Creek Society for Community Living – Pilot Project for Seniors
Sam Barber, Board Chairperson

The project was initiated to see what could be done to support rural seniors in their homes. The services provided include ready-to-heat meals, cleaning, snow removal, and odd jobs. Seniors commented that the companionship provided by the support staff was also very much appreciated. The society is hoping to be able to supply meals to urban seniors going into and coming out of surgery in July. There was a discussion of how a function could be created to assist urban and rural residents throughout the Regional District. Mr. Barber suggested starting small, with people in the local area. The Chief

Financial Officer agreed to meet with Mr. Barber to discuss financial options for assisting in providing these services.

ADOPTION OF MINUTES:

5.1
EADC Minutes MOVED by Director Hiebert SECONDED by Director Sperling,
That the Electoral Area Directors Committee Meeting Minutes of May 21,
2020 be adopted.

CARRIED

5.2 Special EADC MOVED by Director Rose, SECONDED by Director Sperling,
Minutes That the Special Electoral Area Directors Committee Meeting Minutes of June
4, 2020 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

6.1 7.1 Correspondence: Director Hiebert asked if PRiS (Peace River Internet
Society) had contacted Gloria and Tom Rounds.

Recessed At 9:58
Reconvened At 10:28

Vary the agenda Moved by Director Hiebert, SECONDED by Director Rose,
That the agenda be varied to discuss Reports.

CARRIED

REPORTS:

9.1
Grant Writer MOVED by Director Sperling, SECONDED by Director Rose,
Services That the Electoral Area Directors Committee recommend that the Regional
Board approve the preparation of a report on options for the PRRD Grant
Writer Services to be brought in house, inclusive of a work plan and budget
implications; and further, that the report be provided to the Electoral Area
Directors Committee.

CARRIED

9.2
British Columbia MOVED by Director Sperling, SECONDED by Director Hiebert,
Utilities Commission That the Electoral Area Directors Committee receive the report titled "British
Complaint Process Columbia Utilities Commission Complaint Process" dated June 9, 2020 for
discussion.

CARRIED

Director Hiebert will send a letter to the BC Utilities Commission in response to BCUC's response to the Klemmer's complaint.

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Electoral Area Directors send a letter to the BC Utilities Commission asking for clarification of the BCUC complaint process.

CARRIED

DELEGATION

7.2

Coastal GasLink Pipeline Project Summer Construction Program

Heather Desarmia, Public Affairs Coordinator; Kiel Giddens, Public Affairs Manager; Melanie Shandruk, Ian McLeod, Rachel Kulasa, and Anthony Heywood-Smith – Project Manager for Wilde Lake Compressor Station

The delegation gave an update of their summer construction program including rights-of-way cleared, construction schedules, road upgrades, and plans for lodging their workers. The company is working with communities and contractors to ensure that they are meeting or exceeding the guidelines presented by Dr. Bonnie Henry, Provincial Health Officer. The company would have usually had an open house, but due to COVID-19, they will be mailing out notices to residents to let them know how to get in touch with TC Energy.

Director Rose asked if the Committee could be provided with a breakdown of workforce numbers to know how many are local, non-local, and local indigenous. Kiel Giddens responded that he can send these numbers for the projects in the Regional District.

Director Goodings asked how many streams will be crossed. Melanie Shandruk will send a report to the Committee.

Director Rose asked if Sauteau Camp is all self-contained in terms of solid waste, sewage, and potable water. Melanie Shandruk stated that contractors get their own permits to take care of these items. Director Rose asked if these applications had been received by the Regional District. Kiel Giddens said that he will send a report to the Committee indicating where solid waste and sewage is being taken.

Director Hiebert asked how future progress will be reported. Kiel Giddens stated that construction updates are made monthly. There is a place on their website to sign up to receive their newsletters. They are using newspaper advertisements and social media channels to get out more information to the public.

Kiel Giddens asked to be provided with any local guidelines that are above the provincial guidelines. He would also like to receive information on local recreational opportunities for their staff to participate in while they are in the area.

REPORTS

- 9.3
Charlie Lake Sewage
Collection Network
Feasibility Study
- MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee recommend that the Regional
Board authorize compilation and issuance of a Request for Proposal (RFP) for
qualified professionals to conduct a feasibility study to expand sewage
collection capacity along the eastern portion of Charlie Lake.
- CARRIED**
- 9.4
Charlie Lake
Reclaimed Water
Facility Design
- MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee recommend that the Regional
Board authorize compilation and issuance of a Request for Proposal (RFP) for
qualified professionals to design a water reclaim system at the Charlie Lake
Waste Water Treatment Facility.
- CARRIED**
- 9.5
Grounds
Maintenance of
Cemeteries within
the Peace River
Regional District
- MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Electoral Area Directors Committee receive the report titled
“Grounds Maintenance of Cemeteries within the Peace River Regional
District”, dated June 8, 2020 for discussion.
- CARRIED**
- MOVED by Director Rose, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee be provided with a report
identifying the cost for each individual Electoral Area to conduct lawn
maintenance for the existing cemeteries within those electoral areas and
what the subsequent taxation increase to requisition would be; the rules and
regulations that need to be followed in regards to operating and maintaining
cemeteries; and the additional grant dollars required to allow existing
cemeteries to remain operational and functioning in the short term.
- CARRIED**
- The Committee directed staff to get a legal opinion to determine if the
existing bylaw gives the Peace River Regional District the authority to operate,
develop and maintain cemeteries.
- Recess
Reconvene
- The Chair recessed the meeting for luncheon at 12:05
The Chair reconvened the meeting at 1:00

DELEGATION

- 7.3
- Pacific Northern Gas – Update
Brock John, Director, Business Development and Stakeholder Relations, and Al
Kleinschmidt, Manager Energy Management & DSM.
- The delegates reviewed each project listed on the spreadsheet provided.

Director Goodings asked if there is still an offer from Canadian Natural Resources Limited for a 20 year supply in the Prespatou/Buick Creek area. Brock John replied that CNRL does not really want to be a utility company. PNG is reluctant to take over CNRL infrastructure that is 50 years old.

Director Gooding asked if the Committee could see the report showing that certain projects are not economical. Al Kleinschmidt explained that the estimates showed that projects were not economical in comparison with what residents' costs are now. The risk was that the costs would be more than what residents are currently paying for propane. More information could be obtained on the potential load, number of clients and volume needed. Brock John explained that using a 40 year depreciation factor versus 20 years does not make any difference in terms of the economic calculations. Al Kleinschmidt agreed to present the economic analysis in a more comprehensive package.

Director Hiebert pointed out that where the table referred to Kelly Lake First Nation, it should be the Community of Kelly Lake instead.

Brock John agreed to put together a summary for the Wonowon community.

Director Rose pointed out that Area E communities are not on the spreadsheet. Brock John asked Crystal Brown to send him the list again.

CORRESPONDENCE:

None

Vary the agenda

MOVED by Director Rose, SECONDED by Director Hiebert,
That the agenda be varied to move the closed session to the end of the meeting.

CARRIED

DISCUSSION ITEMS:

10.1

Electoral Area Economic Development Function

MOVED by Director Rose, SECONDED by Director Sperling,
That the Electoral Area Directors Committee recommend that the Regional Board provide authorization for information regarding the establishment of an electoral area economic development function to an Electoral Area Directors Committee meeting prior to the workshop on Regional Grant-in-Aid and Economic Development.

CARRIED

NEW BUSINESS:

11.1

UBCM Resolution,

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee recommend that the Regional

Ranching Concerns Board submit the following resolution to UBCM for consideration at the 2020 UBCM Convention:

WHEREAS residents are concerned with the lack of service that is offered by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, including a lack of staff with experience or training in ranching related issues, high turnover, and unreasonable delays in communications and approvals; and

WHEREAS ranchers are faced with numerous delays in approvals for fence installation due to the removal of natural boundaries by third party operators; and

WHEREAS ranchers are facing hardships and are unable to properly manage their tenures due to a lack of qualified staff who can assist ranchers with range burning applications;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities petition the Province to bring up staffing levels in the range department so that grazing tenures or license issues are dealt with more timely and efficiently to prevent entire grazing seasons being lost.

11.2 Director Sperling said that the Committee will receive information on
Orphan wells priorities from the BC Oil and Gas Commission.

11.3 MOVED by Director Rose, SECONDED by Director Hiebert,
Planning That the Electoral Area Directors send a letter to the Honorable Selina Robinson regarding Section 14 of the Local Government Act, Land Use Planning, on Electoral Area Letterhead.

CARRIED

Director Rose will work with staff to write the letter.

11.4 The Electoral Area Directors gave their support to Director Goodings to
Gotta Go develop a service function that will assist with funding for maintenance at the Mile 202 and Sikanni Gotta Go sites, for a period of 9 years.

COMMUNICATIONS: None.

DIARY:

13.1 No changes were made to the Diary.

REPORTS:

9.6 MOVED by Director Hiebert, SECONDED by Director Sperling,
Item Previously That the following resolution released from a closed committee meeting be

Released from a
Closed Committee
Meeting

received for information:

MOVED, SECONDED, AND CARRIED

That the Electoral Area Directors Committee research further options for the distribution of connectivity across the region, inclusive of a work plan.

CARRIED

9.7
Notice of Closed
Session

MOVED by Director Rose, SECONDED by Director Sperling

That the Electoral Area Directors Committee recess to a Closed Meeting for the purpose of discussing the following item:

- Agenda Items M-1 & R-2 - Closed Meeting Minutes & Items for Release (CC Section 97(1)(b))
- Agenda Item R-1 - Negotiations Related to a Proposed Service (CC Section 90 (1)(k) & 90(1)(j))

CARRIED

ADJOURNMENT

The Chair adjourned the meeting at 3:50 p.m.

Director Goodings, Meeting Chair

Naomi Donat, Recording Secretary



PEACE RIVER REGIONAL DISTRICT

SPECIAL ELECTORAL AREA DIRECTORS COMMITTEE MEETING **MINUTES**

DATE: June 4, 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
Naomi Donat, Recording Secretary

Others

Call to Order The Chair called the meeting to order at 1:03 p.m.

ADOPTION OF AGENDA:

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee agenda for the June 4, 2020 Special meeting be adopted:

1. Call to Order
 - 1.1. Director Goodings to Chair the Meeting
2. Adoption of Agenda
3. Reports
 - 3.1. Wonowon Community Safety Improvement – Feasibility Study – RFP 15-2020-Contract Award, ADM-EADC-007
 - 3.2. Notice of Closed EADC Session – June 4, 2020, ADM-EADC-003
4. Adjournment

CARRIED

REPORTS:

3.1
Wonowon Community
Feasibility Study
Contract Award

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Electoral Area Directors Committee recommend 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.

CARRIED

3.2

Notice of Closed
Session

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee recess to a Closed Meeting for the
purpose of discussing the following items:

Agenda Item M-1, M-2, M-3 – Closed Meeting Minutes (CC Section
97(1)(b))

Agenda Items D-1 & R-1 – Negotiations Related to a Proposed Service (CC
Section 90 (1)(k) & 90(1)(j))

CARRIED

ADJOURNMENT

The Chair adjourned the meeting at 2:39 p.m.

Original signed by

Director Goodings, Meeting Chair

Original signed by

Naomi Donat, Recording Secretary



Blueberry River First Nations

PO Box 3009
Buick Creek BC V0C 2R0

Tel: (250) 630-2584
Fax: (250) 630-2177
Toll Free: 1-800-988-3533

Via Email: prrd.dc@prrd.bc.ca

June 30, 2020

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

Attention: Brad Sperling, Chair

Dear Mr. Sperling:

Re: Treaty Land Entitlement Service Agreements, Additional Documentation

We write in response to your letter of June 11.

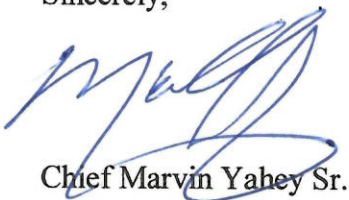
Thank you for reaching out to Blueberry River First Nations, and for providing helpful background information on local government regulation and servicing. We recognize that BRFN's TLE settlement and associated land transfers raise matters of significant interest to both the Nation and to the PRRD.

We also want to thank the PRRD for confirming its support for timely settlement of the TLE claims by way of the Community Leaders Group support letter of February 14, 2020.

In the coming weeks and months, BRFN's limited resources will be fully directed towards concluding our imminent TLE settlement, and to managing the Nation's response to Covid-19. We will follow-up to arrange a meeting as soon as circumstances allow.

We look forward to engaging with the PRRD in productive discussion about BRFN's TLE lands and related issues in the near future.

Sincerely,



Chief Marvin Yahey Sr.



PEACE RIVER REGIONAL DISTRICT

June 11, 2020

Chief and Council
Blueberry River First Nations
Blueberry Reserve Road
Buick, BC V0C 2R0

Via Email: bandadmin@blueberryfn.ca

Re: Treaty Land Entitlement Service Agreements, Additional Documentation

Further to the letter, dated April 20, 2020, extending an invitation to the Blueberry River First Nations Chief and Council to participate in a discussion on treaty land entitlement (TLE) negotiations with the PRRD Board, please find documentation attached describing current land use policies and regulations that are in effect for the identified TLE land parcels (map attached). These documents are intended to facilitate discussion at a potential future meeting.

Lands in the northwest corner of the map are outside the PRRD planning area. PRRD has no Official Community Plans (OCP), Zoning Bylaws, or other land use controls in effect for these lands.

Lands within the area shaded light yellow are within [PRRD Rural Official Community Plan Bylaw No 1940, 2011](#). These lands are designated Agriculture-Rural. Portions of these lands are within the Preservation Area. Sections 7 and 17 from the Rural OCP are attached for your reference. Lands within this area are also within [PRRD Zoning Bylaw 1000, 1996](#) and are zoned A-2 (Large Agricultural Holdings Zone). Section 36 of this bylaw is attached for your reference.

Lands within the area shaded light pink (in the southeast corner of the map) are within [PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009](#). These lands are designated Agriculture. Portions of these lands are within the Preservation Area. Portions of lands along Charlie Lake's shoreline are within the Charlie Lake Development Permit Area. Sections 3.2, 13.6, and 14 of this OCP are attached for your reference. Lands within this area are also within [PRRD Zoning Bylaw 1343, 2001](#) and are zoned A-2 (Large Agricultural Holdings Zone). Section 33 of this bylaw is attached for your reference.

Lands north of the Peace River are within the School District 60 School Site Acquisition Charge Area. Subdivision and/or residential development may result in additional charges.

diverse. vast. abundant.

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

To coordinate a meeting, please contact Kori Elden at 250-784-3231 or by email at kori.elden@prrd.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brad Sperling', with a stylized, cursive script.

Chair Brad Sperling

Enclosures



Reference: 358539

July 2, 2020

Brad Sperling, Chair
and Directors
Peace River Regional District
Box 810 - 1981 Alaska Ave
Dawson Creek BC V1G 4H8

Dear Chair Brad Sperling and Directors:

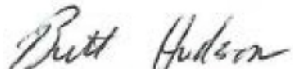
I am writing to update you on steps we are taking to establish Tsaa Nuna Conservancy. Over several months in 2018, the Ministry of Forests, Lands, Natural Resource Operations and Rural Development carried out public and stakeholder engagement regarding the proposed establishment of Tsaa Nuna Conservancy. Engagement consisted of meetings with industry stakeholders, community meetings, mailouts of information packages and subsequent written follow up to address questions and concerns raised at meetings. The engagement built upon consultation and engagement work undertaken by the Ministry of Indigenous Relations and Reconciliation in relation to the Government-to-Government Agreement with Halfway River First Nation, which was signed in March 2017. Establishing Tsaa Nuna Conservancy was a key recommendation of the Government-to-Government Agreement with Halfway River First Nation.

With the engagement process concluded, I am writing to let you know that the Ministry of Environment and Climate Change Strategy is proposing to take forward the establishment of Tsaa Nuna Conservancy for a decision by Government in the near future. Please note that in response to concerns from some members of the public and stakeholders, the northern boundary of the proposed conservancy has been changed from the centre line of the Halfway River to the southern shoreline of the river (see attached map with red line indicating earlier proposed boundary).

...2

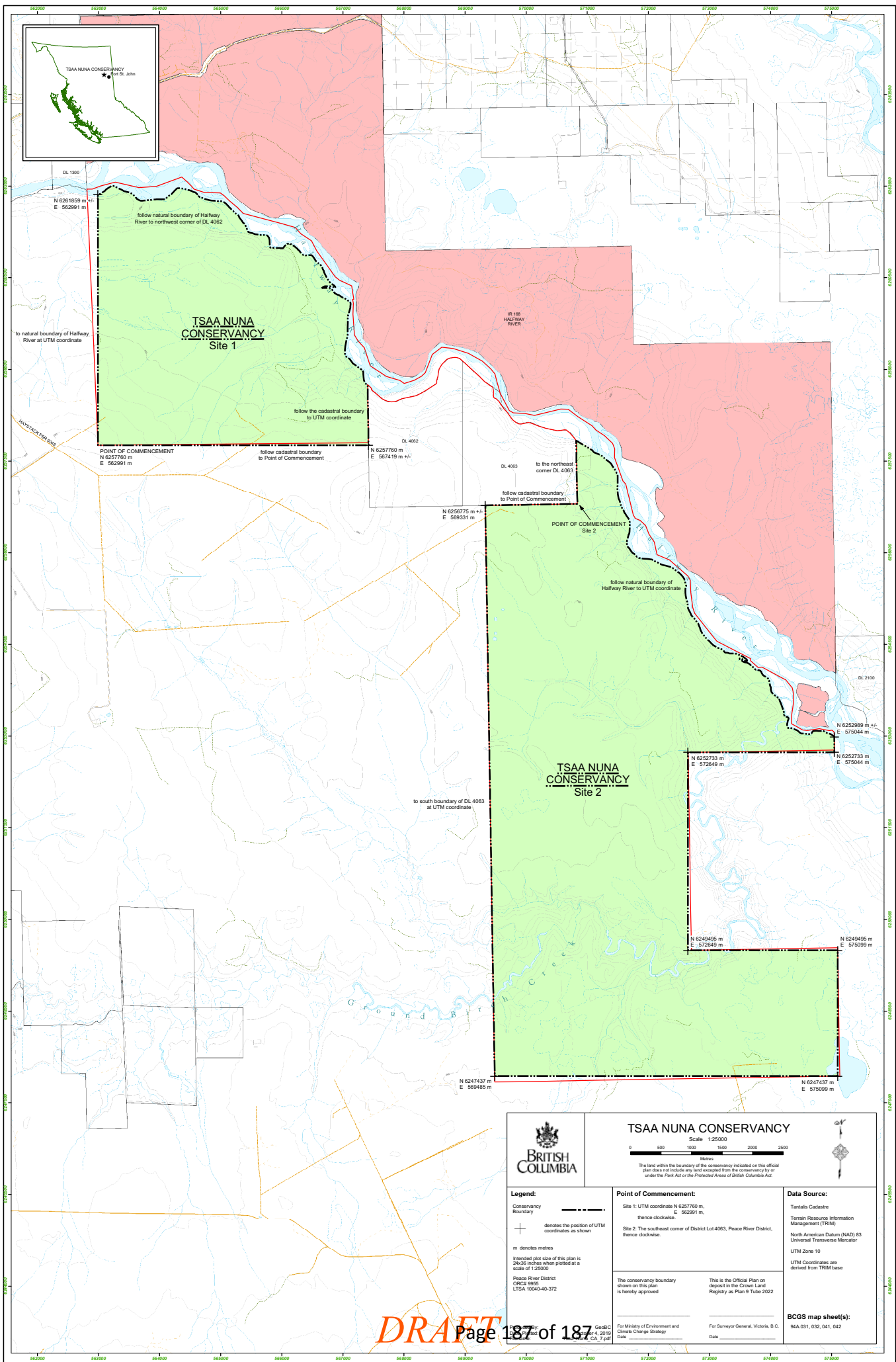
If you have any questions, please do not hesitate to contact me directly.


Sincerely,

A handwritten signature in black ink that reads "Brett Hudson". The signature is written in a cursive, flowing style.

Brett Hudson
Director, Planning and Land Administration
BC Parks
Brett.r.hudson@gov.bc.ca

Attachment (1)





TSAA NUNA CONSERVANCY

Scale 1:25000

0 500 1000 1500 2000 2500

Metres

The land within the boundary of the conservancy indicated on this official plan does not include any land excepted from the conservancy by or under the Park Act or the Protected Areas of British Columbia Act.

Legend: Conservancy Boundary + denotes the position of UTM coordinates as shown m denotes metres Intended plot size of this plan is 34x25 inches when plotted at a scale of 1:25000 Peace River District ORCA 9905 LISA 10040-40-372	Point of Commencement: Site 1: UTM coordinate N 6257760 m, E 562991 m, thence clockwise. Site 2: The southeast corner of District Lot 4063, Peace River District, thence clockwise. The conservancy boundary shown on this plan is hereby approved	Data Source: Tanalis Cadastre Terrain Resource Information Management (TRIM) North American Datum (NAD) 83 Universal Transverse Mercator UTM Zone 10 UTM Coordinates are derived from TRIM base
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BCGS map sheet(s):
94A.031, 032, 041, 042