



PEACE RIVER REGIONAL DISTRICT

JULY BOARD MEETING **MINUTES**

DATE: July 9, 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

Alternate Directors

Alternate Director Hansen, City of Fort St. John
Alternate Director Turnbull, District of Taylor
(via teleconference)

Absent

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

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Teri Vetter, Chief Financial Officer
Kelsey Bates, Deputy Corporate Officer
Paulo Eichelberger, General Manager of Environmental Services
Trish Morgan, General Manager of Community Services
Crystal Brown, Electoral Area Manager
Trevor Ouellette, IT Manager
Erin Price, Bylaw Enforcement Officer
Brenda Deliman, Recording Secretary

Others

Katrin Saxty, Urban Systems

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

DIRECTORS' NOTICE OF NEW BUSINESS:

Chair Sperling Pilot Car Requirements – Summary of Changes

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

RD/20/07/01

MOVED Director Hiebert, SECONDED Director Heiberg,

That the Regional Board adopt the PRRD Board agenda for the July 9, 2020 meeting, including Director's new business (Pilot Car Requirements) for the agenda, as amended:

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 25, 2020
 - 5.2 Committee of the Whole Meeting Minutes of June 25, 2020
6. **Business Arising from the Minutes**
7. **Delegations**
8. **Petitions**
9. **Correspondence**
10. **Reports**
 - 10.1 June 25, 2020 – Committee of the Whole Recommendations
 - 10.2 June 18, 2020 – Electoral Area Directors Committee Recommendations
 - 10.3 July 2, 2020 – Solid Waste Committee Recommendation
 - 10.4 Section 57 Notice on Title – PID 012-191-604
 - 10.5 IT Acceptable Use Policy Amendment
 - 10.6 Pouce Coupe Water Tender Award
 - 10.7 Temporary Use Permits
11. **Bylaws**
 - 11.1 Zoning Amendment Bylaw No. 2295, 2019, PRRD File No. 17-059 ZN
 - 11.2 Zoning Amendment Bylaw No. 2296, 2019, PRRD File No. 17-059
12. **Strategic Plan**
 - 12.1 2019-2022 Strategic Plan
13. **New Business**
 - 13.1 Chair Sperling – Pilot Car Requirements – Summary of Changes
14. **Appointments**
 - 14.1 2020 Board Appointments
15. **Consent Calendar** (for consideration and receipt)
 - 15.1 Rural Budgets Administration Committee Meeting Minutes of May 21, 2020
 - 15.2 North Peace Rural Roads Committee Meeting Minutes of June 5, 2020
 - 15.3 North Peace Rural Roads Committee Meeting Minutes of May 22, 2020
 - 15.4 Chetwynd Public Library Regular Board Meeting Minutes of May 26, 2020
 - 15.5 BC Hydro – Clayhurst / Blackfoot Boat Launch
 - 15.6 STARS – Letter of Appreciation
 - 15.7 Union of BC Municipalities – Provincial Response to 2019 Resolutions
 - 15.8 Items Previously Released from Closed Meetings

RD/20/07/01
(continued)

Adoption of Agenda: (continued)

15. Consent Calendar (continued)

15.9 BC Caribou Recovery Program Update of April 22, 2020

15.10 North Peace Airport Society Regular Meeting Minutes of May 6, 2020

15.11 Electoral Area Directors Committee Draft Meeting Minutes of June 18, 2020

15.12 Electoral Area Directors Committee Special Meeting Minutes of June 4, 2020

15.13 Blueberry River First Nations – Treaty Land Entitlement Service Agreements

15.14 Ministry of Environment & Climate Change Strategy – Tsaa Nuna Conservancy

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/20/07/02

MOVED Director Heiberg, SECONDED Director Hiebert,

That the Regional Board adopt the Board Meeting Minutes of June 25, 2020.

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

6.1

NORTH PEACE LEISURE POOL STEERING COMMITTEE

RD/20/07/03

MOVED Director Goodings, SECONDED Director Rose,

That the Regional Board authorize that the Terms of Reference for the North Peace Leisure Pool Steering Committee include membership as follows:

- a) The Area B Director and Alternate Director
- b) The Area C Director and Alternate Director.
- c) Two (2) council members from the City of Fort St. John.
- d) Two (2) council members from the District of Taylor.

CARRIED.

ADOPTION OF MINUTES:

5.2

ADOPTION OF MINUTES

RD/20/07/04

MOVED Director Goodings, SECONDED Director Hiebert,

That the Regional Board adopt the Committee of the Whole Meeting Minutes of June 25, 2020.

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

6.2 **TOUR OF THE SOUTH PEACE MILE 0 PARK**

RD/20/07/05

MOVED Director Goodings, SECONDED Director Bertrand,

That the Regional Board authorize that the South Peace Mile 0 Park Society be contacted to request that the Mile 0 Park tour on August 13, 2020 be rescheduled from 11:30 a.m. to 4:00 p.m.

CARRIED.

REPORTS:

RECOMMENDATIONS FROM THE JUNE 25, 2020 COMMITTEE OF THE WHOLE MEETING

10.1 TRANSFERRING COMMUNITY RECREATION FACILITIES
ADM-BRD-052 **(Recommendation No. 1)**

RD/20/07/06

MOVED Director Rose, SECONDED Director Goodings,

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.

THE FUTURE OF BC'S FOOD SYSTEM (Recommendation No. 2)

RD/20/07/07

MOVED Director Hiebert, SECONDED Director Ackerman,

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.

REPORTS: (continued)

**RECOMMENDATIONS FROM THE JUNE 18, 2020 ELECTORAL AREA DIRECTORS
COMMITTEE MEETING**

10.2
ADM-BRD-055

GRANT WRITER SERVICES (Recommendation No. 1)

RD/20/07/08

MOVED Director Goodings, SECONDED Director Bertrand,

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.

CARRIED.

**FEASIBILITY STUDY – CHARLIE LAKE SEWAGE COLLECTION CAPACITY
(Recommendation No. 2)**

RD/20/07/09

MOVED Chair Sperling, SECONDED Director Hiebert,

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.

CARRIED.

**REQUEST FOR PROPOSAL – CHARLIE LAKE WASTE WATER TREATMENT
FACILITY, WATER RECLAIM SYSTEM (Recommendation No. 3)**

RD/20/07/10

MOVED Chair Sperling, SECONDED Director Rose,

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.

CARRIED.

REPORTS: (continued)

10.2 (continued) ELECTORAL AREA ECONOMIC DEVELOPMENT FUNCTION
(Recommendation No. 4)

RD/20/07/11

MOVED Director Goodings, SECONDED Director Rose,
That the Regional Board authorize provision of information on the establishment of an electoral area economic development function to all Directors, prior to the Regional Grant-in-Aid and Economic Development Grants Workshop scheduled for August 18, 2020.

CARRIED.

RECOMMENDATION FROM THE JULY 2, 2020 SOLID WASTE COMMITTEE
MEETING

10.3 AWARD RFP 24-2020 – CHETWYND LANDFILL SCALE REPLACEMENT
ENV-BRD-011 (Recommendation No. 1)

RD/20/07/12

MOVED Director Rose, SECONDED Director Bumstead,
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 (excluding taxes); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

10.4 SECTION 57 NOTICE ON TITLE – PID 012-191-604
ADM-BRD-053

RD/20/07/13

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 012-191-604 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

Resolution continued on next page...

REPORTS: (continued)

10.4 (continued) SECTION 57 NOTICE ON TITLE – PID 012-191-604 (continued)

RD/20/07/13
(continued) 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.

CARRIED.

10.5
ADM-BRD-056 IT ACCEPTABLE USE POLICY AMENDMENT

RD/20/07/14
MOVED Alternate Director Turnbull, SECONDED Director Hiebert,
That the Regional Board adopt the amended IT Acceptable Use Policy, which provides the Regional Board access to the PRRD corporate wireless network.

CARRIED.

10.6
CS-BRD-009 AWARD RFQ 10-2020 – WATER TENDER / TANKER APPARATUS

RD/20/07/15
MOVED Director Hiebert, SECONDED Director Michetti,
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.

CARRIED.

REPORTS: (continued)

TEMPORARY USE PERMITS

10.7
DS-BRD-035

TEMPORARY USE PERMIT – FINANCIAL SECURITY (Recommendation No. 1)

RD/20/07/16

MOVED Director Bertrand, SECONDED Director Heiberg,

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.

CARRIED.

TEMPORARY USE PERMIT WAIVER (Recommendation No. 2)

RD/20/07/17

MOVED Director Heiberg, SECONDED Director Goodings,

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.

CARRIED.

CREATION OF ZONE FOR WORKER CAMPS (Recommendation No. 3)

RD/20/07/18

MOVED Director Goodings, SECONDED Director Bertrand,

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.

CARRIED.

BYLAWS:

11.1
DS-BRD-037

ZONING AMENDMENT BYLAW NO. 2295, 2019, PRRD FILE NO. 17-059 ZN

RD/20/07/19

MOVED Director Hiebert, SECONDED Director Michetti,

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:

Resolution continued on next page...

BYLAWS: (continued)

11.1 (continued) ZONING AMENDMENT BYLAW NO. 2295, 2019, PRRD FILE NO. 17-059 ZN
(continued)

RD/20/07/19
(continued)

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.

DEALT WITH BY THE FOLLOWING

RD/20/07/20

MOVED Director Hiebert, SECONDED Director Ackerman,
That the Regional Board defer consideration of Resolution No. RD/20/07/19
(Zoning Amendment Bylaw No. 2295, 2019) until further discussions have
taken place.

CARRIED.

OPPOSED: Director Goodings

11.2
DS-BRD-038

ZONING AMENDMENT BYLAW NO. 2296, 2019, PRRD FILE NO. 17-059

RD/20/07/21

MOVED Director Hiebert, SECONDED Director Rose,
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:

BYLAWS: (continued)

11.2 (continued) ZONING AMENDMENT BYLAW NO. 2296, 2019, PRRD FILE NO. 17-059
(continued)

RD/20/07/21
(continued)

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.
 - b. remove the ATCO trailer that contains dwellings from the property and remove the sea cans from the neighbouring parcel to the east.
3. For the property identified as PID 024-932-744:
 - a. construct a fence on the legal property line of the east boundary of the property to prevent encroachment on neighbouring properties; and
 - b. remove the sea cans from the neighbouring parcel to the east and remove the ATCO trailer with attached sea cans from the west and south mandatory parcel line setbacks and remove the dwelling within the welding shop to bring the property into compliance with the maximum number of dwellings and to remove the structures encroaching into setback areas.

CARRIED.

OPPOSED: Director Ackerman and Alternate Directors Hansen and Turnbull

Recess The Chair recessed the meeting at 11:24 a.m.

Reconvene The Chair reconvened the meeting at 11:32 a.m.

NEW BUSINESS:

13.1 PILOT CAR REQUIREMENTS – SUMMARY OF CHANGES

Chair Sperling

RD/20/07/22

MOVED Director Ackerman, SECONDED Director Bertrand,
That the Regional Board authorize the Chair to contact the Ministry of Transportation and Infrastructure to discuss the Pilot Car Requirements and Travel Time Windows: Summary of Changes (June 2020) document; specifically, implications to road safety, lack of local government engagement, and considerations around the conditions of the shoulders of the road in B.C.

CARRIED.

CONSENT CALENDAR:

CONSENT CALENDAR

RD/20/07/23

MOVED Director Hiebert, SECONDED Director Bertrand,
That the Regional Board receive the July 9, 2020 Consent Calendar.

CARRIED.

15.5

CLAYHURST / BLACKFOOT BOAT LAUNCH

RD/20/07/24

MOVED Director Goodings, SECONDED Director Hiebert,
That the Regional Board refer the correspondence dated February 20, 2020
from BC Hydro regarding the Clayhurst / Blackfoot boat launch to the Regional
Parks Committee for a response.

CARRIED.

ADJOURNMENT:

ADJOURNMENT

The Chair adjourned the meeting at 11:47 a.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 July 9, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer