



PEACE RIVER REGIONAL DISTRICT

North Peace Rural Roads Committee

Revised Agenda

Conference Call Number: 1-877-385-4099 Access Code: 7552558#

July 17, 2020, 9:00 a.m.

Via Teleconference

	Pages
1. Call to Order	
2. Directors' Notice of New Business	
3. Adoption of Agenda	
4. Gallery Comments or Questions	
5. Adoption of Minutes	
*5.1 North Peace Rural Roads Committee Draft Meeting Minutes of June 19, 2020	3
6. Business Arising from the Minutes	
6.1 Select Committee Written Presentation	
7. Delegations	
8. Correspondence	
9. Reports	
9.1 Consultant Verbal Report	
10. Discussion Items	
*10.1 YTD Expenditure and Budget / Workplan Review	6
10.2 Call for additional Task Force members	
10.3 Newsletter	
10.4 Strategy with MoTI (planned trip to PG to meet Regional Manager)	
*10.5 Facebook Analytics	10
10.6 Dawson Creek Recognition	
10.7 Meeting with Federal Members of Parliament	

11. New Business

*11.1 Pilot Cars

12. Diary

13. Item(s) for Information

*13.1 Terms of Reference

12

14. Adjournment



PEACE RIVER REGIONAL DISTRICT
NORTH PEACE RURAL ROADS MEETING
MINUTES

DATE: June 19, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT:

Directors Present

Director Goodings, Chair
Director Heiberg
Director Fraser

Directors Absent

Director Bumstead

Staff

Hunter Rainwater, Recording Secretary
Crystal Brown, Electoral Area Manager
Tyra Henderson, Corporate Officer (9:25 am)

Other

Jackie Kjos, JK Solutions

1. **CALL TO ORDER:** The Chair called the meeting to order at 9:05 am

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

None

3. **ADOPTION OF AGENDA:**

MOVED by Director Heiberg, SECONDED by Director Fraser,
That the North Peace Rural Roads Committee adopt the June 19, 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 NPRR Committee Amended Meeting Minutes of May 22, 2020

*5.2 NPRR Committee Draft Meeting Minutes of June 5, 2020

6. Business Arising from the Minutes

7. Delegations

8. Correspondence

8.1 Letter from MLA Davies - Taylor Bridge

9. Reports

9.1 Consultant Verbal Report

10. Discussion Items

10.1 Budget / Workplan Approvals

10.2 Rural Roads Task Force Meeting June 24 - DRAFT Agenda

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

CARRIED

5.2
June 5/20 Minutes MOVED by Director Heiberg, SECONDED by Director Fraser,
That the North Peace Rural Roads Committee adopt the Committee Meeting Minutes
of June 5, 2020

CARRIED

6. BUSINESS ARISING FROM THE MINUTES:

- Ms. Kjos has asked that a bulletin from 10.1 on the June 5, 2020 minutes (the annual road evaluation was approved) to be moved down to the bottom of the bulletins for the June priorities, and asked that Stoddart and Lower/North Cache Creek be added.
- Ms. Kjos got the Regional District numbers in from the Lobbyist registration, but unfortunately missed the first reporting deadline due to not receiving information in a timely manner. The contact with the Ministry was in preparation for the meeting next week.
- When Ms. Kjos talked with Rena (MOTI), Rena was not confident that the road bans would be lifted, and that the earliest they would likely be lifted is June 22nd.
- Ms. Kjos will be talking with the Task Force next week, and will be recommending that they spend a sufficient amount of time discussing what their priorities need to be.
- Ms. Kjos read a presentation to the Finance Committee. One of the MLAs posed a couple of questions for Ms. Kjos which allowed her to elaborate a bit more on her presentation. The written submission is due next Friday (June 26). The written submission would consist of submitting the text of the presentation along with some illustrative photos. Director Fraser suggested that a written submission with pictures would be very beneficial.

MOVED by Director Fraser, SECONDED by Director Heiberg,
That the North Peace Rural Roads Committee approve Ms. Kjos to complete
a written submission for the Finance Committee.

CARRIED

- The meeting that Ms. Kjos has with Rena next week at the Ministry of Transportation office, all Directors are more than welcome to join, and if there is not enough room, Rena has offered to remove some of her staff. Ms. Kjos is going to show Rena the long video, and has asked that Rena come with their gravel plan. Rena also would like to talk about the plan for the Berryl Prairie Road.
- Jackie will be signing the contract and getting it back to Tyra by the end of the weekend.

7. DELEGATIONS: None

8. CORRESPONDENCE:

8.1
MLA Davies Ltr re
Taylor Bridge

MOVED by Director Heiberg, SECONDED by Director Fraser,
That the North Peace Rural Roads Committee share the May 26, 2020 letter from
MLA Davies to Minister Trevena, MoTI, regarding the Taylor Bridge, with the Rural
Roads Task Force at the June 24, 2020 Task Force Meeting.

CARRIED

REPORTS:

9.1
Consultant Verbal
Report

Ms. Kjos had no verbal report additional to the information provided as business
arising from the minutes.

9. DISCUSSION ITEMS:

10.1
Budget / Workplan
Approvals

MOVED by Director Heiberg, SECONDED by Director Fraser,
That the North Peace Rural Roads Committee authorize Ms. Kjos to do a new road
evaluation on the Upper Halfway.

CARRIED

10.2
Task Force June 24
mtg DRAFT Agenda

There was no discussion on this agenda item.

10. NEW BUSINESS:

None.

11. DIARY:

No items were added to the Diary.

12. ITEM(S) FOR INFORMATION:

13.1
Terms of Reference

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

13. ADJOURNMENT The Chair adjourned the meeting at 9:35 a.m.

Director Goodings, Meeting Chair

Hunter Rainwater, Recording Secretary

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

BUDGET		\$ 45,000.00	
	YTD Exp.		Balance
Apr/May	\$ 1,877.00	\$	43,123.00
June	\$ 11,005.00	\$	32,118.00
July	\$ 4,000.00	\$	28,118.00
August	\$ 3,500.00	\$	24,618.00
September	\$ 3,500.00	\$	21,118.00
October	\$ 12,000.00	\$	9,118.00
November	\$ 4,000.00	\$	5,118.00
December	\$ 5,118.00	\$	-

Estimate

Note: all amounts are net of GST

North Peace Rural Roads Committee
2020 Workplan

Priority	Consulting Fees	Timing				
			JK	BM	SN	Admin
Mandatory	Lobby Provincial Government	Ad Hoc				
	MoTI continue to seek resolutions/progress on project objectives		20			
	relationship building/meetings with Fort St. John District MoTI staff (2)		12			
	seasonal road ban issues		20			
Mandatory	Director Meetings (monthly)	Monthly				
	Prep of agenda/material and followup/minutes		9			
Mandatory	Communications	Ad Hoc				
	consult with task force on individual issues		9	2		
	conference call(s) with task force in lieu of face-to-face meetings		5	1		
	develop and distribute newsletters (1)		20			
	develop communications, briefing notes, presentations		30			
	maintain lobby registry/reports (new for 2020)		18			
Mandatory	Rural Roads Task Force Meetings (2)	June/Dec				
	Meeting prep/followup		12	2		
	Meeting		8	6		
	Travel (JK to/from Edmonton/Bruce to/from DC)		28	4		
Mandatory	Research	2020				
	maintain current regular research/stats (O&G - load restrictions, land sales, wells drilled, et		23			
Mandatory	PRRD Reporting Requirements					
	Report 1 - final summary report of successes, road improvements		8			
	Report 2 - road priorities		12			
Recommended	Road Evaluation	June				
	Annual road evaluation (4 days)		35			
	Ground truth/refine pullout recommendations		16			
Recommended	Research	June-Sept				
	research/report and abandoned orphan wells by NPRR priority roads		10	0		
	gravel depletion paper		20	10		
	economic stimulus/revitalization opportunities		10			
Recommended	Stakeholder Meetings	Summer-Fall				
	Upper Halfway residents and Halfway River First Nation		0			
	meeting prep work and post meeting communication		0			
Recommended	Federal Meetings	Sept				
	Meeting(s) with MP's Zimmer and Doherty (prep/travel/followup)		15			

North Peace Rural Roads Committee
2020 Workplan

**Note: the following contingency items are not budgeted for 2020. They would require reprioritization of tasks or additional funding if required.									
Contingency	Lobby Provincial Government (Victoria) ?								
	1 meeting in Victoria (prep, travel, followup)					30			
Contingency	Ministers Tour July-August								
	communications, organization					16			
	Meeting with Task Force (prep- pre-meeting - meeting)					4	4		
	tour					10	8		
	Travel (JK from Edmonton/Bruce to FSJ)					14	2		
	Total Hours (excluding discretionary)					340	25	0	0
	Rate					\$100	\$205	\$160	\$75
	Budget					\$34,000	\$5,125	\$0	\$0
						\$39,125			
Mandatory	Hr					234	15	0	0
	\$					\$23,400	\$3,075	\$0	\$0
Recommended	Hr					106	10	0	0
	\$					\$10,600	\$2,050	\$0	\$0
						\$39,125			
Contingency	Hr					74	14	0	0
	\$					\$7,400	\$2,870	\$0	\$0
	MILEAGE/TRAVEL/EXPENSES Timing					North Peace OPTION			
						JK	BM	SN	Admin
Mandatory	Mileage	Travel to FSJ (2)	2020		2380	170			
Mandatory	Travel	Hotels, working meals, meeting rooms etc over the year (estimate)	2020		520				
Recommended	Mileage	Annual road evaluation/pullout refinement	June		900				
Recommended	Travel	MP meeting in Prince George (mileage, flight, parking)	Sept		1000				
Contingency	Travel	Meeting in Victoria (mileage, flight, parking, hotel)	?		1200				
Mandatory	Mileage					\$ 3,280	\$ 170		
	Travel/Expenses					\$ 520			
						\$ 5,870			
Recommended	Mileage					\$ 900			
	Travel/Expenses					\$ 1,000			
Contingency	Mileage					\$ 1,200			
	Travel/Expenses								
						\$44,995			
	Consulting Fees (excludes contingency)					\$ 34,000	\$ 5,125		
	Mileage/Travel Expenses (excludes contingency)					\$ 5,700	\$ 170		
						\$ 39,700	\$ 5,295	\$ 44,995	
						\$ 39,125			
						\$ 5,870			

North Peace Rural Roads Committee
2020 Workplan

Contingency	Ministers Tour (outside of JK Solutions Ltd contract)	
	Helicopter (A Star - 5 Passenger) \$1900 hr (incl fuel) - est 5 hrs	9500
	Helicopter (206 - 3 Passenger) \$1150 hr (incl fuel)	1150
	Hosting costs - suburban rental, breakfast, lunch etc???	1000
		\$11,650.00
<p>JK - Jackie Kjos - JK Solutions Ltd. BM - Bruce MacKay - B MacKay Consulting SN - Steve Nicol - Lions gate Consulting Inc. Admin - Administration support</p>		

North Peace Rural Roads Facebook Page Insights

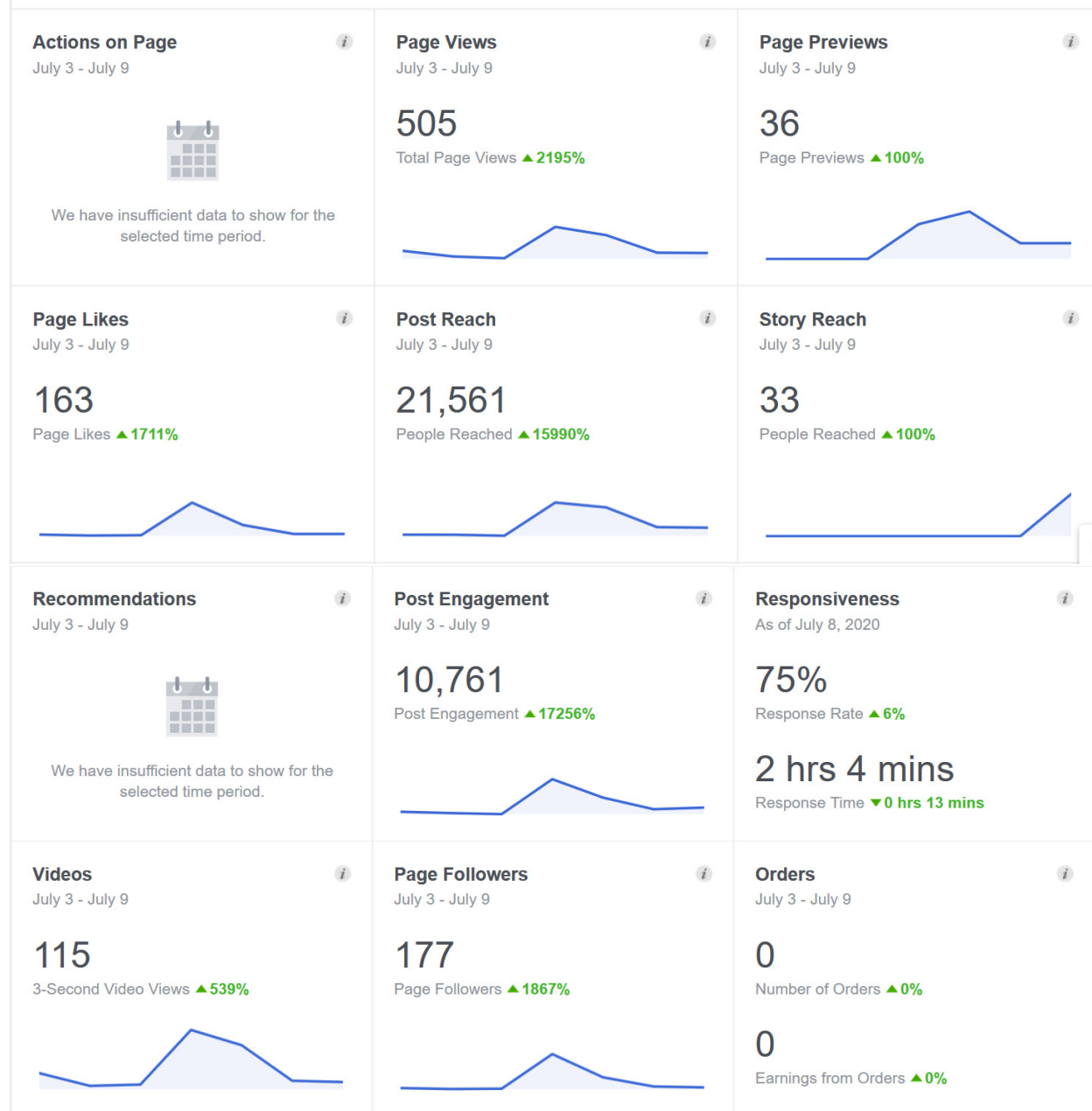
Page Summary Last 7 days ↕

Export Data 








Results from Jul 3, 2020 - Jul 9, 2020

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

■ Organic ■ Paid



SAMPLE of the level of detail reported.

07/06/2020 10:03 AM		Jackie was out on the roads after the first big rain event and today will be			5.1K		2.3K 194			Boost Post
07/06/2020 9:54 AM		When the Cecil Lake hill slid in 2001			5.1K		2.3K 194			Boost Post
07/06/2020 9:15 AM		Golata Creek Slide. The first photo was taken June 26 (looking down the			15.9K		2.9K 510			Boost Post
07/06/2020 7:42 AM		Maintenance crews continue repairs on area highways			229		10 0			Boost Post
07/05/2020 9:27 PM		Golata Creek hill closed until further notice.			245		4 5			Boost Post
07/05/2020 2:30 PM		Mudslide on the South Taylor Hill			159		2 1			Boost Post
07/04/2020 11:48 AM					214		6 1			Boost Post
07/03/2020 10:03 PM		Thanks to Karen Bickford-Rye for sharing these photos from the Cecil			847		351 25			Boost Post



North Peace Rural Roads (Select) Committee Terms of Reference

1. Goal

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

2. Purpose

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

3. Scope

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

4. Accountability

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

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

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

5. Committee Organization

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

6. Membership

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

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

7. Meetings

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

8. Methodology

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

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

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

9. Reporting Requirements

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

10. Stakeholders

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

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

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