



PEACE RIVER REGIONAL DISTRICT

Peace River Regional District Board

Revised Agenda

August 13, 2020, The PRRD Board meeting will begin immediately following a PRRHD Board meeting

1981 Alaska Avenue, Dawson Creek, BC

	Pages
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2. Directors' Notice of New Business	
3. Adoption of Agenda	
4. Gallery Comments or Questions	
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13. New Business

- *13.1 Director Hiebert - Grant Request - North Rolla Lutheran Church and Cemetery 342
- *13.2 Director Fraser - Tumbler Ridge Museum Foundation and Tumbler Ridge Global Geopark

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15.24	Solid Waste Committee Draft Meeting Minutes of July 2, 2020	452
16.	Notice of Motion	
17.	Media Questions	
18.	Adjournment	



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:

Resolution continued on next page...

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




MORRISON HERSHFIELD

Draft Regional Solid Waste Management Plan for the Peace River Regional District

For Board Consideration



PEACE RIVER
REGIONAL DISTRICT

August 13, 2020

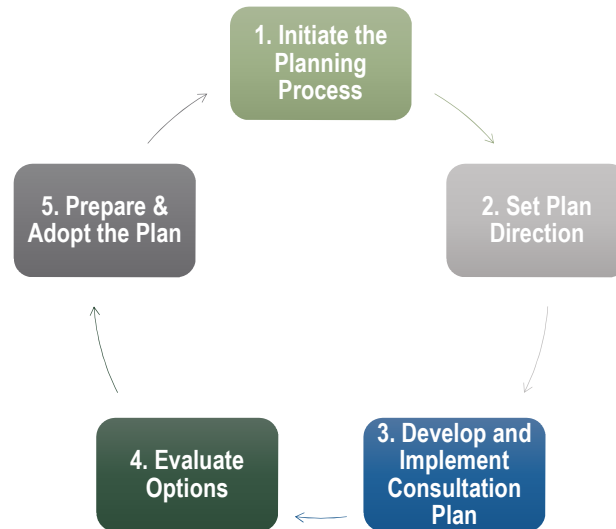
Outline



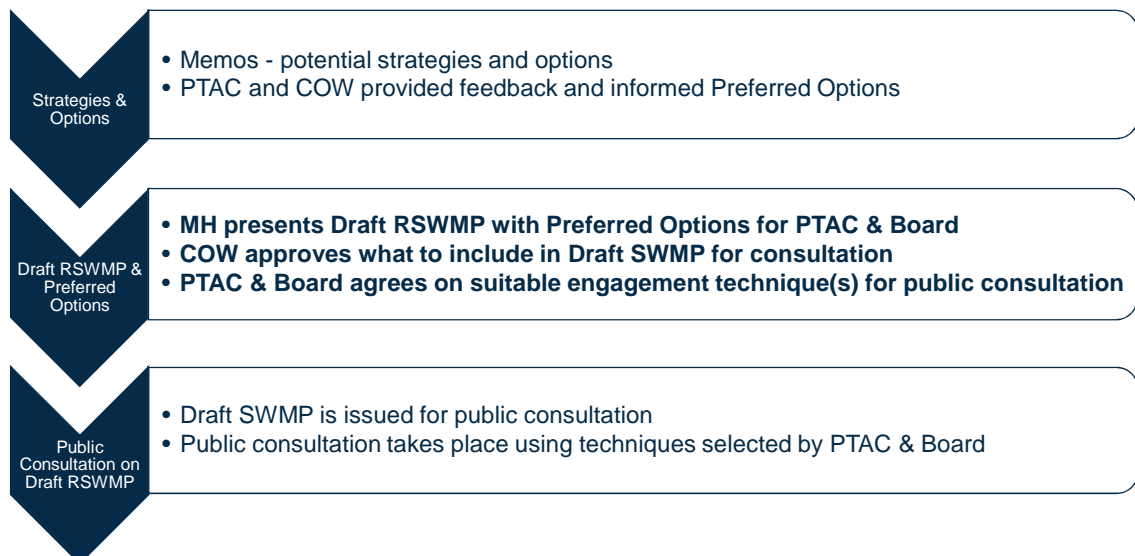
- Background & meeting purpose
- Guiding principles
- Targets
- Proposed strategies
 - Overview
 - Cost and staff impacts
 - Feedback
- Plan targets and monitoring
- Key considerations for strategy development
- Financing and administration
- Next steps - Public Consultation
 - Feedback on engagement techniques



Overview Plan Review Process



Meeting Purpose



Guiding Principles

Promote zero waste approaches and support a circular economy

Promote the first 3 Rs (Reduce, Reuse and Recycle)

Maximize beneficial use of waste materials and manage residuals appropriately

Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes

Prevent organics and recyclables from going into the garbage wherever practical

Collaborate with other regional districts wherever practical

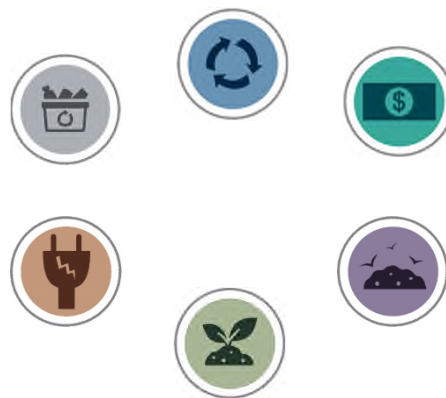
Develop collaborative partnerships with interested parties to achieve regional targets set in plans

Level the playing field within regions for private and public solid waste management facilities



Preferred Recycling Options

- Waste Diversion:
 - Reduce & Reuse
 - Recycling and Composting
- Energy Recovery
- Residual Management
- Cost Recovery



Reduce and Reuse



- Per-person waste generation is increasing
- Some products and materials problematic (e.g. single use plastics)
- Lowering waste generation results in reduced need for handling, transportation, processing, and disposal
- PRRD efforts focus on education and share sheds with plan to reuse of construction materials in North Peace Regional Landfill



Proposed Reduction & Reuse Strategies



#	Strategy	Priority	
		Short Term (1-5 yrs)	Long Term (6-10+ yrs)
1	Lobby for reduced single-use packaging	✓	
2	Promote waste reduction and reuse ideas to residents	✓	✓
3	Support repair events		✓
4	Adopt a green procurement policy		✓

- Implementation costs:
 - Small impact on PRRD staffing (70 hrs short term and 150 hrs long term)
 - Annual operating cost <\$10,000
 - No capital costs



Proposed Reduction & Reuse Strategies



- 1A. Lobby for a provincial EPR program for single-use items via organizations like the North Central Local Government Association and the Union of British Columbia Municipalities (UBCM).
- 1B. Lobby the federal government to address single-use items at a national level.



Year 1-5

\$

CapEx: \$n/a
OpEx: \$n/a
Staffing: 20 hrs/yr

Responsibility: PRRD

- 3A. Host, organize and/or support repair activities through for example repair cafés, "maker spaces", or similar in targeted communities.



Year 6-10

\$

CapEx: \$n/a
OpEx: \$5,000*
Staffing: 60 hrs/yr

Responsibility: PRRD with support from member municipalities.

- 2A. Adopt successful waste reduction campaigns used in other regions to target residents. Implement education programs where feasible
- 2B. Equip each share shed with a "share board" to encourage the reuse of bulky items.



Year 1-10

\$

CapEx: \$n/a
OpEx: \$2,000*
Staffing: 50 hrs/yr

Responsibility: PRRD

- 4A. Adopt a preferential purchasing policy for green procurement that supports the 3Rs (reduce, reuse and recycle), and encourage member municipalities to follow its example.



Year 6-7

\$

CapEx: \$n/a
OpEx: \$n/a
Staffing: 40 hrs/yr

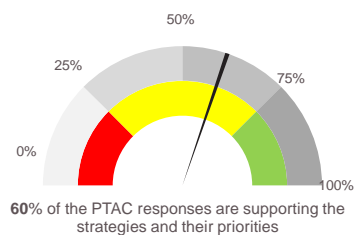
Responsibility: PRRD with support from member municipalities.



Proposed Reduction & Reuse Strategies

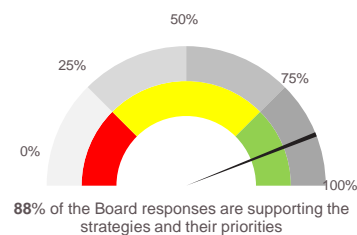


PTAC



- One against Strategy 3
- Some responses wanting different priority for Strategy 1, 2 and 3.

Board



- One against Strategy 3



Recycling



- The diversion rate has increased from 8% in 2006 to 21% in 2019
- Regional challenge with high recycling costs with limited opportunities for financial support from Recycle BC
- The 2018 waste composition study showed there is still a significant quantity of disposed waste that could be diverted from landfilling



Proposed Recycling Strategies



#	Strategy	Priority	
		Short Term (1-5 yrs)	Long Term (6-10+ yrs)
5	Lobby to influence issues relating to EPR programs	✓	
6	Educate residents on recyclables management and costs	✓	
7	Research options for recycling agricultural plastics	✓	
8	Support ICI sector to divert more recyclables	✓	✓
9	Improve collection of hazardous wastes and targeted EPR materials	✓	✓
10	Recycling of construction and demolition waste	✓	✓

- Implementation costs:
 - PRRD staffing: 340 hrs short term and 210 hrs long term
 - Annual operating cost: \$2,000 - \$100,000 over the 10 yrs
 - No capital costs



Proposed Recycling Strategies



- 5A. Lobby for better service levels for existing EPR materials in rural areas.
- 5B. Lobby for inclusion of new materials, regardless of source (residential or ICI), under the Recycling Regulation. Implement programs at PRRD facilities, where feasible.



Year 1-5

\$

CapEx: \$n/a
OpEx: \$n/a
Staffing: 30 hrs/yr

Responsibility: PRRD

- 7A. Continue to investigate feasibility of recycling agricultural plastics. PRRD will implement pilot when deemed feasible.
- 7 B. If the pilot demonstrates promising results, implement larger scale recycling of agricultural plastics in the Region.



Year 1-5

\$

CapEx: \$n/a
OpEx: \$n/a
Staffing: 50 hrs/yr

Responsibility: PRRD

- 6A. Provide clear information to residents on recycling options, including how to segregate materials and what happens to them, and the benefits of recycling. Use enforcement when suitable.
- 6B. Educate residents about the cost of recycling in the Region and on ways residents can help reduce costs.



Year 1-5

\$

CapEx: \$n/a
OpEx: \$2,000*
Staffing: 50 hrs/yr

Responsibility: PRRD

- 8A. Establish an ICI Waste Working Group to develop an overall ICI waste diversion strategy that identifies specific waste diversion initiatives supported by members.
- 8B. Support or organize a waste reduction forum or workshop for targeted businesses.
- 8C. Develop guidance information for organizations on how to redistribute food to people in need rather than wasting.



Year 1-10

\$

CapEx: \$n/a
OpEx: \$n/a
Staffing: 80 hrs/yr

Responsibility: PRRD with support from member municipalities.



Proposed Recycling Strategies



- 9A. Identify cost-effective ways of offering mobile or periodic hazardous wastes and targeted EPR materials collection at locations where service gaps exist. This may include partnering with stewardship or private organizations to support round-up events. PRRD will implement the temporary collection if deemed feasible.
- 9B. Investigate potential partnerships with stewardship organizations to offer permanent drop-off of hazardous wastes and targeted EPR materials at locations where service gaps exist. PRRD will pilot a permanent collection and establish more permanent drop-off options if it is deemed feasible.



Year 1-10

\$

CapEx: \$n/a*
OpEx: \$100,000**
Staffing: 80 hrs/yr

Responsibility: PRRD

- 10A. Increase differential tipping fees and/or introduce disposal bans for landfilled C&D waste to encourage source separation of divertible C&D materials through education and enforcement.
- 10B. Investigate feasibility of recycling additional C&D materials such as drywall and carpets, and implement pilot when deemed feasible.
- 10C. If there is interest, support member municipalities that have permitting processes to require source segregation of C&D wastes for acceptance at PRRD's landfills.



Year 1-10

\$

CapEx: \$n/a
OpEx: \$n/a
Staffing: 50 hrs/yr

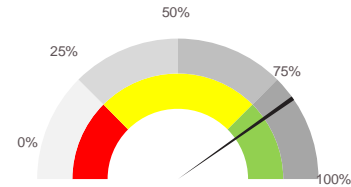
Responsibility: PRRD and member municipalities.



Proposed Recycling Strategies



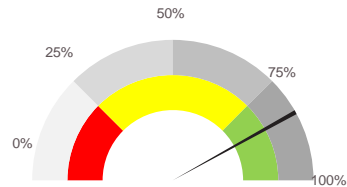
PTAC



80% of the PTAC responses are supporting the strategies and their priorities

- One against Strategy 6, 7 and 10
- Some responses wanting different priority for Strategy 7, 8, and 10

Board



83% of the Board responses are supporting the strategies and their priorities

- Two against Strategy 9



Organics Diversion



- Yard and wood waste accepted at all three PRRD landfills, Tier 1 Transfer Stations and at the Hudson's Hope and Tumbler Ridge Transtor.
- Vermicomposting is being piloted by the PRRD
- Other composting initiatives: City of Dawson Creek, City of Fort St. John, Sauleau First Nation community
- Compostable organics made up 31% overall waste across all sources in 2018



Proposed Organics Diversion Strategies



#	Strategy	Priority	
		Short Term (1-5 yrs)	Long Term (6-10+ yrs)
11	Establish organics processing capacity in the Region	✓	
12	Support curbside collection of compostable organics in member municipalities	✓	✓

Implementation costs:

- PRRD staffing: 180 hrs short term and 30 hrs long term
- Operating cost: \$100,000 in consulting support in year 2
- Capital costs to be determined in feasibility assessments
- External funding may offset some costs



Proposed Organics Diversion Strategies



11A. Pilot small-scale composting processes at PRRD's facilities and establish larger scale processes at suitable sites if pilot is deemed successful and cost-effective.

11B. Reassess the feasibility of a large scale organics processing facility (such as a Regional AD Facility) and how it compares with small-scale solutions.

11C. PRRD will implement small-scale composting processes and/or a large scale organics processing facility if deemed feasible.

Responsibility: PRRD and member municipalities.



Year 1-5



CapEx: \$n/a
OpEx: \$100,000*
Staffing: 150 hrs/yr

12A. Support the implementation of curbside organic waste collection with existing curbside collection services in member municipalities when composting solutions are proven.

Responsibility: PRRD and member municipalities.



Year 1-10



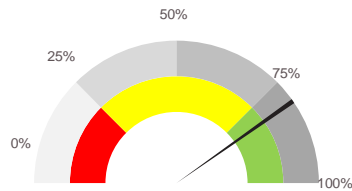
CapEx: \$n/a
OpEx: \$n/a
Staffing: 30 hrs/yr



Proposed Organics Diversion Strategies



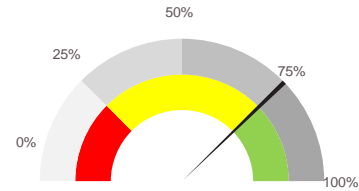
PTAC



80% of the PTAC responses are supporting the strategies and their priorities

- One against Strategy 12
- One response wanting different priority for Strategy 12

Board



75% of the Board responses are supporting the strategies and their priorities

- One against Strategy 12



Proposed Energy Recovery Strategies



#	Strategy	Priority	
		Short Term (1-5 yrs)	Long Term (6-10+ yrs)
13	Assess suitability of technologies for energy recovery for organics in the Region	✓	
14	Assess suitability of technologies for energy recovery for non-recyclable materials and residual waste	✓	

- Implementation costs:
 - PRRD staffing: 300 hrs short term
 - Operating cost: \$100,000 - \$200,000 in year 1-4 in consulting support
 - Capital costs to be determined in feasibility assessments



Proposed Energy Recovery Strategies



13A. Re-assess option to process organic waste (including biosolids) at a Regional AD facility after small-scale composting pilot results are available. If deemed feasible, pursue AD facility with procurement process to canvas interest from vendors.

13B. If deemed necessary, collaborate with member municipalities to implement bylaw amendments in order to secure organic feedstock for an AD facility.



Year 1-5



CapEx: \$n/a
OpEx: \$100,000*
Staffing: 150 hrs/yr

Responsibility: PRRD and member municipalities.

14A. Assess feasibility of establishing a Regional Energy Recovery Facility (RERF) for non-recyclable materials and residual waste with potential to accept waste from neighbouring regions/province. If feasible, solicit interest from potential vendors and establish a process for evaluating and selecting a suitable technology or process.

14B Undertake an assessment and comparison of waste management and disposal options in accordance with Ministry requirements.

14C If an RERF is not feasible, consider out-of-region resource recovery facilities as potential future solutions for managing a portion of the Region's waste stream, as long as these options do not compromise local waste diversion initiatives



Year 1-5



CapEx: \$n/a
OpEx: \$100,000*
Staffing: 150 hrs/yr

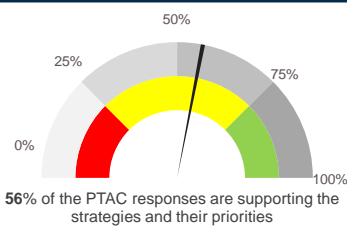
Responsibility: PRRD



Proposed Energy Recovery Strategies

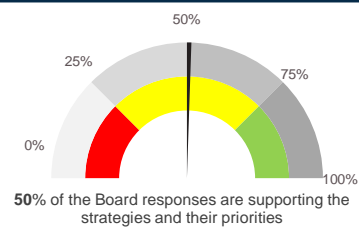


PTAC



- Two against Strategy 13
- One against Strategy 14
- One response wanting different priority for Strategy 13

Board



- One against Strategy 13
- One against Strategy 14



Residual Waste Management



- PRRD's current initiatives include providing:
 - Network of facilities (landfills, transfer stations, transfer sites, Transfer sites and unattended sites)
 - Key initiatives to prevent illegal dumping, such as:
 - Providing opportunities for free garbage disposal (e.g. clean-up coupons, clean-up events)
 - Replacing unattended sites with manned facilities



Proposed Residual Management Strategies



#	Strategy	Priority	
		Short Term (1-5 yrs)	Long Term (6-10+ yrs)
15	Review efficiency of the solid waste facility network	✓	
16	Improve accessibility to waste management services	✓	
17	Close Chetwynd Landfill and establish a transfer station	✓	
18	Develop an illegal dumping strategy	✓	✓
19	Continually review the risks to North Peace Regional Landfill and close if deemed necessary	✓	✓
20	Assess suitability of offering curbside collection in rural areas		✓
21	Develop an emergency debris management plan		✓

- Implementation costs:
 - PRRD staffing: 310 hrs short term and 280 hrs long term
 - Annual operating cost: \$20,000 - \$70,000 in consulting support
 - Capital costs: \$3 million for Chetwynd Landfill closure & new transfer station



Proposed Residual Management Strategies



15A. Regularly assess the efficiency of the waste management network and implement changes when cost savings are identified.



Year 1-5

\$

CapEx: \$n/a
OpEx: \$20,000
Staffing: 40 hrs/yr

Responsibility: PRRD

17A. In parallel with operating the Chetwynd Landfill, complete a review of the type and size of transfer station required to transfer waste to other facilities including reviewing transfer / transport options. Once the requirements for the transfer station have been confirmed by the review, proceed with procurement to establish transfer station prior to landfill closure.



Year 1-10

\$

CapEx: \$3,000,000*
OpEx: \$50,000**
Staffing: 100 hrs/yr

Responsibility: PRRD

17B. Consider options to continue to operate as a landfill for demolition and land clearing waste.

16A. Regularly review the needs to consolidate sites and replace unmanned disposal sites with constructing manned transfer stations with diversion options where deemed suitable in order to improve waste management services.



Year 1-5

\$

CapEx: \$n/a*
OpEx: \$n/a
Staffing: 60 hrs/yr

Responsibility: PRRD

16B. Undertake a pilot to provide 24 hr access for free disposal of bagged household garbage at a transfer station and implement at more sites if deemed feasible (Links with Strategy 24 to harmonize residential rates). Implement initiative across the wider network of facilities.

18A. Establish an inter-agency working group and develop an illegal dumping strategy aimed to improve tracking and reduce the number of illegal dumping incidents.



Year 1-10

\$

CapEx: \$n/a
OpEx: \$20,000
Staffing: 100 hrs/yr

Responsibility: PRRD and member municipalities.

18B. Prepare and implement strategy including assess illegally dumped materials, identify problem areas, assess accessibility to transfer stations, improve public outreach and enforcement.



Proposed Residual Management Strategies



19A. Continue to monitor risks to North Peace Regional Landfill and plan for early closure if deemed necessary. If landfill closure is deemed necessary, The PRRD will proceed with closure according to provincial regulation.



Year 1-10

\$

CapEx: \$n/a
OpEx: \$n/a
Staffing: 10 hrs/yr

Responsibility: PRRD

21A. Develop an Emergency Debris Management Plan.



Year 6-10

\$

CapEx: \$n/a
OpEx: \$n/a
Staffing: 50 hrs/yr

Responsibility: PRRD and member municipalities.

20A. Assess the feasibility of a rural curbside collection service and implement if feasible.



Year 6-10

\$

CapEx: \$n/a
OpEx: \$20,000*
Staffing: 20 hrs/yr

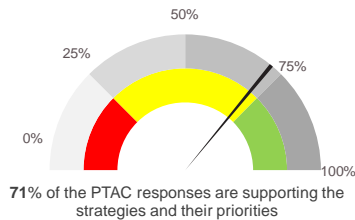
Responsibility: PRRD and electoral areas.



Proposed Residual Management Strategies

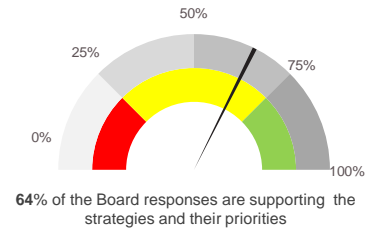


PTAC



- One against Strategy 17 and 19
- Two against Strategy 20
- Some responses wanting different priority for Strategy 16, 17, 19 and 21

Board



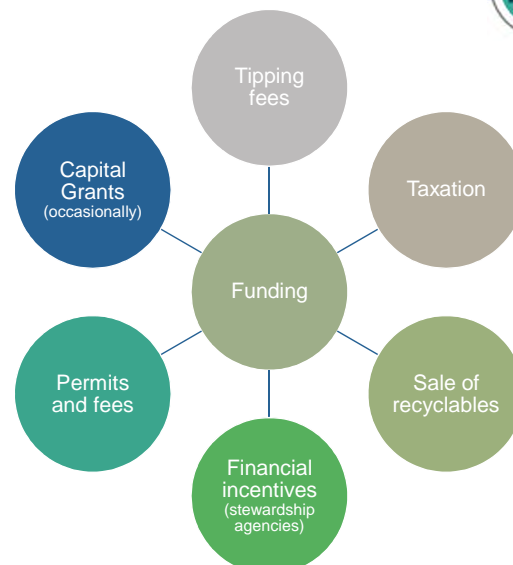
- One against Strategy 17, 18, 20 and 21
- One response wanting different priority for Strategy 16



Solid Waste Management Funding



- Operating budget varies: \$11 - \$14 million
- Capital budget varies: \$2 - \$7 million
- Majority of funding from taxation and tipping fees
- Challenging to provide a cost effective services across a large network of solid waste facilities



Proposed Solid Waste Management Funding Strategies



#	Strategy	Priority	
		Short Term (1-5 yrs)	Long Term (6-10+ yrs)
22	Assess cost recovery through tipping fees and taxation	✓	
23	Incentivize ICI waste diversion by increasing disposal fees	✓	
24	Harmonize residential rates for disposal	✓	✓
25	Incentivize residential waste diversion by increasing disposal fees on unsorted waste	✓	✓
26	Set limit on acceptable recycling cost when other management methods are considered		✓

Implementation costs:

- PRRD staffing: 390 hrs short and long term
- Operating cost: \$20,000 - \$30,000 for three occasions of consulting support
- No capital costs



Proposed Solid Waste Management Funding Strategies



22A. Assess cost recovery model to implement tipping fees and taxation that fully funds the solid waste management system.



Year 1-5



CapEx: \$n/a
OpEx: \$20,000*
Staffing: 40 hrs/yr

Responsibility: PRRD

24A. Investigate and pilot the waiving of tipping fees for sorted residential waste at transfer stations and landfills. Implement system-wide if deemed feasible and fund disposal via taxation.



Year 1-10



CapEx: \$n/a
OpEx: \$30,000*
Staffing: 100 hrs/yr

Responsibility: PRRD

24B. Review waste disposal fees paid by First Nation communities in lieu of taxes and adjust to align with PRRD's Regional residential disposal rates.

23A. Gradually increase ICI disposal fees for sorted waste, unsorted waste, controlled, and restricted waste and carry out education and outreach program(s) to implement changes and improve waste diversion.



Year 1-10



CapEx: \$n/a
OpEx: \$n/a
Staffing: 150 hrs/yr

Responsibility: PRRD

25A. Provide education and enforcement to support bylaw implementation.



Year 1-10



CapEx: \$n/a
OpEx: \$n/a
Staffing: 100 hrs/yr

Responsibility: PRRD



Proposed Solid Waste Management Funding Strategies



26A. Establish cost threshold when alternative lower cost options (e.g. landfilling) are pursued until recycling is no longer cost prohibitive.



Year 6-10+



CapEx: \$n/a
OpEx: \$n/a
Staffing: 40 hrs/yr

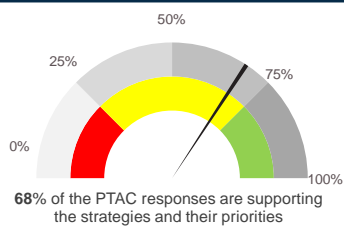
Responsibility: PRRD



Proposed Solid Waste Management Funding Strategies

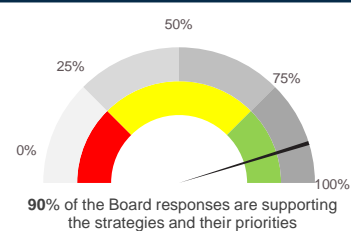


PTAC



- One against Strategy 22, 23, 24 & 26
- Two against Strategy 25
- One response wanting different priority for Strategy 23 and 24

Board



- One response wanting different priority for Strategy 24



Key Considerations for Developing & Assessing Proposed Strategies

General

- Alignment with existing/ proposed provincial strategies and initiatives
- Potential waste reduction
- Potential challenges administrating policy once introduced
- Opportunity for public-private partnerships
- Flexibility to adapt policy to changing circumstances over time
- Risk of failure

Environmental

- Linkages to the pollution prevention hierarchy and prioritization of the first 3R
- Facility discharges to the environment and associated environmental risk
- Associated direct and ancillary environmental benefits

Social

- Associated social benefits
- Ability to create opportunities for new partnerships
- Opportunities for collaboration with neighbouring regional districts
- Opportunities for increased private sector involvement and benefit to the Region



Plan Financing and Administration



- Staffing implications: One extra FTE needed (first 5 years)
- Estimated annual expenditures ranges from \$7,000 to approximately \$1.5 million for the 10 year period
- Plan components (current and proposed Plan strategies) results in monthly cost to home owners from \$1 to \$42 over the 10 years
- Tipping fees and taxation will be primary mechanisms for funding Plan implementation



Plan Administration



- Monitoring and governance will be supported by:
 - A Solid Waste Committee (SWC), made up of appointed members of the PRRD's Board of Directors.
 - Plan Monitoring Advisory Committee (PMAC).
- PMAC will oversee Plan implementation and report to the SWC and to the PRRD Board for approval and recommendation for action



Next Steps – Public Consultation

- The general public was invited to be engaged via a solid waste management survey Sept/Oct 2019
- Public consultation planned in early Fall following Public Consultation Plan presented in November 2019
- A series of open houses was planned to consult and seek public feedback on the draft RSWMP



Next Steps – Public Consultation

- Are residents willing or permitted under Public Health Order to attend open houses to comment on the draft Plan?
- Alternatives to open houses include:
 - Virtual Open Houses (Webinar) with Q&A
 - Mail Survey (potential to combine with online survey)
 - Targeted phone survey (potential to combine with online survey)



Next Steps

- Public consultation can be undertaken using a combination of engagement techniques:
 - Initially undertake a mail-out survey and
 - Organize in-person open houses once COVID-19 restrictions are lifted in the Province
- What is the most suitable option for the residents of PRRD?



Questions? Comments?

Thanks for your time and input!



MORRISON HERSHFIELD

People • Culture • Capabilities

Veronica Bartlett
Solid Waste Planner
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Overview

- Use of Pilot Cars in Oversize/Overweight Permitting
- Three-Phased Approach
- Analysis-Based Method
- Current Draft Changes
- Extension of Input Window
- Discussion

Use of Pilot Cars in Oversize/Overweight Permitting



- Police escorts for commercial loads are very rare in BC.
- There is a long-standing requirement from WorksafeBC that anyone doing traffic control in a high risk environment must have at least basic flagger training.
- Historically, we and many other jurisdictions have had a lack of other information or standards for pilot car operation and traffic control specific to the movement of large loads. Our requirements for numbers of pilot cars were just developed over time.

Three- Phased Approach

For the past several years, the ministry has been working on three phases of changes to our requirements for pilot cars:

Phase 1: In response to concerns about road safety, we developed the **BC Pilot Car Load Movement Guidelines**. Completed Fall 2016 & now adopted in other provinces.

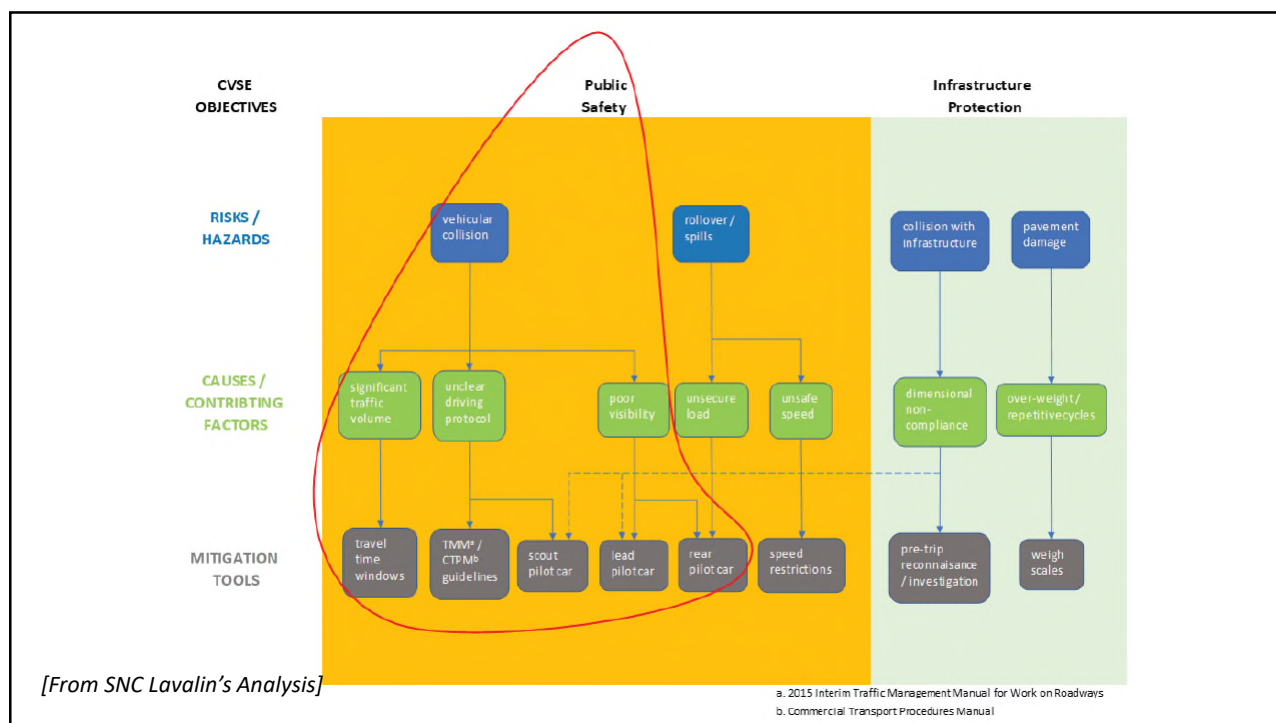
Phase 2: **Modernization of the Requirements for Pilot Car Lights and Signs**, in Division 8 of the Commercial Transport Regulations. Industry feedback and resulting amendments are complete; the proposed changes are now with legislative drafters.

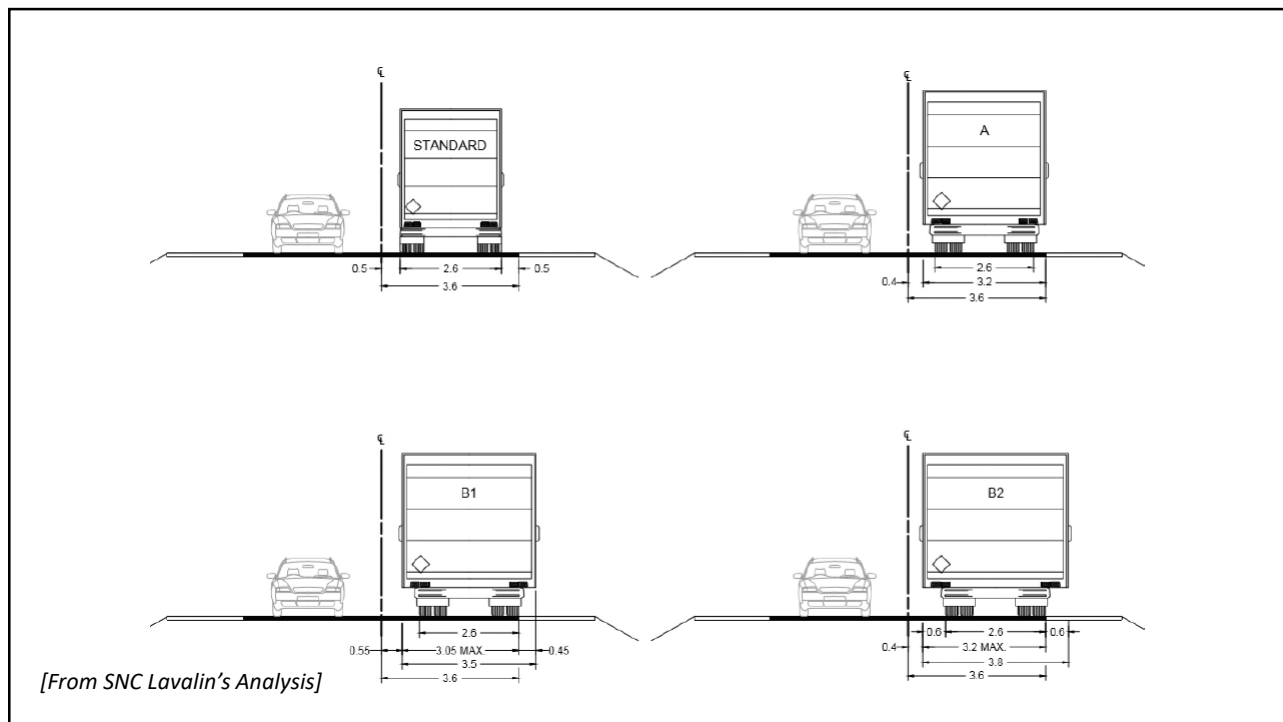
Phase 3: **Review of Pilot Car Requirements and Travel Time Windows**. Analysis, drafting of proposed changes, and feedback from ministry district staff is complete; the proposed changes are now with industry for feedback.

4

Analysis-Based Approach

- Terms of Reference developed by MOTI's CVSE and Traffic Engineering branches
- Engineering firm was contracted to do the work
- Overall safety risk is the product of three components:
 - › exposure / frequency
 - › severity
 - › probability
- Used a "buffer risk analysis" method





Current draft changes

- Move from “day vs dark” to “2-lane vs multi-lane”
- Analysis indicated that length could be treated less conservatively than in the past.
- Feedback received to date indicates that industry has a strong preference to maintain the option of flashing lights or a pilot car for 3.2 to 3.5 m wide loads during the day.
- The stakeholder input window is being extended because we have become aware of some additional consultation we need to do.



The proposed changes

- See the [CVSE1000](#) for current requirements

		Current (dark hours)			
		Multi-lane			
		OAW			
		up to 2.6	up to 3.2	up to 3.8	up to 4.4
Length	up to 27.5	0	0	0	1
	up to 31	0	0	0	2
	up to 36	0	1	1	2
	up to 40	0	1	1	2
	up to 46	1	1	1	3

		Current (dark hours)			
		2-Lane			
		OAW			
		up to 2.6	up to 3.2	up to 3.8	up to 4.4
Length	up to 27.5	0	0	1	2
	up to 31	0	1	1	2
	up to 36	1	1	2	2
	up to 40	1	1	2	2
	up to 46	1	1	2	3

- See the Summary of Changes handout for complete current draft

9



Stakeholder input window extended due to new information

10





CVSE Permits are valid in British Columbia on highways under the jurisdiction of the Ministry of Transportation and Infrastructure only. If routing is specified on your permit, you must follow that routing. In addition to the terms and conditions that are stated on the permit, the policies described in the Commercial Transport Procedures Manual (CTPM), available at www.cvse.ca, are incorporated into and form part of the conditions of this permit.

**A. For Term or Single Trip Permits with Maximum Overall Width 3.2 m,
Maximum Overall Height 4.3 m (Term)* and 4.88 m (Single Trip)*, and/or
Maximum Overall (Loaded) Length 25 m for Combinations and 16.0 m for Single Vehicles**

* 5.33 m Overall Height (Term or Single Trip) in the Peace River Region

Basic Travel Time Window: Travel at any time on any day

CATEGORY 'A' RESTRICTIONS

Time	N/A
Location	<ol style="list-style-type: none"> In the Lower Mainland: <ul style="list-style-type: none"> No travel on the First Narrows (Lions Gate) Bridge No travel on the Pattullo Bridge No height in excess of 4.15 m through the George Massey Tunnel on Hwy 99 No height in excess of 4.3 m on Hwy 1 west of Abbotsford In the Kootenays: <ul style="list-style-type: none"> No height in excess of 4.13 m eastbound through the Warfield Underpass on Hwy 3B/22 (4.56 m westbound) No height in excess of 4.3 m on Hwy 1 between Revelstoke National Park and Glacier National Park No width in excess of 2.6 m on the Waneta Bridge on Hwy 22A, just north of the US Border
Other	Poor Visibility – No travel is permitted when, because of unfavourable atmospheric conditions, persons or vehicles on the highway are not clearly discernible at a distance of 100 m.

**B. For Term or Single Trip Permits with Maximum Overall Width 3.8 m, and/or
Maximum Overall (Loaded) Length 31.0 m for Combinations (31.5 m for Structures)**

**Basic Travel Time Window: Any time and day except not on Fridays from 15:30 to 04:00 the following day,
and not on Saturdays from 21:00 to 04:00 the following day**

CATEGORY 'B' RESTRICTIONS All Category 'A' Restrictions apply, and in addition the following:

Time	<ol style="list-style-type: none"> No travel on General Holidays as defined in Chapter 3 of the CTPM, except as shown in 2 and 3. In the Lower Mainland, west of Abbotsford (Hwy 11) and south of Squamish: <ul style="list-style-type: none"> No travel on weekdays from 07:00 to 09:00 or from 15:30 to 18:00 except between Abbotsford and 104 Avenue/160 Street on Highway 1 Travel is permitted on General Holidays from 04:00 to 07:00 and from 09:00 to 14:00 In the Peace River Region, travel is permitted at any time on any day.
Location	<ol style="list-style-type: none"> In the Lower Mainland: no width in excess of 3.2m or length in excess of 27.5m through the George Massey Tunnel on Hwy 99 In the Cariboo Region, no travel on Hwy 20 from Anahim Lake to Hagensborg, except under conditions described in section 3.8.8 of the Commercial Transport Procedures Manual In the Southern Interior Region, maximum 29 m OAL on: <ul style="list-style-type: none"> Hwy 3 from the junction of 3/5 to Princeton Hwy 1 from Hope to Cache Creek Hwy 99 through the Fountain Railway underpass, 15 km NE of Lillooet
Other	Convoying – There shall be no convoying of oversize vehicles/loads except as required by the permit. Convoying means any two oversize vehicles/loads from the same company which are in transit less than 1 kilometre apart on a section of highway.



**C. For Single Trip Permits with Maximum Overall Width 4.4 m,
and/or Maximum Overall (Loaded) Length 40.0 m for Combinations**
**Basic Travel Time Window: Any time and day except not on Fridays and Saturdays
from 15:30 to 04:00 the following day and Sundays from 15:30 to 24:00**
(Or in the Peace: any time and day except in darkness from Friday to 00:01 Monday)

CATEGORY 'C' RESTRICTIONS All Category 'A' and 'B' Restrictions apply, and in addition the following:

- Time**
1. In the Southern Interior, on Highway 1 between Hope and Cache Creek, no travel during the hours of darkness
 2. In the Kootenays:
 - No travel on Highway 93 east of Radium from the last Friday in June to September 15, except between 03:00 and 06:00
 - No travel on No. 1 Mine Road (off of Hwy 43) from Elkford to Fording River Operations between 06:00 and 08:00 and between 18:00 and 20:00
- Location**
1. On Vancouver Island, no travel on Highway 14 west of Jordan River
 2. In the Lower Mainland, no travel on the Queensborough Bridge (applies to widths over 3.8 m)
 3. In the Okanagan, no travel on Highway 97A between Sicamous and Grindrod
 4. In the Kootenays, no travel on Highway 31 between Meadow Creek and Trout Lake
 5. In the Peace River Region:
 - Maximum 36 m OAL on Hwy 97 north of the junction of 77/97
- Other**
- Overtaking –The oversize vehicle shall pull off the travelled surface of the highway wherever possible to allow following vehicles to pass. There shall be no overtaking of an over-dimensional vehicle/load on any highway by another over-dimensional vehicle/load.

Pilot Cars:

Pilot cars must be operated in accordance with the Pilot Car Load Movement Guidelines, which is [Appendix G, 2015 Interim Traffic Management Manual for Work on Roadways](#). This includes two-way communication with the driver of the oversize load.

	Up to 3.2 m		3.21 to 3.5 m		3.51 to 3.8 m		3.81 to 4.4 m	
	Day	Dark	Day	Dark	Day	Dark	Day	Dark
Length								
Up to 27.5 m	0	0	1*	1	1	1	1***	2
27.5 to 31 m	1	1	1	1	1	1	2	2
31.1 to 36 m	1	2	1	2	1	2	2	2
36 to 40 m	2**	2	2**	2	2	2	2	2

* Or the towing vehicle must be equipped with and operate one or two amber flashing lights

** Up to 3.5 m wide, only one pilot car is required for travel over four (4) lane highways

*** Two pilot cars for travel on Highway 97 from the junction of 77/97 to the Yukon Border

Additional Pilot Car Requirements for Front or Rear Projection:

- If you are using an allowance for front projection beyond 3 m of the kingpin or beyond 6.5 m measured forward of the turn center of the front steering axle group, a minimum of one pilot car is required (unless otherwise provided for by commodity or vehicle policy).
- If you are using an allowance for rear projection beyond 6.5 m from the turn center of the rear-most axle group, a minimum of one pilot car is required (unless otherwise provided for by commodity or vehicle policy).
- A minimum of two pilot cars will be required if the load exceeds 3.8 m in width and the front projection is in excess of 3 m and/or the rear projection is in excess of 6.5 m.

For overall widths over 3.2 m, a minimum of one pilot car is required:

On Vancouver Island:

- Highway #4 from the Taylor River Bridge (40 km west of Port Alberni) to Tofino
- Highway 30 from Highway 19 to Port Alice

On the Sunshine Coast: Highway 101 from Langdale to Earl's Cove

In the Lower Mainland/Southern Interior: Highway 99 from Pemberton to Lillooet

In the Kootenays:

- Hwy 3A and 31 (Balfour-Kaslo-Galena Bay Highway)
- Hwy 33, southbound only, to approach and cross the Westbridge Bridge

In the Peace River Region: Highway 97 from Junction 77/97 to the Yukon border



Traffic Control:

Unless otherwise specified in the permit: Where traffic control is needed for the load to proceed safely, it must be performed by a certified traffic control person in accordance with the [Pilot Car Load Movement Guidelines](#), or by a Peace Officer. Out of Province pilot car operators who engage in traffic control as part of their escort duties must either be certified in BC or be able to show proof of government approved flagging training, as described in [Circular 10/16](#).

Flags:

For widths over 2.6 m, red or orange flags are required on all four corners of each load/trailer.

For travel in daylight, a red or orange flag is required on front projection over 1 m and/or rear projection over 1.2 m.

Lamps:

Overall Width

Over 2.6 m Lights on extremities, amber lamps facing forward, red lamps facing the rear, for night travel

3.21 to 3.5 m One or two amber flashing or rotating beacon(s) mounted on the truck for daylight travel
 or minimum one pilot vehicle

For travel in darkness, a white light is required on front projection over 1 m and a red light is required on rear projection over 1.2 m.

Amber lamps or beacons on the towing unit or at the rear of the vehicle or load may be used for additional safety.

Signs:

Wide load, D sign, or oversize load signs are required front and rear for vehicles/loads with overall width over 3.2 m wide.

Long load, D sign or oversize load signs are required front and rear for vehicles/loads (other than B-Trains) over 25 m long.

In addition to the terms and conditions that are stated on the permit, the policies described in the Commercial Transport Procedures Manual (CTPM), available at www.cvse.ca, are incorporated into and form part of the conditions of this permit.

For travel conditions including weather and road construction, please visit DriveBC: <http://drivebc.ca/>

For Seasonal Load Restrictions, please visit: <http://www.th.gov.bc.ca/BCHighways/loadrestrictions/loadrestrictions.htm>

<http://onlinepermitsbc.ca> **Provincial Permit Centre: 800 559-9688**



Traffic Engineering and CVSE have undertaken a review of pilot car requirements and travel time windows. Highway classification, design guidelines, traffic volumes, vehicle configurations, and safety were factors the engineering consultant considered in developing a process/analysis for the review. Policy revisions cover dimensions. Bridge crossing conditions may result in additional restrictions.

Summary of Changes:

On the CVSE 1000 :

- an increase to 27.5 m overall length for Category A (from 25 m);
- an increase to 36 m overall length for Category B (from 32 m);
- an increase to 46 m overall length for Category C (from 40 m).

There is additional travel time on weekends for Category B and C in CVSE 1000 as well as an expanded general window for Extraordinary Loads. Travel time window changes are:

- Category B travel restrictions – None except in Lower Mainland
 - Current restrictions are 15:30 Fridays to 04:00 Saturdays, and 21:00 on Saturdays to 04:00 Sundays
- Category C travel restrictions – None except in Lower Mainland
 - Current restrictions are 15:30 Fridays to 04:00 Saturdays, 15:30 Saturdays to 04:00 Sundays, and 15:30 to 24:00 Sundays
- Expanded travel time window of 19:00 to 07:00 for vehicles 4.4 m to 5 m wide in Skeena, Bulkley-Stikine, Fort George and Peace Districts
- General Extraordinary Load Travel Window of 22:00 to 05:00 Sunday to Thursday, 00:00 to 05:00 Friday and Saturday
 - Currently 00:00 to 05:00 with no weekend travel
- Travel time windows for the CVSE1001 match the Extraordinary Load basic window of 22:00 to 05:00 Sunday to Thursday, 0:00 to 05:00 Friday and Saturday, where possible.
- Bridge crossing conditions and other District-specific conditions held in District Conditions Spreadsheet with examples including:
 - Prince George restriction 00:00 to 05:00 within municipal boundaries
 - Summer seasonal adjustment of 00:00 to 05:00 May to September West Kelowna to Vernon
 - Vancouver Island Highway 19 Duke Point Ferry restriction 00:00 to 05:00

The current pilot car requirements in BC differ between night and day. The review/study proposed a multi-lane vs 2-lane approach that was adopted and pilot car requirements are:

Multi-lane		OAW			
Length		up to 2.6	up to 3.2	up to 3.8	up to 4.4
	up to 27.5	0	0	0	1
	up to 31	0	0	0	2
	up to 36	0	1	1	2
	up to 40	0	1	1	2
	up to 46	1	1	1	3

2-Lane		OAW			
Length		up to 2.6	up to 3.2	up to 3.8	up to 4.4
	up to 27.5	0	0	1	2
	up to 31	0	1	1	2
	up to 36	1	1	2	2
	up to 40	1	1	2	2
	up to 46	1	1	2	3

Some implications of these changes are:

- The current provision for loads ~~Leads~~ 3.2 to 3.5 m wide ~~no longer to~~ have an option for lights on the power unit instead of a pilot car during the day will be grand-fathered in based on industry input.
- The current width category up to 3.5 m is combined with 3.8 m and there is an additional length category of up to 46 m in the tables. The pilot car requirements in the above tables do not differ between 36 m and 40 m length but the separate categories are kept as this format helps other jurisdictional partners.
- Day travel would be permitted for vehicles up to 46 m OAL and 4.4 m OAW
 - Long vehicles up to 40 m but at legal 2.6 m width would not require pilot cars on multi-lane highways
- Rocky Mountain Doubles up to 31 m may be permitted to travel on approved 2-lane highways without pilot cars, after route review and with District agreement.
- Vehicles over 29 m are not permitted at the following locations as per CVSE 1000, and a pilot car IS REQUIRED for loads between 27.5 m and 29 m:
 - Hwy 3 from the junction of 3/5 to Princeton
 - Hwy 1 from Hope to Cache Creek
 - Hwy 99 through the Fountain Railway underpass, 15 km NE of Lillooet
- A pilot car IS REQUIRED at the following locations for loads between 27.5 m and 31 m:
 - West Kootenay and Rocky Mountain Districts
 - Hwy 6 between Vernon (Aberdeen Rd) and South Slocan (Hwy 3A/Hwy 6 Junction)
 - Hwy 33 between Kelowna (Gallagher Rd) and Rock Creek (Hwy 3/Hwy33 Junction)
 - Hwy 3 between Hope (Hwy 3/Hwy 5 Junction) and BC/AB Border
 - Hwy 97 Prince George between Old Cariboo Highway and Kolling Rd (approximately 3 km south of Stone Creek Forest Service Rd)

Here is a comparison of changes in relation to current pilot car requirements at night/during dark hours:

Current (dark hours)					
Multi-lane		OAW			
Length		up to 2.6	up to 3.2	up to 3.8	up to 4.4
	up to 27.5	0	0	-1	-1
	up to 31	-1	-1	-1	0
	up to 36	-2	-1	-1	0
	up to 40	-2	-1	-1	0
	up to 46	undef.	undef.	undef.	undef.

Current (dark hours)					
2-Lane		OAW			
Length		up to 2.6	up to 3.2	up to 3.8	up to 4.4
	up to 27.5	0	0	0	0
	up to 31	-1	0	0	0
	up to 36	-1	-1	0	0
	up to 40	-1	-1	0	0
	up to 46	Page 46 of 455	undef.	undef.	undef.

What's in the NRLMS report

- Where we went
- Who we talked to
- What we researched
- Results
- Recommendations



Occupational forecasts



Research on specific labour topics

- Autonomous Mining
- Commercial Driving
- Heavy Equipment Operator
- Indigenous Distance Learning
- Industry Education Partnerships



Interviews – in Northeast and elsewhere



Surveys with high school students



Focus groups



Some highlights from the research



Educational attainment

Level	British Columbia	Northeast British Columbia
No certificate (25-64)	10%	18%
High school diploma	26%	32%
Trades certificate	9%	16%
Bachelor or above	30%	12%

Source: Statistics Canada, Census 2016



Indigenous graduation rates



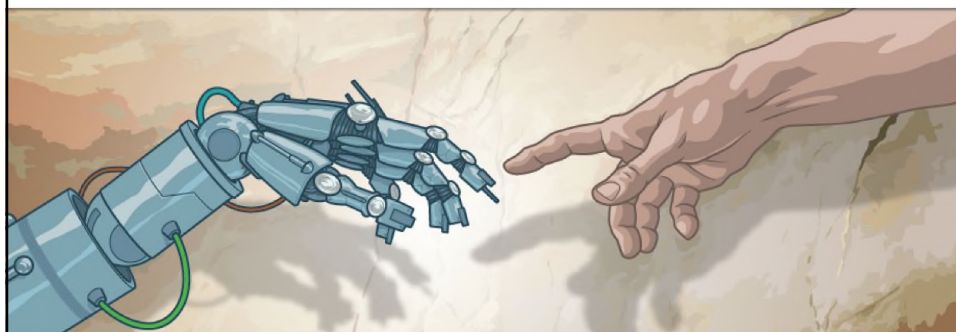
[HOME](#) [ABOUT](#) [CEA & EDUCATION](#) [GALLERY](#) [CONTACT](#)



Occupational Demand 2018 - 2028



NATIONAL POST

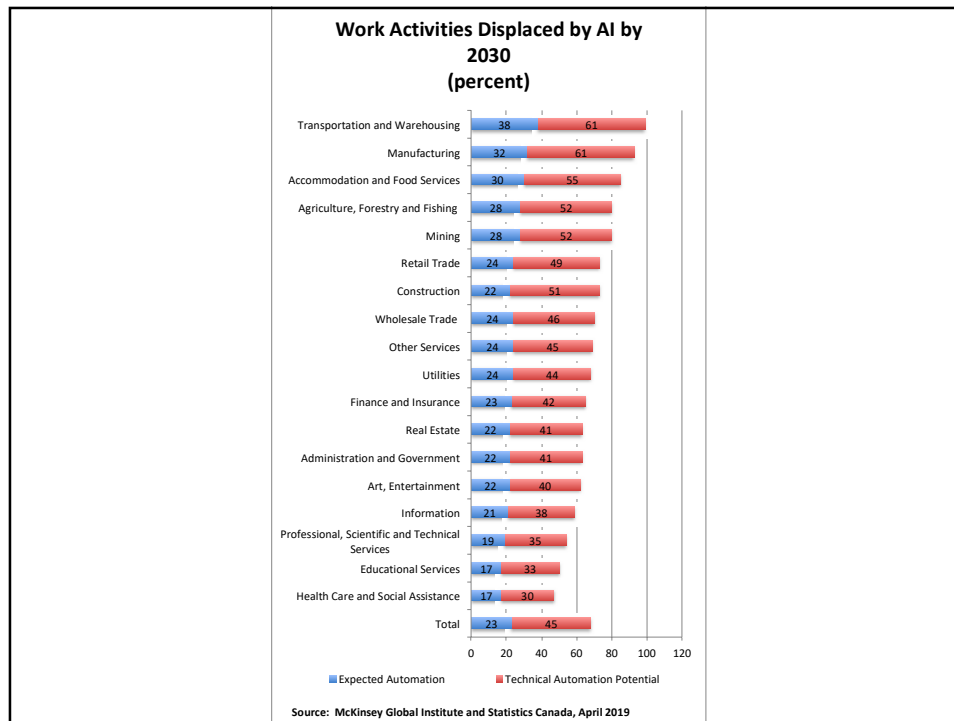


RISE OF THE ROBOT

A four-part look at how robots are changing the way we work. First up, robots aren't killing jobs, they're creating new ones and more of them — at least at a GE Aviation plant in Quebec

By Drew Hasselback in Bromont, Que.

About 180 robots here are doing work that humans used to do at a GE Aviation plant that makes parts for jet engines. But they haven't replaced the humans. Indeed, the opposite is true. Since a new,




Tying it all together...into Recommendations

- Occupational projections
- Information from people in the Northeast and elsewhere
- Research papers/other completed strategies
- Reviewing work underway (mining, forestry)
- Economic trends, changing technology
- Observations versus action steps



Objective 3: Address current community and industry skills and training needs	
Recommendation 3.1	Develop custom, first-level leadership training for employers.
Recommendation 3.2	Explore economic revitalization possibilities in Fort Nelson through a guest speaker series.
Recommendation 3.3	Obtain funding for and develop truck driver training programs based on the new BC curriculum for drivers operating on public roads. Develop retraining programs for experienced truck drivers as new regulations take effect.
Recommendation 3.4	Develop a centre of distance education excellence in Northeast BC.
Recommendation 3.5	Explore the development of a heavy equipment operator certificate program in conjunction with industry partners.
Recommendation 3.6	Explore offering new trades training programs that meet current and future needs of the natural gas and clean tech industries.
Recommendation 3.7	Carry out a labour market study focused on the agricultural sector. Also explore developing an applied research program in climate change and its effects on regional agriculture.
Recommendation 3.8	Develop a workshop on business management for contract workers.



View the Report

- The report can be viewed from the following link
- nlc.bc.ca/nrlms



Agriculture Study Project Objective

- From September 1, 2020 to June 30, 2021 Northern Lights College will, together with its partners, conduct a study to identify the upcoming labour market gaps in the agriculture and agrifood industry,
- Some examples of the study will be the examination of the agriculture and agrifood industry regarding current and continuing research, its contribution to GDP, overall value to the economy, marketing and transportation issues.
- To close the current labour market gaps the study will examine the investments required to bolster the skills and the developments of agriculture, agrifood and native plant nurseries in Indigenous communities.

Agriculture Study Project Description

- Northeast BC produces more forage, grain (barley, oats, wheat), seed, and canola than any other region of British Columbia.
- Cattle ranching is also well established in the region, and game production remains in the area – particularly bison production
- Commercial meat processing exists to support this industry, but the level of support does not meet the local demand.

Agriculture Study Project Description

- The opportunity to produce greenhouse vegetables using geothermal or waste heat from industrial operations needs to be investigated.
- The agriculture and agrifood industry are at the intersection of a demographic and technological revolution resulting from changing market conditions, some related to Covid-19. By 2025, one in four Canadian farmers will be aged 65 or older, and over the next decade 37% of the agricultural workforce will be set to retire.
- [Farmer 4.0 - RBC.com](https://www.rbc.com/40)

Agriculture Study Project Activities

- Engage an external consultant;
- Convene an Advisory Committee to establish a Terms of Reference and a schedule for meetings.
- Conduct a literature review of existing local and provincial labour market information related to the sector and produce two scenarios - base case and optimistic case, related to current and future labour needs.
- Conduct a minimum of ten (10) interviews with major agriculture and agrifood associations and equipment dealers in the Northeast area and other parts of British Columbia and Canada.
- Conduct a minimum of thirty (30) interviews with farmers and ranchers and their suppliers in the Northeast. Representation from the targeted sectors; cattle, grain, specialty crops and equipment dealers.
- Conduct a minimum of four (4) interviews with Indigenous communities regarding Indigenous plant nurseries.

Agriculture Study Project Activities

- The results of these interviews along with the review of existing labour market information and prior reports will be used to develop a Labour Market Strategy for the agriculture and agri-food sectors in Northeast BC that will include:
 - Current and projected labour market needs for the region's agriculture and agri-food workforce and identify how to address those needs
 - An assessment of opportunities for longer term employment in emerging industries/sectors
 - An action plan for implementation of the strategy

Agriculture Study Conclusions

- Based on the results of this study, a report including an executive summary will outline a labour market strategy to address current and projected labour market needs in Northeast BC.
- It will make recommendations to help new talent develop world-class skills and encourage the industry to further embrace a culture of innovation.

New Webinar Coming July 22, 2020 11 a.m. MST!



Managing Orphans

Are you a land owner with a dormant or orphan oil and gas site on your land?

Are you looking for more information on what the Commission is doing regarding these sites?

To learn more: email **Stakeholder@bcogc.ca** to sign up for the link to our pre-recorded webinar.



WHISKEY JACK
NORDIC SKI CLUB

9508 113 Avenue

Fort St. John, BC

V1J 2W9

whiskeyjacknsc@gmail.com

<https://whiskeyjacknordic.ca/>

July 16, 2020

Peace River Regional District

Box 810

Dawson Creek, BC

V1G 4H8

Re: Resolution of Support for Grant

The Whiskey Jack Nordic Ski Club is applying for funding from the BC Hydro Go Fund, to provide ski rental equipment available to the community (particularly youth). In addition, we are seeking to acquire 2 pulkes (toboggans for toddlers) so that parents can go skiing when their children are young.

The WJNSC is anticipating an increase in interest in cross country skiing this winter as more people look for outdoor recreational opportunities for themselves and their children. COVID restrictions for inside spaces this winter will cause people to look outdoors for organized and non-organized activity, and it is a fact that cross country ski clubs across Canada are preparing for an influx of new skiers.

The resolution should read:

"THAT, the Peace River Regional District supports the application to Northern Development Initiative Trust from the Whiskey Jack Nordic Ski Club for a grant of up to \$10,000 from the BC Hydro Go Fund."

Thank you,

Eliza Stanford

Whiskey Jack Nordic Ski Club

Received DC Office July 22, 2020

Sent: July 22, 2020 6:17 PM

To: prrd dc <prrd.dc@prrd.bc.ca>

Subject: Colonial name of our province

Dear Regional District Chair and Board Members:

I would like to request council to urge the provincial government, through a council resolution, to proclaim a new INCLUSIVE name for our province and adopt a new flag and coat-of-arms on the 150th anniversary of the province's entry into the Canadian confederation on July 20, 2021.

The intent is not to revise our history but to greatly expand its limited focus under the province's current name and symbols. It will create new economic activity, post COVID-19, and will generate world-wide attention [new world maps, atlases] and recognition that our province is inclusive of all its peoples. It will be a boon to tourism, particularly in an interest in our indigenous cultures.

The government should consult with our indigenous communities on a new name that will reflect the province's more than 10,000 years of indigenous history, its awesome grandeur, diverse bio-geoclimatic zones and mosaic of multi cultures. The new name should be short and easily pronounceable and spelled. Today, it has become a practice, before a public event, to have an indigenous land acknowledgement. Is this mere tokenism, under the guise of Truth and Reconciliation, even when our province continues to have a COLONIAL name, flag and coat-of-arms?

Queen Victoria, a monarch who never set foot in these parts, chose the name "British Columbia" on July 24, 1858, by. Her decision, though said to be hesitant, was unilateral. She did not consult with the mostly indigenous people who lived here.

Vancouver Island was a British colony for just 22 years. The mainland was a colony for 13 years. British rule ended in 1871. Yet we cling to the "British" moniker while ignoring [a] the more than 10,000 years that indigenous communities inhabited these lands, and [b] our 149 years in the Canadian confederation.

Some will argue that a name change will dishonour British roots and heritage, and, oh yes, tradition. They conveniently forget the roots, heritage and traditions of our

indigenous communities, who have lived here for more than 10,000 years, and those of us who are not of British [today a minority] ancestry.

We are not British. And Columbus never came here. It is meaningless name, particularly when abbreviated to BC, and confusing [there is a Colombia country and BC is mostly commonly interpreted as ‘Before Christ’ or, tongue in cheek, “British Colonists”]. We have laboured under this colonial pretension for too long. There were many Canadians who had their knickers in a knot when Prime Minister Lester B. Pearson proposed a new flag on June 15, 1964, that was inaugurated on February 15, 1965, a mere eight months later. Was this a mistake? Should we have kept the old Canadian Red Ensign with the Union Jack and coat of arms on a red background so that we could continue to show our gratitude to the British? Today the Maple Leaf is the pride of all Canadians.

When can we take pride in our province’s name, flag and coat-of-arms?
A new name, flag and coat of arms would be in accordance with Premier John Horgan’s recent challenge of “thinking outside the box” in the “new normal” after the COVID-19 pandemic.

It will demonstrate solid confidence in our selves as a province that is inclusive of all its residents, rather than clinging to coattails of British colonists.

The name, of course, cannot be fully changed overnight because it is a complex matter. However, many countries had the fortitude to make a start and go through a liberating process of choosing a new name [i.e. Ghana, Indonesia, Sri Lanka, Zambia, Mali, etc.] and implementing it fast.

If we keep the status quo, we are only confirming that many in our midst still have the “colonizers’ supremacy culture” and all their talk about reconciliation with our indigenous peoples and being a multicultural province is only tokenism and not full and respectful inclusion.

Sincerely

Ben Pires
Victoria

My take on our province's flag:

It is a **COLONIAL** flag.

The top depicts the Royal Union Flag
with a crown in the centre.

This only reflects **22** years of Vancouver
Island and **13** years of the Mainland
as British colonies.

It **IGNORES 149** years of the province
in the Canadian Confederation
and the more than **10,000** years of
indigenous communities on these lands.



Ben Pires, Victoria

Received DC Office July 31, 2020



Box 56 Rose Prairie, BC V0C 2H0

Phone: (250) 827-3776 Fax: (250) 827-3778

July 30, 2020

Board of Directors
Peace River Regional District
P.O. Box 810
Dawson Creek, BC.
V1G 4H8

Dear Sirs/Mesdames;

Re: Doig River Treaty Land Entitlement Land Selections-Letter of Support from PRRD

Thank you for hosting the recent meeting between Doig River First Nation (DRFN) and the Peace River Regional District (PRRD) in regards to DRFN's TLE land selections.

As follow up to this meeting DRFN is providing a map with our land selections and its intended future uses. As you are aware, DRFN has existing fee simple land holdings within the PRRD in Rose Prairie and Charlie Lake that will remain fee simple and are within the acceptable uses as per the PRRD policies and the Agricultural Land Reserve (ALR) requirements.

As indicated on the map attached, the majority of the land selections are in near proximity to IR #206 (Doig River Reserve) IR #204 (Beaton Reserve) or in DRFN's K'ih Tsaa? dze Tribal Park. These lands selections are to expand on our existing reserves and will be for cultural use. We have provided a copy of a historical DRFN BC TLE (September 2012) community document that highlights the reasons for the lands selections and the history behind the locations.

The Petersen's Crossing selection will continue to be a combination of residential and cultural use as it is a historical location where DRFN members resided after displacement from Montney IR #172. We have Elders that currently reside there and seasonal camping and family gatherings occur at Petersen's Crossing.

DRFN is also seeking a letter of support for our non-TLE land selections slated for Additions To Reserve (ATR) on the Old Fort Road. DRFN purchased these lands from local pioneer families as a place for our Elders and community members to gather due to the construction and flooding caused by the Site C dam. BC Hydro and farmers along the Peace River have historically alienated DRFN band members from accessing and using their traditional sites along the Peace River and the Site C dam will flood significant historical and cultural places that include gravesites of DRFN members from the Attachie family.

Securing land at Old Fort was important for DRFN to maintain a connection to these traditional places and the opportunity to have spaces for the intergenerational transmission of culture that includes drumming, tea dances, gatherings and language. DRFN does not have established long term plans for the two properties at Old Fort other than the existing agricultural lease we have with Tea Creek Farms and rental of the properties by tenants. DRFN intends to maintain the land in a natural condition so the members can enjoy the land as they were promised under the articles of Treaty. Should there be a change in the plans, DRFN, as always has been transparent and sought the support of our local municipality and regional governments to support our initiatives.

DRFN's priority at this time is to focus on completing our Municipal Services Agreement (MSA) for our FSJ Urban Lands. We believe that significant investments from our TLE settlement will infuse much needed capital investment and employment for our local community and its residents.

DRFN is amenable to having conversations with the PRRD on an MOU or a MSA should the PRRD wish to do so at its convenience.

We hope that by providing this additional information and meeting with senior PRRD staff gives the Board of Directors the comfort they need in providing letters of support and the opportunity to being an important part of the reconciliation of outstanding treaty obligations for DRFN.

Should you have any further questions, do not hesitate to contact our Band Manager for further information or to set up a meeting or conference call.

Kind regards,

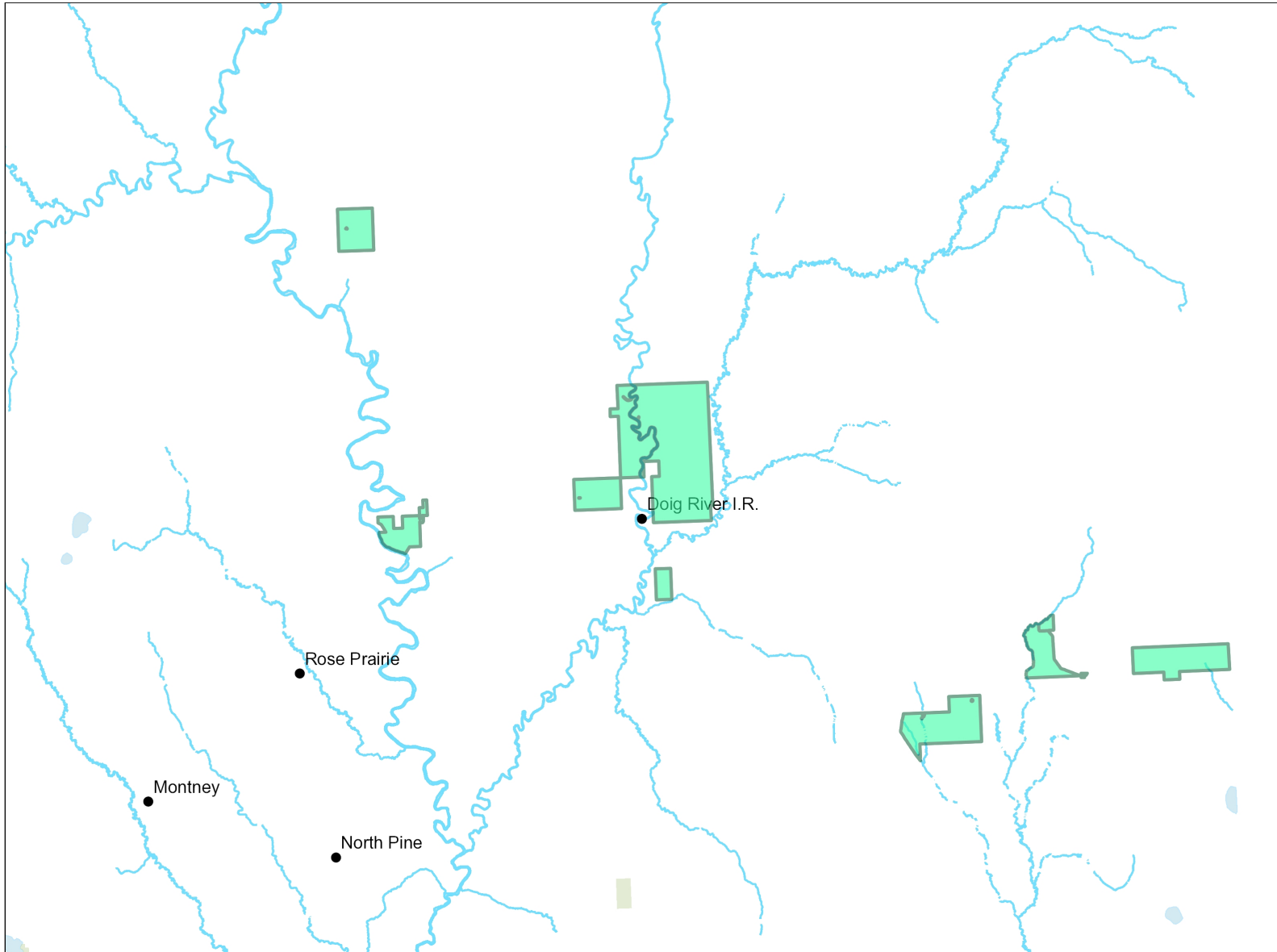
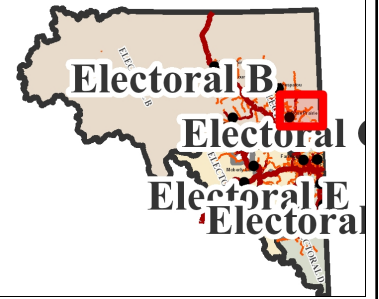
A handwritten signature in cursive script, appearing to read 'Shela', with a long horizontal flourish extending to the right.

DOIG RIVER FIRST NATION

cc: Dan Penner, Urban Systems, Allisun Rana, Rana Law



Peace River Regional District



Legend

- Hwy Mile Marker
- Rural Community
- Parks
- Highway
- Streams/Rivers
- Lakes
- Doig River FN TLE

1: 320,000



16,256.0 0 8,128.00 16,256.0 Meters

NAD_1983_UTM_Zone_10N
© Latitude Geographics Group Ltd.

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.

Notes

Doig River First Nation TLE



DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-BRD-003

From: Director Goodings

Date: July 30, 2020

Subject: Farmers' Information Service

PURPOSE / ISSUE:

The decision on awarding the contract to the applicant whose application was vetted through the committee is long overdue. This is now under the Ministry of Agriculture who have had a change of DM recently. While the Farmers' Information Service falls far short of what the agriculture sector needs, it would likely be better than nothing. Several of our producers were left hanging when the previous contract was finished.

RECOMMENDATION / ACTION: [Corporate Unweighted]

Time to put some pressure on the Province to make a decision on the applicant and either award the contract or come up with a solution. It is unfair to leave the producers with no place to get answers to their issues. Writing a letter seems a bit futile so I am suggesting that the Chair take action and contact the Minister of Agriculture, Minister of Finance and the Minister of Natural Resources to request a decision.

BACKGROUND/RATIONALE:

As above.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.



DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-BRD-004

From: Leonard Hiebert, Director

Date: July 31, 2020

Subject: Village of Pouce Coupe and the Royal Canadian Mounted Police Letter of Agreement

PURPOSE / ISSUE:

To sign a Letter of Agreement between the PRRD, the Village of Pouce Coupe and the Royal Canadian Mounted Police, "E" Division Dawson Creek Detachment, regarding space for the Community Policing Office in Pouce Coupe.

RECOMMENDATION / ACTION: [Corporate Weighted]

That the Regional Board enter into an agreement with the Village of Pouce Coupe and the Royal Canadian Mounted Police, "E" Division -Dawson Creek Detachment, for the Community Policing Office at the Pouce Coupe Fire Hall, further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

The Village of Pouce Coupe will provide space at the Pouce Coupe Fire Hall to the Royal Canadian Mounted Police (RCMP), "E" Division Dawson Creek Detachment, for the Community Policing Office (CPO) at no charge. The office will be used as a satellite office for the rural areas.

The RCMP will make all effort to staff police officers at the CPO, however, this will be entirely dependent upon resources of the day and no commitments are made as to having the CPO staffed in its entirety.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

Attachments:

1. Village of Pouce Coupe and the Royal Canadian Mounted Police, "E" Division Dawson Creek Detachment Letter of Agreement

LETTER OF AGREEMENT

BETWEEN

THE ROYAL CANADIAN MOUNTED POLICE, "E" DIVISION DAWSON CREEK DETACHMENT,
Dawson Creek, British Columbia

AND

THE VILLAGE OF POUCE COUPE
Pouce Coupe, British Columbia

1. PURPOSE OF LETTER OF AGREEMENT

The purpose of this Letter of Agreement is to provide clear direction as to the use and expectations of the Pouce Coupe Community Policing Office.

2. TERMS OF AGREEMENT

To be reviewed annually on the 1st of April each year. The renewal format between the parties will be local in nature only and may consist of an exchange of emails between the respective parties or a more formal written process. Terms or agreement of the renewal will not require new signatures from the parties if the Agreement remains unchanged.

3. EFFECTIVE DATE

This Letter of Agreement will take effect on the date that the last signatory to the agreement signs.

4. TERMINATION OF THE AGREEMENT

Termination of this agreement requires seven clear days of notice in writing by the party requesting termination to the other signatories.

6. MODIFICATION OF LETTER OF AGREEMENT

This letter of Agreement may be modified at the request of any one of the signatories but requires seven clear days of notice in writing by the party requesting the modification. Upon modification of this Agreement both signatories must re-sign the new Agreement before it can take effect.

7. DETAILS OF THE AGREEMENT

1. The village of Pouce Coupe (hereinafter referred to as the "village") will provide the space for the Community Policing Office (hereinafter referred to as the "CPO") at no charge and it will be located within the community Firehall located at 5012 49th avenue in Pouce Coupe, British Columbia.
2. The village will ensure the Firehall remains secured from the general public and that the building is locked and alarmed.
3. The village will purchase and maintain furnishings within the CPO which, at the time of this agreement, include a corner desk and two office chairs.
4. The village will provide services to the CPO such as water, power/hydro, internet, and phone; at no charge.
5. The village will provide unrestricted access of the CPO to the Dawson Creek RCMP (hereinafter referred to as the "RCMP") and will provide needed keys and fobs to gain entry 24/7.
6. The village will ensure unrestricted access to the bathroom within the Firehall and that it is available for use by police officers working out of the CPO.
7. The RCMP will provide and maintain all electronic equipment, which includes: computers, printer, scanners, docking equipment, keyboards, mice, and any other electronic equipment required in the course of their duties.
8. The RCMP will make all efforts to staff police officers in the CPO however this will be entirely dependent upon resources of the day and no commitments are made as to having the CPO staffed in its entirety.

9. The ability to staff the CPO will be left to the Watch Commander on shift.

8. SIGNED

Authorized Authority of the Village of
Pouce Coupe, British Columbia

Date July 16 2020

Authorized Authority of Peace River Regional
District, British Columbia

Date _____

Detachment Commander or Delegate
Royal Canadian Mounted Police Dawson Creek

Date _____



REPORT

To: Chair and Directors

Report Number: ENV-BRD-012

From: Paulo Eichelberger, General Manager of Development Services

Date: July 3, 2020

Subject: July 2, 2020 Solid Waste Committee Recommendation

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

RECOMMENDATION: *[Corporate Weighted]*

That the Regional Board notify nearby property owners of the proposed acquisition of 8225-271 Rd for the purpose of expanding and upgrading the existing transfer station and authorize an offer of \$5,000 for the purchase of 8225-271 Road (PID 012-260-509) from the Province of British Columbia subject to receipt of a Phase 2 environmental assessment satisfactory to the PRRD.

BACKGROUND/RATIONALE:

Following a recommendation received from the Solid Waste Committee, the Regional Board, at its August 23, 2018, meeting resolved:

MOVED, SECONDED, and CARRIED

That the status of a proposed property (located on 271 Road, north of the current unmanned waste site near the Groundbirch store) be monitored every four months, for siting a manned transfer station and that any changes in said property's status be reported back to the Solid Waste Committee.

Staff have been monitoring the site, as the property had been in forfeiture. As of March 2020, the property was cleared to accept application for purchase or tenure. A property appraisal, conducted in March 2018 by Aspen Grove Properties, assessed the property at \$24,000 to purchase. The site in question is not in the Agriculture Land Reserve.

There is a need to remove a variety of debris from the site prior to any construction. The Committee recommended proposing a purchase price to the Province of \$5,000, dependent on receipt of an Environmental Certificate ensuring no contamination on site.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery

FINANCIAL CONSIDERATION(S):

If approved, purchase of the property would take place in the 2021 budget year. The estimated cost for the property is \$5,000 (as recommended by the Solid Waste Committee), and \$39,000 to clear any debris from site.

COMMUNICATIONS CONSIDERATION(S):

Nearby property owners will be contacted to obtain feedback on the siting of a transfer station next to their private property, prior to the offer to the Province being made.

OTHER CONSIDERATION(S):

None.



REPORT

To: Chair and Directors

Report Number: ENV-BRD-009

From: Paulo Eichelberger, GM of Environmental Services

Date: July 14, 2020

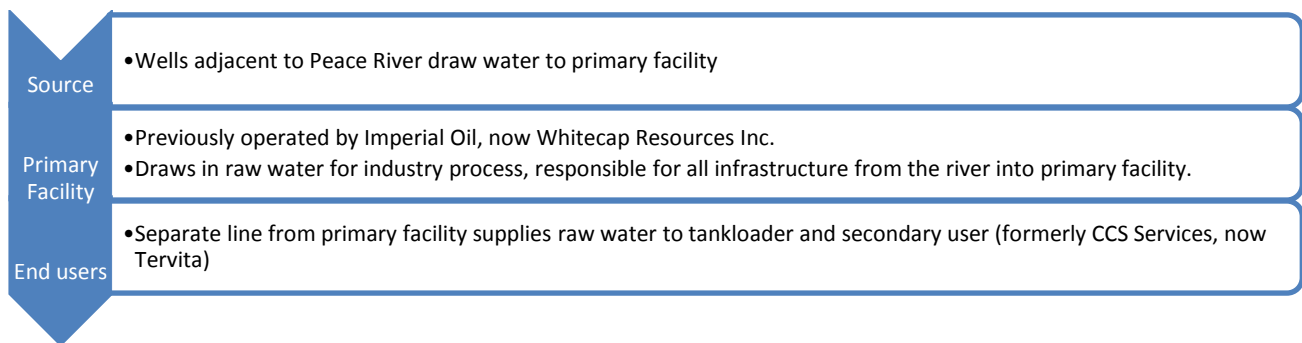
Subject: Boundary Lake Water Supply Amendment Agreement

RECOMMENDATION: *[Corporate Weighted]*

That the Regional Board approve the amended Water Supply License Agreement for the Boundary Lake Tankloader Facility, which further updates the 2005 "Water Supply License Agreement" to reflect updated stakeholder names, related payment terms, termination notice, and clauses regarding discontinuance of site operations; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement.

BACKGROUND/RATIONALE:

The Peace River Regional District currently operates four potable water tankloader facilities that supply water to Electoral Area B residents. One of these systems is located at 1105 Cecil Lake Road and is known as the Boundary Lake Tankloader Facility. This system is unique as it is supplied by an adjacent facility, independent from the PRRD, through a raw water line. The system has been in place for many years, and in that time both the raw water supplier and secondary user downstream of the station have changed hands, as shown below:



The 2005 Water Supply License Agreement, for use of the raw water supplying the PRRD potable water treatment system, has been amended as follows:

1. The names of the various stakeholders have been updated.
2. New water use and power rates are to be paid to Whitecap:
 - a. \$1.50/m³ of raw water paid by the PRRD to Whitecap Services for the raw water supply.
 - b. Power usage by the tankloader as tracked on a separate meter and based on Whitecap's BC Hydro equivalent demand charge and average monthly charge plus 5%¹.
3. Section 13 (Discontinuance of Plant Operations) has been updated such that if Whitecap discontinues its Plant Operations, negotiations will occur with the PRRD for transfer of the water

¹ The tankloader has historically drawn power from the Whitecap facility.

pipeline and associated facilities or, if Whitecap changes water source, it will continue to provide fresh water to the tankloader facility subject to the PRRD's approval.

4. Section 17 (Termination) now allows for 12 months' written notice on the part of Whitecap or the PRRD to end the contract.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

PRRD charges \$3.00/m³ of treated water purchased by customers.

PRRD Charges Under Agreement	Cost Per Unit	Est. Cost Per Year (based on usage/power rates)
Water supply	\$1.50/m ³	\$14,400
Station power consumption		\$5,000

The PRRD's cost of operating the tankloader facility is approximately \$97,400 per year (\$19,400 under the Whitecap Agreement plus \$78,000 in general operations and maintenance) versus \$29,000 in annual revenue.

COMMUNICATIONS CONSIDERATION(S):

None identified.

OTHER CONSIDERATION(S):

Historically, Imperial Oil/Whitecap provided the raw water and power to the PRRD free of charge. With the change in stakeholders, the new rate (1.50/m³) and the power cost above were based on a portion of estimated costs for Whitecap to maintain their pump system and guarantee water supply to the PRRD tankloader.

Attachments:

1. 2020 Amendment of Water Supply Licensing Agreement
2. 2014 Assignment Agreement - Imperial to Whitecap
3. 2005 Water Supply License Agreement - Boundary

MODIFICATION OF WATER SUPPLY LICENSE AGREEMENT

THIS AGREEMENT dated for reference March 10, 2020 is

BETWEEN:

WHITECAP RESOURCES INC., 3800, 525-8 Avenue SW Calgary, AB T2P 1G1

(**"Whitecap"**)

AND:

PEACE RIVER REGIONAL DISTRICT, Box 810-1981 Alaska Ave., Dawson Creek, BC
V1G 4H8

(the **"Regional District"**)

WHEREAS:

- A. Whitecap operates a Water Injection Pump Station (the "Plant") in the Peace River Regional District on land legally described as LSD 15-26-84-14 W6M;
- B. For the purpose of operating the Plant, Whitecap uses water which it draws through a pipeline (the "Pipeline") from wells (the "Wells") located near the Peace River some distance from the Plant;
- C. Pursuant to a Water Supply License Agreement with an effective date of January 1, 2005, as amended via an Amending Agreement dated April 18, 2019, (collectively, original agreement and the amendment are the "Water Supply Agreement"), the previous operator of the Plant, Imperial Oil Resources, granted the Regional District the rights necessary to obtain water from Imperial Oil's facilities in order to provide water to the public and other users;
- D. Pursuant to an assignment agreement dated for reference May 1, 2014 (the "Assignment Agreement"), Whitecap agreed to assume and be bound by, observe and perform all terms and covenants of the Water Supply Agreement to be observed and performed by Imperial Oil Resources;
- E. The Regional District entered into an agreement dated April 6, 2005, with Tervita Corporation (at the time known as CSS Energy Services) under which Tervita agreed to assist the Regional District in constructing water supply infrastructure in exchange for the Regional District providing Tervita with fresh water from the Pipeline to its Boundary Lake Facility and the Regional District continues to supply water to Tervita under such agreement; and
- F. Whitecap and the Regional District wish to modify the Water Supply Agreement in the manner set out below.

NOW THEREFORE in consideration of the payment of \$10.00 by the Regional District to Whitecap, and other good and valuable consideration, the receipt and sufficiency of which Whitecap acknowledges, Whitecap and the Regional District agree as follows:

1. The Water Supply Agreement is modified as follows:

(a) by deleting Recital F. and replacing it with the following:

F. The Regional District has also requested that Imperial Oil allow it to supply water for industrial and other purposes to Tervita Corporation's ("Tervita"), formerly known as "Canadian Crude Separators" and "CCS Energy Services", Boundary Lake facility, which is located at 15-26-084-14W6M.

(b) in the second sentence of section 2., by adding the words "and Tervita" between the word "public" and the words "both through the".

(c) in the fourth line of section 3., by adding the ", Tervita" between the word "public" and the words "and other users".

(d) at the end of section 6., by adding the words "and Tervita" after the word "public" and before the period at the end of section.

(e) in the first line of section 7., adding the words "and Tervita" between the word "public" and the words "act on its".

(f) by deleting section 13 [Discontinuance of Plant Operations] and replacing it with the following:

13.

(1) If for any reason Imperial Oil discontinues its Plant operations, the parties will, at the Regional District's option, enter into good faith negotiations for the continued use or transfer of the Pipeline and related facilities to the Regional District for a nominal cost.

(2) If for any reason Imperial Oil discontinues its use of the Pipeline and uses a different source of water for Plant operations, Imperial Oil will continue to deliver and supply fresh water to the Regional District from that new water source in accordance with this Agreement to the Current Public Supply Connection, or another supply site agreed to by the Regional District in writing.

(g) by deleting section 17 [Termination] and replacing it with the following:

17. (1) This Agreement will remain in place until terminated by one of the parties as provided for in this section.

(2) The Regional District may terminate this Agreement at any time by giving Imperial Oil 12 months' notice of its intention to terminate this Agreement.

(3) If Imperial Oil discontinues its Plant operations for any reason, Imperial Oil may terminate this Agreement by giving the Regional District 12 months' notice of its intention to terminate the Agreement, in which case the Regional District's option under section 13(1) will apply.

2. Time is of the essence in the Water Supply Agreement as amended by this Agreement.
3. This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.
4. This Agreement may be executed in multiple counterparts, each of which may be delivered by electric mail and shall be deemed to be an original and all of which together constitute one and the same agreement.
5. Except as modified by this Agreement, the Water Supply Agreement remains in full force and effect.

As evidence of their agreement to be bound by the above terms and conditions, the parties have executed this agreement under seal below on the dates written below.

Executed by **WHITECAP RESOURCES INC.** by its
authorized signatory this 10 day of March, 2020

Name:

Barb Miller
Manager, Joint Ventures
Whitecap Resources Inc.

Executed by **PEACE RIVER REGIONAL DISTRICT** by its
authorized signatories this ___ day of _____, 20___

Name:

Name:



Imperial Oil Resources
237 Fourth Avenue S.W.
P.O. Box 2480, Station "M"
Calgary, Alberta
Canada T2P 3M9

Roxanne Reimer, CPMA
Team Lead - Land
Asset Enhancement

Tel. (403) 232-5838
Fax: (403) 237-4265
Email: roxanne.c.reimer@exxonmobil.com

May 1, 2014

File: BO004371

PEACE RIVER REGIONAL DISTRICT
BOX 810
DAWSON CREEK, BC.
V1G 4H8

**RE: NOTICE OF DISPOSITION AND REQUEST FOR CONSENT
WATER SUPPLY LETTER AGREEMENT, EFFECTIVE JANUARY 1, 2005
(THE "AGREEMENT")
BOUNDARY LAKE, BC.**

Pursuant to a purchase and sale agreement dated March 14, 2014, and made effective November 1, 2013, IMPERIAL OIL RESOURCES sold its entire interest in the referenced Agreement to WHITECAP RESOURCES INC. A copy of an Assignment Agreement evidencing the transaction is enclosed for your records.

In accordance with the terms of the Agreement, we hereby request your consent to the disposition by signing one copy (1) of this letter in the spaces provided below and returning it to the undersigned.

We trust you find the foregoing in order, and thank you for your co-operation.

Yours truly,

IMPERIAL OIL RESOURCES

Roxanne Reimer, CPMA
Team Lead - Land
Asset Enhancement

Enclosure

cc: Whitecap Resources Inc.
Attention: Heather Darrah

COMPANY:

PEACE RIVER REGIONAL DISTRICT

hereby consents to IMPERIAL OIL RESOURCES' disposition to WHITECAP RESOURCES INC. of its interest under the Agreement.

(Signature)

Sharon Anderson
Deputy CAO

(Name and Title)

Dated this 7 day of May, 2014

ASSIGNMENT AGREEMENT

AGREEMENT dated May 1, 2014

BETWEEN:

IMPERIAL OIL RESOURCES, an Alberta limited partnership,
having an office in Calgary, in the Province of Alberta
("Assignor")

- and -

WHITECAP RESOURCES INC., a body corporate, having an
office in the City of Calgary, in the Province of Alberta
("Assignee")

WHEREAS:

- A. Assignor is a party or a successor to a party, as at the date of this agreement, to the Agreement described in Schedule "A", attached to and forming part of this agreement (the agreement or agreements set out in Schedule "A", together with any amendments, collectively being called the "Agreement"); and
- B. Assignor has agreed to assign and convey to Assignee all Assignor's right, title and interest in and to the Agreement (the "Assigned Interest") effective 08:00 a.m. on November 1, 2013 (the "Effective Time").

NOW THEREFORE this agreement witnesses that in consideration of the foregoing and of the covenants and agreements contained in this agreement, the parties agree that:

- 1. Assignor transfers, assigns and conveys the Assigned Interest to Assignee as of the Effective Time.
- 2. Assignee shall replace Assignor as a party to the Agreement with respect to the Assigned Interest on and after the Effective Time.
- 3. Assignee agrees to assume and be bound by, observe and perform all terms and covenants of the Agreement to be observed and performed by Assignor with respect to the Assigned Interest at all times on and after the Effective Time.
- 4. Assignee agrees to assume and will be entitled to all rights, benefits and privileges of Assignor under the Agreement with respect to the Assigned Interest at all times on and after the Effective Time.
- 5. Assignee hereby acknowledges that Assignor shall be deemed to have been acting as the trustee and agent of Assignee in all matters occurring in respect of the Agreement between the Effective Time and the delivery of a copy of this agreement and Assignee hereby ratifies, adopts and confirms all acts and omissions of Assignor in its capacity as such trustee and agent to the end that all such acts and omissions shall be deemed to have been effected by Assignee.
- 6. At the request of Assignee the parties shall execute all documents and perform all acts as may be reasonably required for the purpose of vesting the Assigned Interest in Assignee.

7. This agreement shall not merge with, supersede, or extinguish the provisions of any other agreements which relate to the transfer of the Assigned Interest from Assignor to Assignee.
8. This Agreement may be executed in counterparts and all executed and delivered counterparts together shall constitute one agreement.
9. The address of Assignee for the purposes of the Agreement shall be:

WHITECAP RESOURCES INC.
500, 222 - 3rd Avenue S.W.
Calgary, Alberta T2P 0B4

Attention: Manager, Contracts and Lease Admin
FAX: (403) 266-6975
10. The Agreement shall continue in full force and effect from and after the Effective Time with Assignee made a party to the Agreement to the extent of the Assigned Interest and shall be amended as necessary to give effect to this agreement and, as so amended, is ratified and confirmed by each party.

THE PARTIES HAVE EXECUTED AND DELIVERED THIS AGREEMENT AS FOLLOWS:

IMPERIAL OIL RESOURCES

Assignor

WHITECAP RESOURCES INC.

Assignee

Per: _____

by its attorney
Mark M. Pinsent,
Asset Enhancement Manager

Per: _____

Heather Darrah
Manager, Contracts and Lease Admin

Date: May 1, 2014

Date: May 1, 2014

This is the execution page to an Assignment Agreement dated May 1, 2014 between IMPERIAL OIL RESOURCES, as Assignor, and WHITECAP RESOURCES INC. as Assignee, relating to the WATER SUPPLY LETTER AGREEMENT, EFFECTIVE JANUARY 1, 2005.

SCHEDULE "A" attached to and forming part of an Assignment Agreement dated May 1, 2014 and made between IMPERIAL OIL RESOURCES, as Assignor, and WHITECAP RESOURCES INC., as Assignee.

The "Agreement"

WATER SUPPLY LETTER AGREEMENT, EFFECTIVE JANUARY 1, 2005 between IMPERIAL OIL RESOURCES, AND PEACE RIVER REGIONAL DISTRICT

The "Assigned Interest"

Assignor's entire interest

The Wells/Facility/Pipeline *(for reference only)*

15 26 084 14 W6M



Imperial Oil Resources
237 Fourth Ave SW
PO Box 2480 Stn M
Calgary AB T2P 3M9

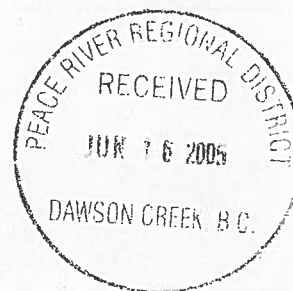
B.E. (Brian) Zimmer P.Eng
Joint Venture Operations Representative
Operations Technical

Room 08099 FAP
Tel. (403) 237-2842
Fax. (403) 237-4054
brian.e.zimmer@esso.ca

June 10, 2005

Our reference: BO4371.1

Peace River Regional District
P.O. Box 810
Dawson Creek, BC
V1G 4H8
Attention : Faye Salisbury



Subject: Water Supply License Agreement

Attached is the executed copy of the Water Supply License Agreement for your files.

If you have any questions regarding this agreement please contact me at (403) 237-2842 or at brian.e.zimmer@esso.ca

Yours truly,

IMPERIAL OIL RESOURCES


Joint Venture Representative

WATER SUPPLY LICENSE AGREEMENT

BETWEEN

IMPERIAL OIL RESOURCES,
an Alberta limited partnership registered
to carry on business in the Province
of British Columbia

("Imperial Oil")

AND

PEACE RIVER REGIONAL DISTRICT Incorporated under the
Local Government Act R.S.B.C. 1996, c. 323, and having an office at
Box 810 - 1981 Alaska Avenue, Dawson Creek, BC V1G 4H8

(the "Regional District")

WHEREAS:

- A. Imperial Oil operates a Water Injection Pump Station (the "Plant") in the Peace River Regional District on land legally described as LSD 15-26-84-14 W6M.
- B. For the purpose of operating the Plant, and for incidental domestic purposes, Imperial Oil uses water which it draws through a pipeline (the "Pipeline") from wells (the "Wells") located near the Peace River some distance from the Plant.
- C. In addition to the use of water referred to in recital B, Imperial Oil has been allowing the public to draw water, for a variety of purposes including domestic purposes, from a connection located at the Plant site (the "Current Public Supply Connection").
- D. In view of the regulatory regime applicable to the supply of water to the public, including the *Drinking Water Protection Act*, S.B.C. 2001 c. 9, and in view of common law liability exposure as a water supplier, Imperial Oil intends to cease supplying water to the public.
- E. The Regional District wishes to ensure that the supply of water to the public continues and has requested that Imperial Oil confer upon it the rights necessary to allow the Regional District to draw water from the Wells, and to use the Pipeline, for that purpose.
- F. The Regional District has also requested that Imperial Oil allow it to supply water for industrial and other purposes to Canadian Crude Separators, which is constructing a Waste Recycling Facility on land located near the Imperial Oil Plant.

NOW THEREFORE in consideration of the terms and conditions set out below and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree as follows:

Definitions

1. In this agreement:

"Current Public Supply Connection" has the meaning given to it in Recital C;

"Effective Date" means January 1, 2005;

"Pipeline" has the meaning given to it in Recital B;

"Regional District Supply Site" means the lands shown as such on Schedule A;

"Regional District Water Supply System" means the water supply system from which water is delivered to users at or from the Regional District Supply Site;

"Wells" has the meaning given to it in Recital B; and

"Well Site" means the site at which the Wells are located, which is shown as the Well Site on Schedule A.

Responsibilities of the Parties

2. As of the Effective Date, Imperial Oil will use its reasonable efforts to deliver, and continue to supply, fresh water to the Regional District, through its existing pipeline system, to the Current Public Supply Connection. Also as of the Effective Date, the Regional District will assume all responsibility for the delivery of fresh water to the public both through the Current Public Supply Connection and through the Regional District Supply Site.

Grant of License

3. Imperial Oil hereby grants to the Regional District a non-exclusive license to use the Well Site, the Pipeline and related facilities for the purpose of drawing water from the Wells through the Pipeline to the Regional District Supply Site and delivering that water for any purpose to the public and other users at or from the Regional District Supply Site.

Withdrawal Permit

4. Imperial Oil and the Regional District will work together to ensure that the Regional District acquires its own water withdrawal permit and to ensure that such permit is exercised through Imperial Oil's pipeline and related facilities. Until such time as the Regional District acquires its own water withdrawal rights, Imperial Oil shall, to the extent it is permitted to do so, make water available to the Regional District out of its water withdrawal permit.

Operation Costs

5. Imperial Oil will transport the Regional District's water at no cost to the Regional District.

Construction of Buildings and Other Works

6. The Regional District will be solely responsible for designing and constructing the Regional District Supply Site and any and all facilities and improvements it deems necessary for the supply of water to the public.

Agency

7. The Regional District will, in the supply of water to the public, act on its own behalf and, at no time, will it act as agent for Imperial Oil.

Compliance with Enactments

8. In connection with the supply of water by it under this Agreement, the Regional District may do all things necessary at the Well Site, the Current Public Supply Connection or the Regional District Supply Site to ensure that water supplied to the public complies with the *Drinking Water Protection Act*, S.B.C. 2001, c. 9 (the "Act") and all other applicable enactments.

Control of Water Supply System

9. The Regional District acknowledges that for the purpose of the Act, the Regional District has sole responsibility for the operation of the Regional District Water Supply System and for complying with the Act and all other enactments applicable to the operation of that system.

Water Quality

10. Imperial Oil makes no representation or warranty whatsoever as to the quality of water to be obtained by the Regional District under this Agreement or as to its suitability for domestic or any other use.

Water Volumes

11. To the extent that the Regional District's water allocation is taken out of Imperial's water quota, such allocation shall not exceed 180 m³/day. The Regional District shall report volumes received on a monthly basis and report such volumes on the first day of each month to the Imperial Oil Field Office.

Temporary Service

12. Until the date that the Regional District Water Supply System is operational, the Regional District may use the Current Public Supply Connection for the purposes set out in Section 2 and the Regional District may allow the public to receive water from that site provided that Imperial Oil continues its Plant operations. Until the date that the Regional District Water Supply System is operational, the provisions of this Agreement shall apply as if the Current Public Supply Connection was located at the Regional District Supply Site.

Discontinuance of Plant Operations

13. If for any reason Imperial Oil suspends or discontinues its Plant operations or use of the Pipeline, the parties will enter into good faith negotiations for the continued use or the transfer of the pipeline and related facilities to the Regional District for a nominal cost.

Force Majeure

14. Imperial Oil will not be in default of its obligations under this Agreement if it is unable to perform those obligations by reason of any cause beyond its control.

Repair and Maintenance

15. The Regional District acknowledges that the performance of obligations by Imperial Oil will be subject to normal business interruptions as well as scheduled, and unscheduled, repair and maintenance of the Pipeline and related facilities. Imperial Oil will endeavour to give the Regional District reasonable notice of any interruption in the delivery of water.

Assignment of Interest

16. The Regional District will only assign the interests conferred by this Agreement with the consent of Imperial Oil.

Termination

17. This Agreement will remain in place until terminated by one of the parties, upon giving the other party six months' notice of the intention to terminate the Agreement.

Execution

18. This Agreement may be executed in counterpart.

Executed by IMPERIAL OIL RESOURCES by its authorised signatory this 2 day of JUNE, 2005

Name: BRINN ZIMMER
JOINT VENTURE REPRESENTATIVE

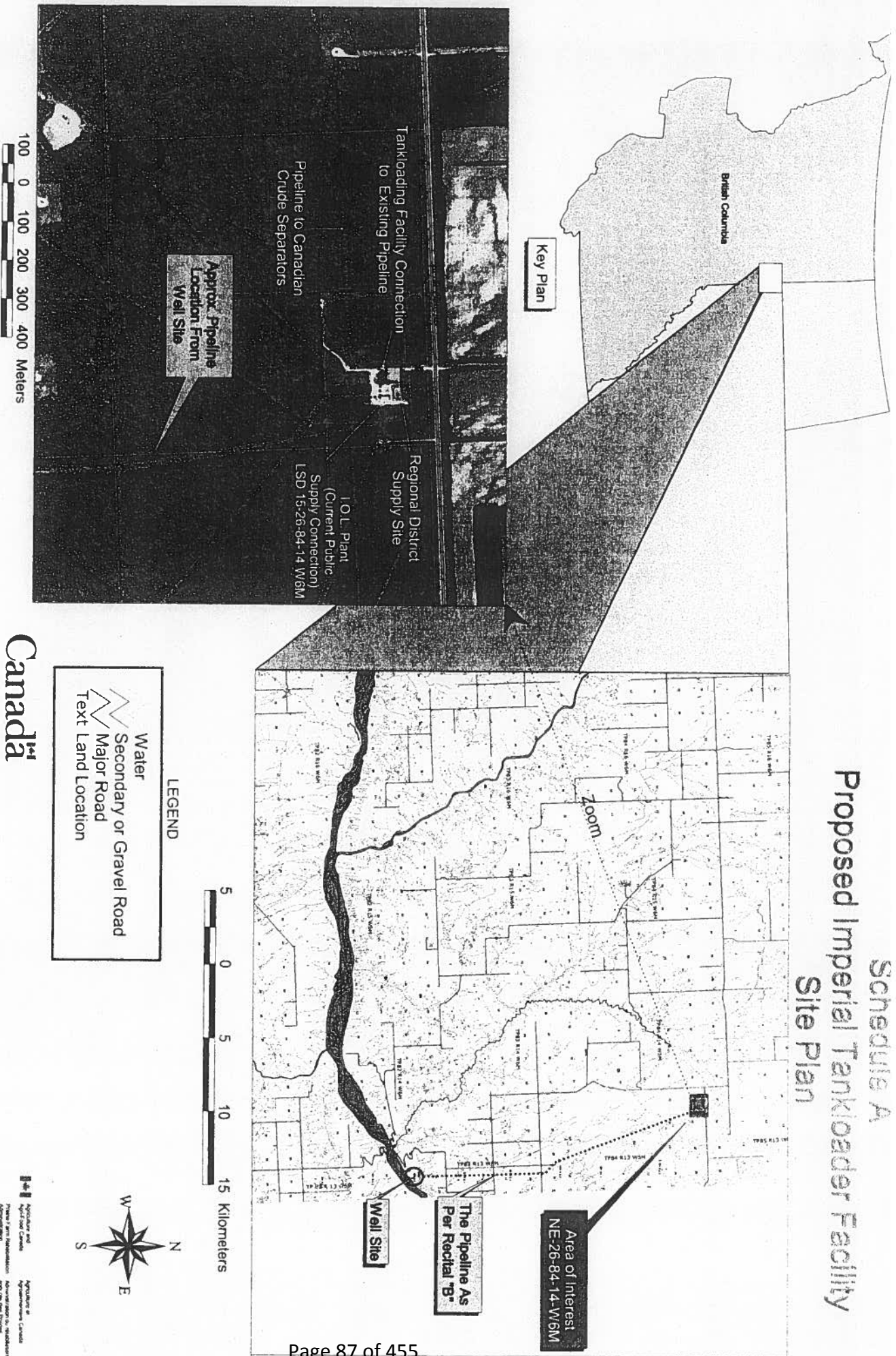
Executed by PEACE RIVER REGIONAL DISTRICT by its authorised signatories this 2 day of JUNE, 2005. 1

(

Name:

Name:

Schedule A Proposed Imperial Tankloader Facility Site Plan



Canada

Imperial Tankloader Facility
Schedule A
Proposed Imperial Tankloader Facility
Site Plan



REPORT

To: Chair and Directors

Report Number: ENV-BRD-013

From: Paulo Eichelberger, GM of Environmental Services

Date: August 7, 2020

Subject: Charlie Lake Reclaim Water Facility Design**RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board award RFP 33-2020 "Charlie Lake Reclaim Water Facility Design" to Urban Systems Ltd. for a cost of \$94,600 (excluding taxes); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

The PRRD operates a Trucked Waste Receiving and Wastewater Treatment Facility (Facility) which serves rural customers from the electoral areas as well as the Charlie Lake Sewage Service Area. A recent assessment of the Facility outlined various opportunities to reclaim the treated effluent to a higher quality at the site for use in several different non-potable, low exposure options¹. The Regional District issued a request for proposal (RFP) to seek out qualified professionals to design a water reclaim system at the Facility. The intent is to have the successful proponent complete a design for upgrades to the Facility for water reclamation which is "shovel-ready."

Through the RFP process, one bid was received from Urban Systems Ltd. (USL), as detailed below:

Urban Systems Ltd	
Mandatory Requirements	
Submission Form (Appendix B)	✓
Pricing (Appendix C)	✓
Experience	✓
Qualifications	✓
Work Plan	✓
Schedule	✓
References	✓
Scoring Matrix Results	
Total Score	95.50
PROPOSAL COST (Excluding GST)	\$94,600.00

¹ Equipment process water, cleaning, composting biosolids, dust control, site irrigation, selling for offsite non-potable use on industrial sites.

Given that all mandatory requirements under the RFP were met and the proponent has a clear understanding of the scope of work within the allotted schedule, it is recommended that USL be awarded contract 33-2020.

Pending award, USL will complete engineered design specifications and tender documents for the construction of water reclaim upgrades to the existing Trucked Waste Receiving and Wastewater Treatment Facility by the RFP deadline of October 15, 2020. Once a design is in place, the PRRD will be in a position to tender for the work and apply for grant funding to complete the work.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Responsive Service Delivery

FINANCIAL CONSIDERATION(S):

\$100,000 has been budgeted for anticipated reclaim water design in the capital GL for 2020.

COMMUNICATIONS CONSIDERATION(S):

None identified.

OTHER CONSIDERATION(S):

None identified.



REPORT

To: Chair and Directors

Report Number: FN-BRD-009

From: Teri Vetter, Chief Financial Officer

Date: July 15, 2020

Subject: 2019 Annual Development Cost Charge Report

RECOMMENDATION: *[Corporate Unweighted]*

That the Regional Board receive the 2019 Annual Development Cost Charge report for information.

BACKGROUND/RATIONALE:

Section 569 of the *Local Government Act* requires that each year the Regional District must prepare, and the Regional Board consider, a report on Development Cost Charges (DCC). The report must include:

- a) the amount of DCC received,
- b) the expenditures from DCC reserves,
- c) balances in DCC reserve funds at the start and end of the year, and
- d) any waivers of or reduction of DCC

ALTERNATIVE OPTIONS:

N/A

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

There were no DCC contributions in 2019. Investment income of \$4,850.01, resulted in a year-end balance of \$277,165.08 when added to the prior year balance.

COMMUNICATIONS CONSIDERATION(S):

This report must be made publicly available until June 30, 2021.

OTHER CONSIDERATION(S):

N/A

Attachments:

1. Schedule A – 2019 Development Cost Charge Report

Schedule "A"

Peace River Regional District
2019 Development Cost Charge Report

In accordance with Division 19 Section 569 Annual Development Cost Charges Report, below is information regarding Development Cost Charges within Electoral Area C which includes the following; the amount of development cost charges received, expenditures from the development cost charge reserve funds, the balance in the development cost charge reserve funds at the beginning and at the end of 2019, as well as any waivers and reductions.

	Opening Balance	DCC Contributions	Investment Income	Expenses	Closing Balance
Bylaw 2146, Charlie Lake Sewer	272,315.07	-	4,850.01		277,165.08

Waivers and reductions provided under Section 563 (2)

There were no waivers or reductions for the 2019 fiscal year.



REPORT

To: Chair and Directors

Report Number: FN-BRD-011

From: Teri Vetter, Chief Financial Officer

Date: August 4, 2020

Subject: 2019 Peace River Regional District Financial Statements

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board accept the Draft Peace River Regional District 2019 Financial Statements effective August 13, 2020.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board approve the Draft Financial Statements as presented as the final Financial Statements for year ended December 31, 2019 effective August 13, 2020 and authorize the Chair and the Chief Financial Officer to sign the Peace River Regional District 2019 Financial Statements.

BACKGROUND/RATIONALE:

In accordance with Section 376 of the *Local Government Act* and Section 167 of the *Community Charter*, the Audited Financial Statements must be presented for Board approval prior to May 15, however due to COVID-19, the deadline was extended to August 31, 2020. The format and presentation of these financial statements are in accordance with Generally Accepted Accounting Principles (GAAP) for local government as recommended by the Public Sector Accounting Board (PSAB) standards of the Chartered Professional Accountants of Canada, and have been applied on a basis that is consistent with that of the preceding year.

Once the Draft Statements are approved and adopted by the PRRD Board, this date becomes the date of the Independent Auditor's Report and the Final PRRD Financial Statements for the year ended December 31, 2019.

The Financial Statements for the PRRD combine General, Water, Sewer, Capital and Reserve Funds and eliminate internal transactions. The Financial Statements are prepared using the accounting standards and reporting model prescribed by PSAS which requires the elimination of Transfer to/from Reserves, allocations between functions. The use of assets is recorded through amortization expense and capital expenditures are capitalized, not expensed in the year.

The Financial Statements are comprised of the following:

- Statement of Financial Position
- Statement of Operations and Accumulated Surplus
- Statement of Changes in Net Financial Assets
- Statement of Cashflow
- Notes to the Financial Statements

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The PRRD is in a Net Asset position which means that the district has sufficient financial assets (\$70.3M) to settle existing liabilities (\$33.35M). As the PRRD's total assets exceed total liabilities, the PRRD is in an accumulated surplus position, meaning that the PRRD has net positive resources that, subject to direction of the Board, could be used to provide future services. The PRRD has an annual surplus of \$10,488,033 (2018 - \$6,530,366).

The PRRD generated approximately \$9.9M from operations and those funds were used to acquire \$5.17M in tangible capital assets, repay \$1.04M in financing, and the remaining was added to available cash resources.

COMMUNICATIONS CONSIDERATION(S):

Once approved, the Financial Statements will be submitted to the Province in advance of the August 31st deadline and posted to the PRRD website.

OTHER CONSIDERATION(S):

There was a Prior Period Adjustment (PPA) made as the PRRD had overstated its tangible capital assets (buildings) in 2018. More information can be found in Note 22.

Management determined the Demand Notes on all MFA Debt to be contingent in nature and has removed them from the Statement of Financial Position under the provisions of PS 3300 Contingent Liability. More information can be found in Notes 5 & 16.

Attachments:

1. Draft 2019 PRRD Financial Statements



PEACE RIVER REGIONAL DISTRICT

Peace River Regional District

Financial Statements

For the fiscal year ended December 31, 2019

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) 785-1455 Email: prrd.fsj@prrd.bc.ca

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Statement of Management's Responsibility

The accompanying financial statements of the Peace River Regional District ("Regional District") are the responsibility of management and have been approved by the Board of Directors.

The financial statements have been prepared by management in accordance with the significant accounting policies as set out in Note 2 to the financial statements and comply with the Canadian Public Sector Accounting Standards ("PSAS") as set by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada and the governing legislation. The financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

Directors are composed entirely of individuals who are neither management nor employees of the Regional District. Directors are responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial statements. Directors fulfill these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. Directors are also responsible for recommending the appointment of the Regional District's external auditors.

The financial statements have been audited by Beswick Hildebrandt Lund (BHL) CPA in accordance with Canadian generally accepted auditing standards on behalf of the Regional District. BHL CPA has full access to the Board of Directors.

Shawn Dahlen, Chief Administrative Officer

Teri Vetter, Chief Financial Officer

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Peace River Regional District

Opinion

We have audited the financial statements of Peace River Regional District (the Entity), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus and changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2019, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standard.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Comparative Information

The financial statements of the Entity for the year ended December 31, 2018 were audited by another auditor who expressed an unmodified opinion on those statements on April 11, 2019.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Partners

Allison Beswick CPA, CA
Norm Hildebrandt CPA, CA
Robin Lund CPA, CGA

Director

Kristin Giannotti CPA, CGA

Beswick Hildebrandt Lund CPA

556 North Nechako Road, Suite 10,
Prince George BC, Canada V2K 1A1
T: +1 250 564 2515, F: +1 250 562 8722

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Prince George, British Columbia

August 13, 2020

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Statement of Financial Position

As at December 31

	2019	2018 (Restated - Note 22)
FINANCIAL ASSETS		
Cash and cash equivalents (Note 3)	66,982,944	58,601,254
Accounts receivables (Note 4)	1,483,648	3,055,118
Reserve deposits (Note 5)	1,829,252	6,328,100
Financial assets before member municipalities	70,295,844	67,984,472
Loans receivables (Note 6 and 10)	62,693,799	67,867,122
	132,989,643	135,851,594
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities (Note 7)	4,005,911	3,561,617
Deferred revenue (Note 8)	282,298	405,142
Landfill closure and post-closure care (Note 9)	4,231,076	5,374,180
Debt (Note 10)	22,132,808	23,037,601
Other liabilities (Note 11)	2,692,966	6,688,151
Financial liabilities before member municipalities	33,345,059	39,066,691
Other debt (Note 6 and 10)	62,693,799	67,867,122
	96,038,858	106,933,813
NET FINANCIAL ASSETS	36,950,785	28,917,781
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 12)	56,375,756	53,963,323
Prepaid expenses	79,292	36,696
	56,455,048	54,000,019
ACCUMULATED SURPLUS (Note 13 and 14)	93,405,833	82,917,800

Subsequent events (Note 15)

Contingent liabilities (Note 16)

Municipal pension plan (Note 18)

Related parties (Note 19)

Comparative figures (Note 20)

Segment reporting (Note 21)

Chairperson

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Statement of Operations and Accumulated Surplus

For the fiscal year ended December 31

	2019 Budget (Note 17)	2019	2018 (Restated - Note 22)
REVENUE (SCHEDULE 1)			
Requisitions	28,326,780	28,326,780	26,956,378
Grants-in-lieu	983,199	1,614,209	1,455,700
Interest Income		1,209,251	961,259
Fees, Charges and Other	8,886,109	8,878,739	9,480,118
Government Transfers	4,691,351	5,242,150	4,327,443
	<u>42,887,439</u>	<u>45,271,129</u>	<u>43,180,898</u>
EXPENSES (SCHEDULE 1)			
General Government	6,105,220	4,684,991	4,999,649
Environmental Services	10,272,836	9,523,922	10,325,802
Protective Services	3,385,946	3,136,062	5,421,540
Planning and Development	2,895,438	1,937,927	2,452,584
Recreation and Culture	12,656,694	13,317,812	11,876,425
Sewer Utilities	1,185,798	1,445,631	1,405,763
Water Utilities	1,102,915	736,751	168,769
	<u>37,604,847</u>	<u>34,783,096</u>	<u>36,650,532</u>
Annual Surplus, Before Other	<u>5,282,592</u>	<u>10,488,033</u>	<u>6,530,366</u>
OTHER			
Member municipalities interest earned	7,138,972	3,064,550	3,285,811
Less: Member municipalities interest expense	3,097,490	3,064,550	3,285,811
	<u>4,041,482</u>		
Annual Surplus	<u>9,324,074</u>	<u>10,488,033</u>	<u>6,530,366</u>
Accumulated Surplus, as previously stated			80,455,840
Prior Period Adjustment (Note 22)			(4,068,406)
Accumulated Surplus, Restated Beginning of Year	82,917,800	82,917,800	76,387,434
Accumulated Surplus, End of Year (Note 13 and 14)	<u>92,241,874</u>	<u>93,405,833</u>	<u>82,917,800</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Statement of Change in Net Financial Assets

For the fiscal year ended December 31

	2019 Budget (Note 17)	2019	2018 (Restated - Note 22)
Annual Surplus	9,324,074	10,488,033	6,530,366
Change in tangible capital assets	(9,894,953)	(5,119,667)	(3,742,540)
Amortization of tangible capital assets		2,739,219	2,662,996
Change in prepaid expense		(42,596)	7,659
Gain on disposals		(10,636)	(4,103)
Other non-cash charges to operations		(21,349)	178,958
Change in net financial assets	(570,879)	8,033,004	5,633,336
Net Financial Assets, Beginning of Year	28,917,781	28,917,781	23,284,445
Net Financial Assets, End of Year	28,346,902	36,950,785	28,917,781

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Statement of Cash Flows

For the fiscal year ended December 31

	2019	2018 (Restated - Note 22)
Operating		
Annual Surplus	10,488,033	6,530,366
Non-cash items:		
Amortization	2,739,219	2,662,996
Gain on disposals	(10,636)	(4,103)
Other non-cash items	(21,349)	178,957
Decrease (increase) in non-cash assets:		
Accounts receivables	1,571,470	(1,911,556)
Prepaid expenses	(42,596)	7,659
Increase (decrease) in non-cash liabilities:		
Accounts payable and accrued liabilities	444,294	(1,304,583)
Deferred revenue	(122,844)	67,107
Landfill closure and post-closure care	(1,143,104)	352,328
Other liabilities	(3,995,185)	(27,225)
	9,907,302	6,551,946
Financing		
Change in reserve deposits	4,498,848	28,217
Change in debt	(904,793)	(1,160,375)
Change in other debt	(5,173,323)	(4,387,329)
Decrease in municipal debt charges recoverable	5,173,323	4,387,329
	3,594,055	(1,132,158)
Capital		
Change in tangible capital assets	(5,119,667)	(3,742,540)
Change in cash and cash equivalents	8,381,690	1,677,248
Cash and cash equivalents, beginning of year	58,601,254	56,924,006
Cash and cash equivalents, end of year	66,982,944	58,601,254

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Notes to the Financial Statements

For the fiscal year ended December 31

The accompanying notes are an integral part of these financial statements. The following explains the significant accounting policies and reporting principles underlying these statements. The notes also provide relevant supplementary information and explanations.

1. The Peace River Regional District

The Peace River Regional District (the "Regional District") was incorporated in 1967 under the provisions of the Local Government Act, a statute of the Province of British Columbia. The Regional District provides regional services such as: protective services, environmental services, community planning and development, recreation and culture, water and sewer utilities, debt and general government operations. Per the province of British Columbia, the Regional District has three roles: provide regional wide services, provide inter-municipal or sub-regional services, and act as the general local government for electoral areas. A key responsibility of the Regional District is to provide debt financing to member municipalities through the Municipal Finance Authority of British Columbia (MFA).

The Regional District is governed by a twelve-member Board of Directors representing seven member municipalities and four electoral areas. The Directors also serve as board members of the Peace River Regional Hospital District. The board votes on resolutions and bylaws governing the region on all matters delegated to regional districts under provincial statutes.

2. Significant accounting policies

The financial statements of the Regional District are prepared by management in accordance with Canadian Public Sector Accounting Standards (PSAS) as recommended by the Public Sector Accounting Board of Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Regional District are as follows:

(a) Reporting entity

The financial statements include all the assets, liabilities, accumulated surplus, revenue and expenses of the Regional District's service activities and funds.

(b) Basis of accounting

The Regional District follows the accrual method of accounting for revenue and expenses. Revenues are accounted for in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay. Inter-entity balances and transactions are eliminated.

Notes to the Financial Statements

For the fiscal year ended December 31

(c) Cash and cash equivalents

Cash is held by the Regional District in its general bank and other high-interest savings account. Cash equivalents include investments in the Municipal Finance Authority of British Columbia (MFA) Money Market Funds which are recorded at cost plus earnings reinvested in the funds.

(d) Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period

Significant estimates include assumptions used in estimating useful lives of tangible capital assets, estimating provisions for accrued liabilities, estimating the remaining useful life of the landfill and related post-closure liability and in performing actuarial valuations of employee future benefits. Actual results could differ from these estimates.

(e) Requisitions

The Regional District requisitions taxation from each member municipality and the electoral areas for their portion for services for which they participate. These requisitions are levied through the municipalities and the Province's Surveyor of Taxes (for electoral areas) to tax-payers and funds are provided to the Regional District by August 1 of each year.

(f) Employee future benefits

The Regional District and its employees make contributions to the Municipal Pension Plan ("the plan"), as a multi-employer, defined benefit pension plan. Contributions are expensed as incurred.

(g) Government transfers

Government transfers are transfers of monetary assets to the Regional District that are not the result of an exchange transaction, a direct financial return, or is expected to be repaid in the future. Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized, and any eligibility criteria have been met and reasonable estimates of amounts can be determined.

If transfer stipulations give rise to an obligation that meets the definition of a liability, the resulting liability is deferred in the financial statements and recognized in the Statement of Operations as the stipulation liabilities are settled.

(h) Loans receivable

Loans receivable consists of amounts that are recoverable from member municipalities or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the un-matured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

Notes to the Financial Statements

For the fiscal year ended December 31

(i) Land-fill closure and post-closure liability

Pursuant to the Ministry of Environment's Landfill Criteria for Municipal Solid Waste, the Regional District is required to fund the closure of their landfill sites and provide for post-closure care of the facilities. Closure and post-closure activities include the final clay cover and landscaping, as well as surface and ground water monitoring, leachate control, and vision inspection. The requirement is being provided for over the estimated remaining life of the landfill site based on usage.

(j) Financial instruments

The Regional District recognizes its financial instruments when the Regional District becomes party to the contractual provisions of the financial assets and liabilities originated and issued in a related party transaction with management. Financial instruments consist of cash, portfolio investments, receivables, debt and accounts payable.

Unless otherwise noted, it is management's opinion that the regional District is not exposed to significant interest rate, currency or credit risk from these financial instruments.

(k) Debt and other debt

The Regional District's long-term debt and the member municipalities long-term debt are recorded net of repayments and actuarial adjustments.

(l) Demand notes

The Regional District's debt instruments through the MFA require execution of demand notes. For the reporting year, management has reported the demand notes as contingent liabilities in compliance with PSAS. These demand notes were reported in the Statement of Financial Position by management in prior periods.

(m) Segmented Information

The Regional District's segments are distinguishable activities or groups of activities for which it is reasonable to separately report financial information. The Regional District provides segmented information in schedules to the financial statements.

(n) Non-financial assets

Non-financial assets are held for use in the provision of goods and services but are not available to discharge existing liabilities. These assets may have a useful life extending beyond the current year and are not intended for sale in the ordinary course of the Regional District's operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less the residual value of the tangible capital asset (excluding land), is amortized on a straight-line basis over the estimated useful life as

Notes to the Financial Statements

For the fiscal year ended December 31

(i) Tangible capital assets continued

tangible capital asset (excluding land), is amortized on a straight-line basis over the estimated useful life as follows:

Land	---
Parks	15 - 50 years
Buildings	10 - 30 years
Equipment (computer, machinery and other)	5 - 15 years
Equipment (Vehicles)	10 - 20 years
Public Infrastructure and Utilities	5 - 50 years
Landfills	25 - 100 years

Tangible capital assets, including assets under construction, are recorded at cost. Amortization is charged over the assets useful life and commences when the asset is acquired. Full amortization is charged in the year of acquisition and no amortization is charged in the year of disposal. Assets under construction are not amortized until the assets are available for use.

(ii) Contributions of tangible capital assets

Contributed tangible capital assets are recognized at fair value (using various methods such as actual developer costs, appraisals, assessed values or professional estimates) at the date of contribution and are also recognized as revenue. When an estimate of fair market value cannot be made, the tangible capital asset is recognized at a nominal value.

3. Cash and cash equivalents		
	2019	2018
Cash	2,673,035	2,060,031
Cash equivalents	64,309,909	56,541,223
	66,982,944	58,601,254

The Regional District's general cash is held for general operations and delivery of regional services. The cash is held at a Canadian chartered bank and earns interest at the current prevailing rates.

Cash equivalents are held in High Interest Savings Accounts (HISA) and with the MFA Money Market Funds which are recorded at cost plus earnings reinvested in the funds. Subsequent to year-end, the Regional District moved \$30 million from cash equivalents to a guaranteed investment certificates (GIC) under third party management (Note 15).

Notes to the Financial Statements

For the fiscal year ended December 31

4. Accounts receivable		
	2019	2018
Provincial government	5,592	6,925
Goods and services tax	297,009	372,542
Trade receivables	628,832	2,566,319
Other	552,215	109,332
	1,483,648	3,055,118
5. Reserve deposits		
	2019	2018
Member municipalities		
MFA Debt Resv Dep - Chetwynd	45,091	134,341
MFA Debt Resv Dep - Dawson Creek	568,368	2,239,496
MFA Debt Resv Dep - Fort St John	659,858	2,003,340
MFA Debt Resv Dep - Hudson Hope	509	1,882
MFA Debt Resv Dep - Tumbler Ridg	31,138	121,131
	1,304,964	4,500,190
Regional district		
MFA Debt Resv Dep - Regional Dis	524,288	
MFA Debt Resv Dep - Multiplex		794,458
MFA Debt Resv Dep - Harper Swr		19,955
MFA Debt Resv Dep - S.W. (#2078)		111,618
MFA debt Resv Dep - S.W. (#1460)		45,798
MFA Debt Resv Dep - S.W. (#2020)		158,523
MFA Debt Resv Dep - S.W. (#2293)		298,172
MFA Debt Resv Dep - Chet Rec Plex (#110)		301,578
MFA Debt Resv Dep - Buick (SI#110)		97,808
	524,288	1,827,910
	1,829,252	6,328,100

With respect to amounts financed through the MFA, the Regional District is required to pay annual installments of principal and interest relative to any borrowing for its own purposes and on behalf of member municipalities. This amount may be paid either in full or in an amount of cash equal to 1% of the principal amount borrowed together with a non-interest bearing demand note for the balance. If, at any time, the MFA does not have sufficient funds to meet payments or sinking fund contributions due on its obligations, the payments or sinking fund contributions shall be made from the Debt Reserve Fund. The demand notes payable to the MFA and receivable from member municipalities are callable only if there are additional requirements to be met to maintain the level of the debt reserve fund.

The Regional District's debt, under provisions of the Local Government Act, is a direct, joint and several liability of the Regional District and each member municipality within the Peace River Regional District. For the year-ended December 31, 2019, management has determined the demand notes on all Debt to be contingent in nature and has removed the amounts from the Statement of Financial Position under the provisions of PS 3300 Contingent Liability (Note 16).

Notes to the Financial Statements

For the fiscal year ended December 31

6. Loans receivables		
	2019	2018
Dawson Creek	24,178,693	27,314,865
Chetwynd	3,794,677	3,955,354
Fort St. John	33,795,968	35,507,175
Hudson's Hope	8,821	11,538
Tumbler Ridge	915,640	1,078,190
	62,693,799	67,867,122

Under the Local Government Act and Community Charter, member municipalities are required to secure borrowing arrangements with the Municipal Finance Authority through the Regional District. Under these terms, member municipalities are required to pay the Regional District amounts required to discharge their obligations respectively. Any default in payment is the liability of the Regional District.

7. Payables		
	2019	2018
Federal governments	1,032	1,273
Grants in-aid	419,245	358,971
Vacation and banked overtime	42,325	30,517
Trade Payables	3,028,487	2,742,874
Other	514,822	427,982
	4,005,911	3,561,617

8. Deferred revenue		
	2019	2018
Bldg Insp-Demo & Temp Deposits	21,500	24,500
Deferred Revenue - Various	226,053	358,038
Deferred Revenue - Water Credits	12,141	
Deferred Revenue - Debenture Principal	22,604	22,604
	282,298	405,142

Monies received for specific purposes that are external restricted by legislation, regulation or agreement and are not available for general purposes are accounted for as deferred revenue on the Statement of Financial Position. The revenue is recognized on the Statement of Operations in the period when related expenses are incurred and/or services performed and certain stipulations have been met.

Notes to the Financial Statements

For the fiscal year ended December 31

9. Landfill liability	2019	2018
Fort St. John	1,819,062	2,288,169
Bessborough	216,149	210,492
Chetwynd	1,857,539	2,364,925
Dawson Creek	153,709	199,080
Closed	184,617	311,514
	4,231,076	5,374,180

The estimated liability for these costs are recognized as the landfill site's capacity is used. Estimated total expenses represent the sum of the discounted future cash flows for closure and post-closure care activities at the Regional District's average long-term borrowing rate of 3.28% (2018 - 3.00%).

Landfill closure and post-closure care requirements have been defined in accordance with the Ministry of Environment and Climate Change Strategy (MoECCS) Landfill Criteria for Municipal Solid Waste. These requirements include:

- Regular monitoring for any impacts of landfill sites to the surrounding environment via surface water, ground water, and erosion/settlement.
- Mitigation of surface water run-off by construction of final cover and landscaping progressively in phases to avoid exposure of waste to the environment.
- Mitigation of landfill gas (LFG) via installation of gas collection systems and associated monitoring, which prevents migration of greenhouse gases offsite resulting from the breakdown of waste.

The reported liability reflects the costs to meet the aforementioned requirements and are calculated based on:

- "Design Operations and Control Plans" (DOCP's) - a manual describing how a landfill is built and airspace is consumed, reviewed, and updated every 5 years.
- "Annual Landfill Reports" - landfill site report describing how much waste was received and how much landfill airspace was consumed in the previous year.
- Budget vs. actual costs

These reports are compiled by qualified professionals and are based on landfill capacity consumed, modeling, annual site surveys, budgeted costs vs. actuals, etc. and represent the best information available to management. This information in turn is used to estimate reported liability for the PRRD landfills. It is understood that significant changes to estimated total expenses, capacity consumed vs. total capacity will affect reported liability for these landfill sites.

Notes to the Financial Statements

For the fiscal year ended December 31

9. Landfill liability continued

The estimated capacity for the active Landfill sites are as follows:

	Total Capacity m ³	Remaining Capacity m ³	Remaining Years
Bessborough	2,361,000	1,909,934	69.5
Chetwynd	224,800	106,437	9.0
Fort St. John	1,777,210	1,278,459	28.0

The Regional District has an additional 22 (2018 - 22) closed landfill sites in various stages of post closure care.

10. Debt and other debt

	2019	2018
South Peace Multiplex	6,500,564	7,459,433
Chetwynd Recreation Centre	4,601,235	4,929,290
Buick Creek Arena	1,492,275	1,598,670
Solid Waste	6,364,659	7,347,533
Harper Sewer	274,075	302,675
Potable Water - Area B	2,900,000	1,400,000
	22,132,808	23,037,601
Member municipality debt		
Chetwynd	3,794,677	3,955,354
Dawson Creek	24,178,693	27,314,865
Fort St. John	33,795,968	35,507,175
Hudson's Hope	8,821	11,538
Tumbler Ridge	915,640	1,078,190
	62,693,799	67,867,122
	84,826,607	90,904,723

Under the Local Government Act, the Regional District and member municipalities can secure financing for certain capital expenditures as noted above.

Notes to the Financial Statements

For the fiscal year ended December 31

10. Debt and other debt continued

The following are the borrowing issues from MFA for the Regional District, which is comprised of the debt of the Regional District and its member municipalities.

Issue No.	SI Bylaw	Interest Rate	Maturity Date	Regional District	Member Municipalities	Total
Issue #73	1317	6.36	Dec-20	-	14,583	14,583
Issue #77	1370	6.06	Jun-22	-	163,890	163,890
Issue #80	1453 & 1460	2.9	Oct-23	284,536	106,796	391,332
Issue #81	1493	2.4	Apr-24	-	597,014	597,014
Issue #85	1507	4.98	Dec-24	-	1,326,273	1,326,273
Issue #95	1540 & 1596	4.17	Oct-25	6,500,565	114,716	6,615,281
Issue #97	1618	4.66	Apr-26	-	279,550	279,550
Issue #101	1693	4.52	Apr-27	-	1,874,257	1,874,257
Issue #102	1729 & 1737	4.82	Dec-27	-	14,980,141	14,980,141
Issue #103	1777	2.65	Apr-28	-	8,692,547	8,692,547
Issue #105	1840 & 1844	4.9	Jun-24	-	1,267,164	1,267,164
Issue #110	1879, 1880 & 1882	4.5	Apr-30	6,093,510	278,794	6,372,304
Issue #118	1998 & 2000	3.4	Apr-32	274,075	241,736	515,811
Issue #121	2020 & 2024	2.9	Oct-32	933,593	3,756,861	4,690,454
Issue #124	2051	3.15	Oct-32	-	1,208,340	1,208,340
Issue #126	2083 & 2084	3.85	Sep-33	-	4,514,544	4,514,544
Issue #127	2078	3.3	Apr-24	1,031,919	-	1,031,919
Issue #130	2138 & 2142	3	Oct-34	-	3,832,882	3,832,882
Issue #131	2188 & 2192	2.2	Oct-34	-	2,535,313	2,535,313
Issue #133	2209 & 2210	2.75	Apr-35	-	11,919,257	11,919,257
Issue #141	2270 & 2280	2.8	Apr-27	-	1,531,548	1,531,548
Issue #142	2281 & 2293	3.15	Oct-27	4,114,610	2,022,833	6,137,443
Issue #145	2313	3.15	Apr-38	-	1,046,470	1,046,470
Issue #147	2347	3	Apr-39	-	388,289	388,289
Issue #115-1	2310	2.8	Dec-20	2,900,000	-	2,900,000
				22,132,808	62,693,799	84,826,607

Notes to the Financial Statements

For the fiscal year ended December 31

10. Debt and other debt continued

The principal payments on the total debt outstanding for future years is as follows:

Year	Regional District	Member Municipalities	Total
2020 short-term	2,900,000	-	2,900,000
2020	2,492,328	5,371,035	7,863,362
2021	2,594,095	5,569,049	8,163,144
2022	2,686,246	5,789,536	8,475,782
2023	2,445,291	5,660,781	8,106,073
2024	2,450,491	5,455,311	7,905,802
2025 & Thereafter	6,564,356	34,848,087	41,412,443
Total Long -Term	19,232,808	62,693,799	81,926,607
Total Debt	22,132,808	62,693,799	84,826,607

11. Other Liabilities

	2019	2018
Accrued interest	875,647	360,053
Debt reserves	1,817,319	1,902,260
Demand notes (Note 16)		4,425,838
	2,692,966	6,688,151

Notes to the Financial Statements

For the fiscal year ended December 31

12. Tangible Capital Assets	2018	Current		2019	2018		Current	2019	2019	2018
	Cost	Additions	Disposals	Cost	Accumulated Amortization	Disposals	Amortization	Accumulated Amortization	Net Book Value	Net Book Value
Land	189,287	75,797		265,084					265,084	189,287
Buildings	32,944,914	74,066		33,018,980	13,102,771		1,333,889	14,436,660	18,582,320	19,842,143
Equipment - computer	677,587	17,217	(19,185)	675,619	619,000	(19,185)	19,947	619,762	55,857	58,587
- machinery and other	3,018,969	175,153	(11,000)	3,183,122	2,323,063	(11,000)	198,056	2,510,119	673,003	695,906
- vehicles	2,808,847	33,414	(9,000)	2,833,261	1,563,302	(1,800)	125,824	1,687,326	1,145,935	1,245,545
Landfills	18,799,500			18,799,500	2,377,220		511,912	2,889,132	15,910,368	16,422,280
Parks	278,893	67,428		346,321	250,988		12,361	263,349	82,972	27,905
Sewer	18,012,809			18,012,809	5,597,791		455,576	6,053,367	11,959,442	12,415,018
Water	299,433	3,136,067		3,435,500	219,402		81,654	301,056	3,134,444	80,031
Work in progress	2,986,621	1,579,710		4,566,331					4,566,331	2,986,621
	80,016,860	5,158,852	(39,185)	85,136,527	26,053,537	(31,985)	2,739,219	28,760,771	56,375,756	53,963,323

Notes to the Financial Statements

For the fiscal year ended December 31

13. Reserve Funds	2019	2018
Appropriated surplus		
Appr.surplus - SW Capital	6,259,163	6,978,120
Appr. surplus - Gas tax	5,821,163	3,851,027
Appr. surplus - Rural Loan Fund	4,060,248	3,927,087
Appr. Surplus - NP Pool Bldg Replacment	3,681,384	3,616,965
Appr surplus-F/S Area D	3,226,064	3,171,250
Appr. surplus-PRA Area C	2,889,646	2,120,081
Appr surplus-F/S Area E	2,864,569	2,827,895
Appr.Surp.-Chetwynd Pool Reserve	2,106,327	2,069,469
Appr. surplus - PRA Area E	2,090,906	1,464,623
Appr.Surp.- NP Leisure Pool Reserve	2,078,800	1,084,485
Appr surplus- PRA Area B	1,873,663	1,359,056
Appr.Surp.-Chetwynd Arena Reserve	1,815,022	1,685,012
Appr surplus-F/S Area B	1,794,921	1,838,814
Appr. surplus - PRA Area D	1,729,262	1,313,723
Appr surplus- F/S Area C	1,460,303	1,594,887
Appr.surplus - Landfill Closure	1,210,554	968,898
Appr. surplus - Rural Fringe	1,183,896	1,163,179
Appr. surplus - Building Reserve	1,152,111	1,033,701
Appr. surplus - Solid Waste Reserve	1,080,017	1,061,118
Appr. surplus - PR Agreement Comm.	1,053,068	1,034,640
Appr. Surp. CLFD Reserve	894,920	662,766
Appr. surplus - reserve (CL Sewer Cap.)	511,488	273,842
Appr. surplus - Insurance Reserve	494,791	486,133
Appr. surplus - CL Truck Rec Facility	439,375	202,991
Appr. surplus - CL Treatment & Disposal	362,350	356,010
Appr. surplus - Feasibility Reserve	313,184	307,704
Appr. surplus - Emergency Plan. Reserve	288,342	283,296
Appr. surplus - ISP Reserve	284,854	279,870
Appr Surp - DCC (Dev. Cost Charge)	277,165	272,315
Appr.Surp.-911 Emergency Capital	261,699	257,119
Appr.Surp.-Buick Creek Arena Cap Resv	206,798	188,442
Appr.Surp. Vehicle Reserve	170,725	167,738
Appr. surplus - BCR/PRA	153,326	172,077
Appr.Surp.-DC/PC Fire Reserve	148,358	67,162
Appr. surplus - Sub Reg Rur Resv (Insur)	143,699	116,622
Appr. surplus - Medical Scholarship	104,586	102,756
Appr.Surp.-SW Capital (Veh/Equip) Resv	103,027	101,225

Notes to the Financial Statements

For the fiscal year ended December 31

13. Reserve funds continued	2019	2018
Appr. surplus - CL Sewer Reserve	102,354	100,563
Appr. surplus - Regional Parks	98,942	72,648
Appr. surplus - Clearview Arena Reserve	90,505	88,921
Appr. surplus - Election Reserve	82,296	80,856
Appr. surplus - Buick Creek Arena Reserv	81,818	80,386
Appr. surplus - Green "Carbon" Projects	58,673	24,241
Appr. surplus - reserve (FSJ Sewer Cap)	58,388	46,890
Appr. surplus - FSJ Sewer Reserve	51,544	50,642
Appr. surplus - Regional Parks	48,093	47,252
Appr. surplus - Kelly Lake Community Hall	37,497	27,016
Appr. Surp.-Chilton Swr Cap Reserve	34,400	33,798
Appr. surplus - North Pine TV	32,465	42,801
Appr. Surp. - CLFD Op Reserve	31,716	31,161
Appr. surplus - Chilton Sewer Reserve	29,822	29,300
Appr. Surp. B/I Veh. Replace. Reserve	28,012	17,696
Appr. surplus - Kelly Lake Community Hall	27,168	26,693
Appr. surplus - Tomslake Fire Reserve	22,300	21,910
Appr. Surp.-Mob Lake FD	21,191	18,364
Appr. Surp.-FSJ Water Cap. Reserve	19,953	14,691
Appr. surplus - reserve (Harper Swr)	13,830	13,588
Appr. surplus - Harper Sewer	13,829	13,587
Appr. Surp.-Kelly Lake Sewer Cap. Reserve	11,936	11,727
Appr. Surp.-Rolla Sewer Cap. Reserve	10,418	10,235
Appr. Surp.-Friesen Sewer Cap. Reserve	10,340	8,064
Appr. Surp.-Rolla dyking	160	4,752
	55,607,424	49,379,880
Reserve funds		
FSJ Water Reserve	29,860	29,337
Kelly Lake Reserve	21,413	21,039
Friesen Reserve Fund	18,931	18,599
Rolla Sewer Reserve	7,528	7,396
	77,732	76,371
	55,685,156	49,456,251

The Regional District's reserves were established by bylaw under section 814 of the Local Government Act. Legislation requires that money in the reserve fund must be used for the purpose for which the fund was established. The bylaw allows for the establishment of an operating and capital reserve which are an important funding sources for the Regional District.

Notes to the Financial Statements

For the fiscal year ended December 31

14. Accumulated Surplus

	2019	2018
Unappropriated surplus (Deficit)	1,889,224	(1,179,979)
Reserve funds (Note 13)	55,685,156	49,456,251
Equity in tangible capital assets	35,831,453	34,641,528
	93,405,833	82,917,800

15. Subsequent events

(a) COVID-19

Subsequent to the reporting date, the Coronavirus (COVID-19) outbreak was declared a pandemic by the World Health Organization and has had a significant global financial and economic impact. For the reporting date March 31, 2020, COVID-19 is considered by management as a non-adjusting event. Consequently, there is no impact on the recognition and measurement of assets and liabilities.

The Regional District understands this health and economic crisis presents uncertainty over future cash flows and for future periods this may cause significant changes to the assets and liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practical at this time.

(b) Cannacord investments

Subsequent to the reporting date, management made a significant investment of \$30,000,000 in a 1-year, Guaranteed Investment Certificate (GIC) managed by Cannacord Investments. The interest rates vary as follows:

Investment Description	Principal	Purchase Date	Maturity Date	Interest Rate
GIC - BSHORE	5,000,000	4/21/2020	4/21/2021	1.65%
GIC - BSHORE	5,000,000	4/21/2020	4/21/2021	1.70%
GIC - CCS	5,000,000	4/21/2020	4/21/2021	1.00%
GIC - CCS	5,000,000	4/21/2020	4/21/2021	1.75%
GIC - CCS	5,000,000	4/21/2020	4/21/2021	2.20%
GIC - BMO	5,000,000	4/21/2020	4/21/2021	2.25%
Total Investment	\$ 30,000,000			

16. Contingent liabilities

The Regional District has a contingent liability with respect to the Municipal Finance Authority of BC (MFA) Debt Reserve Fund Demand Note. As a condition of the borrowing, the Regional District was required to contribute to the MFA Debt Reserve through a demand note. The demand note will only be recorded as an asset and liability if a local government defaults on the loan obligation. Upon this action of the default, the MFA may call the outstanding demand notes, at which point the demand notes then become an asset and a liability. Once the defaulting local government repays in full the defaulted position, the MFA will refund all called demand notes. It is generally unlikely that the funds will be demanded by the MFA; therefore, the contingent liability has not been recorded in the financial statements.

Notes to the Financial Statements

For the fiscal year ended December 31

17. Budget

The Regional Districts 2019-2023 budget is publicly available at <https://prrd.bc.ca/> which was adopted by the Board on March 28, 2019 as part of the Five Year Financial Plan Bylaw No. 2362. The Regional District prepares its budget with consideration of revenues and expenditures without accrual adjustments. The Regional District's 2019 budget presented in the Statement of Operations and Accumulated Surplus and Statement of Net Financial Assets is adjusted for accounting standards for transactions such as debt and capital projects, which do not meet the definitions of revenues and expenses under PSAS.

The following is a reconciliation between the budgeted amounts approved in the Financial Plan and the budget as presented in the financial statements:

Financial Plan Bylaw No. 2362, Annual Surplus		-
2019 Annual Surplus		9,324,074
Revenue		
Transfer from Surplus	8,855,970	
Transfer from Reserve	4,407,830	
Debt Proceeds	1,502,303	
Internal Charges	634,231	
		15,400,334
Expense		
Capital	9,894,953	
Transfer to Reserve	6,295,587	
Debt Servicing - Member Municipalities	4,041,482	
Actuarial Estimate	1,995,436	
Debt Servicing - Regional District	1,815,264	
Internal Charges	638,600	
Transfer to Deficit	43,086	
		24,724,408
2019 Annual Surplus After Adjustments		-

Notes to the Financial Statements

For the fiscal year ended December 31

18. Municipal pension plan

The Regional District and its employees contribute to the Municipal Pension Plan (a jointly trusted pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employers defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan had about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Ever three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. the actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry - age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability. The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Regional District paid \$333,961 (2018 - \$335,066) for employer contributions to the plan in fiscal 2019. The next valuation will be as at December 31, 2021, with results available in 2022. Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and costs to individual employers participating in the plan.

19. Related party transactions

During the year, the Regional District provided administration and accounting services of \$10,000 (2018 - \$10,000) to the Peace River Regional Hospital District.

20. Comparative figures

Certain prior year figures, presented for comparative purposes, have been reclassified to conform to the current year's financial statement presentation.

21. Segment reporting

The Regional District provides services to its members, that have been grouped into related departmental functions or service areas for segment reporting purposes. The various segments are as follows:

Notes to the Financial Statements

For the fiscal year ended December 31

21. Segment reporting continued

General Government

This segment is comprised of services that relate to the legislative function as well as the administrative and financial management of the Regional District. Legal administration, grants, records management, human resources management, information technology and elections all fall within General Government services.

Environmental Services

This segment administers services including solid and liquid waste management, recycling, invasive plant control and developing the Regional District's Corporate Energy and Emissions Plan.

Protective Services

This segment includes the revenue and expenses associated with fire protection, bylaw enforcement, animal control, victim services and building inspection services.

Planning and Development

This segment administers services related to long range and current community planning, geographical information services, and building inspections.

Recreation and Culture

This segment administers services that relate to the recreational and cultural activities and organizations within the Regional District.

Sewer Utility

This segment is comprised of services for providing sewer services.

Water Utility

This segment is comprised of services for providing water services.

Notes to the Financial Statements

For the fiscal year ended December 31

22. Prior period adjustment

During the year, information became available that demonstrated that the Regional District had overstated its tangible capital assets (buildings) and accumulated surplus in prior years. The Regional District has revised the 2018 comparative figures to remove the tangible capital assets, accumulated amortization and amortization expense for the tangible capital assets incorrectly recorded by the Regional District.

The following is the adjustment to the comparative financial statements for the year 2018:

	Previously Reported	Adjustment	Restated
Statement of Financial Position			
Financial Assets total	135,851,589	5	135,851,594
Financial Liabilities total	106,933,817	(4)	106,933,813
<i>Non-financial assets</i>			
Tangible capital assets	58,135,245	(4,171,922)	53,963,323
Non-financial assets total	58,171,941	(4,171,922)	54,000,019
Accumulated surplus	87,089,713	(4,171,913)	82,917,800
Statement of Operations			
Revenue total	46,574,775	(108,066)	46,466,709
Expense total	39,940,902	(4,559)	39,936,343
Annual surplus	6,633,873	(103,507)	6,530,366
<i>Accumulated surplus</i>			
Beginning of year	80,455,840	(4,068,406)	76,387,434
End of year	87,089,713	(4,171,913)	82,917,800
Statement of Change in Net Financial Assets			
Annual surplus	6,633,873	(103,507)	6,530,366
Change in net financial assets	5,633,327	9	5,633,336
<i>Net financial assets</i>			
End of year	28,917,772	9	28,917,781
Statement of Cash Flows			
Annual surplus	6,633,873	(103,507)	6,530,366

Schedule 1: Revenue and Expenses by Segment

	General Government	Environmental Services	Protective Services	Planning & Development	Recreation and Culture	Sewer Utilities	Water Utilities	2019	2018
Revenue									
Requisitions	3,705,367	7,052,890	2,827,451	1,479,641	12,238,257	221,139	802,035	\$ 28,326,780	\$ 26,956,378
Grants-in-lieu	541,374	745,180	25,925	155,278	146,452	0	0	1,614,209	1,455,700
Interest income	1,167,518	19,662	5,991	3	6,409	9,145	523	1,209,251	961,259
Fess, charges and other	93,504	5,172,117	229,546	255,854	1,776,182	1,277,189	74,347	8,878,739	9,480,118
Government transfers	5,069,501	81,000	15,663	75,986	-	0	-	5,242,150	4,327,443
	10,577,264	13,070,849	3,104,576	1,966,762	14,167,300	1,507,473	876,905	45,271,129	43,180,898
Wages and payroll Expenses	2,977,801	801,773	379,521	565,043	408,181	76,619	34,437	5,243,375	4,665,309
Advertising	31,664	24,812	13,135	30,500	2,069	0	1,657	103,837	111,407
Banking fees and interest	10,047	371,221	0	13,469	1,258,385	22,161	36,645	1,711,928	1,633,940
Professional services	118,268	18,152	46,996	24,669	633	4,150	66,689	279,557	372,443
Insurance	20,114	22,802	46,543	9,858	103,639	36,262	9,447	248,665	171,873
Grants and scholarships	11,360	0	6,500	109,500	3,598,139	0	0	3,725,499	2,643,548
Phone and internet	170,649	6,859	117,331	1,762	1,149	1,609	0	299,359	538,911
Consulting fees	57,542	71,365	0	0	0	18,337	0	147,244	131,569
Contracting fees	168,593	4,903,088	1,536,502	354,195	109,643	2,675	376,558	7,451,254	6,750,248
Utilities	31,858	0	21,943	0	1,681	68,762	14,606	138,850	84,434
Studies, committees and meetings	104,702	13,431	179,215	16,375	25,443	0	88	339,254	228,592
Repairs and maintenance	187,062	74,335	99,431	11,451	122,919	38,607	0	533,805	280,172
Office and supplies	147,270	855,225	57,636	21,387	7,063	973	22,552	1,112,106	1,066,595
Operations	0	502,837	0	36,232	5,371,272	48,555	53,459	6,012,355	5,489,164
travel meals and memberships	192,293	25,306	12,334	14,268	5,639	2,405	563	252,808	453,000
Miscellaneous	364,509	1,284,267	447,015	726,205	922,001	658,336	41,648	4,443,981	9,366,330
Amortization	91,259	548,449	171,960	3,013	1,379,956	466,180	78,402	2,739,219	2,662,997
	4,684,991	9,523,922	3,136,062	1,937,927	13,317,812	1,445,631	736,751	34,783,096	36,650,532
Net revenue (expenditure)	\$ 5,892,272	3,546,927	-31,486	28,835	849,488	61,842	140,154	\$ 10,488,033	\$ 6,530,366



REPORT

To: Chair and Directors

Report Number: FN-BRD-012

From: Teri Vetter, Chief Financial Officer

Date: August 4, 2020

Subject: 2019 Statement of Financial Information

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board receive the Statement of Financial Information package for 2019; further, that the Chair be authorized to sign the statements as presented.

BACKGROUND/RATIONALE:

All local governments must prepare an annual Statement of Financial Information (SOFI) in accordance with the *Financial Information Act*. The Statement of Financial Information must be made available for public viewing by June 30 each year and be accessible for the following three years. Due to COVID-19, this deadline has been extended to August 31, 2020.

The SOFI report includes the following statements and schedules:

- Statement of Financial Information Approval
- Independent Auditors Report
- Management Report
- Schedule of Remuneration and Expenses
- Schedule of Severance Agreement
- Schedule of Payments to Suppliers for Goods and Services
- Schedule of Guarantee and Indemnity Agreements

ALTERNATIVE OPTIONS: None.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S): None.

COMMUNICATIONS CONSIDERATION(S):

After approval, the report will be posted to the PRRD website. Additionally, a copy of the SOFI must be available for public inspection at the Regional District offices during regular office hours from the time of approval until three years after the year reported on.

OTHER CONSIDERATION(S): None

Attachments:

1. 2019 Statement of Financial Information



PEACE RIVER REGIONAL DISTRICT

STATEMENT OF FINANCIAL INFORMATION

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PEACE RIVER REGIONAL DISTRICT

STATEMENT OF FINANCIAL APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all statement and schedules included in the Statement of Financial Information, produced under the Financial Information Act.

Teri Vetter, CPA, CGA
Chief Financial Officer
August 13, 2020

The undersigned represents the Board of Directors of the Peace River Regional District and approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

Brad Sperling
Chair
August 13, 2020

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Peace River Regional District

Opinion

We have audited the financial statements of Peace River Regional District (the Entity), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus and changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2019, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standard.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Comparative Information

The financial statements of the Entity for the year ended December 31, 2018 were audited by another auditor who expressed an unmodified opinion on those statements on April 11, 2019.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Partners

Allison Beswick CPA, CA
Norm Hildebrandt CPA, CA
Robin Lund CPA, CGA

Director

Kristin Giannotti CPA, CGA

Beswick Hildebrandt Lund CPA

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In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Prince George, British Columbia

August 13, 2020



PEACE RIVER REGIONAL DISTRICT

PEACE RIVER REGIONAL DISTRICT MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information (SOFI) under the Financial Information Act have been prepared by management, in conjunction with external auditors, Beswick Hildebrandt and Lund (BHL) Chartered Professional Accountants, in accordance with Generally Accepted Accounting Principles (GAAP) or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Directors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control. The Board meets with management and the external auditors once a year.

The corporation's Chief Financial Officer has the responsibility for assessing the management systems and practices of the corporation.

The external auditors, BHL, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to management and the Board and may meet with them as required.

On behalf of the Peace River Regional District

Teri Vetter, CPA, CGA
Chief Financial Officer
August 13, 2020

diverse. vast. abundant.

Statement of Financial Position

As at December 31

	2019	2018 (Restated - Note 22)
FINANCIAL ASSETS		
Cash and cash equivalents (Note 3)	66,982,944	58,601,254
Accounts receivables (Note 4)	1,483,648	3,055,118
Reserve deposits (Note 5)	1,829,252	6,328,100
Financial assets before member municipalities	70,295,844	67,984,472
Loans receivables (Note 6 and 10)	62,693,799	67,867,122
	132,989,643	135,851,594
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities (Note 7)	4,005,911	3,561,617
Deferred revenue (Note 8)	282,298	405,142
Landfill closure and post-closure care (Note 9)	4,231,076	5,374,180
Debt (Note 10)	22,132,808	23,037,601
Other liabilities (Note 11)	2,692,966	6,688,151
Financial liabilities before member municipalities	33,345,059	39,066,691
Other debt (Note 6 and 10)	62,693,799	67,867,122
	96,038,858	106,933,813
NET FINANCIAL ASSETS	36,950,785	28,917,781
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 12)	56,375,756	53,963,323
Prepaid expenses	79,292	36,696
	56,455,048	54,000,019
ACCUMULATED SURPLUS (Note 13 and 14)	93,405,833	82,917,800

Subsequent events (Note 15)

Contingent liabilities (Note 16)

Municipal pension plan (Note 18)

Related parties (Note 19)

Comparative figures (Note 20)

Segment reporting (Note 21)

Chairperson

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Statement of Operations and Accumulated Surplus

For the fiscal year ended December 31

	2019 Budget (Note 17)	2019	2018 (Restated - Note 22)
REVENUE (SCHEDULE 1)			
Requisitions	28,326,780	28,326,780	26,956,378
Grants-in-lieu	983,199	1,614,209	1,455,700
Interest Income		1,209,251	961,259
Fees, Charges and Other	8,886,109	8,878,739	9,480,118
Government Transfers	4,691,351	5,242,150	4,327,443
	<u>42,887,439</u>	<u>45,271,129</u>	<u>43,180,898</u>
EXPENSES (SCHEDULE 1)			
General Government	6,105,220	4,684,991	4,999,649
Environmental Services	10,272,836	9,523,922	10,325,802
Protective Services	3,385,946	3,136,062	5,421,540
Planning and Development	2,895,438	1,937,927	2,452,584
Recreation and Culture	12,656,694	13,317,812	11,876,425
Sewer Utilities	1,185,798	1,445,631	1,405,763
Water Utilities	1,102,915	736,751	168,769
	<u>37,604,847</u>	<u>34,783,096</u>	<u>36,650,532</u>
Annual Surplus, Before Other	<u>5,282,592</u>	<u>10,488,033</u>	<u>6,530,366</u>
OTHER			
Member municipalities interest earned	7,138,972	3,064,550	3,285,811
Less: Member municipalities interest expense	3,097,490	3,064,550	3,285,811
	<u>4,041,482</u>		
Annual Surplus	<u>9,324,074</u>	<u>10,488,033</u>	<u>6,530,366</u>
Accumulated Surplus, as previously stated			80,455,840
Prior Period Adjustment (Note 22)			(4,068,406)
Accumulated Surplus, Restated Beginning of Year	82,917,800	82,917,800	76,387,434
Accumulated Surplus, End of Year (Note 13 and 14)	<u>92,241,874</u>	<u>93,405,833</u>	<u>82,917,800</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Statement of Change in Net Financial Assets

For the fiscal year ended December 31

	2019 Budget (Note 17)	2019	2018 (Restated - Note 22)
Annual Surplus	9,324,074	10,488,033	6,530,366
Change in tangible capital assets	(9,894,953)	(5,119,667)	(3,742,540)
Amortization of tangible capital assets		2,739,219	2,662,996
Change in prepaid expense		(42,596)	7,659
Gain on disposals		(10,636)	(4,103)
Other non-cash charges to operations		(21,349)	178,958
Change in net financial assets	(570,879)	8,033,004	5,633,336
Net Financial Assets, Beginning of Year	28,917,781	28,917,781	23,284,445
Net Financial Assets, End of Year	28,346,902	36,950,785	28,917,781

Statement of Cash Flows

For the fiscal year ended December 31

	2019	2018 (Restated - Note 22)
Operating		
Annual Surplus	10,488,033	6,530,366
Non-cash items:		
Amortization	2,739,219	2,662,996
Gain on disposals	(10,636)	(4,103)
Other non-cash items	(21,349)	178,957
Decrease (increase) in non-cash assets:		
Accounts receivables	1,571,470	(1,911,556)
Prepaid expenses	(42,596)	7,659
Increase (decrease) in non-cash liabilities:		
Accounts payable and accrued liabilities	444,294	(1,304,583)
Deferred revenue	(122,844)	67,107
Landfill closure and post-closure care	(1,143,104)	352,328
Other liabilities	(3,995,185)	(27,225)
	9,907,302	6,551,946
Financing		
Change in reserve deposits	4,498,848	28,217
Change in debt	(904,793)	(1,160,375)
Change in other debt	(5,173,323)	(4,387,329)
Decrease in municipal debt charges recoverable	5,173,323	4,387,329
	3,594,055	(1,132,158)
Capital		
Change in tangible capital assets	(5,119,667)	(3,742,540)
Change in cash and cash equivalents	8,381,690	1,677,248
Cash and cash equivalents, beginning of year	58,601,254	56,924,006
Cash and cash equivalents, end of year	66,982,944	58,601,254

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Notes to the Financial Statements

For the fiscal year ended December 31

The accompanying notes are an integral part of these financial statements. The following explains the significant accounting policies and reporting principles underlying these statements. The notes also provide relevant supplementary information and explanations.

1. The Peace River Regional District

The Peace River Regional District (the "Regional District") was incorporated in 1967 under the provisions of the Local Government Act, a statute of the Province of British Columbia. The Regional District provides regional services such as: protective services, environmental services, community planning and development, recreation and culture, water and sewer utilities, debt and general government operations. Per the province of British Columbia, the Regional District has three roles: provide regional wide services, provide inter-municipal or sub-regional services, and act as the general local government for electoral areas. A key responsibility of the Regional District is to provide debt financing to member municipalities through the Municipal Finance Authority of British Columbia (MFA).

The Regional District is governed by a twelve-member Board of Directors representing seven member municipalities and four electoral areas. The Directors also serve as board members of the Peace River Regional Hospital District. The board votes on resolutions and bylaws governing the region on all matters delegated to regional districts under provincial statutes.

2. Significant accounting policies

The financial statements of the Regional District are prepared by management in accordance with Canadian Public Sector Accounting Standards (PSAS) as recommended by the Public Sector Accounting Board of Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Regional District are as follows:

(a) Reporting entity

The financial statements include all the assets, liabilities, accumulated surplus, revenue and expenses of the Regional District's service activities and funds.

(b) Basis of accounting

The Regional District follows the accrual method of accounting for revenue and expenses. Revenues are accounted for in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay. Inter-entity balances and transactions are eliminated.

Notes to the Financial Statements

For the fiscal year ended December 31

(c) Cash and cash equivalents

Cash is held by the Regional District in its general bank and other high-interest savings account. Cash equivalents include investments in the Municipal Finance Authority of British Columbia (MFA) Money Market Funds which are recorded at cost plus earnings reinvested in the funds.

(d) Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period

Significant estimates include assumptions used in estimating useful lives of tangible capital assets, estimating provisions for accrued liabilities, estimating the remaining useful life of the landfill and related post-closure liability and in performing actuarial valuations of employee future benefits. Actual results could differ from these estimates.

(e) Requisitions

The Regional District requisitions taxation from each member municipality and the electoral areas for their portion for services for which they participate. These requisitions are levied through the municipalities and the Province's Surveyor of Taxes (for electoral areas) to tax-payers and funds are provided to the Regional District by August 1 of each year.

(f) Employee future benefits

The Regional District and its employees make contributions to the Municipal Pension Plan ("the plan"), as a multi-employer, defined benefit pension plan. Contributions are expensed as incurred.

(g) Government transfers

Government transfers are transfers of monetary assets to the Regional District that are not the result of an exchange transaction, a direct financial return, or is expected to be repaid in the future. Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized, and any eligibility criteria have been met and reasonable estimates of amounts can be determined.

If transfer stipulations give rise to an obligation that meets the definition of a liability, the resulting liability is deferred in the financial statements and recognized in the Statement of Operations as the stipulation liabilities are settled.

(h) Loans receivable

Loans receivable consists of amounts that are recoverable from member municipalities or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the un-matured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

Notes to the Financial Statements

For the fiscal year ended December 31

(i) Land-fill closure and post-closure liability

Pursuant to the Ministry of Environment's Landfill Criteria for Municipal Solid Waste, the Regional District is required to fund the closure of their landfill sites and provide for post-closure care of the facilities. Closure and post-closure activities include the final clay cover and landscaping, as well as surface and ground water monitoring, leachate control, and vision inspection. The requirement is being provided for over the estimated remaining life of the landfill site based on usage.

(j) Financial instruments

The Regional District recognizes its financial instruments when the Regional District becomes party to the contractual provisions of the financial assets and liabilities originated and issued in a related party transaction with management. Financial instruments consist of cash, portfolio investments, receivables, debt and accounts payable.

Unless otherwise noted, it is management's opinion that the regional District is not exposed to significant interest rate, currency or credit risk from these financial instruments.

(k) Debt and other debt

The Regional District's long-term debt and the member municipalities long-term debt are recorded net of repayments and actuarial adjustments.

(l) Demand notes

The Regional District's debt instruments through the MFA require execution of demand notes. For the reporting year, management has reported the demand notes as contingent liabilities in compliance with PSAS. These demand notes were reported in the Statement of Financial Position by management in prior periods.

(m) Segmented Information

The Regional District's segments are distinguishable activities or groups of activities for which it is reasonable to separately report financial information. The Regional District provides segmented information in schedules to the financial statements.

(n) Non-financial assets

Non-financial assets are held for use in the provision of goods and services but are not available to discharge existing liabilities. These assets may have a useful life extending beyond the current year and are not intended for sale in the ordinary course of the Regional District's operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less the residual value of the tangible capital asset (excluding land), is amortized on a straight-line basis over the estimated useful life as

Notes to the Financial Statements

For the fiscal year ended December 31

(i) Tangible capital assets continued

tangible capital asset (excluding land), is amortized on a straight-line basis over the estimated useful life as follows:

Land	---
Parks	15 - 50 years
Buildings	10 - 30 years
Equipment (computer, machinery and other)	5 - 15 years
Equipment (Vehicles)	10 - 20 years
Public Infrastructure and Utilities	5 - 50 years
Landfills	25 - 100 years

Tangible capital assets, including assets under construction, are recorded at cost. Amortization is charged over the assets useful life and commences when the asset is acquired. Full amortization is charged in the year of acquisition and no amortization is charged in the year of disposal. Assets under construction are not amortized until the assets are available for use.

(ii) Contributions of tangible capital assets

Contributed tangible capital assets are recognized at fair value (using various methods such as actual developer costs, appraisals, assessed values or professional estimates) at the date of contribution and are also recognized as revenue. When an estimate of fair market value cannot be made, the tangible capital asset is recognized at a nominal value.

3. Cash and cash equivalents		
	2019	2018
Cash	2,673,035	2,060,031
Cash equivalents	64,309,909	56,541,223
	66,982,944	58,601,254

The Regional District's general cash is held for general operations and delivery of regional services. The cash is held at a Canadian chartered bank and earns interest at the current prevailing rates.

Cash equivalents are held in High Interest Savings Accounts (HISA) and with the MFA Money Market Funds which are recorded at cost plus earnings reinvested in the funds. Subsequent to year-end, the Regional District moved \$30 million from cash equivalents to a guaranteed investment certificates (GIC) under third party management (Note 15).

Notes to the Financial Statements

For the fiscal year ended December 31

4. Accounts receivable		
	2019	2018
Provincial government	5,592	6,925
Goods and services tax	297,009	372,542
Trade receivables	628,832	2,566,319
Other	552,215	109,332
	1,483,648	3,055,118
5. Reserve deposits		
	2019	2018
Member municipalities		
MFA Debt Resv Dep - Chetwynd	45,091	134,341
MFA Debt Resv Dep - Dawson Creek	568,368	2,239,496
MFA Debt Resv Dep - Fort St John	659,858	2,003,340
MFA Debt Resv Dep - Hudson Hope	509	1,882
MFA Debt Resv Dep - Tumbler Ridg	31,138	121,131
	1,304,964	4,500,190
Regional district		
MFA Debt Resv Dep - Regional Dis	524,288	
MFA Debt Resv Dep - Multiplex		794,458
MFA Debt Resv Dep - Harper Swr		19,955
MFA Debt Resv Dep - S.W. (#2078)		111,618
MFA debt Resv Dep - S.W. (#1460)		45,798
MFA Debt Resv Dep - S.W. (#2020)		158,523
MFA Debt Resv Dep - S.W. (#2293)		298,172
MFA Debt Resv Dep - Chet Rec Plex (#110)		301,578
MFA Debt Resv Dep - Buick (SI#110)		97,808
	524,288	1,827,910
	1,829,252	6,328,100

With respect to amounts financed through the MFA, the Regional District is required to pay annual installments of principal and interest relative to any borrowing for its own purposes and on behalf of member municipalities. This amount may be paid either in full or in an amount of cash equal to 1% of the principal amount borrowed together with a non-interest bearing demand note for the balance. If, at any time, the MFA does not have sufficient funds to meet payments or sinking fund contributions due on its obligations, the payments or sinking fund contributions shall be made from the Debt Reserve Fund. The demand notes payable to the MFA and receivable from member municipalities are callable only if there are additional requirements to be met to maintain the level of the debt reserve fund.

The Regional District's debt, under provisions of the Local Government Act, is a direct, joint and several liability of the Regional District and each member municipality within the Peace River Regional District. For the year-ended December 31, 2019, management has determined the demand notes on all Debt to be contingent in nature and has removed the amounts from the Statement of Financial Position under the provisions of PS 3300 Contingent Liability (Note 16).

Notes to the Financial Statements

For the fiscal year ended December 31

6. Loans receivables

	2019	2018
Dawson Creek	24,178,693	27,314,865
Chetwynd	3,794,677	3,955,354
Fort St. John	33,795,968	35,507,175
Hudson's Hope	8,821	11,538
Tumbler Ridge	915,640	1,078,190
	62,693,799	67,867,122

Under the Local Government Act and Community Charter, member municipalities are required to secure borrowing arrangements with the Municipal Finance Authority through the Regional District. Under these terms, member municipalities are required to pay the Regional District amounts required to discharge their obligations respectively. Any default in payment is the liability of the Regional District.

7. Payables

	2019	2018
Federal governments	1,032	1,273
Grants in-aid	419,245	358,971
Vacation and banked overtime	42,325	30,517
Trade Payables	3,028,487	2,742,874
Other	514,822	427,982
	4,005,911	3,561,617

8. Deferred revenue

	2019	2018
Bldg Insp-Demo & Temp Deposits	21,500	24,500
Deferred Revenue - Various	226,053	358,038
Deferred Revenue - Water Credits	12,141	
Deferred Revenue - Debenture Principal	22,604	22,604
	282,298	405,142

Monies received for specific purposes that are external restricted by legislation, regulation or agreement and are not available for general purposes are accounted for as deferred revenue on the Statement of Financial Position. The revenue is recognized on the Statement of Operations in the period when related expenses are incurred and/or services performed and certain stipulations have been met.

Notes to the Financial Statements

For the fiscal year ended December 31

9. Landfill liability		
	2019	2018
Fort St. John	1,819,062	2,288,169
Bessborough	216,149	210,492
Chetwynd	1,857,539	2,364,925
Dawson Creek	153,709	199,080
Closed	184,617	311,514
	4,231,076	5,374,180

The estimated liability for these costs are recognized as the landfill site's capacity is used. Estimated total expenses represent the sum of the discounted future cash flows for closure and post-closure care activities at the Regional District's average long-term borrowing rate of 3.28% (2018 - 3.00%).

Landfill closure and post-closure care requirements have been defined in accordance with the Ministry of Environment and Climate Change Strategy (MoECCS) Landfill Criteria for Municipal Solid Waste. These requirements include:

- Regular monitoring for any impacts of landfill sites to the surrounding environment via surface water, ground water, and erosion/settlement.
- Mitigation of surface water run-off by construction of final cover and landscaping progressively in phases to avoid exposure of waste to the environment.
- Mitigation of landfill gas (LFG) via installation of gas collection systems and associated monitoring, which prevents migration of greenhouse gases offsite resulting from the breakdown of waste.

The reported liability reflects the costs to meet the aforementioned requirements and are calculated based on:

- "Design Operations and Control Plans" (DOCP's) - a manual describing how a landfill is built and airspace is consumed, reviewed, and updated every 5 years.
- "Annual Landfill Reports" - landfill site report describing how much waste was received and how much landfill airspace was consumed in the previous year.
- Budget vs. actual costs

These reports are compiled by qualified professionals and are based on landfill capacity consumed, modeling, annual site surveys, budgeted costs vs. actuals, etc. and represent the best information available to management. This information in turn is used to estimate reported liability for the PRRD landfills. It is understood that significant changes to estimated total expenses, capacity consumed vs. total capacity will affect reported liability for these landfill sites.

Notes to the Financial Statements

For the fiscal year ended December 31

9. Landfill liability continued

The estimated capacity for the active Landfill sites are as follows:

	Total Capacity m ³	Remaining Capacity m ³	Remaining Years
Bessborough	2,361,000	1,909,934	69.5
Chetwynd	224,800	106,437	9.0
Fort St. John	1,777,210	1,278,459	28.0

The Regional District has an additional 22 (2018 - 22) closed landfill sites in various stages of post closure care.

10. Debt and other debt		
	2019	2018
South Peace Multiplex	6,500,564	7,459,433
Chetwynd Recreation Centre	4,601,235	4,929,290
Buick Creek Arena	1,492,275	1,598,670
Solid Waste	6,364,659	7,347,533
Harper Sewer	274,075	302,675
Potable Water - Area B	2,900,000	1,400,000
	22,132,808	23,037,601
Member municipality debt		
Chetwynd	3,794,677	3,955,354
Dawson Creek	24,178,693	27,314,865
Fort St. John	33,795,968	35,507,175
Hudson's Hope	8,821	11,538
Tumbler Ridge	915,640	1,078,190
	62,693,799	67,867,122
	84,826,607	90,904,723

Under the Local Government Act, the Regional District and member municipalities can secure financing for certain capital expenditures as noted above.

Notes to the Financial Statements

For the fiscal year ended December 31

10. Debt and other debt continued

The following are the borrowing issues from MFA for the Regional District, which is comprised of the debt of the Regional District and its member municipalities.

Issue No.	SI Bylaw	Interest Rate	Maturity Date	Regional District	Member Municipalities	Total
Issue #73	1317	6.36	Dec-20	-	14,583	14,583
Issue #77	1370	6.06	Jun-22	-	163,890	163,890
Issue #80	1453 & 1460	2.9	Oct-23	284,536	106,796	391,332
Issue #81	1493	2.4	Apr-24	-	597,014	597,014
Issue #85	1507	4.98	Dec-24	-	1,326,273	1,326,273
Issue #95	1540 & 1596	4.17	Oct-25	6,500,565	114,716	6,615,281
Issue #97	1618	4.66	Apr-26	-	279,550	279,550
Issue #101	1693	4.52	Apr-27	-	1,874,257	1,874,257
Issue #102	1729 & 1737	4.82	Dec-27	-	14,980,141	14,980,141
Issue #103	1777	2.65	Apr-28	-	8,692,547	8,692,547
Issue #105	1840 & 1844	4.9	Jun-24	-	1,267,164	1,267,164
Issue #110	1879, 1880 & 1882	4.5	Apr-30	6,093,510	278,794	6,372,304
Issue #118	1998 & 2000	3.4	Apr-32	274,075	241,736	515,811
Issue #121	2020 & 2024	2.9	Oct-32	933,593	3,756,861	4,690,454
Issue #124	2051	3.15	Oct-32	-	1,208,340	1,208,340
Issue #126	2083 & 2084	3.85	Sep-33	-	4,514,544	4,514,544
Issue #127	2078	3.3	Apr-24	1,031,919	-	1,031,919
Issue #130	2138 & 2142	3	Oct-34	-	3,832,882	3,832,882
Issue #131	2188 & 2192	2.2	Oct-34	-	2,535,313	2,535,313
Issue #133	2209 & 2210	2.75	Apr-35	-	11,919,257	11,919,257
Issue #141	2270 & 2280	2.8	Apr-27	-	1,531,548	1,531,548
Issue #142	2281 & 2293	3.15	Oct-27	4,114,610	2,022,833	6,137,443
Issue #145	2313	3.15	Apr-38	-	1,046,470	1,046,470
Issue #147	2347	3	Apr-39	-	388,289	388,289
Issue #115-1	2310	2.8	Dec-20	2,900,000	-	2,900,000
				22,132,808	62,693,799	84,826,607

Notes to the Financial Statements

For the fiscal year ended December 31

10. Debt and other debt continued

The principal payments on the total debt outstanding for future years is as follows:

Year	Regional District	Member Municipalities	Total
2020 short-term	2,900,000	-	2,900,000
2020	2,492,328	5,371,035	7,863,362
2021	2,594,095	5,569,049	8,163,144
2022	2,686,246	5,789,536	8,475,782
2023	2,445,291	5,660,781	8,106,073
2024	2,450,491	5,455,311	7,905,802
2025 & Thereafter	6,564,356	34,848,087	41,412,443
Total Long -Term	19,232,808	62,693,799	81,926,607
Total Debt	22,132,808	62,693,799	84,826,607

11. Other Liabilities

	2019	2018
Accrued interest	875,647	360,053
Debt reserves	1,817,319	1,902,260
Demand notes (Note 16)		4,425,838
	2,692,966	6,688,151

Notes to the Financial Statements

For the fiscal year ended December 31

12. Tangible Capital Assets	2018	Current		2019	2018		Current	2019	2019	2018
	Cost	Additions	Disposals	Cost	Accumulated Amortization	Disposals	Amortization	Accumulated Amortization	Net Book Value	Net Book Value
Land	189,287	75,797		265,084					265,084	189,287
Buildings	32,944,914	74,066		33,018,980	13,102,771		1,333,889	14,436,660	18,582,320	19,842,143
Equipment - computer	677,587	17,217	(19,185)	675,619	619,000	(19,185)	19,947	619,762	55,857	58,587
- machinery and other	3,018,969	175,153	(11,000)	3,183,122	2,323,063	(11,000)	198,056	2,510,119	673,003	695,906
- vehicles	2,808,847	33,414	(9,000)	2,833,261	1,563,302	(1,800)	125,824	1,687,326	1,145,935	1,245,545
Landfills	18,799,500			18,799,500	2,377,220		511,912	2,889,132	15,910,368	16,422,280
Parks	278,893	67,428		346,321	250,988		12,361	263,349	82,972	27,905
Sewer	18,012,809			18,012,809	5,597,791		455,576	6,053,367	11,959,442	12,415,018
Water	299,433	3,136,067		3,435,500	219,402		81,654	301,056	3,134,444	80,031
Work in progress	2,986,621	1,579,710		4,566,331					4,566,331	2,986,621
	80,016,860	5,158,852	(39,185)	85,136,527	26,053,537	(31,985)	2,739,219	28,760,771	56,375,756	53,963,323

Notes to the Financial Statements

For the fiscal year ended December 31

13. Reserve Funds	2019	2018
Appropriated surplus		
Appr.surplus - SW Capital	6,259,163	6,978,120
Appr. surplus - Gas tax	5,821,163	3,851,027
Appr. surplus - Rural Loan Fund	4,060,248	3,927,087
Appr. Surplus - NP Pool Bldg Replacment	3,681,384	3,616,965
Appr surplus-F/S Area D	3,226,064	3,171,250
Appr. surplus-PRA Area C	2,889,646	2,120,081
Appr surplus-F/S Area E	2,864,569	2,827,895
Appr.Surp.-Chetwynd Pool Reserve	2,106,327	2,069,469
Appr. surplus - PRA Area E	2,090,906	1,464,623
Appr.Surp.- NP Leisure Pool Reserve	2,078,800	1,084,485
Appr surplus- PRA Area B	1,873,663	1,359,056
Appr.Surp.-Chetwynd Arena Reserve	1,815,022	1,685,012
Appr surplus-F/S Area B	1,794,921	1,838,814
Appr. surplus - PRA Area D	1,729,262	1,313,723
Appr surplus- F/S Area C	1,460,303	1,594,887
Appr.surplus - Landfill Closure	1,210,554	968,898
Appr. surplus - Rural Fringe	1,183,896	1,163,179
Appr. surplus - Building Reserve	1,152,111	1,033,701
Appr. surplus - Solid Waste Reserve	1,080,017	1,061,118
Appr. surplus - PR Agreement Comm.	1,053,068	1,034,640
Appr. Surp. CLFD Reserve	894,920	662,766
Appr. surplus - reserve (CL Sewer Cap.)	511,488	273,842
Appr. surplus - Insurance Reserve	494,791	486,133
Appr. surplus - CL Truck Rec Facility	439,375	202,991
Appr. surplus - CL Treatment & Disposal	362,350	356,010
Appr. surplus - Feasibility Reserve	313,184	307,704
Appr. surplus - Emergency Plan. Reserve	288,342	283,296
Appr. surplus - ISP Reserve	284,854	279,870
Appr Surp - DCC (Dev. Cost Charge)	277,165	272,315
Appr.Surp.-911 Emergency Capital	261,699	257,119
Appr.Surp.-Buick Creek Arena Cap Resv	206,798	188,442
Appr.Surp. Vehicle Reserve	170,725	167,738
Appr. surplus - BCR/PRA	153,326	172,077
Appr.Surp.-DC/PC Fire Reserve	148,358	67,162
Appr. surplus - Sub Reg Rur Resv (Insur)	143,699	116,622
Appr. surplus - Medical Scholarship	104,586	102,756
Appr.Surp.-SW Capital (Veh/Equip) Resv	103,027	101,225

Notes to the Financial Statements

For the fiscal year ended December 31

13. Reserve funds continued	2019	2018
Appr. surplus - CL Sewer Reserve	102,354	100,563
Appr.surplus - Regional Parks	98,942	72,648
Appr. surplus - Clearview Arena Reserve	90,505	88,921
Appr. surplus - Election Reserve	82,296	80,856
Appr. surplus - Buick Creek Arena Reserv	81,818	80,386
Appr. surplus - Green "Carbon" Projects	58,673	24,241
Appr. surplus - reserve (FSJ Sewer Cap)	58,388	46,890
Appr. surplus - FSJ Sewer Reserve	51,544	50,642
Appr.surplus - Regional Parks	48,093	47,252
Appr.surplus - Kelly Lake Community Hall	37,497	27,016
Appr.Surp.-Chilton Swr Cap Reserve	34,400	33,798
Appr.surplus - North Pine TV	32,465	42,801
Appr.Surp. - CLFD Op Reserve	31,716	31,161
Appr. surplus - Chilton Sewer Reserve	29,822	29,300
Appr. Surp. B/I Veh. Replace. Reserve	28,012	17,696
Appr.surplus - Kelly Lake Community Hall	27,168	26,693
Appr. surplus - Tomslake Fire Reserve	22,300	21,910
Appr.Surp.-Mob Lake FD	21,191	18,364
Appr.Surp.-FSJ Water Cap. Reserve	19,953	14,691
Appr.surplus - reserve (Harper Swr)	13,830	13,588
Appr.surplus - Harper Sewer	13,829	13,587
Appr.Surp.-Kelly Lake Sewer Cap. Reserve	11,936	11,727
Appr.Surp.-Rolla Sewer Cap. Reserve	10,418	10,235
Appr.Surp.-Friesen Sewer Cap. Reserve	10,340	8,064
Appr.Surp.-Rolla dyking	160	4,752
	55,607,424	49,379,880
Reserve funds		
FSJ Water Reserve	29,860	29,337
Kelly Lake Reserve	21,413	21,039
Friesen Reserve Fund	18,931	18,599
Rolla Sewer Reserve	7,528	7,396
	77,732	76,371
	55,685,156	49,456,251

The Regional District's reserves were established by bylaw under section 814 of the Local Government Act. Legislation requires that money in the reserve fund must be used for the purpose for which the fund was established. The bylaw allows for the establishment of an operating and capital reserve which are an important funding sources for the Regional District.

Notes to the Financial Statements

For the fiscal year ended December 31

14. Accumulated Surplus

	2019	2018
Unappropriated surplus (Deficit)	1,889,224	(1,179,979)
Reserve funds (Note 13)	55,685,156	49,456,251
Equity in tangible capital assets	35,831,453	34,641,528
	93,405,833	82,917,800

15. Subsequent events

(a) COVID-19

Subsequent to the reporting date, the Coronavirus (COVID-19) outbreak was declared a pandemic by the World Health Organization and has had a significant global financial and economic impact. For the reporting date March 31, 2020, COVID-19 is considered by management as a non-adjusting event. Consequently, there is no impact on the recognition and measurement of assets and liabilities.

The Regional District understands this health and economic crisis presents uncertainty over future cash flows and for future periods this may cause significant changes to the assets and liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practical at this time.

(b) Cannacord investments

Subsequent to the reporting date, management made a significant investment of \$30,000,000 in a 1-year, Guaranteed Investment Certificate (GIC) managed by Cannacord Investments. The interest rates vary as follows:

Investment Description	Principal	Purchase Date	Maturity Date	Interest Rate
GIC - BSHORE	5,000,000	4/21/2020	4/21/2021	1.65%
GIC - BSHORE	5,000,000	4/21/2020	4/21/2021	1.70%
GIC - CCS	5,000,000	4/21/2020	4/21/2021	1.00%
GIC - CCS	5,000,000	4/21/2020	4/21/2021	1.75%
GIC - CCS	5,000,000	4/21/2020	4/21/2021	2.20%
GIC - BMO	5,000,000	4/21/2020	4/21/2021	2.25%
Total Investment	\$ 30,000,000			

16. Contingent liabilities

The Regional District has a contingent liability with respect to the Municipal Finance Authority of BC (MFA) Debt Reserve Fund Demand Note. As a condition of the borrowing, the Regional District was required to contribute to the MFA Debt Reserve through a demand note. The demand note will only be recorded as an asset and liability if a local government defaults on the loan obligation. Upon this action of the default, the MFA may call the outstanding demand notes, at which point the demand notes then become an asset and a liability. Once the defaulting local government repays in full the defaulted position, the MFA will refund all called demand notes. It is generally unlikely that the funds will be demanded by the MFA; therefore, the contingent liability has not been recorded in the financial statements.

Notes to the Financial Statements

For the fiscal year ended December 31

17. Budget

The Regional Districts 2019-2023 budget is publicly available at <https://prrd.bc.ca/> which was adopted by the Board on March 28, 2019 as part of the Five Year Financial Plan Bylaw No. 2362. The Regional District prepares its budget with consideration of revenues and expenditures without accrual adjustments. The Regional District's 2019 budget presented in the Statement of Operations and Accumulated Surplus and Statement of Net Financial Assets is adjusted for accounting standards for transactions such as debt and capital projects, which do not meet the definitions of revenues and expenses under PSAS.

The following is a reconciliation between the budgeted amounts approved in the Financial Plan and the budget as presented in the financial statements:

Financial Plan Bylaw No. 2362, Annual Surplus		-
2019 Annual Surplus		9,324,074
Revenue		
Transfer from Surplus	8,855,970	
Transfer from Reserve	4,407,830	
Debt Proceeds	1,502,303	
Internal Charges	634,231	
		15,400,334
Expense		
Capital	9,894,953	
Transfer to Reserve	6,295,587	
Debt Servicing - Member Municipalities	4,041,482	
Actuarial Estimate	1,995,436	
Debt Servicing - Regional District	1,815,264	
Internal Charges	638,600	
Transfer to Deficit	43,086	
		24,724,408
2019 Annual Surplus After Adjustments		-

Notes to the Financial Statements

For the fiscal year ended December 31

18. Municipal pension plan

The Regional District and its employees contribute to the Municipal Pension Plan (a jointly trusted pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employers defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan had about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Ever three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. the actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry - age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability. The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Regional District paid \$333,961 (2018 - \$335,066) for employer contributions to the plan in fiscal 2019. The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and costs to individual employers participating in the plan.

19. Related party transactions

During the year, the Regional District provided administration and accounting services of \$10,000 (2018 - \$10,000) to the Peace River Regional Hospital District.

20. Comparative figures

Certain prior year figures, presented for comparative purposes, have been reclassified to conform to the current year's financial statement presentation.

21. Segment reporting

The Regional District provides services to its members, that have been grouped into related departmental functions or service areas for segment reporting purposes. The various segments are as follows:

Notes to the Financial Statements

For the fiscal year ended December 31

21. Segment reporting continued

General Government

This segment is comprised of services that relate to the legislative function as well as the administrative and financial management of the Regional District. Legal administration, grants, records management, human resources management, information technology and elections all fall within General Government services.

Environmental Services

This segment administers services including solid and liquid waste management, recycling, invasive plant control and developing the Regional District's Corporate Energy and Emissions Plan.

Protective Services

This segment includes the revenue and expenses associated with fire protection, bylaw enforcement, animal control, victim services and building inspection services.

Planning and Development

This segment administers services related to long range and current community planning, geographical information services, and building inspections.

Recreation and Culture

This segment administers services that relate to the recreational and cultural activities and organizations within the Regional District.

Sewer Utility

This segment is comprised of services for providing sewer services.

Water Utility

This segment is comprised of services for providing water services.

Notes to the Financial Statements

For the fiscal year ended December 31

22. Prior period adjustment

During the year, information became available that demonstrated that the Regional District had overstated its tangible capital assets (buildings) and accumulated surplus in prior years. The Regional District has revised the 2018 comparative figures to remove the tangible capital assets, accumulated amortization and amortization expense for the tangible capital assets incorrectly recorded by the Regional District.

The following is the adjustment to the comparative financial statements for the year 2018:

	Previously Reported	Adjustment	Restated
Statement of Financial Position			
Financial Assets total	135,851,589	5	135,851,594
Financial Liabilities total	106,933,817	(4)	106,933,813
<i>Non-financial assets</i>			
Tangible capital assets	58,135,245	(4,171,922)	53,963,323
Non-financial assets total	58,171,941	(4,171,922)	54,000,019
Accumulated surplus	87,089,713	(4,171,913)	82,917,800
Statement of Operations			
Revenue total	46,574,775	(108,066)	46,466,709
Expense total	39,940,902	(4,559)	39,936,343
Annual surplus	6,633,873	(103,507)	6,530,366
<i>Accumulated surplus</i>			
Beginning of year	80,455,840	(4,068,406)	76,387,434
End of year	87,089,713	(4,171,913)	82,917,800
Statement of Change in Net Financial Assets			
Annual surplus	6,633,873	(103,507)	6,530,366
Change in net financial assets	5,633,327	9	5,633,336
<i>Net financial assets</i>			
End of year	28,917,772	9	28,917,781
Statement of Cash Flows			
Annual surplus	6,633,873	(103,507)	6,530,366

Schedule 1: Revenue and Expenses by Segment

	General Government	Environmental Services	Protective Services	Planning & Development	Recreation and Culture	Sewer Utilities	Water Utilities	2019	2018
Revenue									
Requisitions	3,705,367	7,052,890	2,827,451	1,479,641	12,238,257	221,139	802,035	\$ 28,326,780	\$ 26,956,378
Grants-in-lieu	541,374	745,180	25,925	155,278	146,452	0	0	1,614,209	1,455,700
Interest income	1,167,518	19,662	5,991	3	6,409	9,145	523	1,209,251	961,259
Fess, charges and other	93,504	5,172,117	229,546	255,854	1,776,182	1,277,189	74,347	8,878,739	9,480,118
Government transfers	5,069,501	81,000	15,663	75,986	-	0	-	5,242,150	4,327,443
	10,577,264	13,070,849	3,104,576	1,966,762	14,167,300	1,507,473	876,905	45,271,129	43,180,898
Wages and payroll Expenses	2,977,801	801,773	379,521	565,043	408,181	76,619	34,437	5,243,375	4,665,309
Advertising	31,664	24,812	13,135	30,500	2,069	0	1,657	103,837	111,407
Banking fees and interest	10,047	371,221	0	13,469	1,258,385	22,161	36,645	1,711,928	1,633,940
Professional services	118,268	18,152	46,996	24,669	633	4,150	66,689	279,557	372,443
Insurance	20,114	22,802	46,543	9,858	103,639	36,262	9,447	248,665	171,873
Grants and scholarships	11,360	0	6,500	109,500	3,598,139	0	0	3,725,499	2,643,548
Phone and internet	170,649	6,859	117,331	1,762	1,149	1,609	0	299,359	538,911
Consulting fees	57,542	71,365	0	0	0	18,337	0	147,244	131,569
Contracting fees	168,593	4,903,088	1,536,502	354,195	109,643	2,675	376,558	7,451,254	6,750,248
Utilities	31,858	0	21,943	0	1,681	68,762	14,606	138,850	84,434
Studies, committees and meetings	104,702	13,431	179,215	16,375	25,443	0	88	339,254	228,592
Repairs and maintenance	187,062	74,335	99,431	11,451	122,919	38,607	0	533,805	280,172
Office and supplies	147,270	855,225	57,636	21,387	7,063	973	22,552	1,112,106	1,066,595
Operations	0	502,837	0	36,232	5,371,272	48,555	53,459	6,012,355	5,489,164
travel meals and memberships	192,293	25,306	12,334	14,268	5,639	2,405	563	252,808	453,000
Miscellaneous	364,509	1,284,267	447,015	726,205	922,001	658,336	41,648	4,443,981	9,366,330
Amortization	91,259	548,449	171,960	3,013	1,379,956	466,180	78,402	2,739,219	2,662,997
	4,684,991	9,523,922	3,136,062	1,937,927	13,317,812	1,445,631	736,751	34,783,096	36,650,532
Net revenue (expenditure)	\$ 5,892,272	3,546,927	-31,486	28,835	849,488	61,842	140,154	\$ 10,488,033	\$ 6,530,366

PEACE RIVER REGIONAL DISTRICT
SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR
ON BEHALF OF EACH EMPLOYEE FOR 2019

1. ELECTED OFFICIALS

NAME	POSITION	REMUNERATION	EXPENSES
Ackerman, Lori	Director	15,243.00	1,044.00
Bertrand, Keith	Director	14,409.75	1,705.20
Boon, Arlene	Alternate Director	1,680.00	539.40
Bumstead, Dale	Director	17,637.75	407.16
Courtoreille, Allen G.	Director	19,836.75	5,606.88
Deck, Melvin	Alternate Director	682.00	591.60
Fraser, Robert	Director	17,785.00	2,695.04
Goodings, Karen	Director	44,517.31	14,496.03
Hansen, Lilia	Alternate Director	1,987.00	0.00
Heiberg, Dave	Director	18,571.25	5,206.97
Hiebert, Leonard	Director	57,131.31	25,976.53
Kirby, Joanne	Alternate Director	2,745.00	1,670.40
Lekstrom, Blair	Alternate Director	157.00	0.00
McKnight, James I	Alternate Director	1,232.00	0.00
Michetti, Lorraine	Director	16,517.00	112.52
Miller, Kelly	Alternate Director	870.00	581.16
Ponto, Betty	Alternate Director	785.00	299.28
Rogers, Mark	Alternate Director	570.00	93.96
Rose, Daniel	Vice Chair & Director	53,860.31	21,318.29
Smith, Barb	Alternate Director	2,089.00	0.00
Sperling, Bradley	Chair & Director	84,505.21	24,059.72
Stewart, Byron	Alternate Director	448.00	0.00
Zabinsky, Anthony	Director	19,090.00	2,400.62
Total		392,349.64	108,804.76

2. OTHER EMPLOYEES (excluding those listed in Part 1 above)

Albury, Edward	Fire Chief - Charlie Lake	98,000.35	6,293.49
Bates, Kelsey	Deputy Corporate Officer	78,003.45	3,537.86
Bondaroff, Kari	Environmental Services Manager	103,916.74	4,696.25
Brown, Crystal	Electoral Area Manager	93,950.25	6,180.90
Dahlen, Shawn	Chief Administrative Officer	178,982.53	8,832.51
Eichelberger, Paulo	GM of Environmental Services	128,921.30	3,973.01
Fulford, Aden	GIS Coordinator	82,660.64	4,007.53
Haughian, Frances	Communications Manager	85,587.61	4,533.49
Henderson, Tyra	Corporate Officer	135,240.12	4,127.95
Morgan, Patricia	GM of Community Services	129,053.22	6,568.47
Ouellette, Trevor	I.T. Manager	114,568.79	4,739.53
Schildroth, Ronald	Deputy Fire Chief - Charlie Lake	82,174.31	606.42
Smith, Lyle	Chief Financial Officer	131,939.05	7,811.72
Wards, Christina	Financial Services Manager	110,637.62	2,409.02
Total of Employees Earning Greater than \$75,000.00		1,553,635.98	68,318.15
Consolidated total of other employees with remuneration and expenses of \$75,000 or less		2,317,973.52	109,747.36
Total Other Employees		3,871,609.50	178,065.51

3. RECONCILIATION

Total Remuneration - elected officials	392,349.64	108,804.76
Total Remuneration - other employees	3,871,609.50	178,065.51
Subtotal	4,263,959.14	286,870.27
Reconciling Items	0.00	0.00
Total per Statement of Revenue and Expenditures	*See Note Below	
Variance	0.00	0.00

*The Consolidated Financial Statements do not provide this information, they are prepared on a function basis rather than on an object basis. However, the amounts reported are included in the expenses stated in the financial statements.

EMPLOYER PORTION CPP & EI

Employer Portion CPP	151,366.31
Employer Portion EI	<u>53,623.41</u>
Total Employer CPP and EI Paid to the Receiver General for Canada	204,989.72

PEACE RIVER REGIONAL DISTRICT

SCHEDULE OF SEVERANCE AGREEMENTS

For the year ended December 31, 2019

There was 1 Severance Agreement under which payment continued between the Peace River Regional District and a non-unionized employee during the fiscal year 2019 for a 9 month period

Compensation was based on salary and benefits from January to Sept 2019.

Peace River Regional District
Schedule of Payments to Suppliers for Goods and Services
For the year ended December 31, 2019

Supplier Name	Total
ADLARD ENVIRONMENTAL	70,476.87
AIM VENTURES INC. DBA AIM TRUCKING	37,083.90
ALASKA HIGHWAY NEWS	62,370.63
AMIANTE ENVIRONMENTAL CONSULTING INC.	51,229.50
AQUATECH CANADIAN WATER SERVICES INC.	1,044,849.10
ASPEN GROVE PROPERTY SERVICES	134,844.00
AVERY WEIGH-TRONIX CANADA	32,597.99
BC HYDRO	166,530.85
BEAR MOUNTAIN CONSTRUCTION LTD	1,419,672.03
BROCOR CONSTRUCTION LTD.	2,626,509.46
BROWNS' CHEVROLET BUICK GMC LTD.	52,971.76
BROWNS JANITORIAL SERVICES	62,208.13
BUICK CREEK COMMUNITY CLUB	85,000.00
CANADIAN CANCER SOCIETY	50,000.00
CANADIAN RED CROSS	25,056.65
CANADIAN UNION OF PUBLIC EMPLOYEES-SEC/TREAS	41,294.27
CDW CANADA CORP.	35,034.27
CHETWYND COMMUNICATIONS SOCIETY	256,000.00
CHETWYND PUBLIC LIBRARY	463,150.00
CHETWYND, DISTRICT OF	1,927,572.47
CHISHOLM LORNE S	55,387.50
CLEARVIEW ARENA SOCIETY	135,000.00
D&T DISPOSALS LTD.	305,434.22
DAWSON CO-OPERATIVE UNION	97,120.53
DAWSON CREEK, CITY OF	1,054,664.64
E-COMM EMERGENCY COMMUNICATIONS FOR BC	142,012.52
EPSCAN INDUSTRIES LTD	32,921.00
ESRI CANADA LIMITED	31,251.36
FCAPX LTD.	90,231.80
FLOWPOINT ENVIRONMENTAL SYSTEMS LP	31,740.53
FORT GARRY FIRE TRUCKS	114,000.00
FORT ST JOHN, CITY OF	3,564,440.84
FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION	22,375.00
GFL ENVIRONMENTAL INC.	3,573,048.67
GHD LIMITED	143,424.21
GREAT-WEST LIFE ASSURANCE COMPANY	329,718.00
HCMA ARCHITECTURE & DESIGN	29,109.97
INSURANCE CORPORATION OF B C	42,022.00
J.BERG CONTRACTING LTD.	39,377.01
JK SOLUTIONS LTD.	66,285.22
JOHNSON CAROL	57,330.00
KELLY LAKE COMMUNITY CENTRE SOCIETY	74,317.44
KNAPPETT INDUSTRIES (2006) LTD.	318,659.26
MATRIX SOLUTIONS INC.	175,065.97
MEDICAL SERVICES PLAN OF BC-MINISTER OF FINANCE	27,975.00
MILE "O" ELECTRIC LTD.	27,453.42
MINISTER OF FINANCE - REVENUE SERVICES OF BC	60,195.63
MINISTER OF FINANCE & CORP. REL. AGRICULTURAL	34,200.00
MNP	53,458.12
MOBERLY LAKE VOLUNTEER FIRE DEPARTMENT	68,050.00
MORRISON HERSHFIELD LIMITED	53,196.96

MUNICIPAL FINANCE AUTHORITY OF BRITISH	10,524,602.98
MUNICIPAL INSURANCE ASSOCIATION OF BRITISH	207,046.59
MUNICIPAL PENSION PLAN	625,491.63
NORTECH EFFICIENT BUSINESS SOLUTIONS	127,877.23
NORTH ISLAND 9-1-1 CORPORATION	156,017.00
NORTH PEACE AIRPORT SERVICES	71,164.80
NORTHERN PORTABLES	27,300.00
NORTHERN ROCKIES TREE SERVICE LTD.	58,485.00
NORTHWESTEL INC.	85,192.92
OSCAR'S DISPOSAL LTD.	248,918.32
PANGMAN MIKE	32,098.64
PETRON COMMUNICATIONS LTD	61,334.83
RAVEN RESCUE SAFETY MEDICAL LTD.	46,983.60
RECEIVER GENERAL FOR CANADA	1,178,869.59
RECYCLE IT	1,936,008.31
SHI CANADA ULC	36,340.28
SOFTWARE EMPORIUM INC.	62,674.24
SPERLING HANSEN ASSOCIATES	82,150.02
STANTEC CONSULTING LTD.	47,807.17
TAYLOR, DISTRICT OF	240,607.10
TD VISA	151,159.10
TELUS	57,618.35
TELUS COMMUNICATIONS INC C/O TELUS SERV (INTERNET)	51,609.60
TERVITA CORPORATION	1,864,459.63
TETRA TECH CANADA INC	84,587.65
TOM'S CONSTRUCTION	56,447.21
TOMSLAKE & DISTRICT RECREATION COMMISSION	92,400.00
TOMSLAKE & DISTRICT VOLUNTEER FIRE DEPARTMENT	110,072.16
TRYON LAND SURVEYING LIMITED	36,172.35
TUMBLER RIDGE MUSEUM FOUNDATION	93,992.00
TUMBLER RIDGE, DISTRICT OF	142,438.54
UNIGLOBE PHILLIPS TRAVEL LTD	27,260.91
URBAN SYSTEMS LTD.	725,954.35
VADIM COMPUTER MANAGEMENT GROUP	33,939.36
VILLAGE OF POUCE COUPE	156,650.94
W.L. CONSTRUCTION LTD.	193,053.63
WATERHOUSE EXECUTIVE SEARCH	59,299.97
WORKERS' COMPENSATION BOARD OF BC	40,868.65
YOUNG ANDERSON BARRISTERS & SOLICITORS	234,661.58
Total of aggregate supplier payments \$25,000 or greater	39,563,534.93
Consolidated total of supplier payments of less than \$25,000	1,491,931.15
Consolidated total of grants and contributions \$25,000 or greater	1,962,037.33
Consolidated total of grants and contributions less than \$25,000	553,353.77
Consolidated total of grants and contributions	2,515,391.10
TOTAL Supplier, Grant and Contribution Payments	43,570,857.18

Peace River Regional District
Schedule of Grants and Contributions
For the year ended December 31, 2019

Payee Name	Total
CANADIAN CANCER SOCIETY	50,000.00
CECIL LAKE RECREATION COMMISSION	30,070.00
CHETWYND & DISTRICT ROD & GUN CLUB	36,815.40
DAWSON CREEK, CITY OF	172,000.00
DAWSON CREEK EXHIBITION SOCIETY	50,000.00
DAWSON CREEK SOCIETY FOR COMMUNITY LIVING	100,000.00
CHETWYND, DISTRICT OF	60,686.81
FORT ST. JOHN COMMUNITY ARTS COUNCIL	120,000.00
FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION	60,500.00
GOODLOW COMMUNITY CLUB	26,879.84
NORTH PEACE CULTURAL CENTRE	65,062.00
NORTH PEACE DIVISION OF FAMILY PRACTICE	100,000.00
NORTH PEACE SEARCH AND RESCUE SOCIETY	31,619.23
NORTHERN ENVIRONMENTAL ACTION TEAM	47,251.00
NORTHERN HEALTH AUTHORITY	107,500.00
PINE VALLEY EXHIBITION PARK SOCIETY	67,700.01
POUCE COUPE, VILLAGE OF	25,000.00
SAGITAWA CHRISTIAN CAMPING SOCIETY	43,300.00
SHOCK TRAUMA AIR RESCUE SOCIETY	170,000.00
SOUTH PEACE HEALTH SERVICES SOCIETY	296,971.40
STEP UP 'N' RIDE SOCIETY	25,000.00
SUNSET PRAIRIE RECREATION COMMISSION	30,174.64
TUMBLER RIDGE GLOBAL GEOPARK SOCIETY	125,000.00
TUMBLER RIDGE MUSEUM FOUNDATION	93,992.00
UNITED WAY OF NORTHERN BC	26,515.00
Total of Grants and Contributions \$25,000 or greater	1,962,037.33
Total Grants and Contributions less than \$25000	553,353.77
Total Grants and Contributions	2,515,391.10

PEACE RIVER REGIONAL DISTRICT

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

For the year ended December 31, 2019

There were no Guarantee and Indemnity Agreements the the 2019 year.



REPORT

To: Chair and Directors

Report Number: FN-BRD-010

From: Amber Vieweg, Investment Officer

Date: August 4, 2020

Subject: 2020 Investment Update

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board receive the report titled 2020 Investment Update, which provides an update on PRRD and PRRHD hospital investments as at June 30, 2020, for information.

BACKGROUND/RATIONALE:

Since the last Investment Update in November 2019, COVID-19 has altered the investment landscape in significant ways. Financial market risk has risen significantly and unprecedented volatility was seen in all financial markets, particularly in March and April 2020, as the impacts of COVID-19 caught the world by surprise. Interest rates fell to unprecedented low levels; as central banks around the world cut interest rates (overnight rate is now at 0.25% in Canada), bond market participants flocked to less risky assets (government bonds), pushing down long term bond yields. While the equity markets have since recovered, interest rates and bond yields remain at their lowest historical levels ever.

In this environment, and with less visibility on PRRD's future cash flows, PRRD investment staff felt it was prudent to increase the liquidity and improve the diversification and credit quality of holdings. Principal protection (preservation of capital) and liquidity are the foremost objectives of the PRRD's Investment Policy, with return on investment being secondary to those two objectives. Our diversification strategy has lowered the risk profile of the portfolios, but that will come at the expense of lower expected returns – however, one can argue that we have enhanced our “risk-adjusted returns.”

The attachments provide an overview of the positioning of the PRRHD and PRRD Investment Portfolios as at June 30, 2020.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

From October 31, 2019 to June 30, 2020, the PRRD's funds have earned interest in the amount of \$1,070,543.48 while the PRRHD's funds have earned interest in the amount of \$1,394,539.44.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. PRRD Investment Portfolio
2. PRRHD Investment Portfolio

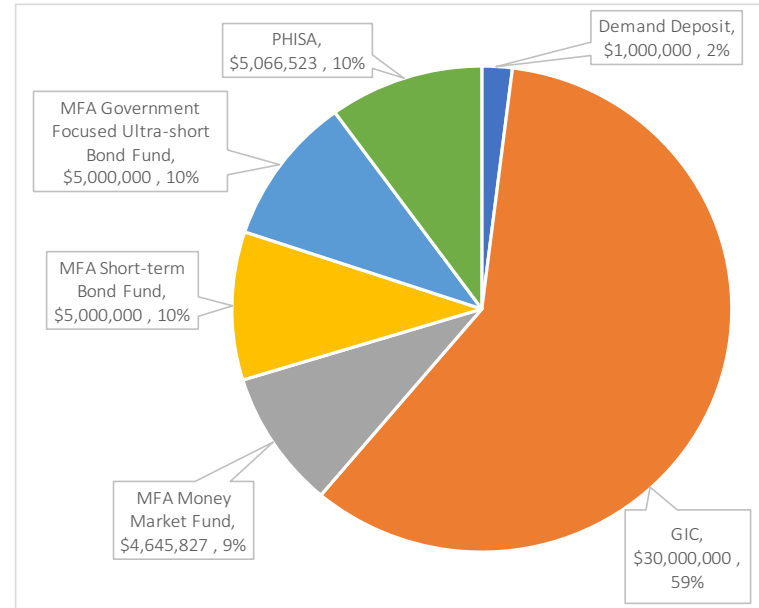


PRRD Portfolio Overview

Issuer Exposure

Issuer	Market Value Per Issuer	% of Portfolio
Multiple (Pooled Fund)	\$19,645,827	35.3%
Coast Capital Savings	\$15,000,000	26.9%
BlueShore Financial Credit Union	\$10,000,000	17.9%
CIBC	\$5,066,523	9.1%
Bank of Montreal	\$5,000,000	9.0%
TD Group	\$1,000,000	1.8%
Grand Total	\$55,712,350	100.0%

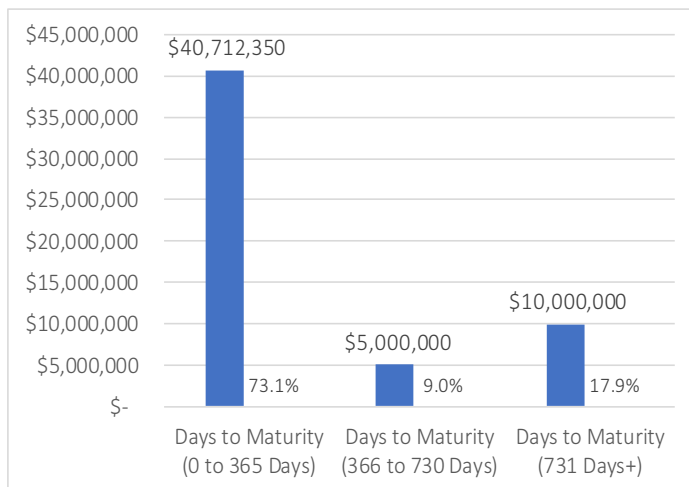
Product Type Mix



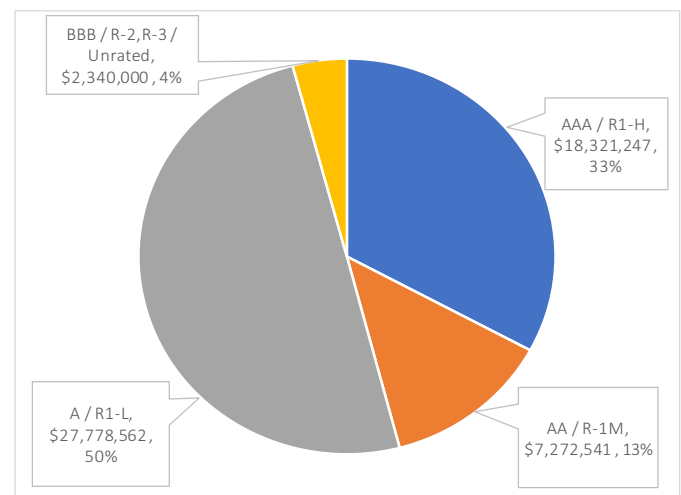
Portfolio Characteristics

Market Value	\$55,712,350
Weighted Avg. Maturity (years)	1.15
Weighted Avg. Yield	1.33%
# of Holdings	427

Maturity Allocation

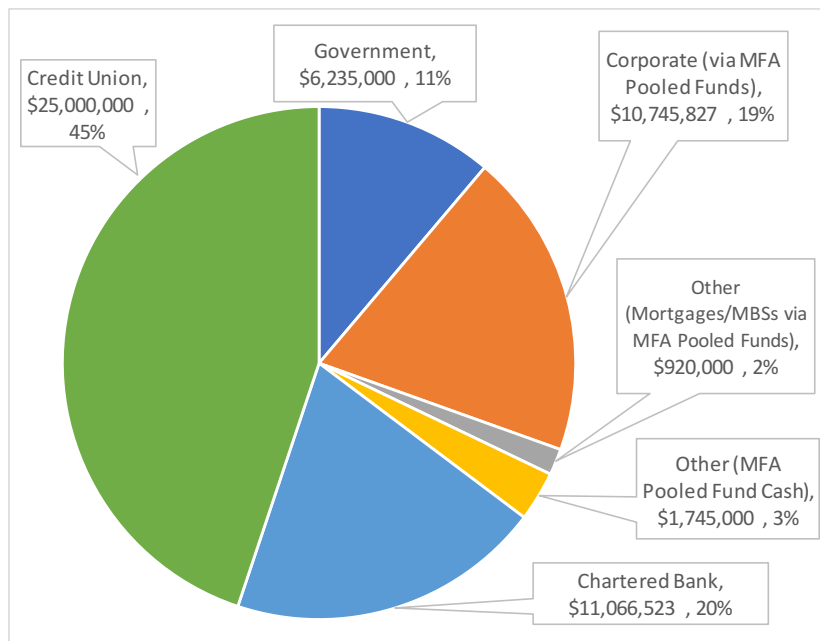


Credit Rating Exposure

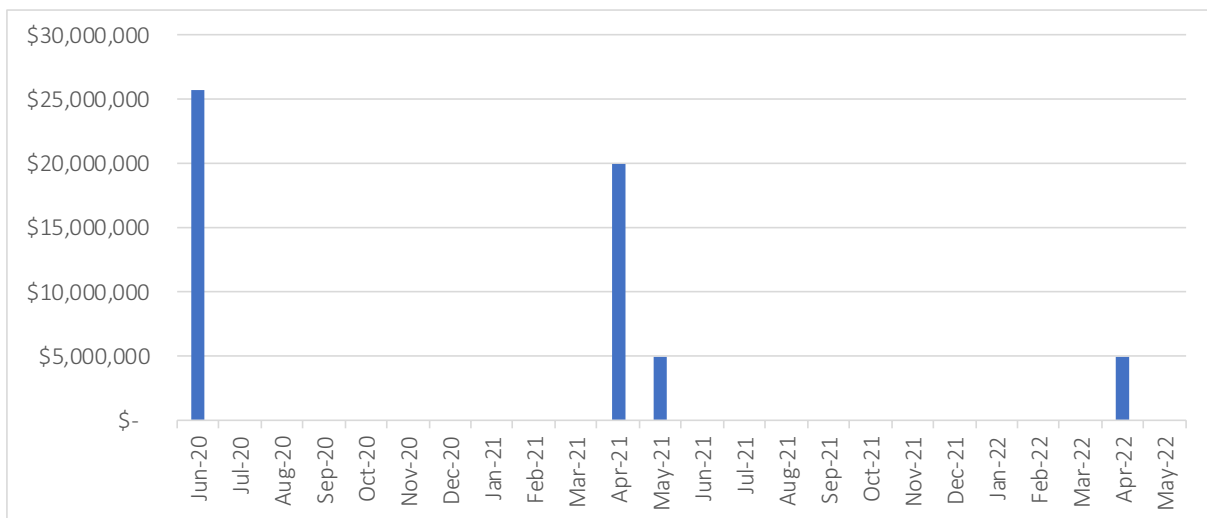




Issuer Type Mix



Liquidity Schedule



The Liquidity Schedule differs from the Maturity Allocation chart as MFA Pooled Funds and CIBC's PHISA provide daily liquidity. The Pooled Funds hold a basket of securities with varying maturities which are weighted-averaged to determine the weighted average maturity, or the approximate recommended holding period.



Portfolio Constraints

Single Security

Issuer	Market Value	% of Portfolio	Single Security Limit	In Compliance with Policy?
CIBC Pooled High-Interest Savings Account (PHISA)	\$5,066,523	9.1%	10%	✓
MFA Money Market Fund [1]	\$4,645,827	8.3%	10%	✓
MFA Government Focused Ultra-Short Bond Fund [1]	\$5,000,000	9.0%	10%	✓
MFA Bond Fund [1]	\$5,000,000	9.0%	10%	✓
MFA Fossil Fuel Free [1]	\$5,000,000	9.0%	10%	✓
Bank of Montreal	\$5,000,000	9.0%	10%	✓
BlueShore Financial Credit Union (Canaccord)	\$5,000,000	9.0%	10%	✓
BlueShore Financial Credit Union (Canaccord)	\$5,000,000	9.0%	10%	✓
Coast Capital Savings (Canaccord)	\$5,000,000	9.0%	10%	✓
Coast Capital Savings (Canaccord)	\$5,000,000	9.0%	10%	✓
Coast Capital Savings (Canaccord)	\$5,000,000	9.0%	10%	✓
TD Group (General Bank Account)	\$1,000,000	1.6%	10%	✓

[1] MFA's Pooled Fund Mandates limit the maximum exposure to a single issuer to 10% of the Total Fund. MFA's Funds are composed of 10s if not 100s of securities, it is not a single security but rather a portfolio of securities.

Credit Rating

Rating	% of Portfolio	Constraint	In Compliance with Policy?
AAA / R-1H	33%	Up to 100%	✓
AA / R-1M	13%	Up to 90%	✓
A / R-1L	50%	Up to 70%	✓
BBB / R-2,R-2 / Unrated	4%	N/A	✗



Total Portfolio

Constraint	Note	In Compliance with Policy?
Max. 5% Portfolio in USD	<ul style="list-style-type: none">No USD holdings	✓
Securities must be rated by at least 1 Rating Agency	<ul style="list-style-type: none">All securities in this portfolio have been rated by at least 1 Rating Agency	✓
Max. Maturity 10 years	<ul style="list-style-type: none">The longest held investment security is 2 years	✓
Max. Avg. Term to Maturity no greater than 5 years	<ul style="list-style-type: none">The average term to maturity is 1 year and 2 months	✓
Total Long-term Investments Shall Not Exceed 75% of Prior Years' Reserves	<ul style="list-style-type: none">Long-term investments are approximately 27% of prior years' reserves	✓
Max. 15% of Portfolio Not Conforming with Policy	<ul style="list-style-type: none">4% of the portfolio has been rated 'BBB / R-2, R-2 / Unrated' however these securities are within the MFA's respective bond funds and are therefore compliant with legislation.	✓

Comments:

- In the near future, it will be prudent to consider revising the Investment Policy to limit the exposure to an Issuer as opposed to a single security. This revision would result in the need to seek investment alternatives in order to reduce the portfolio's exposure to Coast Capital Savings and BlueShore Financial Credit Union. A greater mix of issuers will support diversification and also limit the credit exposure to any single Issuer.



PRRD Portfolio Holdings

Security Type	Number of Holdings	Issuer	Issuer Type	Credit Rating	Maturity Date	Liquidity Date	Yield	Market Value
Demand Deposit	1	TD Group	Chartered Bank	R-1H	Rolling	30-Jun-20	0.55%	\$1,000,000
MM Pooled Fund	170	Multiple (Pooled Fund)	Mixed (Pooled Fund)	Varied (Pooled Fund)	Rolling	30-Jun-20	0.52%	\$4,645,827
STB Pooled Fund	160	Multiple (Pooled Fund)	Mixed (Pooled Fund)	Varied (Pooled Fund)	Rolling	30-Jun-20	0.94%	\$5,000,000
GFUSB Pooled Fund	10	Multiple (Pooled Fund)	Mixed (Pooled Fund)	Varied (Pooled Fund)	Rolling	30-Jun-20	0.28%	\$5,000,000
FFSTB Pooled Fund	79	Multiple (Pooled Fund)	Mixed (Pooled Fund)	Varied (Pooled Fund)	Rolling	30-Jun-20	0.89%	\$5,000,000
PHISA	1	CIBC	Chartered Bank	R-1H	Rolling	30-Jun-20	0.90%	\$5,066,523
GIC	1	BlueShore Financial Credit Union	Credit Union	R-1L	21-Apr-21	21-Apr-21	1.65%	\$5,000,000
GIC	1	BlueShore Financial Credit Union	Credit Union	R-1L	21-Apr-21	21-Apr-21	1.70%	\$5,000,000
GIC	1	Bank of Montreal	Chartered Bank	R-1H	26-May-21	26-May-21	1.60%	\$5,000,000
GIC	1	Coast Capital Savings	Credit Union	R-1L	21-Apr-21	21-Apr-21	1.75%	\$5,000,000
GIC	1	Coast Capital Savings	Credit Union	R-1L	20-Apr-21	20-Apr-21	2.20%	\$5,000,000
GIC	1	Coast Capital Savings	Credit Union	R-1L	20-Apr-22	20-Apr-22	2.25%	\$5,000,000

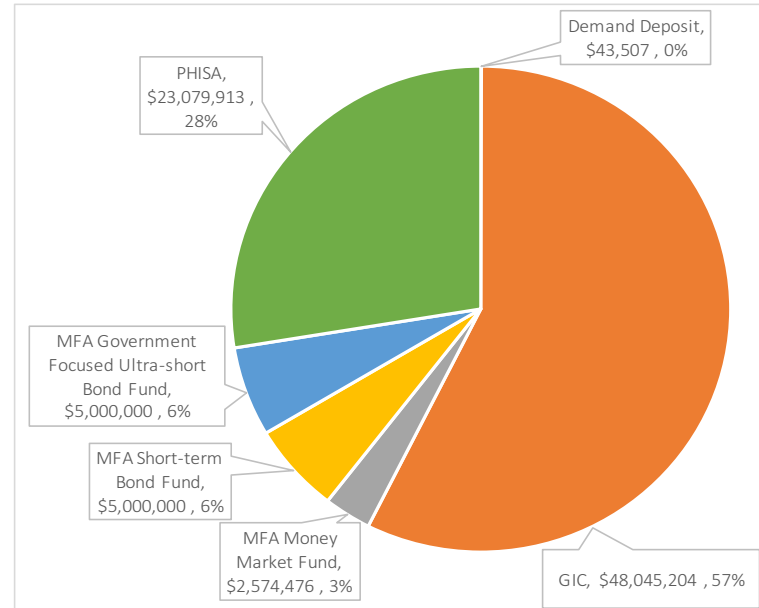


PRRHD Portfolio Overview

Issuer Exposure

Issuer	Market Value Per Issuer	% of Portfolio
CIBC	\$23,079,913	27.6%
Duca Financial Services Credit Union Ltd.	\$17,296,046	20.7%
Multiple (Pooled Fund)	\$12,574,476	15.0%
Bank of Montreal	\$12,000,000	14.3%
Alterna Savings and Credit Union Ltd.	\$8,749,158	10.4%
Coast Capital Savings	\$5,000,000	6.0%
Affinity Credit Union	\$5,000,000	6.0%
TD Group	\$43,507	0.1%
Grand Total	\$83,743,100	100.0%

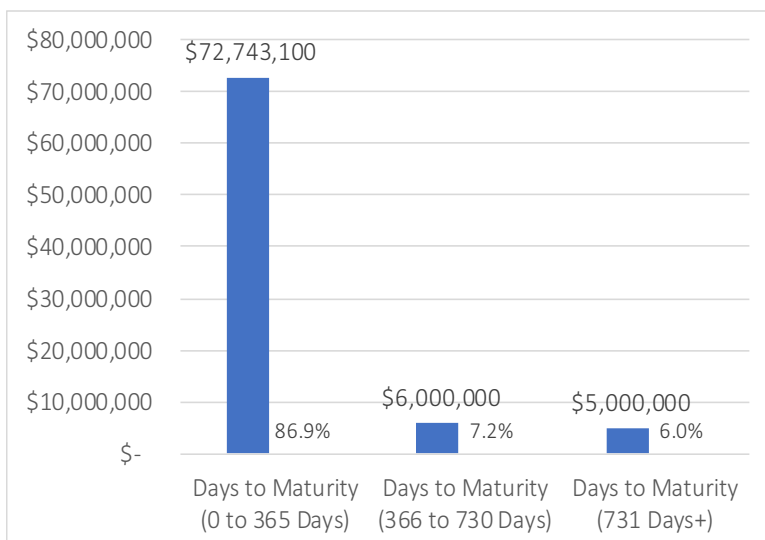
Product Type Mix



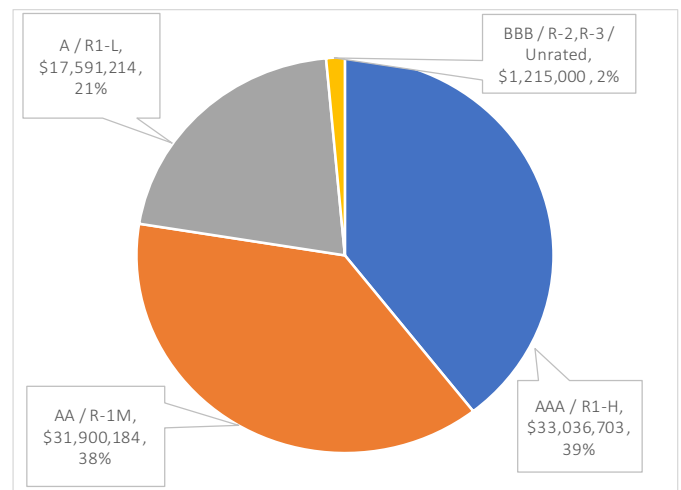
Portfolio Characteristics

Market Value	\$83,743,100
Weighted Avg. Maturity (years)	0.60
Weighted Avg. Yield	1.65%
# of Holdings	349

Maturity Allocation

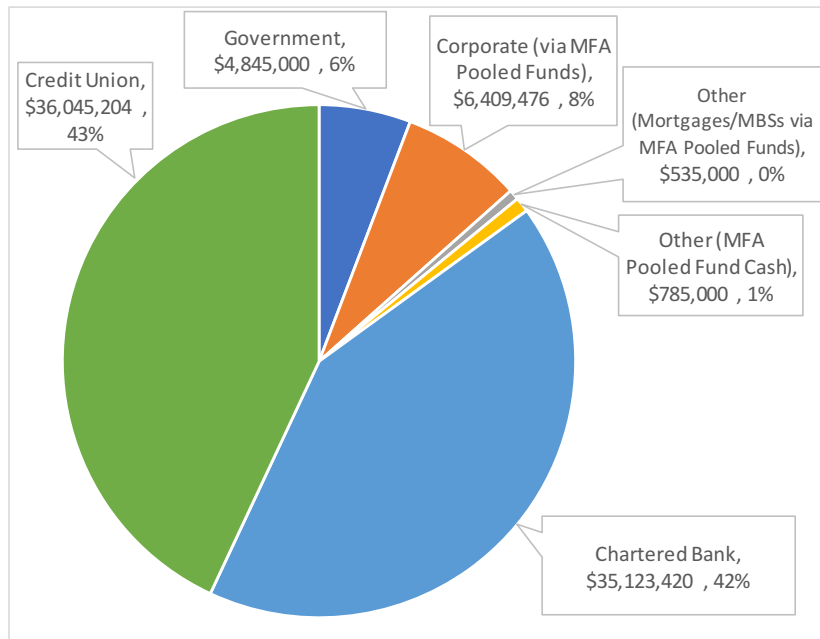


Credit Rating Exposure

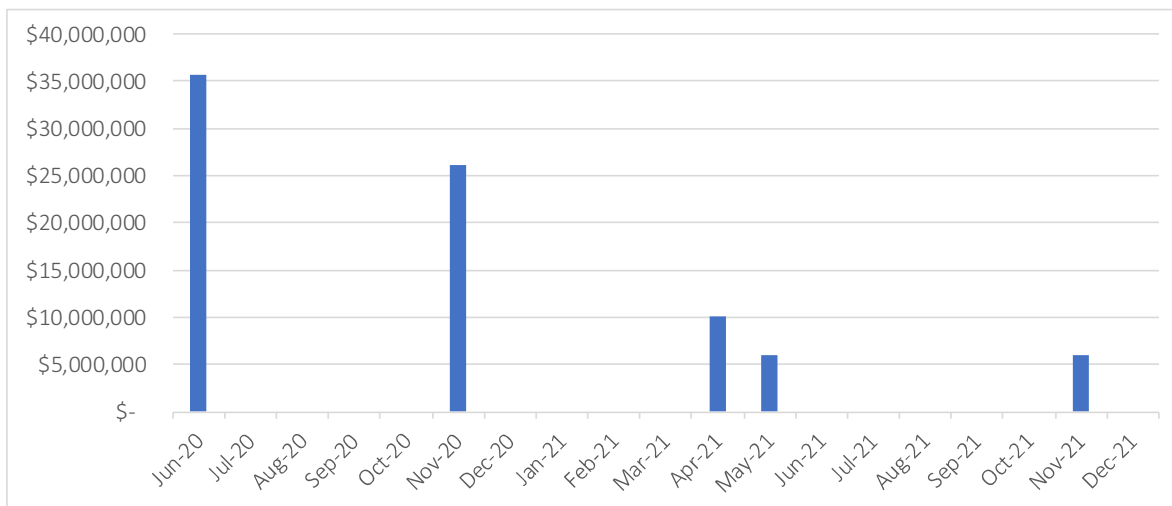




Issuer Type Mix



Liquidity Schedule



The Liquidity Schedule differs from the Maturity Allocation chart as MFA Pooled Funds and CIBC's PHISA provide daily liquidity. The Pooled Funds hold a basket of securities with varying maturities which are weighted-averaged to determine the weighted average maturity, or the approximate recommended holding period.



Portfolio Constraints

Single Security

Issuer	Market Value	% of Portfolio	Single Security Limit	In Compliance with Policy?
CIBC Pooled High-Interest Savings Account (PHISA)	\$23,079,913	27.6%	10%	✗
Duca Financial Services Credit Union Ltd. (Canaccord)	\$8,648,023	10.4%	10%	✓
Duca Financial Services Credit Union Ltd. (Canaccord)	\$8,648,023	10.3%	10%	✓
MFA Money Market Fund [1]	\$2,574,476	3.0%	10%	✓
MFA Government Focused Ultra-Short Bond Fund [1]	\$5,000,000	6.0%	10%	✓
MFA Bond Fund [1]	\$5,000,000	6.0%	10%	✓
Bank of Montreal	\$6,000,000	7.2%	10%	✓
Bank of Montreal	\$6,000,000	7.1%	10%	✓
Alterna Savings and Credit Union Ltd. (Canaccord)	\$8,749,158	10.4%	10%	✓
Coast Capital Savings (Canaccord)	\$5,000,000	6.0%	10%	✓
Affinity Credit Union (Canaccord)	\$5,000,000	6.0%	10%	✓
TD Group (General Bank Account)	\$43,507	0.1%	10%	✓

[1] MFA's Pooled Fund Mandates limit the maximum exposure to a single issuer to 10% of the Total Fund. MFA's Funds are composed of 10s if not 100s of securities, it is not a single security but rather a portfolio of securities.

Credit Rating

Rating	% of Portfolio	Constraint	In Compliance?
AAA / R-1H	39%	Up to 100%	✓
AA / R-1M	38%	Up to 90%	✓
A / R-1L	21%	Up to 70%	✓
BBB / R-2,R-2 / Unrated	2%	N/A	✗



Total Portfolio

Constraint	Note	In Compliance with Policy?
Max. 5% Portfolio in USD	<ul style="list-style-type: none"> No USD holdings 	✓
Securities must be rated by at least 1 Rating Agency	<ul style="list-style-type: none"> DUCA and Alterna Credit Unions (Ontario) are not rated however according to PRRD's Investment Policy – Section 5.2 (e) <i>Fully Insured Credit Union Deposits</i>: The deemed rating for securities issued by a Credit Union will be equal to the rating of the province that the credit union resides in. In this case Province of Ontario's DBRS short term credit rating is R-1M. 	✓
Max. Maturity 10 years	<ul style="list-style-type: none"> The longest held investment security is 1.5 years 	✓
Max. Avg. Term to Maturity no greater than 5 years	<ul style="list-style-type: none"> The average term to maturity is 7 months 	✓
Total Long-term Investments Shall Not Exceed 75% of Prior Years' Reserves	<ul style="list-style-type: none"> Long-term investments are approximately 40% of prior years' reserves 	✓
Max. 15% of Portfolio Not Conforming with Policy	<ul style="list-style-type: none"> CIBC's PHISA is over the 10% single security threshold, however, it is a pooled savings account offered via MFA and is fully liquid and rated R-1 (high) – the highest possible rating available. Money is being held here in the interim until suitable long-term options become available. 2% of the portfolio has been rated 'BBB / R-2, R-2 / Unrated' however these securities are within the MFA's respective bond funds and are therefore compliant with legislation. 	✗

Comments:

- In the near future, it will be prudent to consider revising the Investment Policy to limit the exposure to an Issuer as opposed to a single security. This revision would result in the need to seek investment alternatives in order to reduce the portfolio's exposure to Bank of Montreal and Duca Financial Services Credit Union Ltd. A greater mix of issuers will support diversification and too limit the credit exposure to any single entity.
- Further, it may be advisable in the near future, to revise the Investment Policy to require the use of published issuer ratings as opposed to using a 'jurisdiction-based' ratings approach. Accounting for Duca Financial Services Credit Union Ltd. and Alterna Savings and Credit Union Ltd., which are unrated financial institutions, in that manner would increase the percentage of the total portfolio categorized as "BBB/ R-2, R-2/Unrated" to over 33%. Adopting this revision is more accurate, and is in alignment with recommended practice. Most importantly, using published ratings will ensure prudent and measured credit risk, and adherence to the core Investment Policy objective of principal protection.



PRRHD Portfolio Holdings

Security Type	Number of Holdings	Issuer	Issuer Type	Credit Rating	Maturity Date	Liquidity Date	Yield	Market Value
Demand Deposit	1	TD Group	Chartered Bank	R-1H	Rolling	30-Jun-20	0.55%	\$43,507
MM Pooled Fund	170	Multiple (Pooled Fund)	Mixed (Pooled Fund)	Varied (Pooled Fund)	Rolling	30-Jun-20	0.52%	\$2,574,476
STB Pooled Fund	160	Multiple (Pooled Fund)	Mixed (Pooled Fund)	Varied (Pooled Fund)	Rolling	30-Jun-20	0.94%	\$5,000,000
GFUSB Pooled Fund	10	Multiple (Pooled Fund)	Mixed (Pooled Fund)	Varied (Pooled Fund)	Rolling	30-Jun-20	0.28%	\$5,000,000
PHISA	1	CIBC	Chartered Bank	R-1H	Rolling	30-Jun-20	0.90%	\$23,079,913
GIC	1	Duca Financial Services Credit Union Ltd.	Credit Union	R-1M	24-Nov-20	24-Nov-20	2.73%	\$8,648,023
GIC	1	Bank of Montreal	Chartered Bank	R-1H	26-May-21	26-May-21	1.60%	\$6,000,000
GIC	1	Coast Capital Savings	Credit Union	R-1L	20-Apr-21	20-Apr-21	2.20%	\$5,000,000
GIC	1	Affinity Credit Union	Credit Union	R-1L	20-Apr-21	20-Apr-21	2.20%	\$5,000,000
GIC	1	Alterna Savings and Credit Union Ltd.	Credit Union	R-1M	17-Nov-20	17-Nov-20	2.60%	\$8,749,158
GIC	1	Duca Financial Services Credit Union Ltd.	Credit Union	R-1M	24-Nov-20	24-Nov-20	2.58%	\$8,648,023
GIC	1	Bank of Montreal	Chartered Bank	A+	24-Nov-21	24-Nov-21	1.65%	\$6,000,000



REPORT

To: Chair and Directors

Report Number: ADM-BRD-062

From: Kori Elden, Executive Assistant/HR Generalist

Date: July 29, 2020

Subject: 2020 Pre Budget Approval – Student/Junior Planner Position

RECOMMENDATION: *[Corporate Weighted]*

That the Regional Board authorize pre budget approval for 2021, in an amount not to exceed \$28,000, to extend the Student/Junior Planner position for a full nine-month term extending six months into 2021.

BACKGROUND/RATIONALE:

The Development Services Department has been short staffed for quite some time now. Consequently, the Development Services Department is being supported by a contracted organization. The Student/Junior Planner position will be an asset to the department and extending the budget dollars into 2021 will allow for a nine-month employment term. At this time, it would be difficult to recruit a qualified candidate for a term ending December 10, 2020.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The 2020 Student/Junior Planner wage is \$26.20/hr. The total cost of a one-year term for this position is \$54,360 (including 14% in lieu of benefits)

COMMUNICATIONS CONSIDERATION(S):

The successful candidate for this position would receive notification of the nine-month term dates upon Board approval.

OTHER CONSIDERATION(S):

None.



REPORT

To: Chair and Directors

Report Number: DS-BRD-040

From: Tyra Henderson, Corporate Officer

Date: July 29, 2020

Subject: Application for Non-Farm Use in the ALR, PRRD File No. 20-010, ALC ID 61029

OPTIONS: [Corporate Unweighted]

1. That the Regional Board support ALR Non-Farm Use application 20-010-ALRNFU (ALC ID 61029), to develop a 14 ha borrow source site for aggregate material on the properties identified as PID 014-654-211 & PID 014-654-229, and authorize the application to proceed to the Agricultural Land Commission.
2. That the Regional Board respectfully refuse authorization for ALR Non-Farm Use application 20-010-ALRNFU (ALC ID 61029), to develop a 14 ha borrow source site for aggregate material on the properties identified as PID 014-654-211 & PID 014-654-229, to proceed to the Agricultural Land Commission.

BACKGROUND/RATIONALE:

Proposal

To develop a borrow source for aggregate material for the construction of access roads and causeways on the north bank of the Peace River for the Site C Project. The project will temporarily affect approximately 14 ha of agricultural land that is not actively farmed. Activities on the site will include minor clearing of vegetation, development of temporary access roads, removal and storage of overburden material, excavation of suitable aggregate material, and crushing and screening aggregate on-site. The estimated volume of required aggregate material from the area is 100,000 m³.

The borrow source will be required only for the construction of reservoir access roads. BC Hydro will not continue to use it as a gravel source once construction of reservoir access roads is complete. The site will be reclaimed and re-vegetated to re-establish self-sustaining ecosystems by replacing the topsoil previously removed, approximately 20 cm deep, from a temporarily stockpile.

File/Site Details

Owner: BC Hydro and Power Authority
Agent: Eugene Lim
Area: Electoral Area B
Location: Attachie

Parcel 1

Legal: The fractional East ½ of Section 29 Township 83 Range 22 W6M Peace River District
PID: 014-654-211
Lot Size: 129.96 ha (318.66 ac)

Parcel 2

Legal: Parcel A (J26236) of the South West ¼ of Section 29 Township 83 Range 22 W6M
Peace River District
PID: 014-654-229
Lot Size: 14.91 ha (36.83 ac)

Official Community Plan (OCP)

Pursuant to *PRRD Rural Official Community Plan Bylaw No. 1940, 2011*, the properties are designated Agriculture-Rural. Section 7 Policy 2 of the OCP states land within this designation should generally be used for agriculture, and businesses compatible with the agriculture industry. However, Section 15 Policy 12 of the OCP states the PRRD recognizes that sand and gravel deposits are under provincial jurisdiction.

Approximately 2% of the Non-Farm Use site is also within the Preservation Area. Section 17 of the OCP states the objective of the Preservation Area is to help protect people and development from hazardous conditions. Section 17 Policy 1 states that development should be directed away from these areas.

Therefore, the borrow source is consistent with the OCP.

Land Use Zoning

Pursuant to *PRRD Zoning Bylaw No. 1000, 1996*, the properties are zoned A-2 (Large Agricultural Holdings Zone). Section 36.1 of the bylaw states gravel extraction and processing is a permitted principal land use in the A-2 Zone.

Therefore, the borrow source complies with the zoning regulations.

Fire Protection Area

The properties are outside all fire protection areas.

Mandatory Building Permit Area

The properties are outside the Mandatory Building Permit Area.

Development Permit Areas

The properties are outside all Development Permit Areas.

Development Cost Charge Area

The properties are outside the Development Cost Charge Area.

School District 60 School Site Acquisition Charge Area

The property is within the School Site Acquisition Charge Area, but it is not applicable since no new residential lots are proposed.

ALTERNATIVE OPTIONS:

1. That the Regional Board support ALR Non-Farm Use application 20-010-ALRNFU (ALC ID 61029), to develop a 14 ha borrow source site for aggregate material on the properties identified as PID 014-654-211 & PID 014-654-229, and authorize the application to proceed to the Agricultural Land Commission with recommended conditions of approval.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

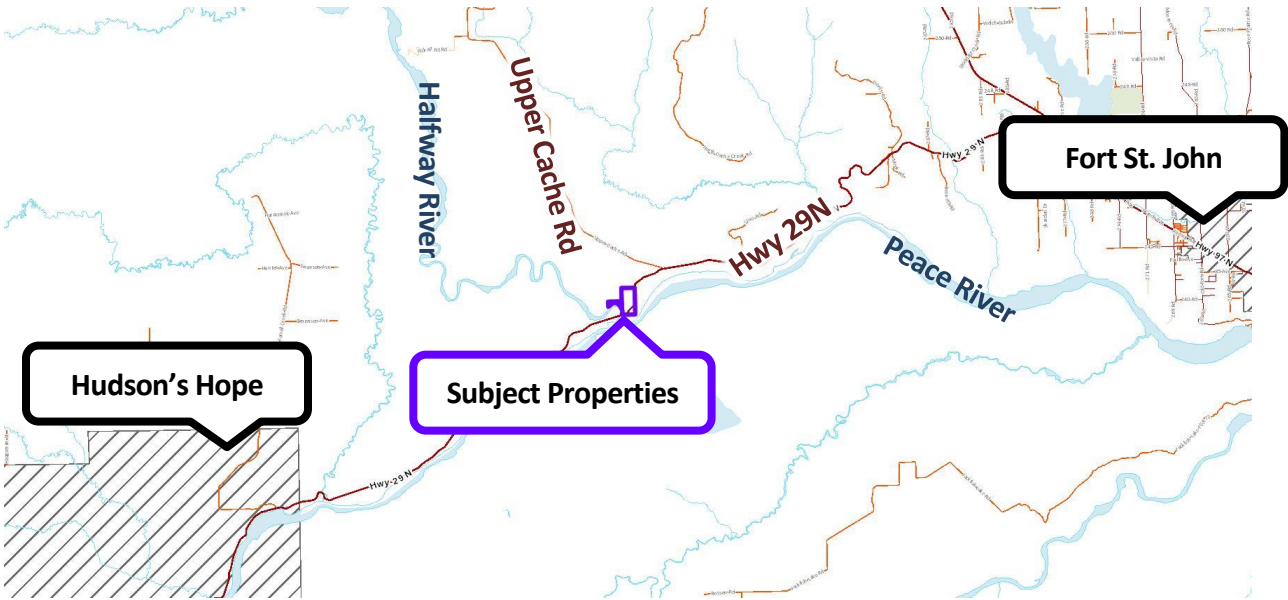
OTHER CONSIDERATION(S):

None at this time.

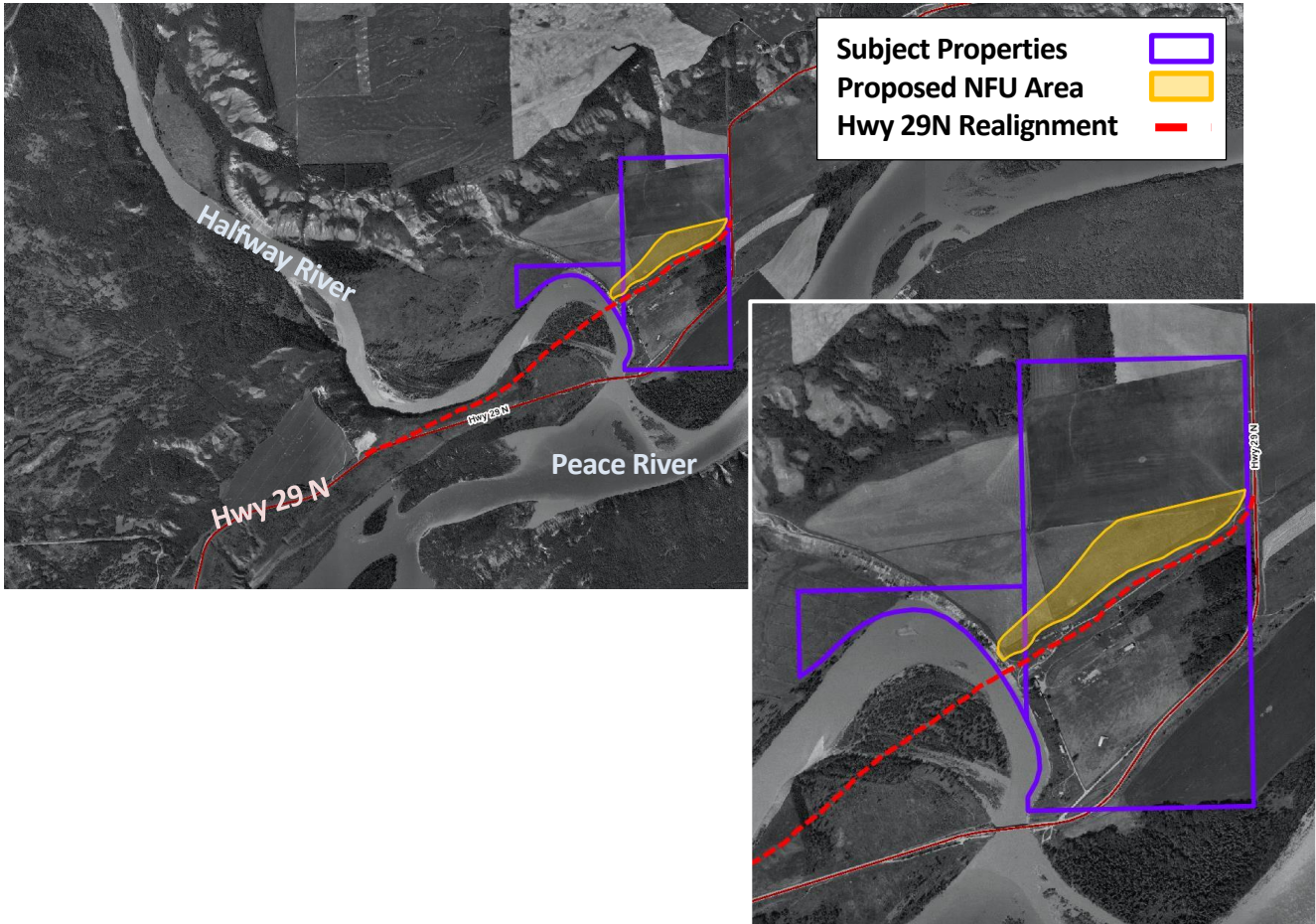
Attachments:

1. Maps
2. ALC Application (ALC ID 61029)
3. Comments from Electoral Area Director

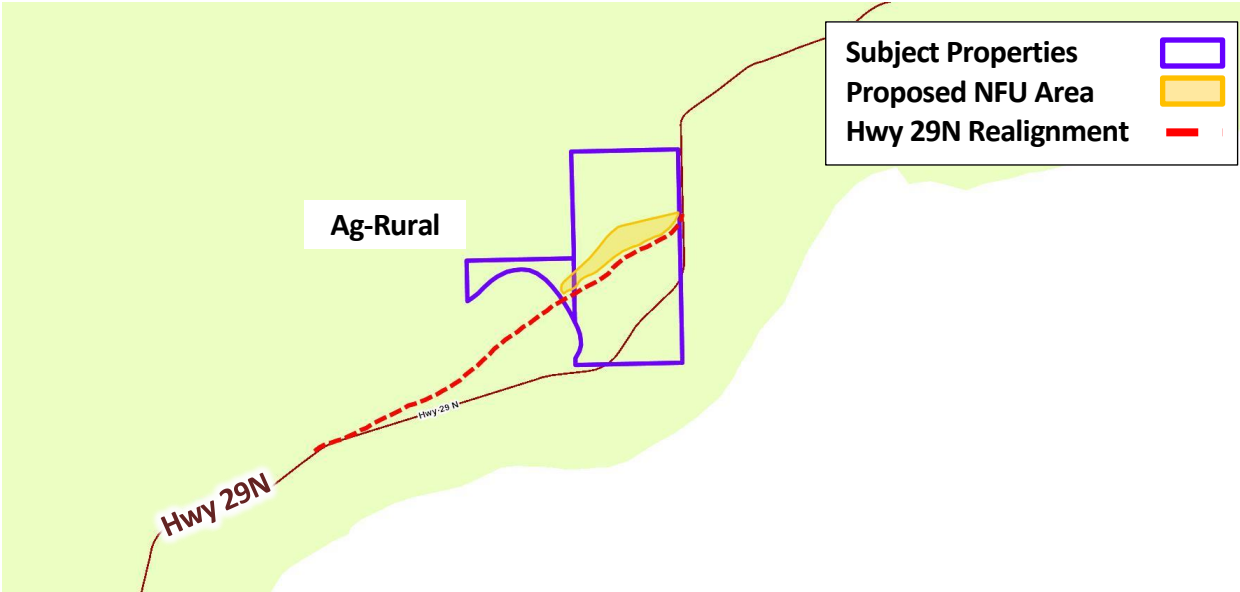
Location: Attachie area



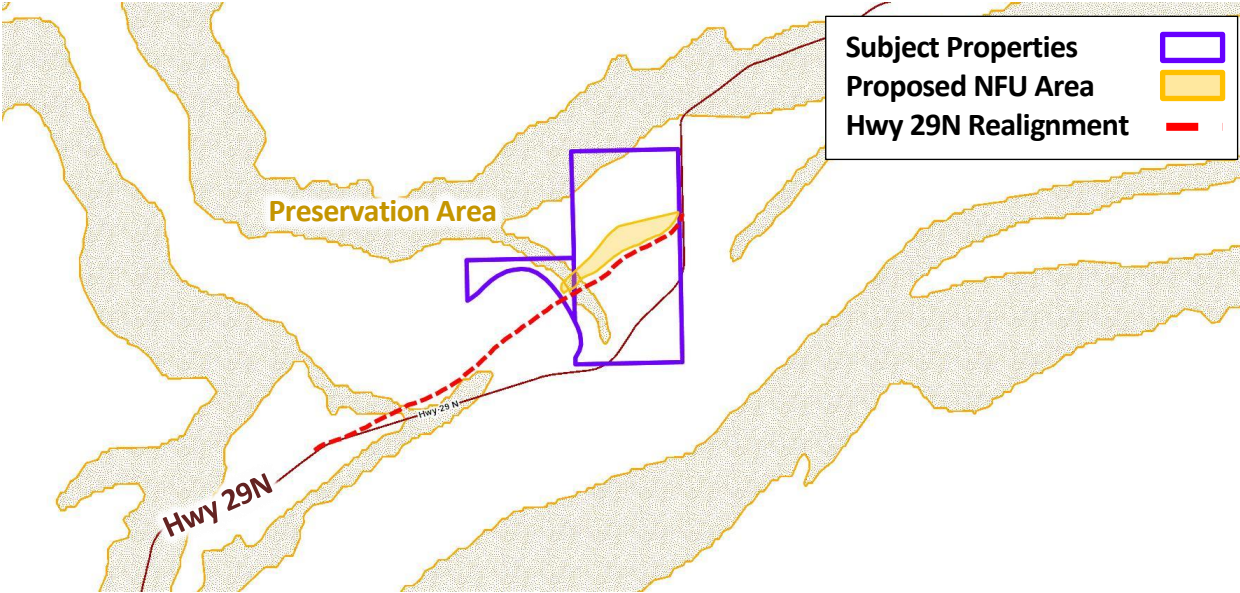
Aerial imagery



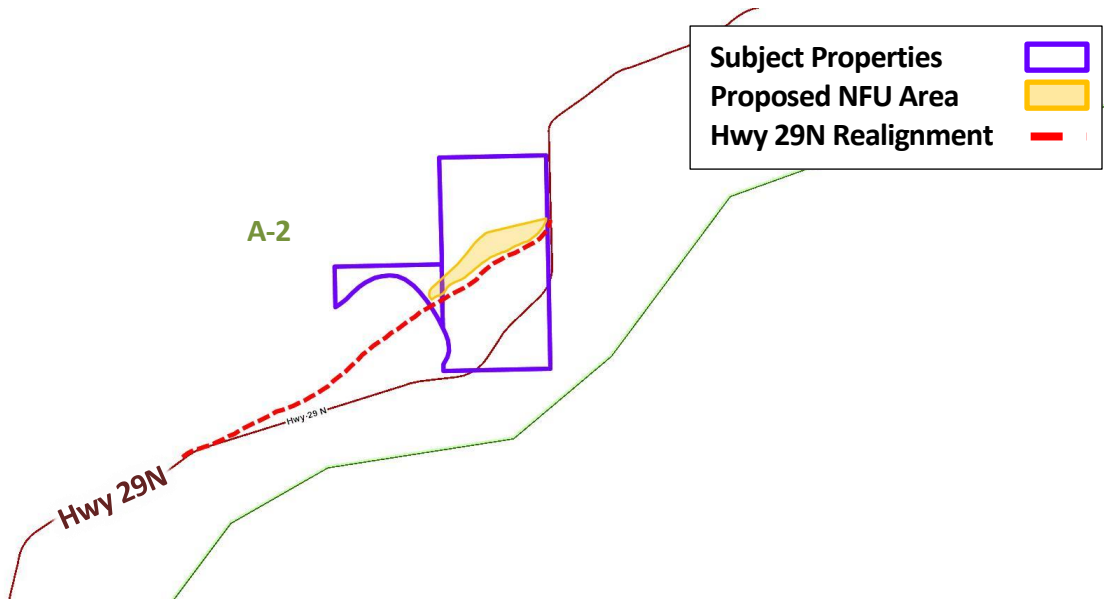
PRRD Rural Official Community Plan Bylaw No. 1940, 2011: Agriculture-Rural



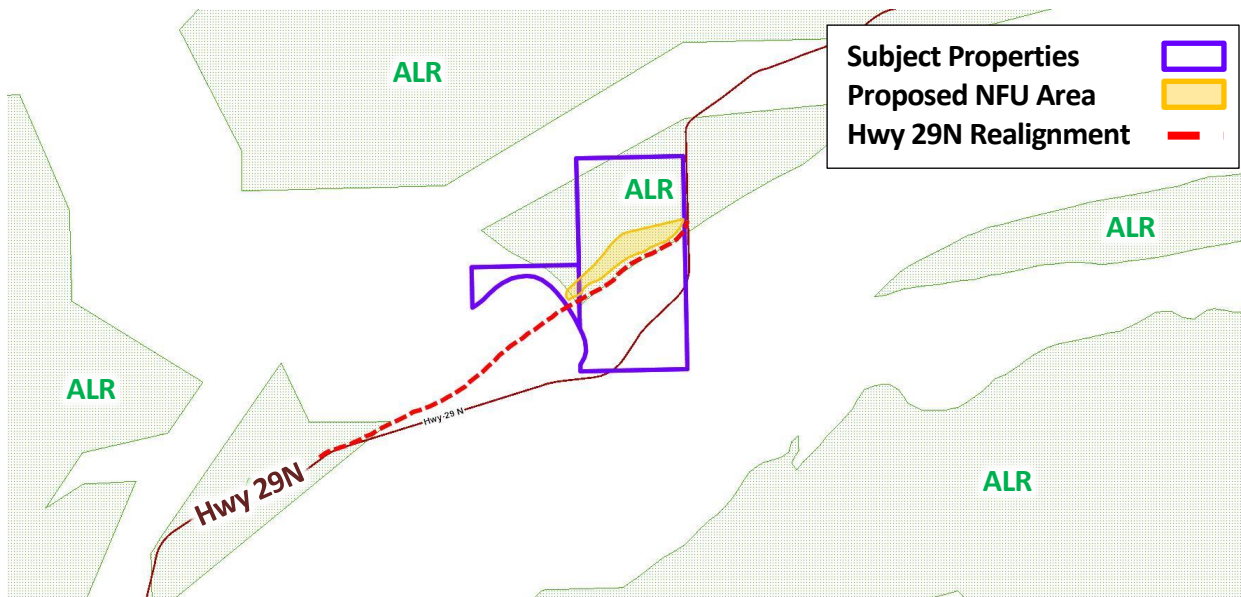
PRRD Rural Official Community Plan Bylaw No. 1940, 2011: Preservation Area



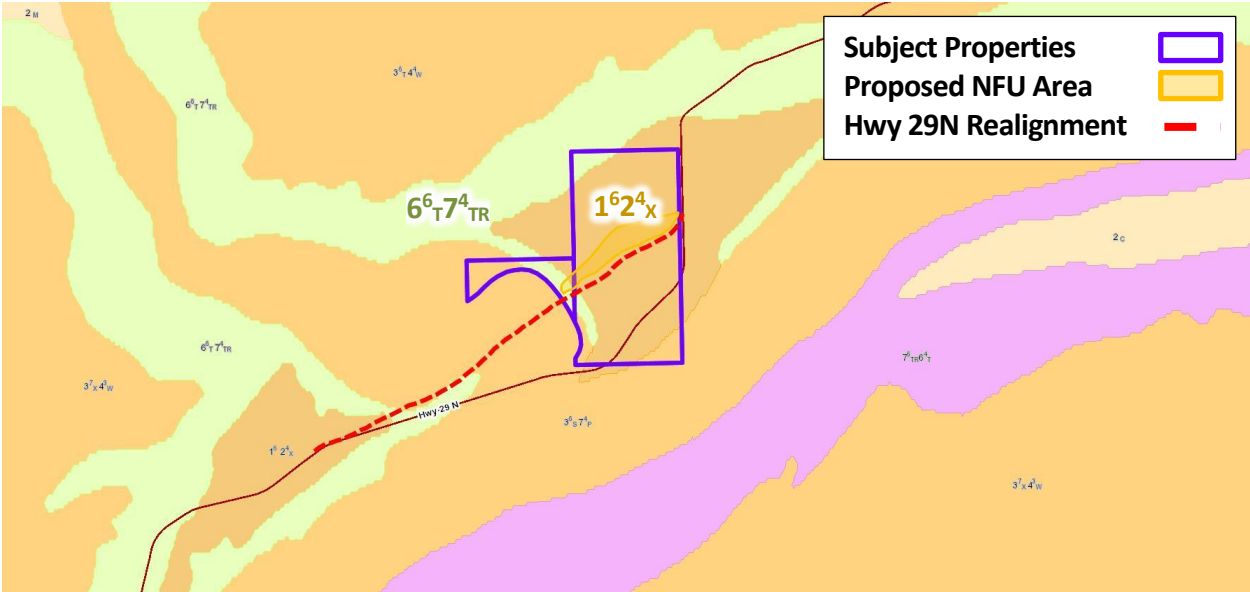
PRRD Zoning Bylaw No. 1000, 1996: Large Agricultural Holdings Zone (A-2)



Agricultural Land Reserve: Within



CLI Soil Classification: 1⁶2⁴_X & 6⁶_T7⁴_{TR}



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 61029

Application Status: Under LG Review

Applicant: BC Hydro Power and Authority

Agent: BC Hydro Power and Authority

Local Government: Peace River Regional District

Local Government Date of Receipt: 07/09/2020

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Non-Farm Use

Proposal: BC Hydro is proposing to develop Halfway River East Borrow Source on the north side of the Peace River, near its confluence with the Halfway River as a new source of material for the construction of reservoir clearing access roads and causeways on the north bank for the purposes of the Site C Project. BC Hydro will also use this new borrow source to provide aggregate material for the construction of western reservoir clearing access roads on the north bank of the Peace River.

Activities within the borrow source will include minor clearing of vegetation, development of temporary access roads, removal and storage of overburden material, excavation of suitable aggregate material, and crushing and screening aggregate on-site. The estimated volume of required aggregate material from the area is 100,000 m³.

The borrow source will be required only for the construction of reservoir access roads. BC Hydro will not continue to use it as a gravel source once construction of reservoir access roads has been completed. The Halfway River East Borrow Source will be reclaimed and re-vegetated to re-establish self-sustaining ecosystems.

The Halfway River East Borrow Source will temporarily affect up to approximately 14 ha of agricultural field that is not actively farmed. Use of this area by the Project will be temporary, and prior to project completion the area will be reclaimed by replacing the topsoil from this area that was temporarily stockpiled (approximately 20 cm).

BC Hydro will ensure the disturbed area is rehabilitated in accordance with good agricultural practice as soon as reasonably practicable after aggregate removal is complete, including ensuring the cultivable surface layer of soil is salvaged, stored on the parcel and available for rehabilitation.

We confirm that BC Hydro's application is made without prejudice to any powers, rights, immunities it may have under the Hydro and Power Authority Act (RSBC 1996) Chapter 212, or otherwise, and without prejudice to any powers, rights, immunities the Provincial Agricultural Land Commission may have under the Agricultural Land Commission Act (RSBC 2002), Chapter 36, or otherwise.

Agent Information

Agent: BC Hydro Power and Authority

Mailing Address:

333 Dunsmuir Street

Vancouver, BC

V6B 5R3

Canada



Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 014-654-211

Legal Description: FRAC E 1/2 OF SEC 29 TP 83 R 22 W6M PEACE RIVER

Parcel Area: 125 ha

Civic Address: 16382 N HIGHWAY 29 Fort St John

Date of Purchase: 08/29/1989

Farm Classification: Yes

Owners

1. **Name:** BC Hydro Power and Authority

Address:

333 Dunsmuir Street

Vancouver, BC

V6B 5R3

Canada



2. **Ownership Type:** Fee Simple

Parcel Identifier: 014-654-229

Legal Description: Parcel A (J26236) of the South West 1/4 of Section 29 Township 83 Range 22 West of the 6th Meridian Peace River District

Parcel Area: 16 ha

Civic Address: n/a

Date of Purchase: 08/29/1989

Farm Classification: Yes

Owners

1. **Name:** BC Hydro Power and Authority

Address:

333 Dunsmuir Street

Vancouver, BC

V6B 5R3

Canada



Current Use of Parcels Under Application

1. **Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

The parcels are licensed to a farmer for agricultural purposes, however the areas of the parcels specifically required for gravel extraction are not utilized for agricultural purposes. Please see following photos attached with this application:

1) Photos (Farmer has declared non - farm use)

2) 1954 b_0003 pic

3) 1981_0027 pic

- 4) 1997_0021 pic
5) 1997_0022 pic

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

There are no agriculture improvements on those properties

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

The lands required for the borrow source are vacant and unused

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm

Specify Activity: rotating crop

East

Land Use Type: Agricultural/Farm

Specify Activity: rotating crop

South

Land Use Type: Agricultural/Farm

Specify Activity: rotating crop

West

Land Use Type: Agricultural/Farm

Specify Activity: rotating crop

Proposal

1. How many hectares are proposed for non-farm use?

14 ha

2. What is the purpose of the proposal?

BC Hydro is proposing to develop Halfway River East Borrow Source on the north side of the Peace River, near its confluence with the Halfway River as a new source of material for the construction of reservoir clearing access roads and causeways on the north bank for the purposes of the Site C Project. BC Hydro will also use this new borrow source to provide aggregate material for the construction of western reservoir clearing access roads on the north bank of the Peace River.

Activities within the borrow source will include minor clearing of vegetation, development of temporary access roads, removal and storage of overburden material, excavation of suitable aggregate material, and crushing and screening aggregate on-site. The estimated volume of required aggregate material from the area is 100,000 m³.

The borrow source will be required only for the construction of reservoir access roads. BC Hydro will not continue to use it as a gravel source once construction of reservoir access roads has been completed. The Halfway River East Borrow Source will be reclaimed and re-vegetated to re-establish self-sustaining ecosystems.

The Halfway River East Borrow Source will temporarily affect up to approximately 14 ha of agricultural field that is not actively farmed. Use of this area by the Project will be temporary, and prior to project

completion the area will be reclaimed by replacing the topsoil from this area that was temporarily stockpiled (approximately 20 cm).

BC Hydro will ensure the disturbed area is rehabilitated in accordance with good agricultural practice as soon as reasonably practicable after aggregate removal is complete, including ensuring the cultivable surface layer of soil is salvaged, stored on the parcel and available for rehabilitation.

We confirm that BC Hydro's application is made without prejudice to any powers, rights, immunities it may have under the Hydro and Power Authority Act (RSBC 1996) Chapter 212, or otherwise, and without prejudice to any powers, rights, immunities the Provincial Agricultural Land Commission may have under the Agricultural Land Commission Act (RSBC 2002), Chapter 36, or otherwise.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.

BC Hydro has determined that:

- 1) Existing pits within close proximity to the Halfway River have limited options for use as the material within the pits are heavily used for the highway realignment activities. Material not used by MOTI within these pits tends to have a high sand component that is not conducive to road construction.*
- 2) Pits within the Peace Region that have a ready supply of good granular material are located a significant distance away from the work site. This creates increased truck traffic (both numbers of trucks and duration) on the highway, which in turn increases the safety risk to the public.*
- 3) Adjacent Crown lands within the reservoir are lacking suitable material for all season access construction. See attached Firth Hollin report*

4. Does the proposal support agriculture in the short or long term? Please explain.

No.

The farmer has confirmed that the area located on BC Hydro-owned land is an agricultural field that has not been farmed for some time as it is unsuitable for agricultural farming due to the rocky nature of the soils.

5. Do you need to import any fill to construct or conduct the proposed Non-farm use?

No

Applicant Attachments

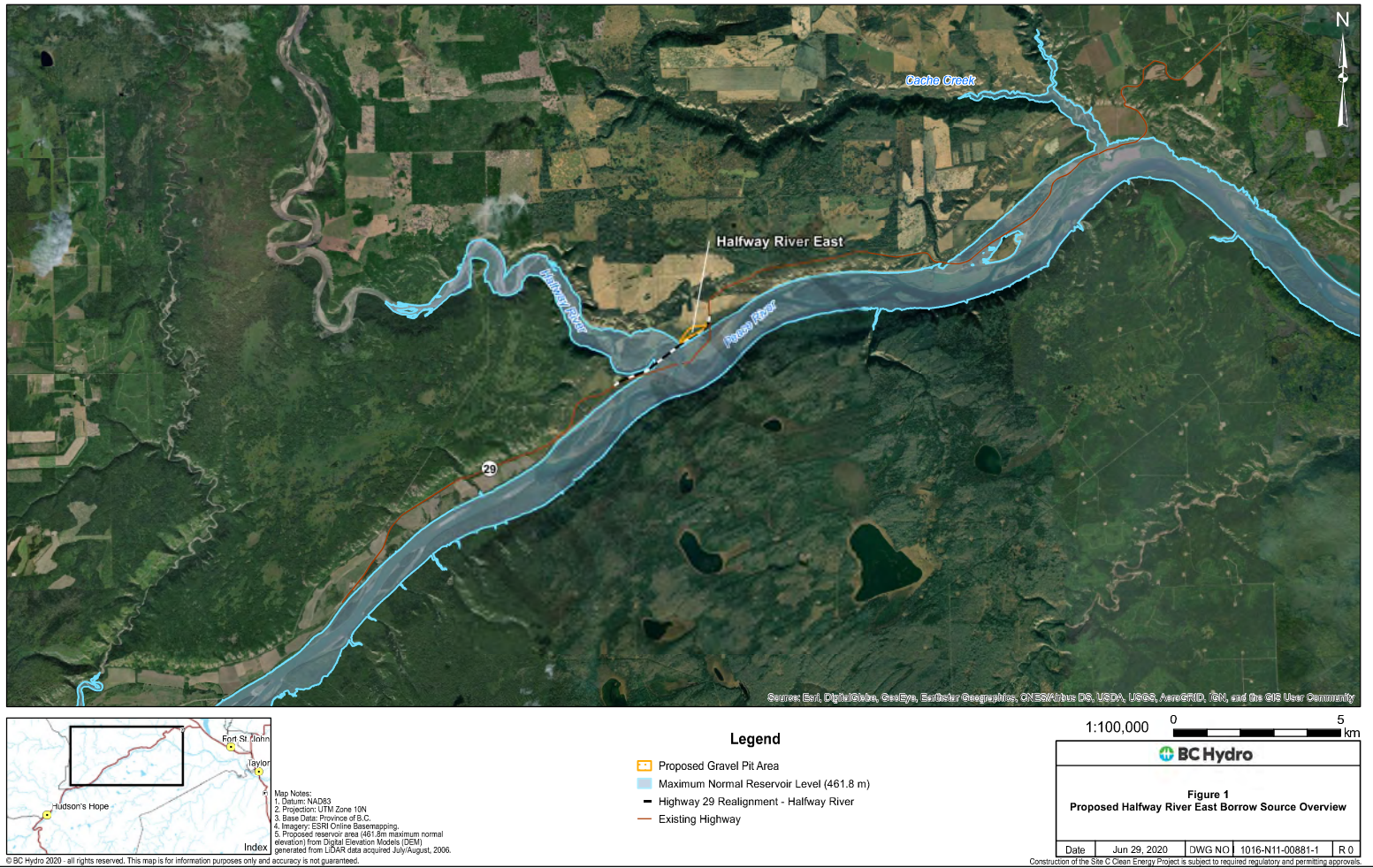
- Agent Agreement - BC Hydro Power and Authority
- Site Photo - Photos
- Proposal Sketch - 61029
- Site Photo - 1954 b_0003 pic
- Site Photo - 1981_0027 pic
- Site Photo - 1997_0021 pic
- Site Photo - 1997_0022 pic
- Professional Report - 3193.rpt
- Certificate of Title - 014-654-211
- Certificate of Title - 014-654-229

ALC Attachments

None.

Decisions

None.



Photos below that show the area that the farmer has declared non-productive (yellowish area – light green is this season's crop). He has not farmed in years (see Google Earth 2012 imagery).

June 2020



May 2020 –Application area was not prepped for this season’s crop.



Michael Blatz

From: Director Karen Goodings
Sent: Tuesday, July 21, 2020 12:28 PM
To: Michael Blatz
Subject: Re: ALR NFU

Please accept the following as the response to this application.

No Comment

Signed Karen Goodings. July 21/2020

From: Michael Blatz
Sent: Monday, July 20, 2020 1:06:23 PM
To: Director Karen Goodings
Subject: RE: ALR NFU

Hi Director Goodings,

It did not come through.

mb

From: Director Karen Goodings <karen.goodings@prrd.bc.ca>
Sent: Monday, July 20, 2020 11:52 AM
To: Michael Blatz <Michael.Blatz@prrd.bc.ca>
Subject: ALR NFU

Hi, I tried to send it through, please advise if you receive my response. Basically that I have no comment.



REPORT

To: Chair and Directors

Report Number: DS-BRD-041

From: Tyra Henderson, Corporate Officer

Date: July 31, 2020

Subject: Application for Subdivision within the ALR, PRRD File No. 20-010-ALRSUB, ALC ID 60917

OPTIONS: [Corporate Unweighted]

1. That the Regional Board support ALR Subdivision application 20-010-ALRSUB (ALC ID 60917), to subdivide the property identified as 014-459-833 into a 3.9 ha homesite and a 60.9 ha remainder, and authorize the application to proceed to the Agricultural Land Commission.
2. That the Regional Board refuse authorization for ALR Subdivision application 20-010-ALRSUB (ALC ID 60917), to subdivide the property identified as 014-459-833 into a 3.9 ha homesite and a 60.9 ha remainder, to proceed to the Agricultural Land Commission.

BACKGROUND/RATIONALE:

Proposal

To subdivide the subject property into one 3.9 ha homesite and 60.9 ha remainder pursuant to the Agricultural Land Commission's Homesite Severance Policy to provide a retirement site for the owner of the property.

File/Site Details

Owner: Graeme Wright
Agent: Anne Clayton and Sheila Murray of Aspen Grove Property Services
Area: Electoral Area D
Location: South Taylor
Legal: SW ½ of Section 13 Township 80 Range 17 W6M Peace River District
PID: 014-459-833
Civic Address: 4788-220 Road
Lot Size: 64.8 ha (158.14 ac)

Official Community Plan (OCP)

Pursuant to *PRRD Rural Official Community Plan Bylaw No. 1940, 2011*, the property is designated Ag-Rural (Agricultural Rural). Section 7 Policy 2 states within the Agricultural-Rural designation, land uses will generally be limited to agriculture and agricultural related activities. Section 7 Policy 3(a) states proposals in compliance with the Agricultural Land Commission's Homesite Severance Policy are exempt from the minimal parcel size.

The applicant is not entirely keeping with the Policy, in that the applicant has not continuously owned the property as his principle residence since December 21, 1972. However, the applicant's family has owned

the property since 1957, and the applicant has owned the property since 1979 and has lived in the community for 77 years.

Therefore, if the Agricultural Land Commission approves this application, the parcel size and uses are consistent with the OCP.

Land Use Zoning

Pursuant to *PRRD Zoning Bylaw No. 479, 1986*, the property is zoned A-2 (Large Agricultural Holdings Zone). Section 6.11 of the bylaw states a variety of permitted land uses in this zone in addition to agriculture, including single family dwelling, two family dwelling, farm dwelling, home industry, kennel, trapping/hunting/guiding/guest ranch, bed and breakfast, airstrip, oil & gas production, wood harvesting, livestock range, and mining. The minimum parcel size is 63 ha (155 ac) in the A-2 Zone.

Therefore, the proposed uses comply with the zoning bylaw. A zoning amendment is only required if the Agricultural Land Commission refuses the application under the Agricultural Land Commission's Homesite Severance Policy and does not meet the requirements of Section 514 of the *Local Government Act*.

Fire Protection Area

The property is outside all fire protection areas.

Mandatory Building Permit Area

The property is outside the Mandatory Building Permit Area.

Development Permit Areas

The property is outside all Development Permit Areas.

Development Cost Charge Area

The property is outside the Development Cost Charge Area.

School District 60 School Site Acquisition Charge Area

The property is outside the School Site Acquisition Charge Area.

ALTERNATIVE OPTIONS:

1. That the Regional Board support ALR Subdivision application 20-010-ALRSUB (ALC ID 60917), to subdivide the property identified as 014-459-833 into a 3.9 ha homesite and a 60.9 ha remainder, and authorize the application to proceed to the Agricultural Land Commission with recommended conditions of approval.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

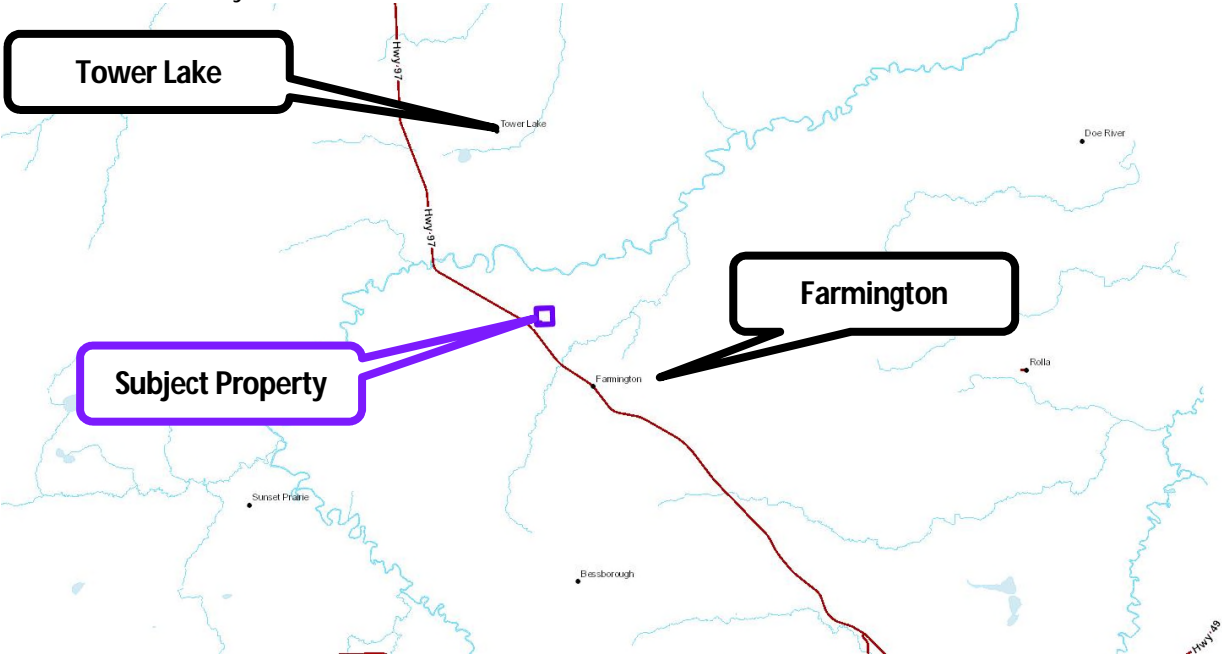
OTHER CONSIDERATION(S):

None at this time.

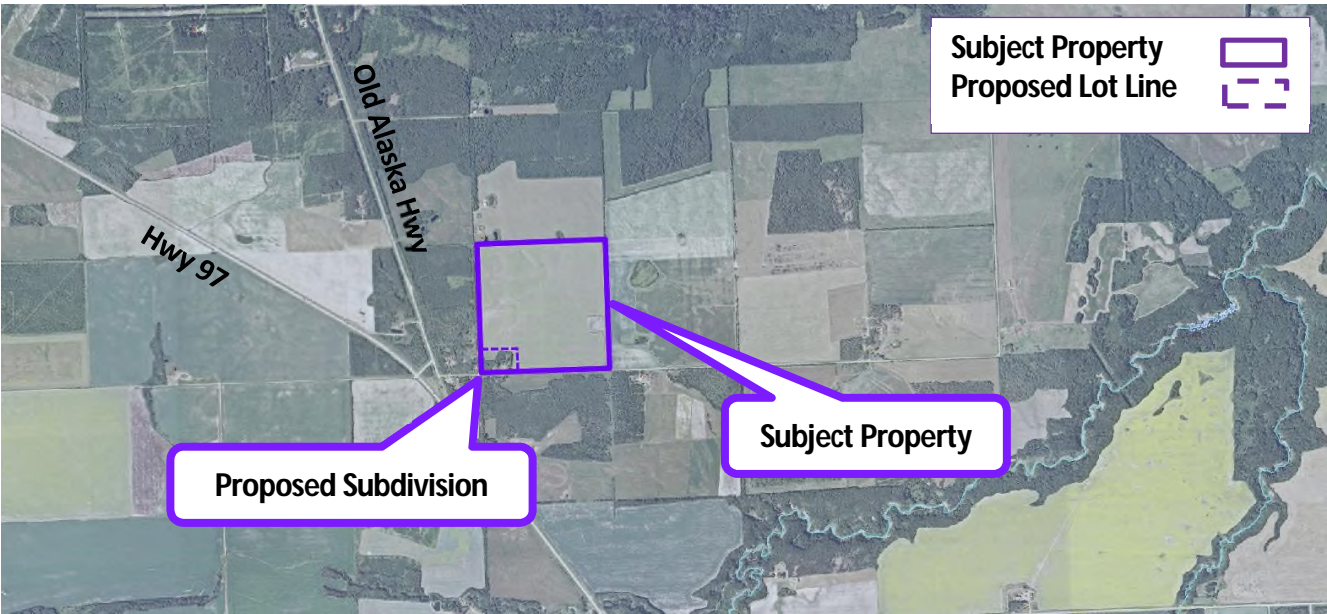
Attachments:

1. Maps
2. ALC Application (ALC ID 60917)
3. Comments from Electoral Area Director

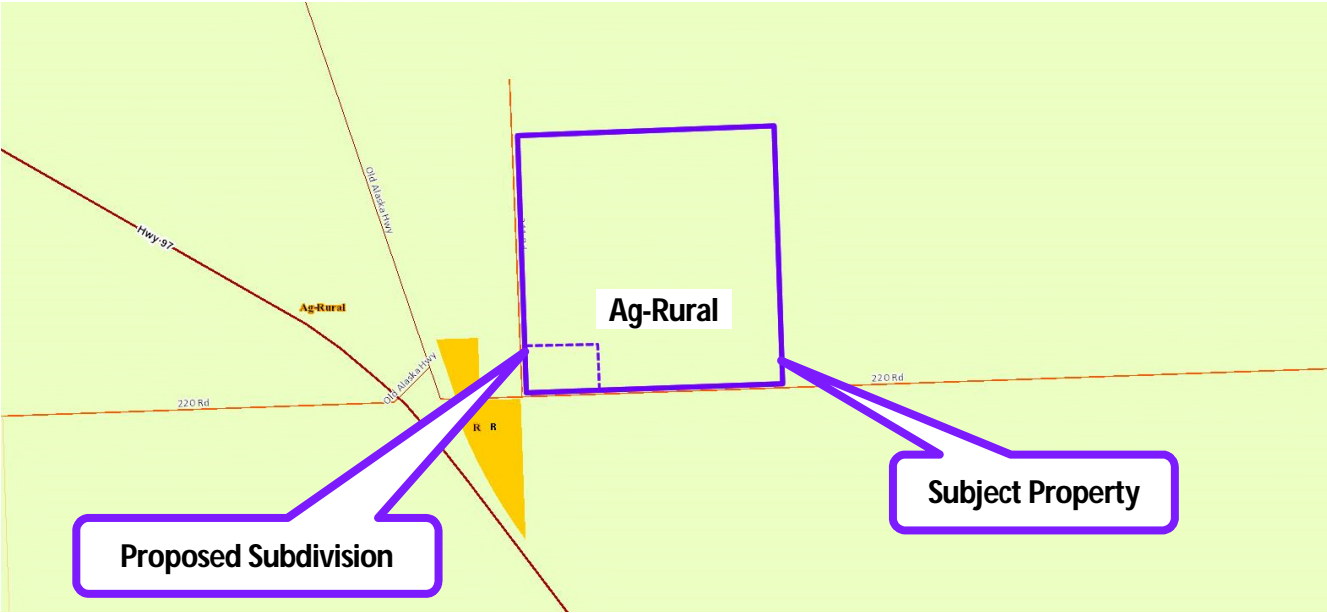
Location: South Taylor area



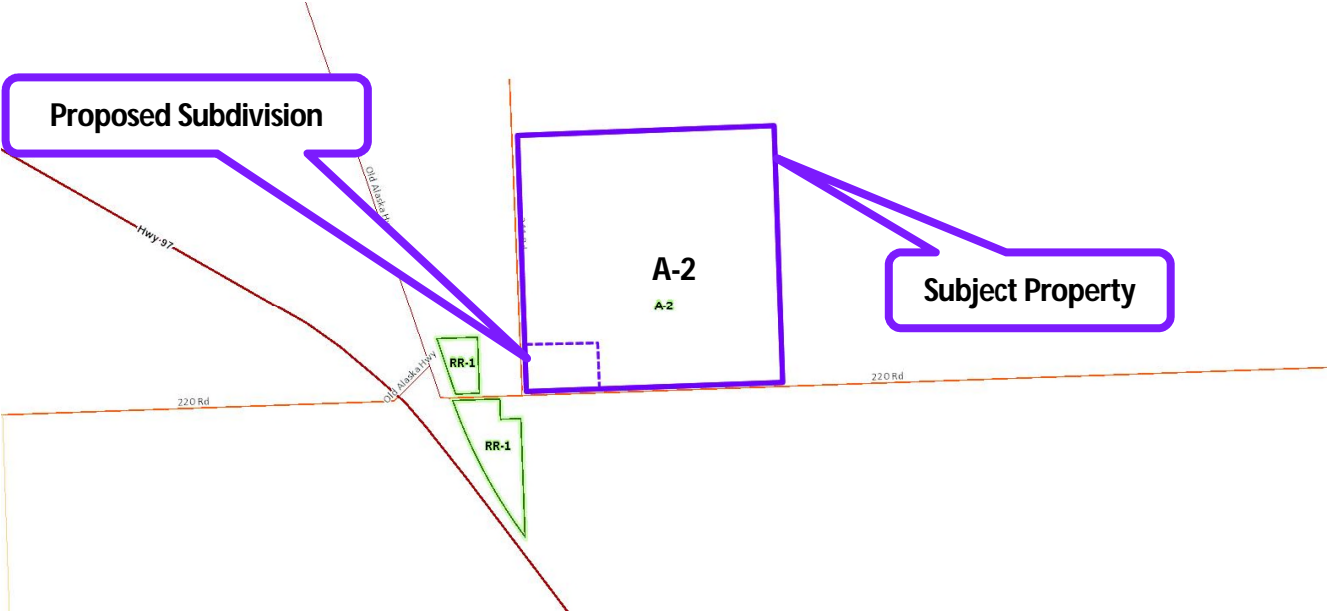
Aerial imagery



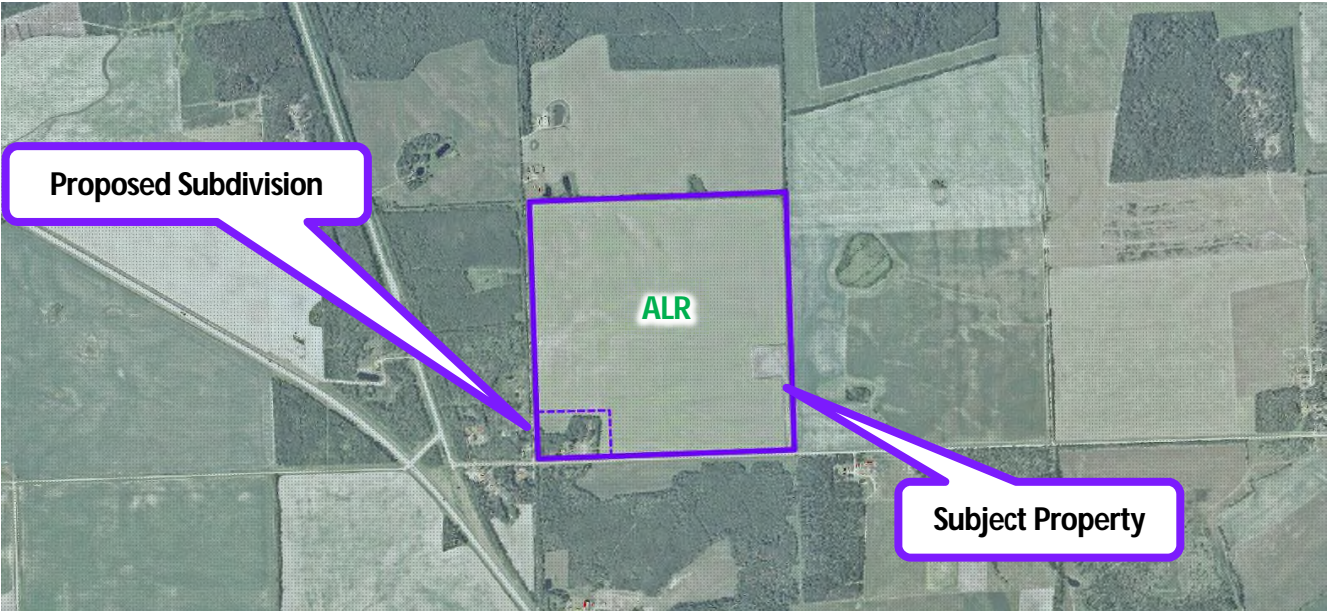
PRRD Rural Official Community Plan Bylaw No. 1940, 2011: Agriculture-Rural



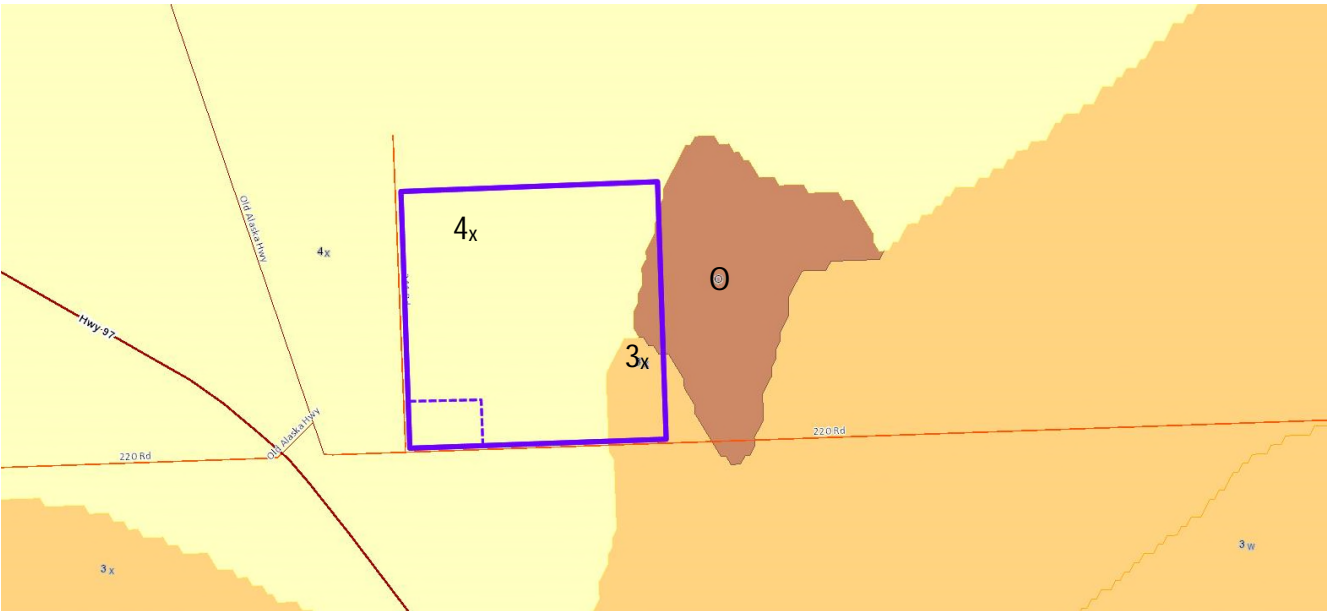
PRRD Zoning Bylaw No. 479, 1986: Large Agricultural Holdings Zone (A-2)



Agricultural Land Reserve: Within



CLI Soil Classification: 4x3xO



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 60917

Application Status: Under LG Review

Applicant: Graeme Trevor Wright

Agent: Aspen Grove Property Services

Local Government: Peace River Regional District

Local Government Date of Receipt: 06/09/2020

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Subdivision

Proposal: The purpose of this proposal is a Homesite Severance, to provide a retirement site for the owner of this property, Graeme Trevor Wright. Mr. Wright has lived in this community for 77 years. Mr. Wright's parents homesteaded this parcel of land in 1945 and in 1949, the family moved into a small house where the present-day residence is located.

Agent Information

Agent: Aspen Grove Property Services

Mailing Address:

[REDACTED]

Primary Phone: [REDACTED]

Email: [REDACTED]

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 014-459-833

Legal Description: SW 1/4 OF SEC 13 TP 80 R 17 W6M PEACE RIVER

Parcel Area: 64.8 ha

Civic Address: 4788 - 220 Road

Date of Purchase: 05/11/1983

Farm Classification: Yes

Owners

1. **Name:** Graeme Trevor Wright

Address:

[REDACTED]

Phone: [REDACTED]

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

Currently there are approximately 150 acres of crop land being farmed - grain/wheat alternating by year with Canola.

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

Dugout, lagoon, picked rocks and roots, cleared and cultivated approximately 155 acres of land.

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

Residence.

Orphan Well site (approximately 2 ha) - there is an abandoned well located in the SE quadrant of the parcel. The Oil and Gas Commission states that this Orphan site has undergone an investigation to determine the environmental quality of the soil and the OGC is now in the process of restoring the surface contours at the site of the Orphan Well. This soil restoration is scheduled to be completed by March 2021 and once restored, typically takes about 2 growing seasons until the soil is considered suitable for agriculture.

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm

Specify Activity: Agriculture, residential, bush, Oil and Gas

East

Land Use Type: Agricultural/Farm

Specify Activity: Agriculture

South

Land Use Type: Agricultural/Farm

Specify Activity: Agriculture, residential, bush

West

Land Use Type: Agricultural/Farm

Specify Activity: Residential, bush

Proposal

1. Enter the total number of lots proposed for your property.

3.9 ha

60.9 ha

2. What is the purpose of the proposal?

The purpose of this proposal is a Homesite Severance, to provide a retirement site for the owner of this property, Graeme Trevor Wright. Mr. Wright has lived in this community for 77 years. Mr. Wright's parents homesteaded this parcel of land in 1945 and in 1949, the family moved into a small house where

the present-day residence is located.

3. Why do you believe this parcel is suitable for subdivision?

This parcel is suitable for subdivision as there is already an existing homesite on the parcel.

4. Does the proposal support agriculture in the short or long term? Please explain.

Yes, this proposal supports agriculture in both the short and long term as the farming operations will continue in the same manner they are currently managed. At this time, approximately 150 acres of crop land are being farmed - grain/wheat alternating by year with canola. This land has been leased and cropped by the same farmer for the past 11 years.

If this proposal is accepted by the Agricultural Land Commission, this farmer intends to purchase the parcel of crop land and continue to farm the land in the same manner it is presently being managed. Therefore, agriculture will be supported in both the short and long term.

This farm has been owned and managed by the Wright family since 1945. The proposal presented in this application will have no negative impact on surrounding agricultural operations. If approved, this proposal will preserve agricultural land and encourage farming on agricultural land for the future.

5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.

Yes

Applicant Attachments

- Agent Agreement - Aspen Grove Property Services
- Homesite Severance Qualification - 60917
- Other correspondence or file information - Homesite Severance Qualification item #2
- Other correspondence or file information - Letter of Intent to purchase
- Other correspondence or file information - Proposal & surrounding land uses
- Other correspondence or file information - Subject & surrounding Oil & Gas activity
- Other correspondence or file information - Orphan Well
- Other correspondence or file information - BCOGC report
- Other correspondence or file information - Well detail
- Proposal Sketch - 60917
- Other correspondence or file information - Proposal - labelled view
- Other correspondence or file information - Proposal - close up view
- Other correspondence or file information - Title
- Certificate of Title - 014-459-833

ALC Attachments

None.

Decisions

None.

Proposal - Homesite - labelled view

241 Rd







Letter of Agency

To Whom It May Concern:

Re: THE SOUTHWEST ¼ OF SECTION 13 TOWNSHIP 80 RANGE 17
WEST OF THE 6TH MERIDIAN PEACE RIVER DISTRICT
PID 014-459-833

This letter authorizes Anne Clayton and Sheila Murray of Aspen Grove Property Services, #104 – 1001 – 102 Avenue, Dawson Creek, B.C. V1G 2B9, 250-782-1088 to act as my agent(s) in an application to the Peace River Regional District and the BC Agricultural Land Commission for the purpose of subdividing within the Agricultural Land Reserve. This letter of agency extends to making representation on my behalf at Regional District Board meeting(s) and meeting with the Agricultural Land Commission Panel on site if required.

Dated this ^{24th} day of April, 2020 at Dawson Creek, B.C.



GRAEME TREVOR WRIGHT



PEACE RIVER REGIONAL DISTRICT

Memorandum

TO: Leonard Hiebert, Director of Electoral Area D
FROM: Planning Department
DATE: July 7, 2020
RE: **PRRD File No. 20-010-ALRSub – Application for Subdivision in the ALR**

Pursuant to the following resolution:

RD/15/04/26 (23)

That a two-week period be added to the development application review process to allow time for the appropriate Electoral Area Director to review applications prior to them going to the Regional Board for consideration.

The application and report are provided for your review.

Please find attached a copy of the ALR Subdivision application concerning Graeme Wright

COMMENTS

Response requested by July 21, 2020

No comment

☐

Hello,
I have no concerns at this time as it falls under homesite severance.

Leonard Hiebert
Director

July 21, 2020
Date

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) 785-1105 Email: prrd.fsj@prrd.bc.ca



REPORT

To: Chair and Directors

Report Number: DS-BRD-039

From: Tyra Henderson, Corporate Officer

Date: July 31, 2020

Subject: Application for Subdivision with the ALR, PRRD File No. 20-012-ALRSub

OPTIONS: [Corporate Unweighted]

1. That the Regional Board support ALR Subdivision application 20-012-ALRSub (ALC ID 61062), to subdivide the property identified as PID 009-891-455 into one 1.8 ha lot and one 58.5 ha lot and authorize the application to proceed to the Agricultural Land Commission.
2. That the Regional Board respectfully refuse authorization for ALR Subdivision application 20-012-ALRSub (ALC ID 61062), to subdivide the property identified as PID 009-891-455 into one 1.8 ha lot and one 58.5 ha lot, to proceed to the Agricultural Land Commission.

BACKGROUND/RATIONALE:

Proposal

To subdivide the subject property into one 1.8 ha (4.5 ac) lot and one 58.5 (144.6 ha) lot, pursuant to the Agricultural Land Commission's Homesite Severance Policy to provide a retirement site for the owner of the property.

File/Site Details

Owner: George William Bouffieux
Agent: Tryon Land Surveying
Area: Electoral Area C
Location: Fort St. John area
Legal: NW ¼ of Section 21 Township 83 Range 18 W6M Peace River District, Except Plans A938 & 5863
PID: 009-891-455
Civic Address: 7093 261 Road
Lot Size: 60.3 ha (149.1 ac)

Official Community Plan (OCP)

Pursuant to *PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009*, the property is designated Agriculture. Section 3.2.2 Policy 1 states that agricultural and residential uses are permitted within this designation. Section 3.2.2 Policy 3(a) states that the minimum parcel size should be 63 ha (155 ac), except when the creation of a new parcel complies with the Agricultural Land Commission's (ALC) Homesite Severance Policy if the ALC determines the applicant meets the policy requirements.

Therefore, the proposed subdivision is consistent with the OCP.

Land Use Zoning

Pursuant to *PRRD Zoning Bylaw No. 1343, 2001*, the property is zoned A-2 (Large Agricultural Holdings Zone). Section 33.1 states that agriculture and dwelling units are permitted principal uses in the A-2 Zone. Section 33.2(a) states that the minimum parcel size is 63 ha (155 ac).

Therefore, the proposed uses comply with the zoning bylaw, but the proposed parcel sizes do not. A zoning amendment is only required if the application does not meet the requirements of Section 514 of the *Local Government Act*.

Preservation Area

A small portion of the southern edge of the property is within the Preservation Area. However, the proposed subdivision, in the northwest corner, is not.

Fire Protection Area

The property is within the Fort St. John Rural Fire Protection Area.

Mandatory Building Permit Area

The property is within the Mandatory Building Permit Area.

Development Permit Areas

The property is outside all Development Permit Areas.

Development Cost Charge Area

The property is outside the Development Cost Charge Area.

School District 60 School Site Acquisition Charge Area

The property is within the School Site Acquisition Charge Area, and the fee of \$1000/new lot must be paid prior to subdivision approval.

ALTERNATIVE OPTIONS:

1. That the Regional Board support ALR Subdivision application 20-012-ALRSub (ALC ID 61062), to subdivide the property identified as PID 009-891-455 into one 1.8 ha lot and one 58.5 ha lot, and authorize the application to proceed to the Agricultural Land Commission with recommended conditions of approval.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

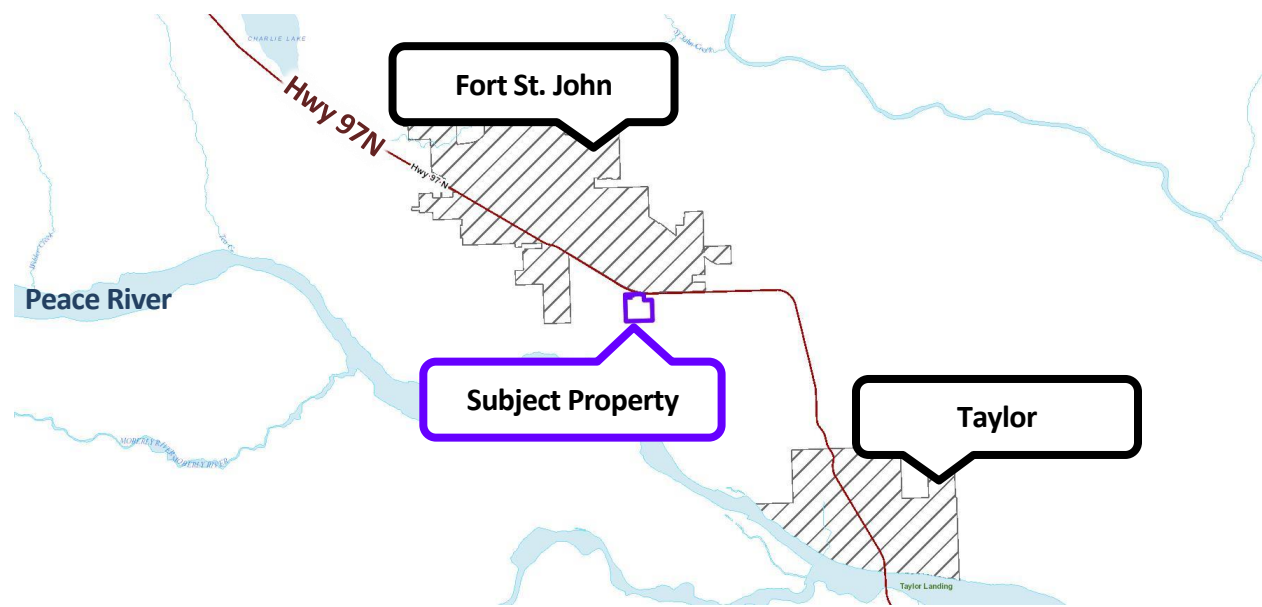
OTHER CONSIDERATION(S):

None at this time.

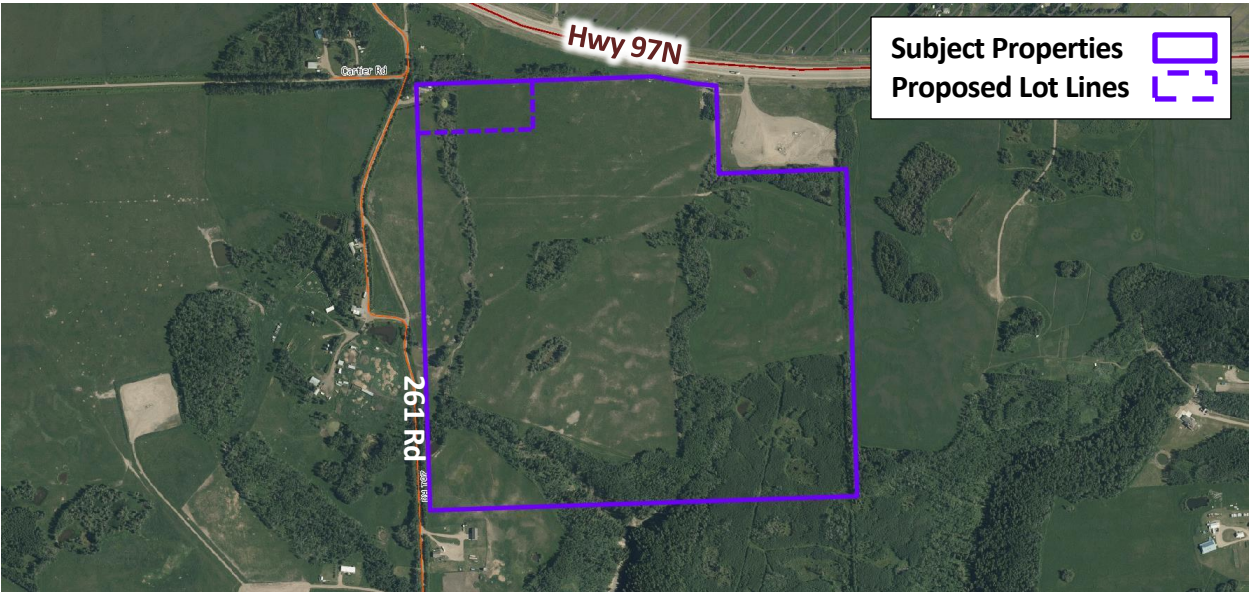
Attachments:

1. Maps
2. ALC Application (ALC ID 61062)
3. Comments from Electoral Area Director

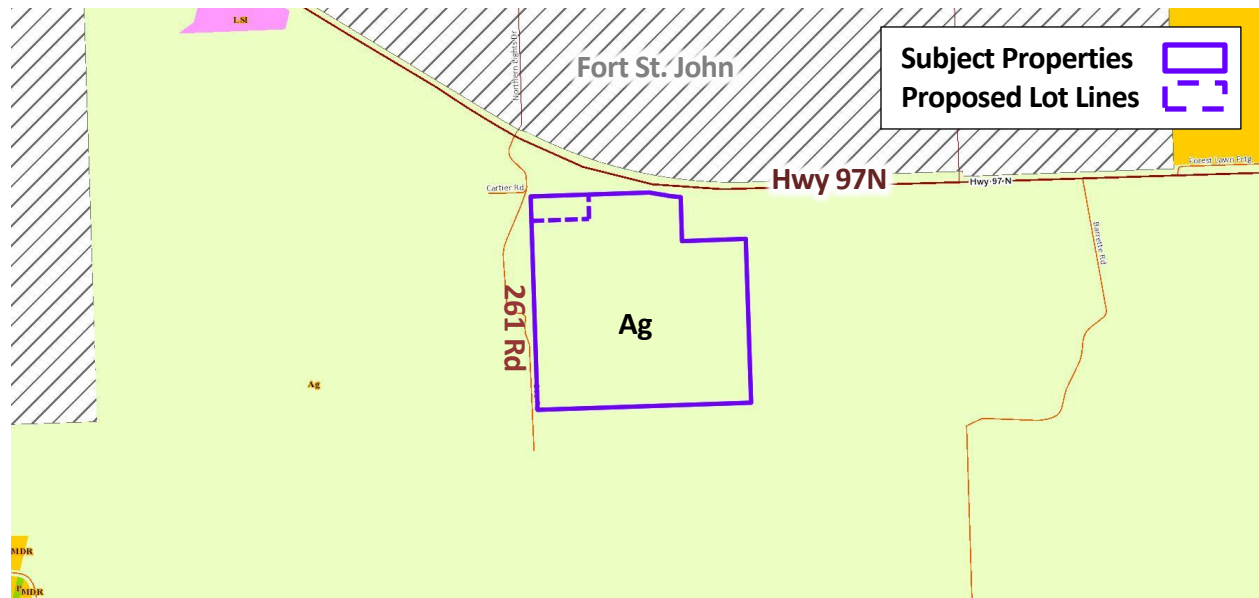
Location: Fort St. John area



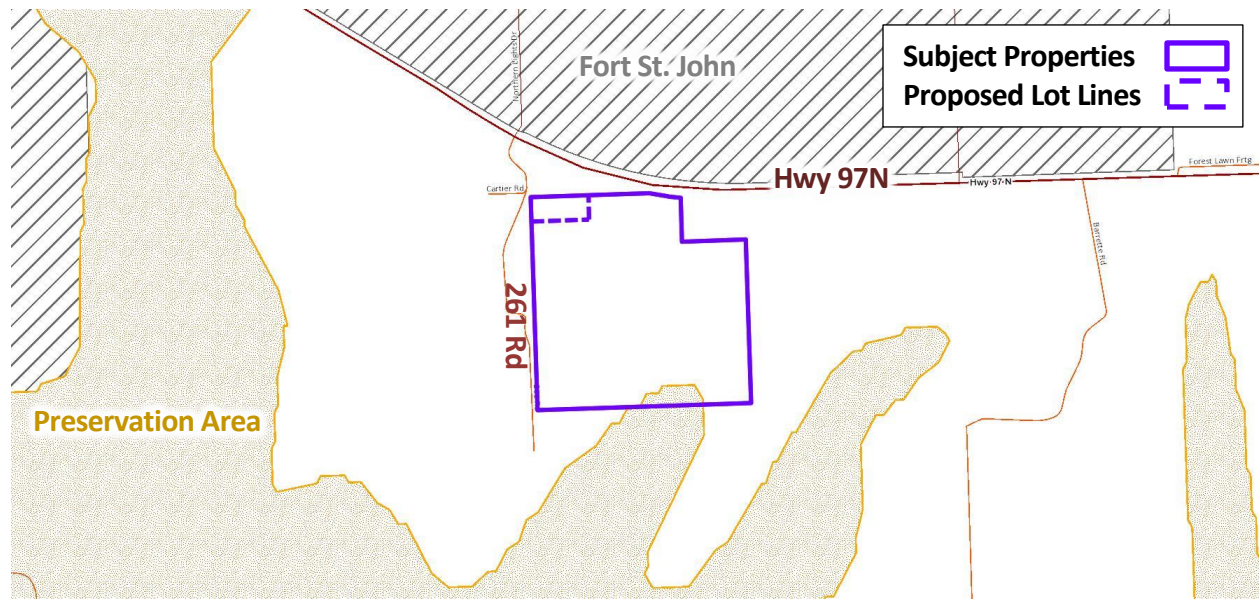
Aerial imagery



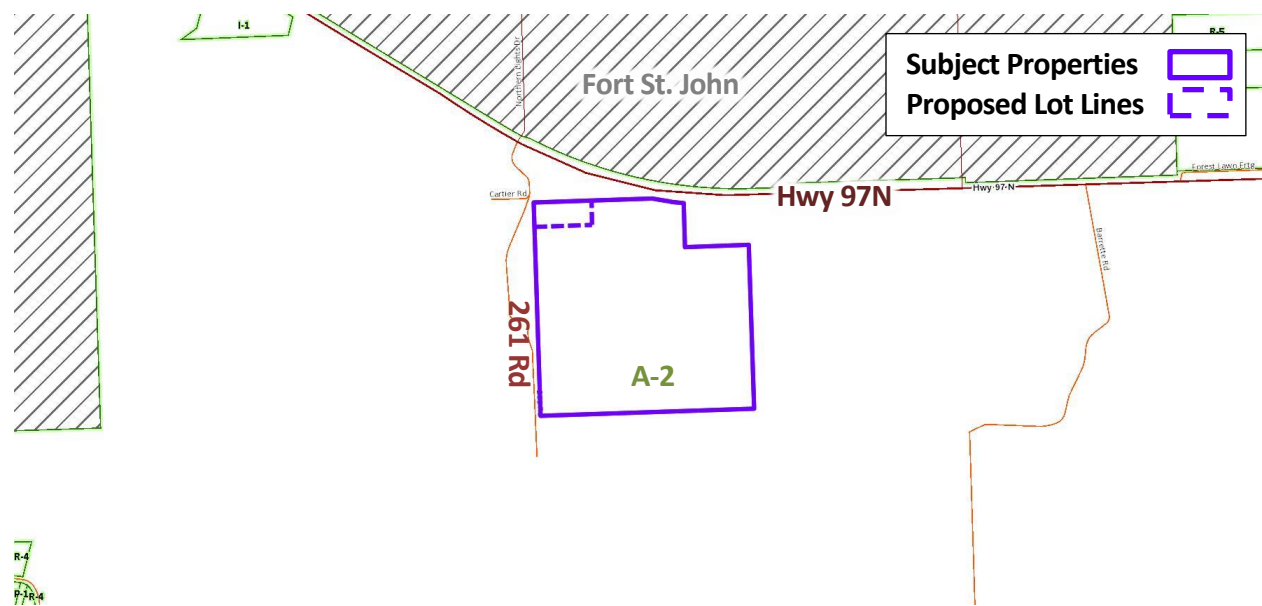
PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009: Agriculture



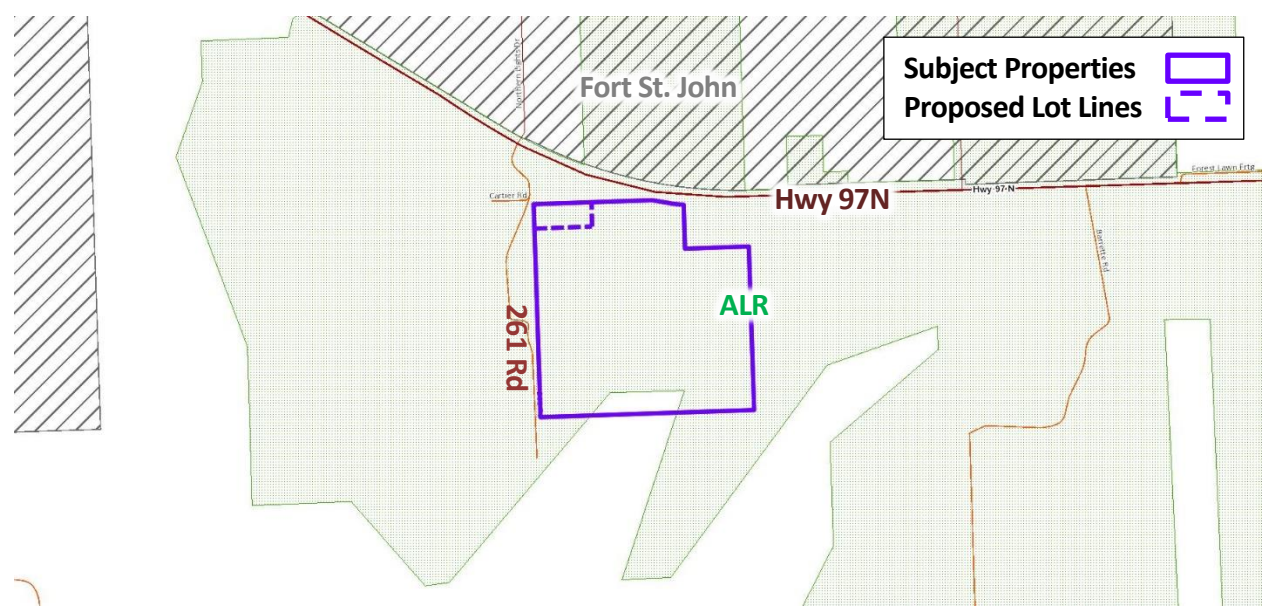
Preservation Area: Partially within



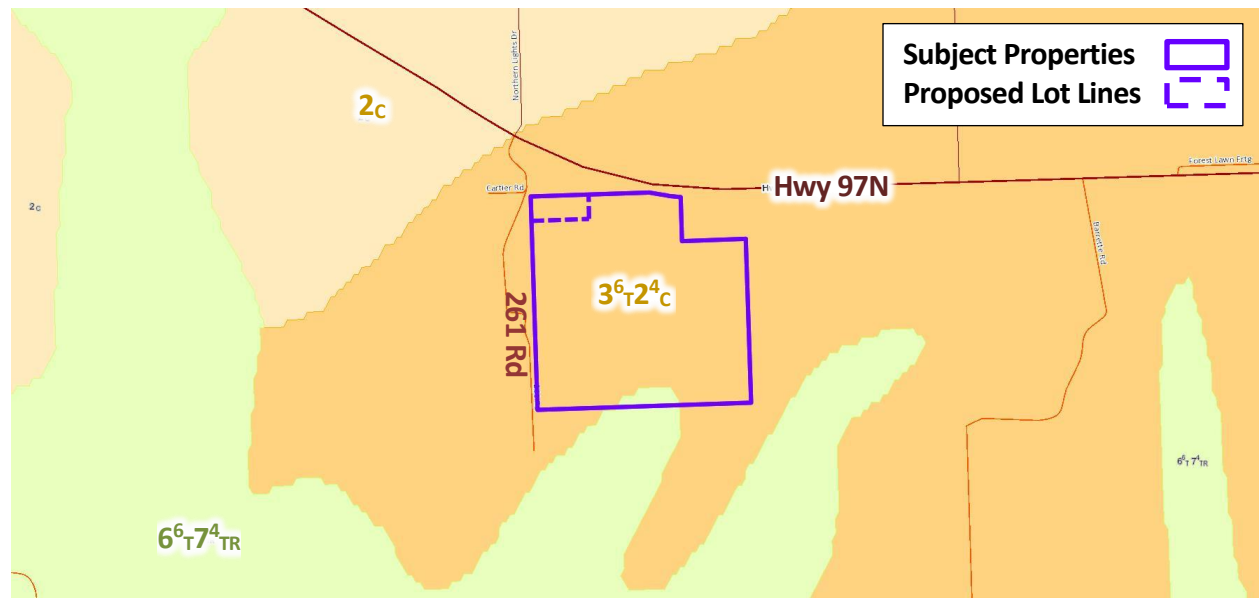
PRRD Zoning Bylaw No. 1343, 2001: Large Agricultural Holdings Zone (A-2)



Agricultural Land Reserve: Mainly within



CLI Soil Classification: 3⁶_T2⁴_C & 6⁶_T7⁴_{TR}



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 61062

Application Status: Under LG Review

Applicant: George William Bouffieux

Agent: Tryon Land Surveying

Local Government: Peace River Regional District

Local Government Date of Receipt: 07/13/2020

ALC Date of Receipt: This application has not been submitted to ALC yet.

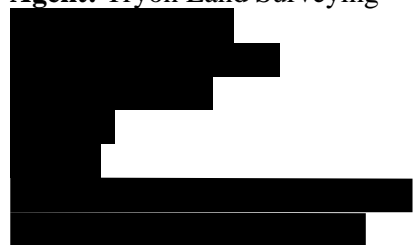
Proposal Type: Subdivision

Proposal: To apply the landowners home site severance to the subject retirement parcel. This will avoid subdividing the main farm yard area, which is the core area of the ranch with the majority of the ranch infrastructure. This will maintain the integrity and coherent function of the 1913 historical farm site ¼ section.

The ranch is going to continue through succession with the younger generation of family members. To operate, the buildings and infrastructure need to remain accessible to the family operated ranch.

Agent Information

Agent: Tryon Land Surveying



Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 009-891-455

Legal Description: NW 1/4 OF SEC 21 TP 83 R 18 W6M PEACE RIVER EXC PLS A938 & 5863

Parcel Area: 60.3 ha

Civic Address: 7093 261 Road

Date of Purchase: 06/06/1965

Farm Classification: Yes

Owners

1. **Name:** George William Bouffieux





Ownership or Interest in Other Lands Within This Community

1. **Ownership Type:** Fee Simple
Parcel Identifier: 014-544-938
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 5.7 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

2. **Ownership Type:** Fee Simple
Parcel Identifier: 014-544-946
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 16.2 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

3. **Ownership Type:** Fee Simple
Parcel Identifier: 014-671-239
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 62.2 ha
Land Use Type: Agricultural/Farm
Interest Type: Full Ownership

4. **Ownership Type:** Fee Simple
Parcel Identifier: 014-738-872
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 23.4 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

5. **Ownership Type:** Fee Simple
Parcel Identifier: 004-669-916
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 24.2 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

6. **Ownership Type:** Fee Simple
Parcel Identifier: 014-546-388
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 17.3 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

7. **Ownership Type:** Fee Simple
Parcel Identifier: 014-544-857
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 16.2 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

8. **Ownership Type:** Fee Simple
Parcel Identifier: 014-544-105
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 16.2 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

9. **Ownership Type:** Fee Simple
Parcel Identifier: 014-544-083
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 16.2 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

10. **Ownership Type:** Fee Simple
Parcel Identifier: 003-636-640
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 34.6 ha
Land Use Type: Agricultural/Farm
Interest Type: Full Ownership

11. **Ownership Type:** Fee Simple
Parcel Identifier: 004-004-221
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 212.6 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

12. **Ownership Type:** Fee Simple
Parcel Identifier: 011-324-902
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 66.2 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

13. **Ownership Type:** Fee Simple
Parcel Identifier: 011-324-694
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 115.1 ha
Land Use Type: Agricultural/Farm
Interest Type: Full Ownership

14. **Ownership Type:** Fee Simple
Parcel Identifier: 011-325-046
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 64.1 ha
Land Use Type: Agricultural/Farm
Interest Type: Full Ownership

15. **Ownership Type:** Fee Simple
Parcel Identifier: 011-325-127
Owner with Parcel Interest: George William Bouffieux
Parcel Area: 64.9 ha
Land Use Type: Agricultural/Farm
Interest Type: Full Ownership

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

Approximately 40.8ha is used for bison pasture.

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

Approximately 40.8ha has been cleared, plowed, and seeded to brome grass. Approximately 195m of fencing has been built.

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

At the northwest corner is a trailer where Grandson and wife live. There is a 0.24ha area at the northeast used for oil and gas production. Approximately 19.3ha are vegetated (trees, scrub). There are also 4 ponds, and 2 creeks dividing the property.

Adjacent Land Uses

North

Land Use Type: Other

Specify Activity: Hwy 97, light industrial, agriculture, rural residential

East

Land Use Type: Agricultural/Farm

Specify Activity: bison pasture

South

Land Use Type: Other

Specify Activity: unused, agriculture, rural residential

West

Land Use Type: Other

Specify Activity: agriculture (alfafa/brome hay), oil & gas production

Proposal

1. Enter the total number of lots proposed for your property.

1.8 ha

58.5 ha

2. What is the purpose of the proposal?

To apply the landowners home site severance to the subject retirement parcel. This will avoid subdividing the main farm yard area, which is the core area of the ranch with the majority of the ranch infrastructure. This will maintain the integrity and coherent function of the 1913 historical farm site 1/4 section.

The ranch is going to continue through succession with the younger generation of family members. To operate, the buildings and infrastructure need to remain accessible to the family operated ranch.

3. Why do you believe this parcel is suitable for subdivision?

Corner location with creek through centre adjacent to constructed road allowance. Leaves the remainder

of the property open to continued use of the ranch operation.

4. Does the proposal support agriculture in the short or long term? Please explain.

The long term benefit is that the ranch heir will be able to continue with the use of the original home-site location as a centralized hub for the farms business and agricultural purposes.

5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.

Yes

Applicant Attachments

- Agent Agreement - Tryon Land Surveying
- Other correspondence or file information - Purchase agreement
- Other correspondence or file information - Proposal sketch with image
- Site Photo - Ranch with info
- Site Photo - Ranch in context
- Proposal Sketch - 61062
- Homesite Severance Qualification - 61062
- Certificate of Title - 009-891-455

ALC Attachments

None.

Decisions

None.



GEORGE BOUFFIOUX

**PROPOSED SUBDIVISION
OF PART OF
NW 1/4 SECTION 21
TOWNSHIP 83 RANGE 18 W6M
PEACE RIVER DISTRICT
EXCEPT PLANS A938 & 5863**

BCGS: 94A.027 NTS: 94A/02

1:1,000

0 10 20 30 40 m

Projection UTM Zone 10 NAD 83
Map to scale when plotted
on a page 280mm x 432mm (B size)

Date: 2020/03/30

97

LOT 1
PLAN 5863

NE 1/4 SECTION 20

REMAINDER
NW 1/4 SECTION 21
TWP 83 RGE 18 W6M
AREA: 58.5ha (144.6 ac.)
PID 009-891-455

SW 1/4
SECTION 21

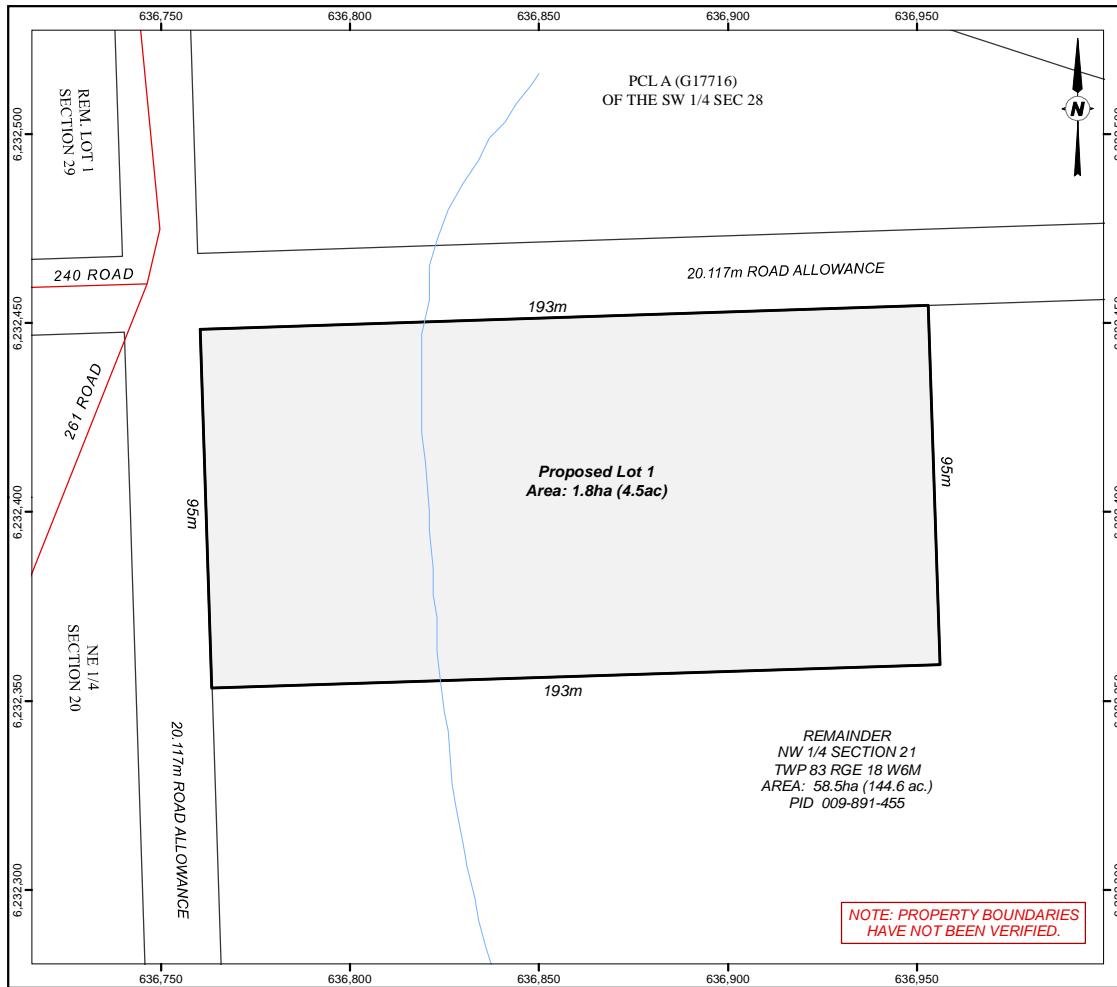
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TRYON
PROFESSIONAL GROUP

TRYON LAND SURVEYING LTD.

Fort St John 250-262-0031 www.TryonGroup.ca Dawson Creek 250-782-5868

Job: 200047-4-0



GEORGE BOUFFIOUX

**PROPOSED SUBDIVISION
OF PART OF
NW 1/4 SECTION 21
TOWNSHIP 83 RANGE 18 W6M
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EXCEPT PLANS A938 & 5863**

BCGS: 94A.027 NTS: 94A/02

1:1,000
0 10 20 30 40 m
Projection UTM Zone 10 NAD 83
Map to scale when plotted
on a page 280mm x 432mm (B size)

Date: 2020/03/30

LOT 1
PLAN 5863

PROPOSED
LOT 1

REMAINDER
NW 1/4 SECTION 21
TWP 83 RGE 18 W6M
AREA: 58.5ha (144.6 ac.)
PID 009-891-455

SW 1/4
SECTION 21

NE 1/4 SECTION 20

NE 1/4 SECTION 21

1:10,000

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Job: 200047-4-0



- Barn Yard Facilities:**
- Bison Handling System
 - Granary's & Feed Storage
 - Equipment Quonset
 - Winter Feed Lots
 - Hay Bale Storage
 - Work Shop
 - Barn

Total Barn Yard Area

Image © 2020 Maxar Technologies

Google



Image © 2020 Maxar Technologies

Google Earth

Imagery Date: 4/24/2019 56°12'46.04" N 120°47'52.51" W elev 651 m eye alt 2.28 km

Jacqueline Burton

From: Chair Brad Sperling
Sent: Thursday, July 16, 2020 2:35 PM
To: Planning Department
Cc: PRRD_Internal
Subject: Re: PRRD File No. 20-012-ALRSub

Ok to proceed

From: Planning Department
Sent: Thursday, July 16, 2020 2:27:18 PM
To: Chair Brad Sperling
Cc: PRRD_Internal
Subject: PRRD File No. 20-012-ALRSub

Good afternoon Chair Sperling,

Please review the attached documents regarding an ALR Subdivision application in Electoral Area C. If you have any comments, please submit them by July 30, 2020.

Best,

Development Services

PEACE RIVER REGIONAL DISTRICT | Direct: 250-784-3200

planning@prrd.bc.ca | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



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REPORT

To: Chair and Directors

Report Number: DS-BRD-045

From: Tyra Henderson, Corporate Officer

Date: August 5, 2020

Subject: Temporary Expanded Service Area Authorization – Jackfish Dundee’s

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board support the application for a Temporary Expanded Service Area for 1221916BC Ltd. – Licence No. 033874 (Jackfish Dundee’s) to serve alcohol on an approximately 12 ft. by 30 ft. area of their patio.

BACKGROUND/RATIONALE:

Establishment Details

Establishment name: 1221916BC Ltd (Jackfish Dundee’s)
Licence number: 033874
Establishment address: 12984 Jackfish Frontage Road, Charlie Lake, BC

Proposal

Due to the COVID-19 pandemic, the Liquor & Cannabis Regulation Branch will permit temporary expansion of service areas until October 31, 2020 to allow licenced premises to expand their service area footprints so that they can accept additional volume of customers while complying with physical distancing requirements. Jackfish Dundee’s applied for an expansion of their service area to utilize a 12 ft. by 30 ft. area of their existing patio, as shown on the attached diagram. Temporary expanded service area authorizations will expand licenced areas only and will not increase currently approved patron capacities or occupant loads. The occupancy limit of the facility is currently up to 150 persons. The restaurant/pub will need to follow provincial orders regarding physical distancing and operational precautions.

Planning Considerations

Pursuant to PRRD Zoning Bylaw No. 1343, 2001, the property is zoned C-2 (General Commercial Zone). The proposal complies with all applicable zoning regulations. No Building Permits, Development Permits, or other planning approvals are required.

Application Procedure

The application has been approved by the LCRB, subject to the Peace River Regional District providing a letter confirming it has no objections. The letter may also include any additional comments from the Board. Additionally, the LCRB notes an expedited authorization process is available for local governments, whereby the Regional Board can approve all future applications for temporary expanded service areas, should any additional licenced premises apply through a single “blanket” resolution.

ALTERNATIVE OPTIONS:

1. That the Regional Board notify the Ministry of Attorney General, Liquor & Cannabis Regulation Branch that they wish to provide pre-approval for all liquor primary and manufacturer establishments within the Peace River Regional District who may apply for a temporary expanded service area.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

The Regional Board’s decision will be communicated to the Liquor and Cannabis Regulation Branch and the applicant.

OTHER CONSIDERATION(S):

The Regional Board may wish to provide blanket approval for all temporary expanded service area applications within the PRRD. This would negate the need for each establishment contemplating an expansion to seek local government approval.

Attachments:

1. Diagram showing expansion area

External Links:

1. [LCRB Temporary Expanded Service Area Authorization](#)
2. [LCRB Policy Directive 20-13 \(May 22, 2020\)](#)

7754-07-028

LCLB OFFICIAL PLAN
MUST BE KEPT WITH LIQUOR LICENCE AND
AVAILABLE FOR INSPECTION AT ALL TIMES.
Date Issued: March 31, 2008
Licence #: LP 033874
General Manager

OCCUPANT LOAD
Means the number of persons for which a
building or part thereof is designed.

LOCATION: 12984 JACKFISH FRTG.

OCCUPANT USE: RESTURANT + BAR

OCCUPANT LOAD: 12 ADDITIONAL (PATIO only)

APPROVED BY: HEYON BACON

DATE: June 8/20

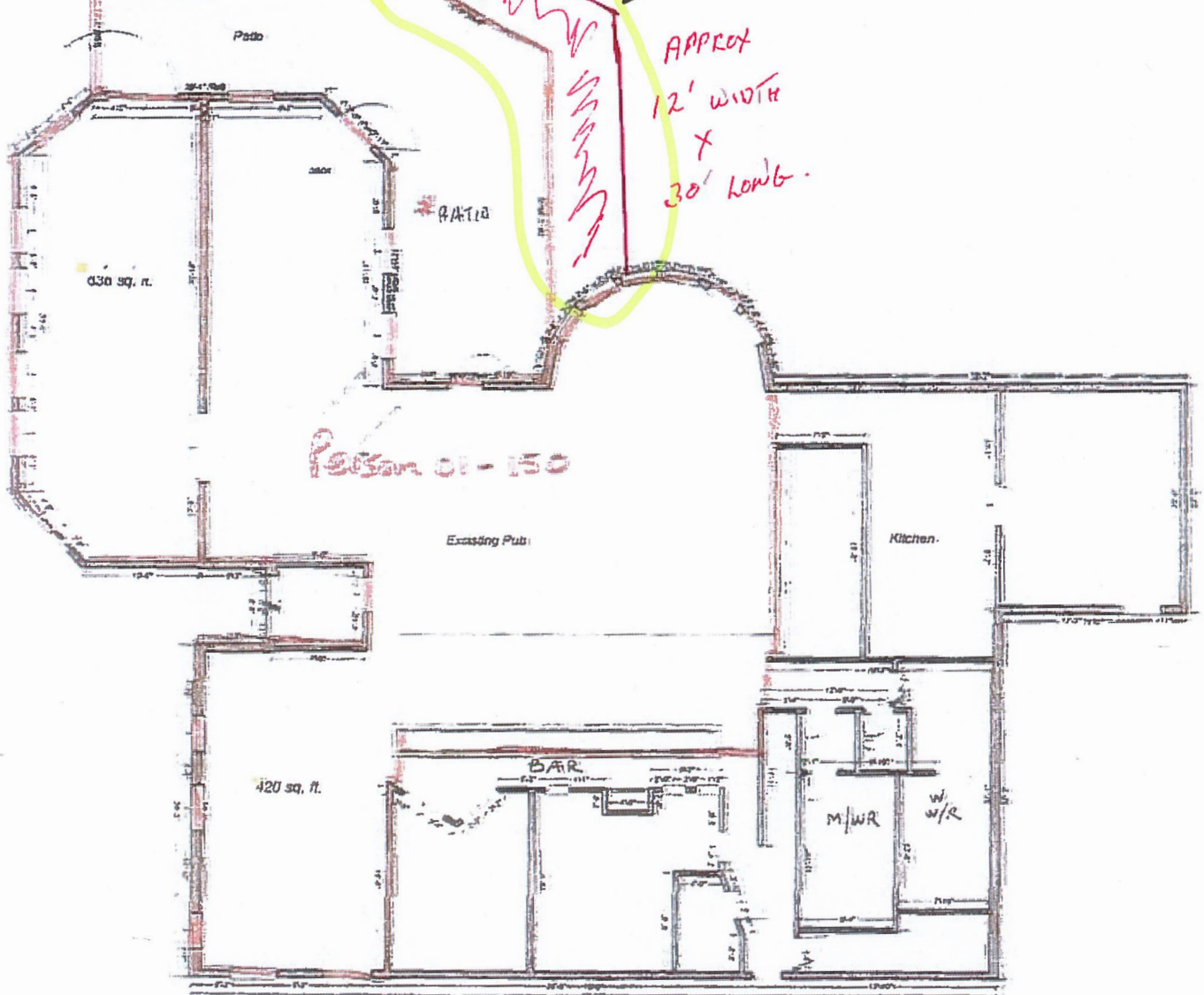
Peace River Regional District

JACKFISH DUNDEES - LP # 33874

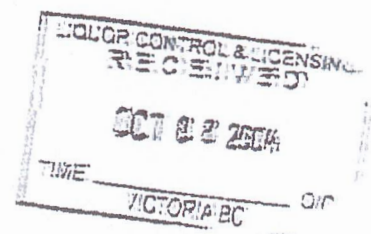
Charlie Lake B.C.

2844 sq. ft. Total

150 seat



* Total capacity inclusive of
indicated occupant load (15)



Jdundee@hotmail.com



REPORT

To: Chair and Directors

Report Number: DS-BRD-043

From: Tyra Henderson, Corporate Officer

Date: August 4, 2020

Subject: Liquor Primary Licence Application for RNN Sales and Rental

RECOMMENDATION: *[Corporate Unweighted]*

That the Regional Board respectfully refuse the RNN Sales and Rentals Liquor Primary Licence application for a liquor licence at 437 Briar Ridge Road (PID 014-460-343) as liquor outlets, sales or neighbourhood pub are not permitted uses in the A-2 Zone and the ALC has denied a non-farm use to allow a zoning amendment application to a zone that would permit a liquor outlet.

BACKGROUND/RATIONALE:

Agricultural Land Reserve Status

On October 10, 2019, the Regional Board passed the following resolution:

MOVED, SECONDED, and CARRIED

That a 90 day extension to the deadline to process the liquor primary licence application from RNN Sales & Rentals be requested to allow the applicant to first seek approval from the Agricultural Land Commission for the proposed non-farm/agri-tourism use on the property and subsequently submit an application to the Peace River Regional District (PRRD) to rezone the property; and further, that comment from the PRRD to the Liquor Control and Licensing Branch be submitted after the property has been rezoned, which will provide opportunity for public input.

The requested extension was granted by the Liquor and Cannabis Regulation Branch, and the applicant applied to the ALC for the required non-farm use permit. The Board supported the application for a non-farm use for the operation of a campground, restaurant with liquor service, and music festival venue and forwarded the Non-Farm Use application to the ALC at its meeting on January 23, 2020.

On July 16, 2020, the Agricultural Land Commission released its decision to refuse the Non-Farm Use. Therefore, the applicant will not apply to rezone the property as ALC approval of the rezone is also required; therefore, the PRRD cannot approve the liquor licence application and the project cannot proceed. Public input was not sought as per the resolution above as the file did not proceed to that stage.

Official Community Plan & Zoning

The parcel that RNN Sales and Rentals is located on is designated RN (Rural Neighbourhood) within South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012. Liquor outlets or a neighbourhood pub are not permitted uses within this designation.

The parcel that RNN Sales and Rentals is located on is zoned A-2 (Large Agricultural Holdings Zone) in PRRD Zoning Bylaw No. 1343, 2001. The A-2 zone does not allow any liquor outlets or a neighborhood pub within this zone.

The PRRD did not receive a bylaw amendment application, however, with the refusal of the ALR Non-farm Use application, the project cannot proceed.

Bylaw Enforcement

June 12, 2020 the PRRD received a complaint regarding an unpermitted campground, restaurant, convenience store and industrial use of the property located at 437 Briar Ridge Road. Given the ALC decision (refusal) RNN Sales and Rentals have been given an August 31, 2020 deadline to bring the property into compliance.

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):

The Regional Board's decision will be communicated to the Liquor and Cannabis Regulation Branch and the applicant.

OTHER CONSIDERATION(S):

None at this time.

External Links:

1. [October 10, 2019 Liquor Licence application](#) (R-6 on PRRD Board agenda)
2. [January 2020 ALR Non Farm Use application](#) (R-15 on PRRD Board agenda)
3. [ALC Decision](#)



REPORT

To: Chair and Directors

Report Number: ADM-BRD-065

From: Tyra Henderson, Corporate Officer

Date: August 6, 2020

Subject: Festival Plaza Laydown Yard

RECOMMENDATION: [Corporate Weighted]

That the Regional Board authorize the Festival Plaza Laydown Yard Licence to Occupy Agreement with the City of Fort St. John (FSJ), which permits the City of FSJ to utilize a portion of the North Peace Leisure Pool Parking lot for a temporary laydown yard for the construction of the festival plaza pavilion for a ten day period in September 2020; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement.

BACKGROUND/RATIONALE:

The City of Fort St. John is constructing "Festival Plaza" on the property east of 100th and west of the NP Leisure Pool, including the former Gardens. The PRRD transferred a small sliver of land on the edge of the NP Leisure Pool Parking lot to the City of Fort St. John for the project, which will be amalgamated with the existing two lots to form one parcel large enough for the project. The City of Fort St. John and the PRRD also completed legal access agreements to ensure access to Festival Plaza from 96th Avenue, via the NP Leisure Pool Parking lot, and access to the NP Leisure Pool Parking lot from 100th Street.

There is currently a project office trailer located on the NP Leisure Pool Parking lot. The City of Fort St. John has also requested use of a larger portion of the parking lot (see attached location sketch) for a temporary laydown yard for their contractor to use for the storage of building components between delivery and set up, for a period of one week to ten days, at some point between August 20 and September 30, 2020.

Staff drafted a licence to occupy agreement to formalize the PRRD permission to the City of FSJ to use a portion of the NP Leisure Pool Parking lot as a means to impose conditions relating to safety and liability – specifically, a requirement for security fencing, and an indemnity clause saving the PRRD harmless for any activity on the land while the City of Fort St. John occupies it.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Partnerships
- ☒ Collaboration with Local and First Nations governments

FINANCIAL CONSIDERATION(S):

The licence to occupy must be accompanied by a nominal \$10 fee to be legally binding, however, no lease or rent payments are required by the agreement.

COMMUNICATIONS CONSIDERATION(S):

If approved, staff will forward the agreement to the City of Fort St. John for execution.

OTHER CONSIDERATION(S):

Attachments

1. Visual Aid – Laydown Yard location

Festival Plaza Laydown Yard Location





REPORT

To: Chair and Directors

Report Number: CS-BRD-010

From: Trish Morgan, General Manager of Community Services

Date: July 17, 2020

Subject: West Peace Fire Services Mutual Aid Agreement

RECOMMENDATION: [Corporate Weighted]

That the Regional Board authorize a fire service mutual aid agreement with the District of Chetwynd, the District of Hudson's Hope and the Moberly Lake Volunteer Fire Department Society, for a period of five years from the date of execution; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

On March 26, 2020, the Minister of Public Safety and Solicitor General issued [Ministerial Order M084](#) in response to the COVID-19 pandemic. In that Order, it states that:

7 (1) Each local authority must use best efforts to enter into mutual aid agreements with neighbouring jurisdictions to ensure that first responder, waste water and drinking water services are maintained during the period referred to in section 2.

After a review of mutual aid agreements for fire services in the region, it was determined that a mutual aid agreement was needed for the West Peace departments to provide support to each other.

Mutual aid is an agreement between fire departments to provide support across jurisdictional boundaries in the event that a local fire department determines that its resources are insufficient to bring a fire or other emergency under control. In this case, the responding department may request assistance from another department, who, if available, may provide an engine or tender and a wildland unit plus personnel to assist. The advantage of having a sub-regional mutual aid agreement is that if one fire department is unavailable, mutual aid could come from the next closest neighboring fire department.

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 event that a responding department utilizes consumables in excess of \$1,500, they may invoice the receiving department for the costs. If the receiving department requests resources beyond primary mutual aid (e.g., 1 unit), the responding department may invoice the receiving department, as per the [British Columbia Inter-Agency Working Group Reimbursement Rates](#) for the current year.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

A South Peace Mutual Aid agreement is being developed to provide mutual aid between the City of Dawson Creek, the Village of Pouce Coupe, the District of Tumbler Ridge and the Tomslake and District Fire Department Society. It is anticipated that this agreement may come forward to the Regional Board in September 2020.

Staff have started initial discussions regarding the possibility of a mutual aid agreement for drinking water and waste water services between local governments, in the event that there are staff shortages in the region due to a resurgence of COVID 19 (second wave) – as per the requirement under Ministerial Order M084.

Attachments:

1. Draft West Peace Mutual Aid Agreement 2020

This Agreement made the day of , 2020.

BETWEEN:

PEACE RIVER REGIONAL DISTRICT

1981 Alaska Avenue
PO Box 810
Dawson Creek, BC V1G 4H8
(the “**PRRD**”)

OF THE FIRST PART

AND:

THE DISTRICT OF CHETWYND

5400 Hospital Road
PO Box 357
Chetwynd, BC V0C 1J0
(“**Chetwynd**”)

OF THE SECOND PART

AND:

THE DISTRICT OF HUDSON’S HOPE

9904 Dudley Drive
Box 330
Hudson’s Hope BC V0C 1V0
(“**Hudson’s Hope**”)

OF THE THIRD PART

AND:

THE MOBERLY LAKE FIRE DEPARTMENT SOCIETY

President, Moberly Lake Fire Department Society
Box 58,
Moberly Lake, BC V0C 1X0
(“**Moberly Lake**”)

OF THE FOURTH PART

WHEREAS the PRRD established through the *Moberly Lake Fire Protection Service Area Establishment Bylaw No.1074, 1996 and 1076, 1996* a local service area for rural fire protection

services known as the Moberly Lake Fire Protection Service Area and shown shaded pink and outlined in red on Schedule 'A';

AND WHEREAS Chetwynd has established, maintains, and operates a fire protection service within its boundary as shown shaded in grey on Schedule 'B',

AND WHEREAS Hudson's Hope has established, maintains, and operates a fire protection service within a portion of its boundary as shown shaded pink and outlined in red on Schedule 'C',

AND WHEREAS the PRRD has established and maintains the Chetwynd Rural Fire Protection Services Area through the *Chetwynd Rural Fire Protection Local Service Area Establishment Bylaw No.1129, 1998* and contracts with Chetwynd to operate this Rural Fire Protection Service in this area, as shown shaded pink and outlined in red on Schedule 'B';

AND WHEREAS the PRRD, Chetwynd and Hudson's Hope (collectively, the "**Parties**") desire to enter into an agreement whereby Emergency Resources can be deployed to assist the other Party during a fire or emergency;

AND WHEREAS each of the Parties is authorized to enter into this Agreement and has empowered their signatories to execute this Agreement which for certainty, includes Schedules 'A', 'B' and 'C';

NOW THEREFORE THIS AGREEMENT WITNESSES THAT, in consideration of the mutual covenants and agreements contained herein and subject to the terms and conditions herein, the Parties agree as follows:

1. DEFINITIONS

In this Agreement:

"Agreement" means this Agreement, cited as the 'West Peace Fire Service Mutual Aid Agreement', hereinafter referred to as the 'Agreement';

"District of Chetwynd Fire Protection Area" means both the area identified as District of Chetwynd Fire Protection Area shown shaded in grey on Schedule 'B', and Chetwynd Rural Fire Protection Area shown shaded pink and outlined in red on Schedule 'B,' which is attached to and forms part of this Agreement, and any other area mutually identified for inclusion in this Agreement and agreed to in writing through a duly authorized amendment to this Agreement as per Clause 7(ii);

"District of Hudson's Hope Fire Protection Area" means the area identified as District of Hudson's Hope Fire Protection Area as shown shaded pink and outlined in red on Schedule 'C', which is attached to and forms part of this agreement, and any other area

mutually identified for inclusion in this Agreement and agreed to in writing through a duly authorized amendment to this Agreement as per Clause 7(ii);

“Emergency Resources” means all persons and equipment held by, in the service of or directly available to the fire service of the Party;

“Fire Chief” means for each Party, the senior employee or appointed person responsible for the fire service of the Party and includes the deputy or delegate of the Fire Chief;

“Fire Protection Area” means the service area within which a Party provides fire or emergency services;

“Moberly Lake Fire Protection Service Area” means the area identified as the Moberly Lake Fire Protection Area shown shaded pink and outlined in red on Schedule ‘A’ which is attached to and forms part of this Agreement, and any other area mutually identified for inclusion in this Agreement and agreed to in writing through a duly authorized amendment to this Agreement as per Clause 7(ii);

“Mutual Aid” means any assistance provided by a Party to any other Party under this Agreement;

“Primary Mutual Aid” is defined as one (1) Engine or one (1) Tender, and one (1) Wildland unit plus available personnel;

“Providing Party” means a Party receiving a request for assistance under this Agreement;

“Requesting Party” means a Party requesting assistance under this Agreement.

2. REQUESTS FOR MUTUAL AID

- i. When a Fire Chief of a Requesting Party determines that a fire or emergency is occurring or is imminent, they may request Emergency Resources from the Fire Chief of the Providing Party. The Fire Chief of the Requesting Party shall specify whether the request is for Primary Mutual Aid only, or if the request is for additional Emergency Resources that may be available.
- ii. A Fire Chief who receives a request for Emergency Resources from the Requesting Party shall determine in their sole discretion the extent of the Emergency Resources available and thereupon shall dispatch such Emergency Resources to control the fire or emergency, but nothing in this Agreement shall require a Fire Chief to dispatch Emergency Resources that they consider are not

available or that they consider are required for service in the Fire Protection Area of the Providing Party.

- iii. No Requesting Party shall bring any action, claim, or demand in relation to a decision of the Fire Chief of a Providing Party concerning the provision of, or failure to provide emergency resources.
- iv. For the control of a fire or emergency that triggers a request for Emergency Resources, the Fire Chief of the Requesting Party that is fighting a fire or responding to an emergency within their own Fire Protection Area shall be responsible for the overall direction and control of the fire or emergency.
- v. Notwithstanding Clause 2(iv), it is understood and agreed by and between the Parties hereto that the Providing Party's Emergency Resources will remain under the control of the Providing Party's Fire Chief.
- vi. The Fire Chief of the Providing Party may withdraw assistance if an emergency situation arises within the Fire Protection Area of the Providing Party.
- vii. It is further understood and agreed by and between the Parties hereto that the Fire Chief of the Requesting Party will utilize the full complement of the Requesting Party's Emergency Resources prior to calling for assistance, unless it is immediately apparent to the Fire Chief of the Requesting Party that full deployment of the Requesting Party's Emergency Resources will be an inadequate response.

3. COMMUNICATION

During responses for which Emergency Resources of both the Requesting Party and Providing Party are deployed, the Requesting Party's radio channel will be utilized as the primary channel.

4. POWERS/AUTHORITY

Notwithstanding Clause 2(iv), the Providing Party is granted the same power and authority to operate in the Requesting Party's Fire Protection Area as it enjoys in its own Fire Protection Area.

5. TRAINING AND IDENTIFICATION

The Parties are required to make best efforts to:

- i. agree on a common system for identifying the different levels of competencies as per the *British Columbia Fire Service Minimum Training Standards* for firefighters operating at an incident and ensure that the use of such system matches the actual competency levels for such firefighters;
- ii. identify their “declared level of service”; all suppression activities shall function at the lowest level of declared service of the attending fire departments;
- iii. agree to the implementation of a uniform incident command system for mutual aid calls; and
- iv. consult with each other annually regarding improving mutual responses (including joint training) and to ensure interoperability of equipment and connections.

6. INDEMNIFICATION, WAIVER AND INSURANCE

- i. When Emergency Resources are provided by a Providing Party to a Requesting Party pursuant to this Agreement, the Requesting Party shall indemnify the Providing Party from and against all claims, demands, loss, costs, damages, actions, and other proceedings caused or contributed by any person, or by any action taken or thing done by the Providing Party in connection with this Agreement.
- ii. Notwithstanding Clause 6 (i), where Emergency Resources are provided by a Providing Party to a Requesting Party pursuant to this Agreement, the Requesting Party shall not be responsible or in any way liable with respect to any claims, demands, loss, costs, damages, actions, or other proceedings arising from or through the negligence or misconduct of the Providing Party, its servants, agents, or employees in connection with or in consequence of this Agreement.
- iii. No Requesting Party shall bring any action, claim, or demand in relation to a decision of the Fire Chief of a Providing Party concerning the provision of, or failure to provide, Emergency Resources. For certainty, no Party to this Agreement shall be liable in damages to the other Party for failing to respond to a request for assistance or for failure to render adequate assistance under this Agreement.

- iv. Each Party agrees to procure and maintain in force at its own costs, during the entire term of this Agreement, a comprehensive general liability policy, in an amount not less than \$5,000,000.00, and each Party shall be added as an additional insured to each other's respective liability insurance policy for the purposes of Mutual Aid. Confirmation shall be provided in writing with a copy from the insurance provider.

7. EXTERNAL COORDINATION

- i. Each Party shall set out a process for dealing with its dispatch provider to ensure that Mutual Aid resources are properly activated for providing mutual assistance under this Agreement. Each Party agrees to notify its dispatch provider of any changes to the Agreement and any changes to Fire Protection Areas.
- ii. Any changes to the Moberly Lake Fire Protection Service Area, District of Chetwynd Fire Protection Area, or District of Hudson's Hope Fire Protection Area requires a duly authorized amendment to this Agreement. For certainty, if consent is not given in writing, this Agreement is not amended, Primary Mutual Aid may not apply to the additional area(s) and Emergency Resources may not be provided.

8 REIMBURSEMENT

- i. The Providing Party shall be responsible for all costs incurred in connection with the gathering, movement, and deployment of Primary Mutual Aid to the Requesting Party.
- ii. If Emergency Resources in excess of Primary Mutual Aid are requested by a Requesting Party and provided by a Providing Party, the Providing Party will be entitled to request compensation from the Requesting Party for such excess Emergency Resources as per the *British Columbia Inter-Agency Working Group Reimbursement Rates* for the current year.
- iii. Notwithstanding Clause 8 (ii), costs incurred in rendering Mutual Aid to residential properties in excess of Primary Mutual Aid shall be the responsibility of the Providing Party. For certainty, costs incurred in providing Emergency Resources in excess of Primary Mutual Aid for fires or emergencies related to properties used for commercial or industrial purposes are subject to Clause 8 (ii).
- iv. Expenses for consumables in excess of \$1,500.00 borne by a Providing Party while providing Mutual Aid may be billed to the Requesting Party prior to the end of the calendar year. Any invoice will be accompanied by an inventory of consumables

used, including the location and date of the incident requiring the use of the consumables.

- v. Responses to Commercial/Industrial properties that exceed the defined “Primary Mutual Aid” response may be billed out at the British Columbia Inter-Agency Working Group Report Reimbursement Rates, for the current year.

9. NOTICE

Notices of other communications (other than requests for assistance) under this Agreement shall be sufficiently given if delivered to the following addresses:

To Chetwynd:

Chief Administrative Officer, District of Chetwynd
PO Box 357, Chetwynd, BC VOC 1J0

To PRRD:

Chief Administrative Officer, Peace River Regional District
PO Box 810, Dawson Creek, BC V1G 4H8

To Hudson’s Hope:

Chief Administrative Officer, District of Hudson’s Hope
Box 330, Hudson’s Hope, BC VOC 1V0

To Moberly Lake Volunteer Fire Society:

President, Moberly Lake Fire Department Society
Box 58, Moberly Lake, BC VOC 1X0

10. TERM

- i. This Agreement shall remain in force and effect for a period of five (5) years from the date of execution, subject to termination under Clause 10 (ii) below.
- ii. Any Party may terminate its rights and obligations under this Agreement by giving to the other Parties ninety (90) days written notice of its intentions to do so, following which this Agreement shall be null and void to extent of the rights and obligations of the terminating Party.

11. DISPUTE RESOLUTION

In the case of any dispute arising between the Parties as to their respective rights and obligations under this Agreement, a Party shall be entitled to give the other Party notice of such dispute and may request arbitration thereof; and, subject to the agreement of the Parties to the dispute, the Parties may, with respect to the particular matters in dispute, agree to submit the same to arbitration in accordance with the *Arbitration Act* RSBC 1996, c.55, as may be amended or reenacted from time to time.

11. GENERAL PROVISIONS

- i. This Agreement shall not be assignable by any Party without the prior written consent of the other Parties, and any attempt to assign the rights, duties and obligations hereunder without such consent shall be of no effect.
- ii. This Agreement shall be construed according to the laws of the Province of British Columbia.
- iii. This Agreement shall enure to the benefit and be binding upon the Parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the Parties hereto have affixed the signatures of their respective officers duly authorized for such purpose.

SIGNED on behalf of the **Peace River Regional District** by:

Chair

Chief Administrative Officer

SIGNED on behalf of the **District of Chetwynd** by:

Mayor

Chief Administrative Officer

SIGNED on behalf of the **District of Hudson's Hope** by:

Mayor

Chief Administrative Officer

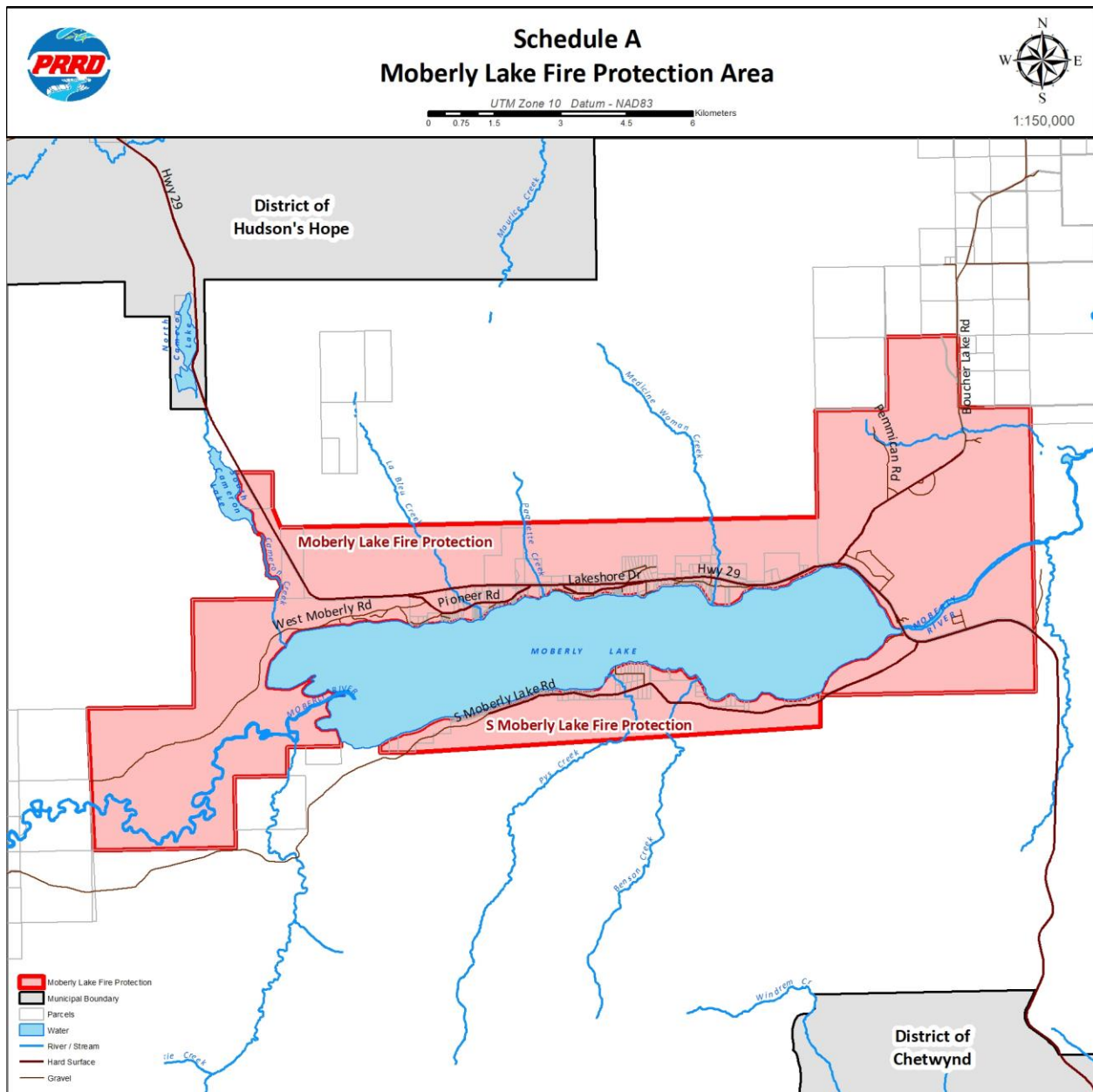
SIGNED on behalf of the **Moberly Lake Volunteer Fire Society** by:

President

Vice-President

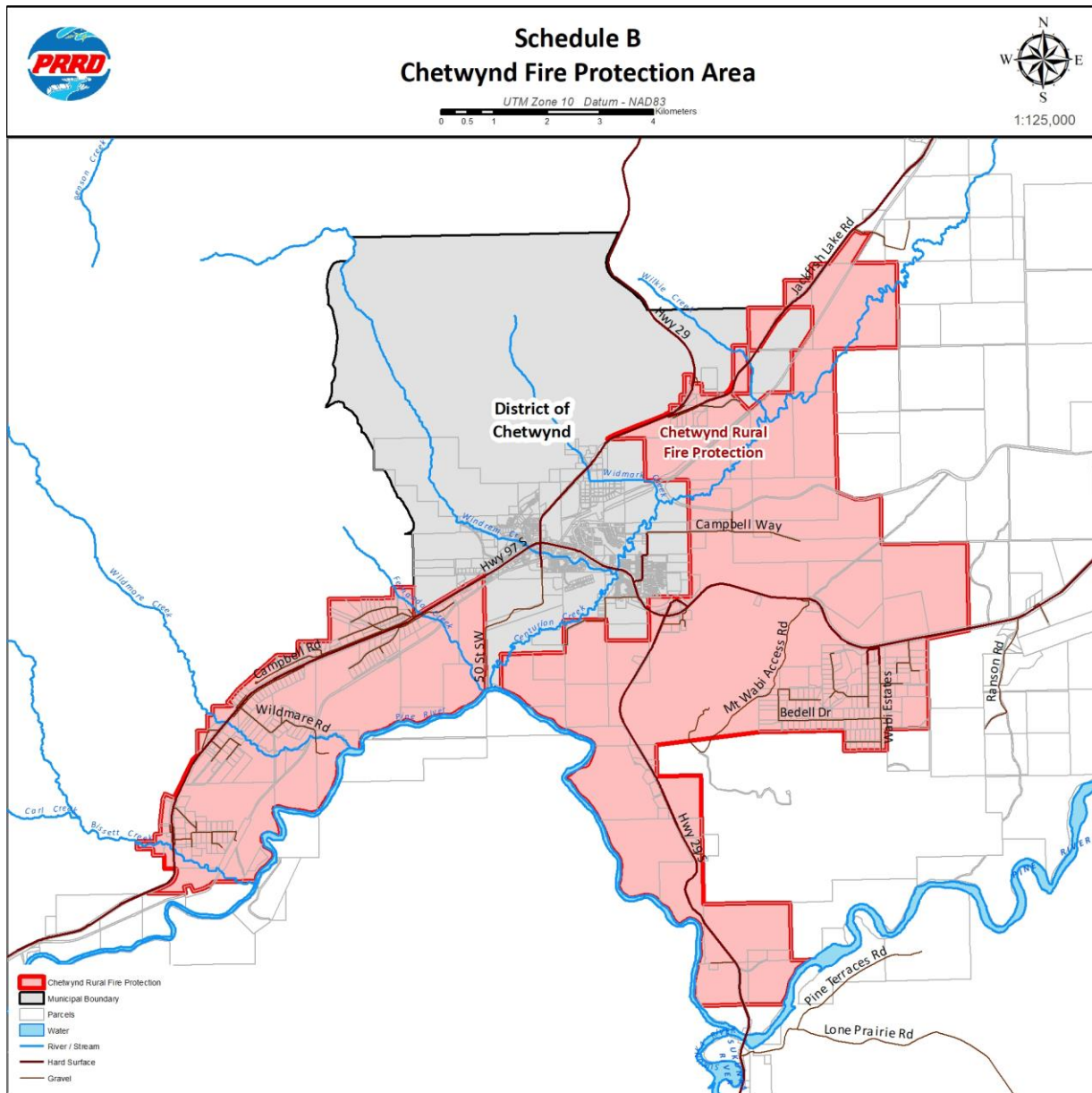
Moberly Lake Fire Protection Area Boundary

The following map shows the boundaries of the Moberly Lake Fire Protection Service Area shaded pink and outlined in red and is the area in respect of which the Moberly Lake Fire Department provides Fire Protection Services and the area to which the Providing Party may be requested to provide Primary Mutual Aid or additional Emergency Resources if available.



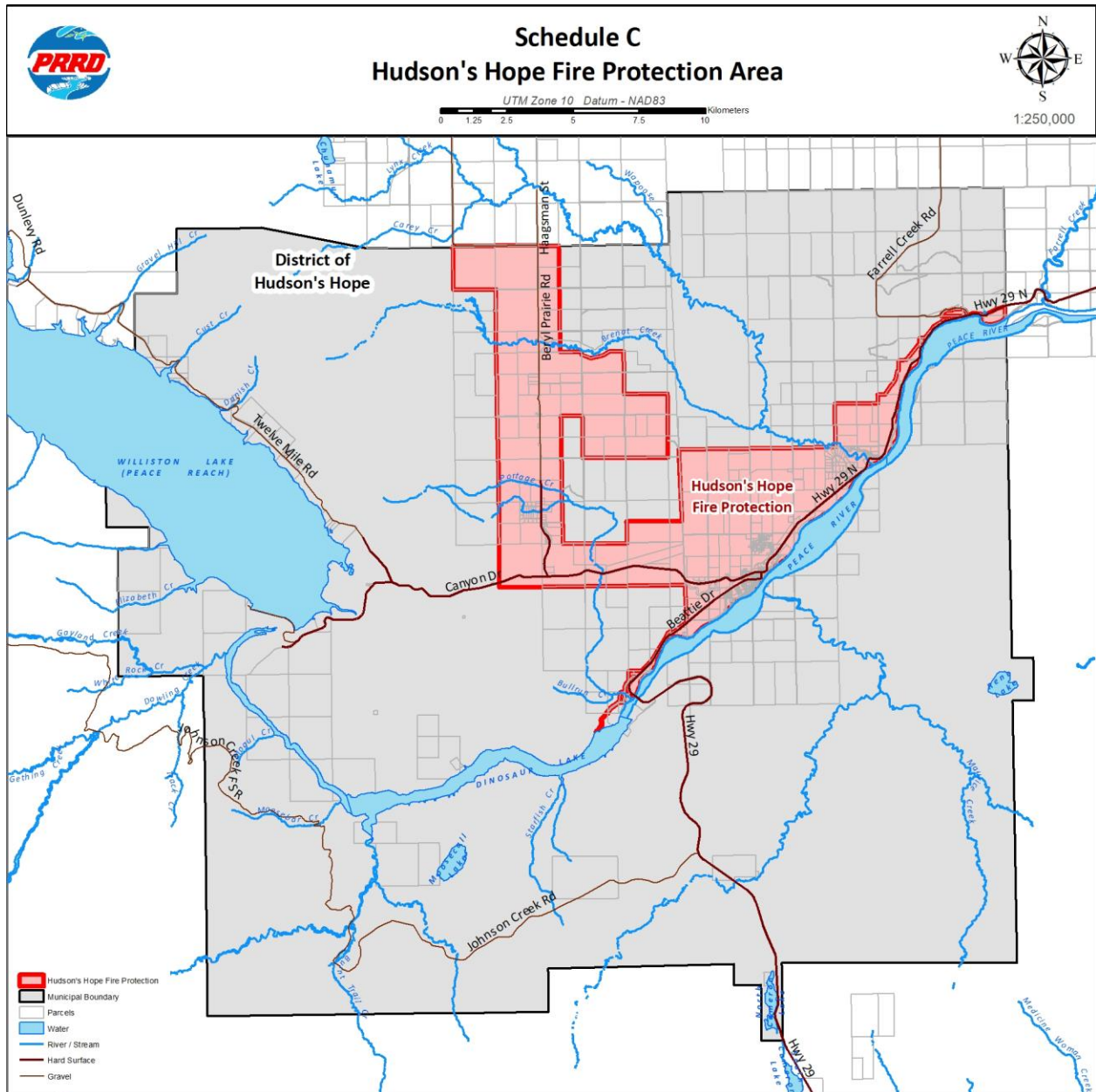
District of Chetwynd Fire Protection Area Boundary

The following map shows the boundaries of the District of Chetwynd Fire Protection Service Area in which they provide Fire Protection Services shaded in gray and the boundaries of the Chetwynd Rural Fire Protection Service Area in which the PRRD provides Fire Protection Services, through contract with the District of Chetwynd, shaded pink and outlined in red. Both areas are covered by this Mutual Aid Agreement, and are defined in Section 1 – ‘Definitions’ together as the “District of Chetwynd Fire Protection Area”. The area(s) are those areas where a Providing Party may be requested to provide Primary Mutual Aid or additional Emergency Resources if available to a Requesting Party.



SCHEDULE 'C'
Chetwynd/PRRD (M. Lake)/Hudson's Hope Mutual Aid Agreement
District of Hudson's Hope Fire Protection Area Boundary

The following map shows the boundaries of the District of Hudson's Hope Fire Protection Service Area outlined in red and is the area in respect of which Hudson's Hope Fire Rescue provides Fire Protection Services and the area to which the Providing Party may be requested to provide Primary Mutual Aid or additional Emergency Resources if available.





REPORT

To: Chair and Directors

Report Number: CS-BRD-011

From: Trish Morgan, General Manager of Community Services

Date: July 30, 2020

Subject: NPLP Facility Replacement Steering Committee Terms of Reference

RECOMMENDATION: *[Corporate Unweighted]*

That the Regional Board approve the “North Peace Leisure Pool Replacement Steering Committee Terms of Reference”, which establishes the term, purpose, goals, and required proceedings of the Steering Committee for the duration of the North Peace Leisure Pool replacement project; further,

that the approved Terms of Reference be sent to the District of Taylor and the City of Fort St. John for their consideration and approval; and further,

that should the District and the City approve the Terms of Reference, that they each be requested to appoint two members of their Council to the Steering Committee; and finally,

upon approval of the Steering Committee Terms of Reference by all participating local governments, that the Regional Board appoint the Area ‘B’ Director, the Alternate Area ‘B’ Director, the Area ‘C’ Director, and the Alternate Area ‘C’ Director to the North Peace Leisure Pool Replacement Steering Committee.

BACKGROUND/RATIONALE:

The North Peace Leisure Pool Replacement project started in 2017; participants include Electoral Areas B and C, the City of Fort St. John and the District of Taylor. In June 2020, the Regional Board supported in principle the establishment of a steering committee to oversee the development of the new North Peace Leisure Pool, subject to the agreement from both the City of Fort St. John and the District of Taylor. A draft Terms of Reference has been developed for the Committee for consideration by the Regional Board and participating Councils.

On June 25, 2020 the Regional Board passed the following resolution:

MOVED, SECONDED, and CARRIED

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), two council members each from the City of Fort St. John and the District of Taylor; and finally, with favourable 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.

On July 9, 2020, the Regional Board passed the following resolution to clarify the membership of the proposed Steering Committee:

MOVED, SECONDED, and CARRIED

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.

The attached North Peace Leisure Pool Replacement Steering Committee Terms of Reference outlines the goals and purpose of the Steering Committee. In addition, it lays out the required Committee organization, the accountability, the membership, the member responsibilities, meetings, reporting requirements, and stakeholders for the project.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide amendments to the “North Peace Leisure Pool Replacement Steering Committee Terms of Reference”.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Partnerships
- ☒ Collaboration with Local and First Nations governments

FINANCIAL CONSIDERATION(S):

In 2018, \$200,000 was requisitioned for a feasibility study, and approximately \$100,000 remains in that fund to complete the project.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. North Peace Leisure Pool Facility Replacement Committee Draft Terms of Reference



**North Peace Leisure Facility Replacement Steering Committee
Terms of Reference**

1. Goal

- 1.1 To oversee the development of a concept for the replacement of the North Peace Leisure Pool, with the possible inclusion of additional recreation amenities.

2. Purpose/Scope

- 2.1 To act as an advisory committee and provide recommendations, input, and feedback to the Peace River Regional District Board (PRRD) at key milestones for the duration of the planning and development phases of the North Peace Leisure Pool replacement project (the “project”).
- 2.2 The Steering Committee, with the assistance of a qualified consulting firm and staff support, will provide advice to the Regional Board on:
 - a. Recreational amenities for possible inclusion in the facility; such as:
 - i. a swimming pool;
 - ii. a full size gymnasium;
 - iii. indoor play space, dynamic movement gym;
 - iv. a large multi-purpose room;
 - v. a fieldhouse; and/or
 - vi. a library.
 - b. A space program, conceptual design and site options;
 - c. Optimal sizing of a facility, anticipated operating and capital costs, and phasing options;
 - d. Business model, market demand, governance, service philosophy, and partnership considerations;
 - e. Service area boundary options; and
 - f. Options for methods of assent.
- 2.3 The Steering Committee will assist in supporting the public consultation process.

3. Accountability

- 3.1 The Steering Committee members are accountable for the North Peace Leisure Facility Replacement Project and will:
 - a. determine annual resource requirements and recommend a budget to the PRRD Board;
 - b. provide feedback and guidance to the consultant(s); and
 - c. adhere to reporting requirements (See Section8).

4. Steering Committee Organization

- 4.1 The meetings will be chaired by a Steering Committee member who is elected by the Steering Committee members annually at the first meeting after November 1st each year. The Chair will be the spokesperson for the project.
- 4.2 Staff and consultants may attend meetings in an advisory support role only.
- 4.3 A simple majority, one Steering Committee member more than 50%, shall constitute quorum.
- 4.4 All options and recommendations shall be determined by majority vote, with recommendations and options being forwarded to the Regional Board for consideration and action.
- 4.5 The Steering Committee may ask its members to indicate their support for decisions via email, in the event that the Steering Committee member is not able to attend; however, email indication of support shall not be considered a vote nor binding on the Steering Committee members in attendance and voting at any meeting.

5. Membership

- 5.1 The North Peace Leisure Facility Replacement Steering Committee will consist of:
 - a. the PRRD Area B Electoral Area Director;
 - b. the PRRD Area B Alternate Director;
 - c. the PRRD Area C Electoral Area Director;
 - d. and the PRRD Area C Alternate Director;
 - e. Two (2) Council Members appointed by the City of Fort St. John; and
 - f. Two (2) Council Members appointed by the District of Taylor.

6. Member Responsibilities

- 6.1 Members will assist with public consultation including taking part in public engagement events (on-line and/or in-person) and media interviews. The Steering Committee Chair will be designated the lead member with respect to interviews, but may designate other Committee members to act in their place.
- 6.2 Members will report back to their respective communities with updates on the project and to gain feedback from their local government.
- 6.3 Members will engage in opportunities for sponsorships.
- 6.4 Members will engage in opportunities for partnerships.
- 6.5 Members will act as official liaisons for the project and engage with other levels of government and First Nations.

7. Meetings

- 7.1 The Steering Committee shall meet regularly, as agreed upon and approved by Steering Committee resolution, or at the call of the Steering Committee Chair.
- 7.2 Items for the meeting agenda must be provided to Administration one (1) week prior to the scheduled meeting;
- 7.3 PRRD staff will distribute meeting agendas prior to a scheduled meeting.
- 7.4 PRRD staff will attend to record the minutes of the meetings.
- 7.5 Meeting minutes will be circulated to members, and approved at subsequent meetings.

8. Reporting Requirements

- 8.1 At minimum, the Steering Committee will provide a bi-annual report to the Regional Board, and will provide any additional progress reports, updates or formal reports, as required from time to time by the Regional Board – or if deemed advantageous to the Steering Committee for issues management or seeking Board endorsement or direction on any issue not clearly delegated to the Steering Committee.
- 8.2 Steering Committee meeting minutes will be included on Regional Board meeting agendas.
- 8.3 All items delegated to the Steering Committee for consideration or inquiry through these Terms of Reference will be forwarded to the Regional Board in the form of a recommendation from the Steering Committee, for the Regional Board's consideration, prior to any action being undertaken.

9 Stakeholders

- 9.1 The Steering Committee will solicit input from, and provide feedback to, 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); and/or
 - c. open door policy for input from community members.

Date Steering Committee Established		Board Resolution #	
Date TOR Approved by Board		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	



REPORT

To: Chair and Directors

Report Number: ADM-BRD-063

From: Tyra Henderson, Corporate Officer

Date: July 27, 2020

Subject: Notice of Closed Session – August 13, 2020

RECOMMENDATION: [Corporate Unweighted]

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

Agenda Item 3.1 – Closed Meeting Minutes (CC Section 97(1)(b))

Agenda Item 5.1 & 7.1 – Litigation, CC Section 90(1)(g)

Agenda Item 7.2 – Land Use, CC Section 90 (2)(b)

Agenda Item 7.3 – Negotiations, CC Section 90(1)(i) (j) & (k)

BACKGROUND/RATIONALE:

As per the Closed Meeting Process and Proactive Disclosure Policy.

ALTERNATIVE OPTIONS:

1. The Board may recess to a Closed Meeting to discuss whether or not the items proposed properly belong in a Closed Session. *Community Charter* Section 90(1)(n).

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Not applicable.

COMMUNICATIONS CONSIDERATION(S):

Not applicable.

OTHER CONSIDERATION(S):

Not applicable.



REPORT

To: Chair and Directors

Report Number: DS-BRD-028

From: Tyra Henderson, Corporate Officer

Date: July 31, 2020

Subject: Zoning Amendment Bylaw No. 2403, 2020, PRRD File No. 20-002-ZN

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board give Zoning Amendment Bylaw No. 2403, 2020, to rezone the property identified as PID 004-194-713 from R-4 (Residential 4 Zone) to C-2 (General Commercial Zone), first and second readings; further,

that the public hearing be waived pursuant to *Local Government Act* Section 464(2), and that public notification be authorized pursuant to *Local Government Act* Section 467.

BACKGROUND/RATIONALE:

Proposal

To rezone the subject property from R-4 (Residential 4 Zone) to C-2 (General Commercial Zone).

File Details

Owner: Peace Way Trucking Ltd.
Agent: Arsen Hocha
Area: Electoral Area C
Location: Charlie Lake
Legal: Lot 1 Section 19 Township 84 Range 19 W6M Peace River District Plan 16717
PID: 004-194-713
Civic Address: 8912 Highway 97N
Lot Size: 0.41 ha (1.00 ac)

Site Context

The property is in Charlie Lake, approximately 9 kilometres northwest of Fort St. John. The property is on the southwest side of Highway 97N and is surrounded by residential land uses, though there are industrial land uses 300m northwest and 800m southeast.

Site Features

Land

The property is mostly clear of trees and slopes down to the east.

Structures

There is a vacant manufactured home on the property.

Access

The property is accessed from Highway 97N. The Ministry of Transportation and Infrastructure will require upgrades to the access, as described in their letter dated February 14, 2020. PRRD staff, Ministry staff, and the applicant discussed access options, and “right-in-right-out” paved southbound deceleration and acceleration lanes were agreed upon. Northbound traffic on Highway 97N would not be able to turn left onto the property, nor would traffic leaving the property be able to turn left to go north on Highway 97N; there are other properties along Highway 97N where the ‘right-in-right-out’ access is used.

Canada Land Inventory Soil Rating

According to the Canada Land Inventory, soils on the subject property are classified as 5⁶-4⁴_X. Class 4 soils have severe limitations that restrict the range of crops or require special conservation practices. Class 5 soils have very severe limitations that restrict their capability in producing perennial forage crops, and improvement practices are feasible. Class 6 soils are capable only of producing perennial forage crops, and improvement practices are not feasible. Subclass T denotes topography and Subclass X denotes two or more adverse characteristics.

Comments & Observations

Applicant

The applicant intends to remove the existing building and construct a new commercial building. They state the property’s location along Highway 97N is a good location for commercial development.

Agricultural Land Reserve (ALR)

The subject property is within the Agricultural Land Reserve, and therefore the provisions of the *Agricultural Land Commission Act* apply.

Official Community Plan (OCP)

Pursuant to the North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009, the subject property is designated Highway Commercial. Land within this designation should be used for commercial purposes. The minimum parcel size should be 0.4 ha (1.0 ac) for land connected to a community sewage system, which the applicant intends to do.

Section 7.3 Policy 2(a) states commercial land use proposals should be compatible with surrounding land uses. Policy 3 states that commercial development should be directed to areas within the community sewer service area to encourage compact development.

Therefore, the proposal is consistent with the Official Community Plan.

Land Use Zoning

Pursuant to Zoning Bylaw No. 1343, 2001, the subject property is zoned R-4 (Residential 4 Zone). Land within this zone may be used for residential purposes. The minimum parcel size is 1.8 ha (4.5 ac). The proposed commercial use does not comply with the zoning bylaw.

Therefore, a zoning amendment to C-2 (General Commercial Zone) is proposed. Land within the C-2 Zone may be used for commercial purposes. The list of permitted uses within the C-2 zone is attached to the report for information. The minimum parcel size is 0.4 ha (1.0 ac) for land connected to a community sewage system, which the applicant intends to do.

Therefore, the proposal is consistent with the regulations of the proposed zone.

Fire Protection Area

The subject property is within the Charlie Lake Fire Protection Area.

Mandatory Building Permit Area

The subject property is within the Mandatory Building Permit Area.

Development Permit Area

The subject property is within the Commercial Development Permit Area pursuant to the North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009. A Development Permit will be required prior to building construction.

Development Cost Charge Area

The subject property is within the Development Cost Charge Area. The fee of \$30.53 per m² of new gross floor area must be paid prior to building permit issuance.

School District 60 School Site Acquisition Charge Area

The subject property is within the School District 60 School Site Acquisition Charge Area. However, the charge is not applicable at this time because no new residential lots are proposed.

Impact Analysis

Context

Commercial development along the highway is generally appropriate; however, the proposed rezoning from residential to commercial could result in land use conflicts with the surrounding residential area. Such conflicts should be minimized through the Development Permit process. This property abuts one larger residential property currently still within the ALR.

Population & Traffic

No increase in population is anticipated. An increase in traffic is anticipated.

Sewage & Water

The applicant intends to connect to the Charlie Lake Sewer System and drill a well for water.

Comments Received from Municipalities & Provincial Agencies

Agricultural Land Commission

ALC staff have no objection to the proposal because the property has been designated for non-agricultural use since 1994, which has been supported by the ALC. The ALC has endorsed the property for non-agricultural use and ALC staff have no objections to the rezoning; however, a Non-Farm Use application is required prior to using the property for commercial purposes.

Charlie Lake Fire Department.

CLFD has no concerns with the rezoning, but requests more information about the nature of the business before it is operational.

Ministry of Transportation & Infrastructure

The Ministry is not in support of the proposal until access infrastructure upgrades are completed to ensure safety of the travelling public. The Bylaw will require formal Ministry approval, pursuant to Section 52 of the *Transportation Act*.

Northern Health

The development must not cause a health hazard, and must follow the *Public Health Act*, *Drinking Water Act*, and Sewerage System Regulations.

ALTERNATIVE OPTIONS:

1. That the Regional Board give Zoning Amendment Bylaw No. 2403, 2020, to rezone the property identified as PID 004-194-713 from R-4 (Residential 4 Zone) to C-2 (General Commercial Zone), first and second readings; further, that notification be issued for a public hearing, delegated to the Director of Electoral Area C.
2. That the Regional Board respectfully refuse Zoning Amendment Bylaw No. 2403, 2020, to rezone the property identified as PID 004-194-713 from R-4 (Residential 4 Zone) to C-2 (General Commercial Zone).
3. 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. Draft Zoning Bylaw No. 2403, 2020
2. Maps
3. Application
4. Comments Received from Municipalities & Provincial Agencies
5. Comments Received from Electoral Area Director
6. Section 42 of PRRD Zoning Bylaw No. 1343, 2001

**PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2403, 2020**

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 bylaw may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 2403, 2020."
2. Schedule A – Map 4 of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning Lot 1, Section 19, Township 84, Range 19, W6M, PRD, Plan 16717, from R-4 "Residential 4 Zone" to C-2 "General Commercial Zone", as shown on Schedule 'A' which is attached to and forms part of this bylaw.

READ A FIRST TIME THIS	_____	day of _____	, 2020.
READ A SECOND TIME THIS	_____	day of _____	, 2020.
Public Notification mailed on the	_____	day of _____	, 2020.
Public Notification advertised on the	_____	day of _____	, 2020.
Public Hearing held on the	_____	day of _____	, 2020.
Ministry of Transportation approval received this	_____	day of _____	, 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. 2403, 2020,
as adopted by the Peace River Regional District
Board on _____, 20__.

Corporate Officer

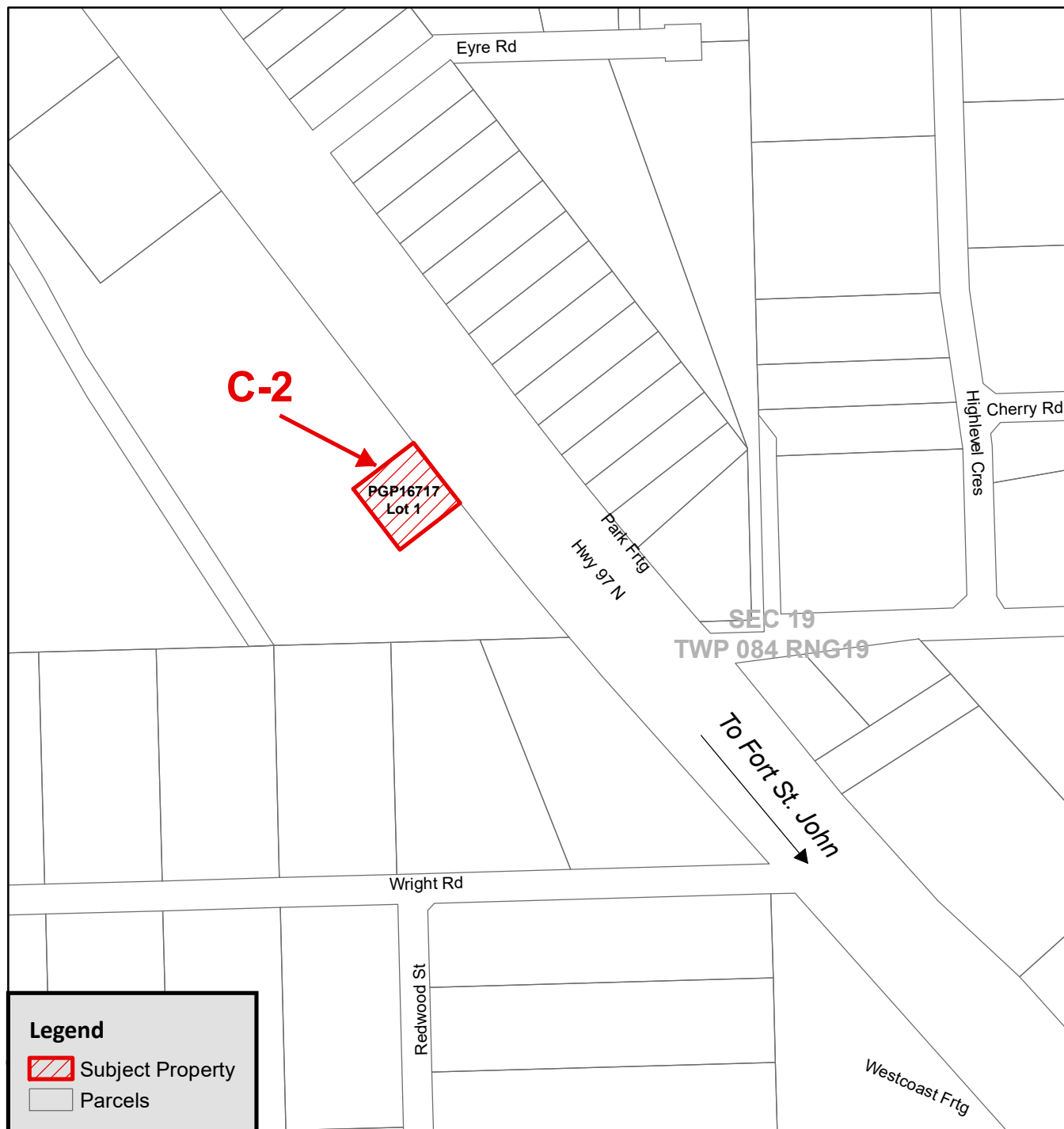


Peace River Regional District
Bylaw No. 2403, 2020
SCHEDULE "A"

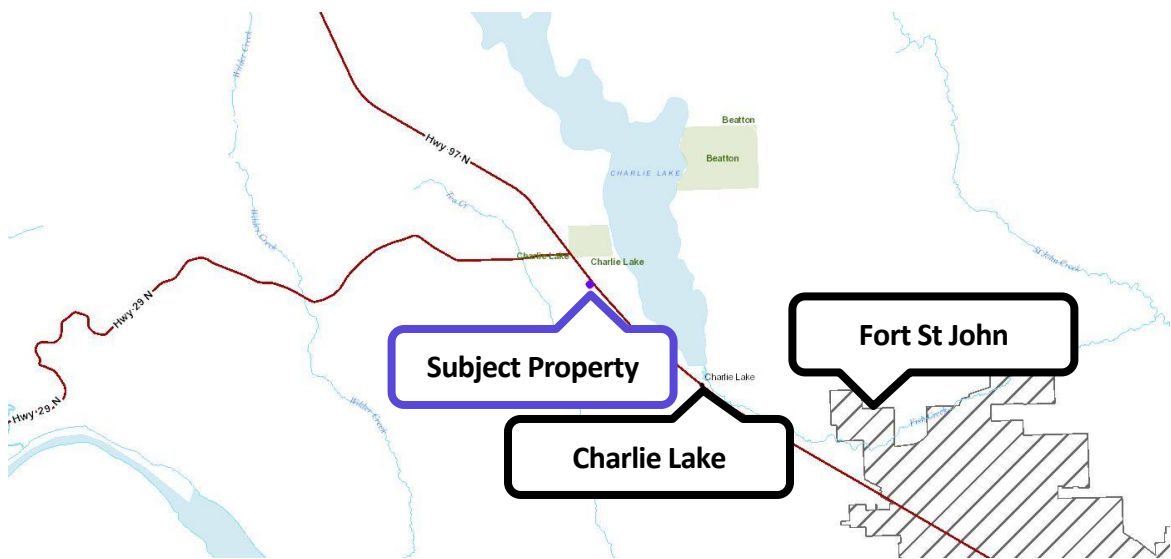


1:5,000

Schedule A - Map 4 of "Peace River Regional District Zoning Bylaw 1343, 2001" is hereby amended by rezoning Lot 1, Section 19, Township 84, Range 19, W6M, PRD, Plan 16717 **from** R-4 "Residential 4 Zone" **to** C-2 "General Commercial Zone" as shown on the drawing below:



Location: Charlie Lake area



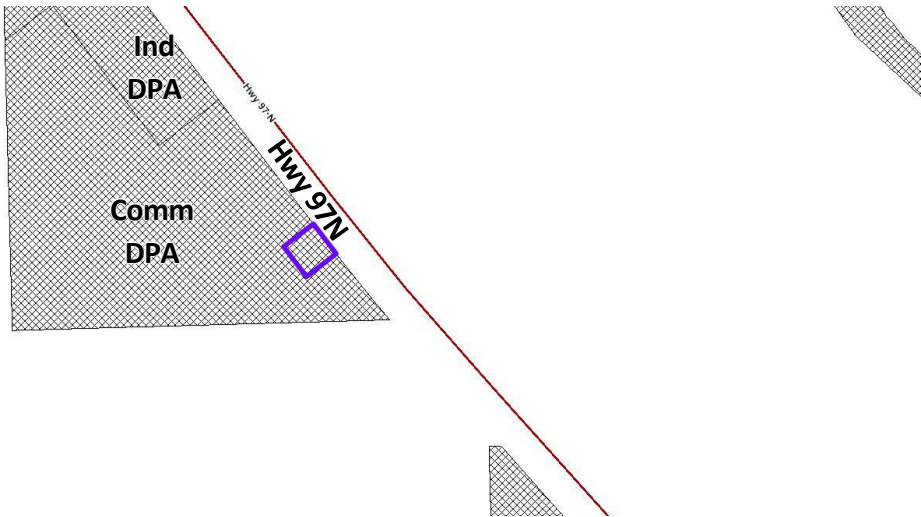
Aerial imagery



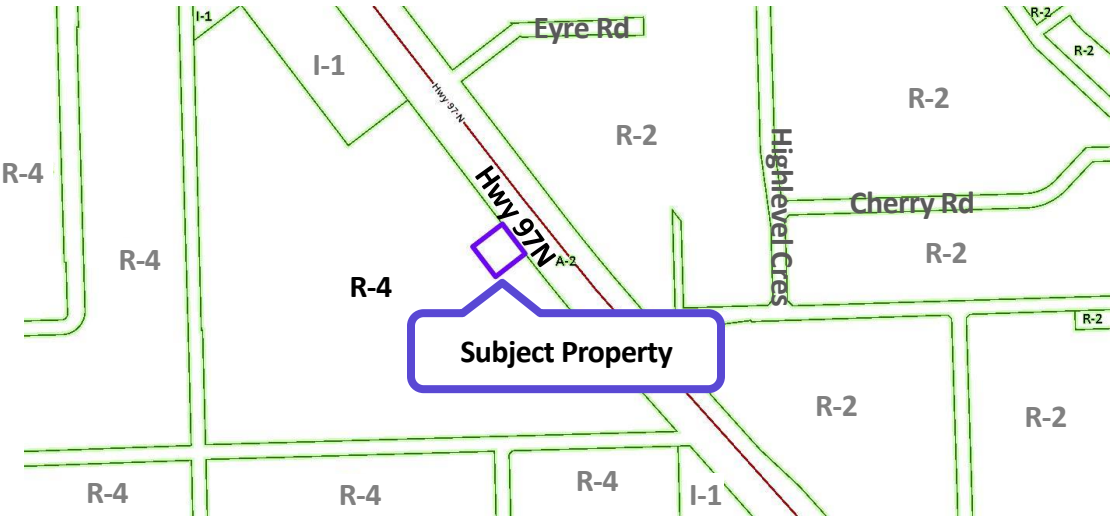
PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009:
Highway Commercial (HC)



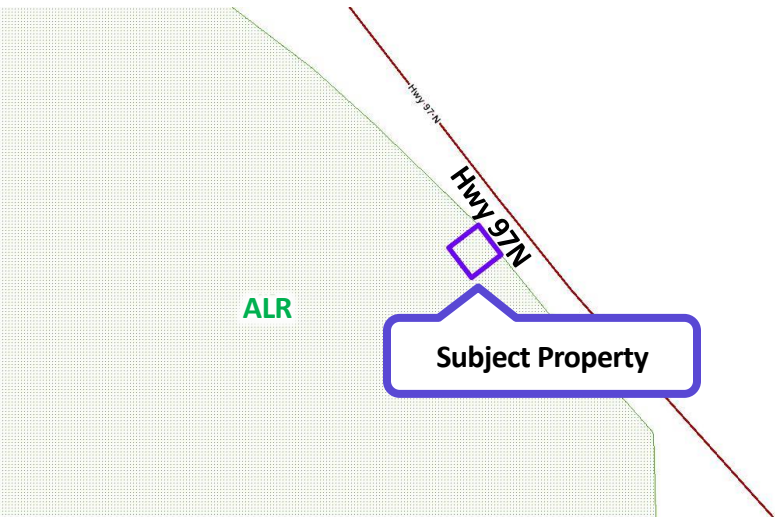
Commercial Development Permit Area



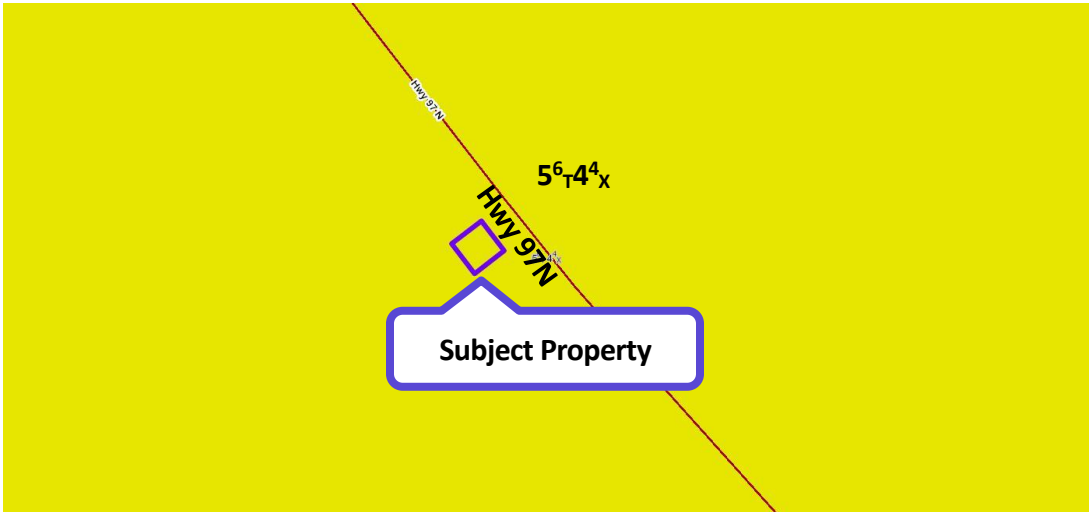
PRRD Zoning Bylaw No. 1343, 2001: Residential 4 Zone (R-4)



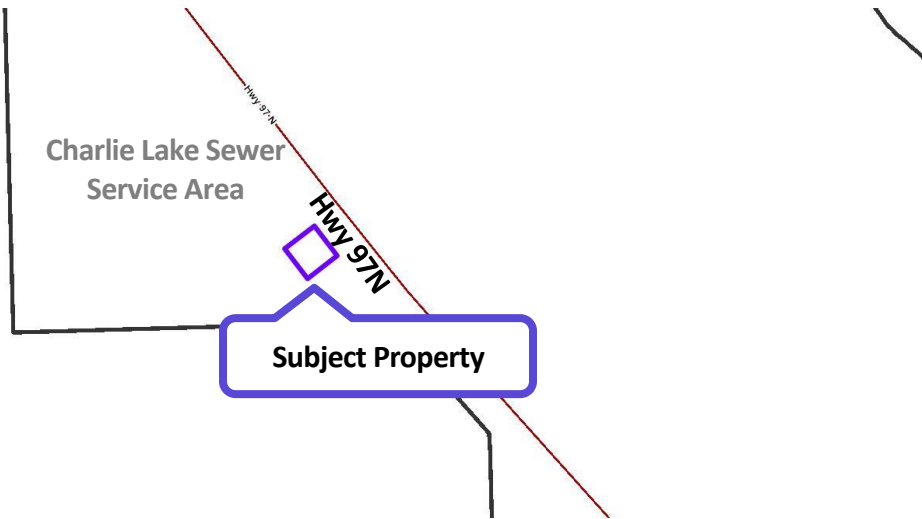
Agricultural Land Reserve: Within



CLI Soil Classification: 5⁶_T4⁴_X



Charlie Lake Sewer Service Area: Within





PEACE RIVER REGIONAL DISTRICT

DAWSON CREEK 1981 Alaska Avenue (Box 810), Dawson Creek, BC (T) 250-784-3200 (F) 250-784-3201
FORT ST. JOHN 9505 100TH Street, Fort St. John, BC V1J 4N4 (T) 250-785-8084 (F) 250-785-1125
[Toll Free: 1-800-670-7773]

20-002-ZN

Receipt # _____

Application for Development

1. TYPE OF APPLICATION

- | | FEE |
|--|-------------|
| <input type="checkbox"/> Official Community Plan Bylaw Amendment | \$ 1,000.00 |
| <input checked="" type="checkbox"/> Zoning Bylaw Amendment | 650.00 |
| <input type="checkbox"/> Official Community Plan / Zoning Bylaw Amendment combined | 1,050.00 |
| <input type="checkbox"/> Temporary Use Permit | 350.00 |
| <input type="checkbox"/> Development Permit | 165.00 |
| <input type="checkbox"/> Development Variance Permit | 165.00 |
| <input checked="" type="checkbox"/> Sign requirement | 150.00 |

In regard to applications for:

- i) an official community plan and/or zoning bylaw amendment;
- ii) temporary use permit;

Sign provided by the PRRD and sign posted pursuant to Section 8 of Bylaw No. 2165, 2016, **attached**.

2. PLEASE PRINT

Property Owner's Name <i>Arсен Hocha</i> <i>Peace Way Trucking Ltd</i>	Authorized Agent of Owner (if applicable) <i>Arсен Hocha</i>
Address of Owner [REDACTED]	Address of Agent [REDACTED]
City/Town/Village [REDACTED]	City/Town/Village [REDACTED]
Postal Code [REDACTED]	Postal Code [REDACTED]
Telephone Number: [REDACTED]	Telephone Number: [REDACTED]
Fax Number: [REDACTED]	Fax Number: [REDACTED]
E-mail: [REDACTED]	E-mail: [REDACTED]

3. PROPERTY DESCRIPTION

Full legal description of each property under application	Area of each lot
<i>Lot 1 Section 19, Township 84</i>	ha./acres
<i>Range 19 West of the 6th meridian</i>	ha./acres
<i>Peace River District Plan 16717</i>	ha./acres
	TOTAL AREA
	ha./acres

Notice of collection of personal information:

Personal information on this form is collected for the purpose of processing this application. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the PRRD. Documentation/Information submitted in support of this application can be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*.

4. Civic Address or location of property: 8912 The Highway 97 North

5. PARTICULARS OF PROPOSED AMENDMENT

Please check the box(es) that apply to your proposal:

☐ Official Community Plan (OCP) Bylaw amendment:

Existing OCP designation: _____

Proposed OCP designation: _____

Text amendment: _____

☐ Zoning Bylaw amendment:

Existing zone: R-4

Proposed zone: C-2

Text amendment: _____

☐ Development Variance Permit – describe proposed variance request:

☐ Temporary Use Permit – describe proposed use:

☐ Development Permit: Bylaw No. _____ Section No. _____

6. Describe the existing use and buildings on the subject property:

trailer house with addition (vacant)

7. Describe the existing land use and buildings on all lots adjacent to and surrounding the subject property:

(a) North _____

(b) East residential home site

(c) South residential home site

(d) West _____

8. Describe the proposed development of the subject property. Attach a separate sheet if necessary:

Remove existing Building, Build new
commercial Building (Like office)

9. Reasons and comments in support of the application. Attach a separate sheet if necessary:

good location for commercial Building
commercial Buildings along a highway

10. Describe the means of sewage disposal for the development:

charlie lake sewer

11. Describe the means of water supply for the development:

planning to drill a well


THE FOLLOWING INFORMATION IS REQUIRED. FAILURE TO PROVIDE MAY DELAY YOUR APPLICATION.

12. Proof of ownership of the subject property or properties. (For example: Certificate of State of Title, BC Land Title Office Property Title Search or recent Property Tax Notice.)
13. A Sketch Plan of the subject property or properties, showing:
- (a) the legal boundaries and dimensions of the subject property;
 - (b) boundaries, dimensions and area of any proposed lots (if subdivision is being proposed);
 - (c) the location of existing buildings and structures on the subject property, with distances to property lines;
 - (d) the location of any proposed buildings, structures, or additions thereto, with distances to property lines;
 - (e) the location of any existing sewage disposal systems;
 - (f) the location of any existing or proposed water source.

ADDITIONAL OR MORE DETAILED INFORMATION MAY BE REQUESTED BY THE PEACE RIVER REGIONAL DISTRICT FOLLOWING REVIEW OF YOUR APPLICATION.

If it is necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a plan prepared by a British Columbia Land Surveyor may be required.

15. I / We the undersigned hereby declare that the information provided in this application is complete and is, to the best of my / our knowledge, a true statement of the facts related to this application.



Signature of Owner

Jan 28/20

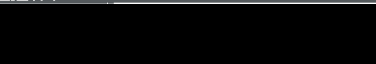
Date signed

Signature of Owner

Date signed

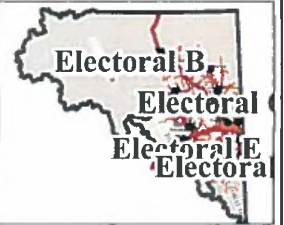
16. AGENT'S AUTHORIZATION

If you have an agent act on your behalf in submission of this application, the following authorization **MUST** be signed by **ALL** property owners.

I / We		and	hereby
authorize <u>Arsen Hocha</u>			
(name)		to act on my/our behalf regarding this	
application. <u>Arsen Hocha</u>			
Agent address:			
Telephone:	Fax:	Email:	
Signature of Owner		Date:	<u>Jan 28/20</u>
Signature of Owner:		Date:	



Peace River Regional District



Legend

- Hwy Mile Marker
- Rural Community
- 911 Civic Address Rural
- 911 Civic Address Municipal
- Regional Park
- 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
- Streams/Rivers
- Locality
- ☒ Municipal Boundary
- ☐ Regional District Boundary
- DC City
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3
- South Peace Rural
 - Red: Band_1

1: 1,250



63.5 0 31.75 63.5 Meters

NAD_1983_UTM_Zone_10N
© Latitude Geographics Group Ltd.

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.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



REFERRAL FORM

Peace River Regional District
Box 810, 1981 Alaska Avenue,
Dawson Creek, B.C. V1G 4H8
Telephone: (250) 784-3200
Fax: (250) 784-3201

Peace River Regional District	Zoning Bylaw No. 2403, 2020	Date: February 3, 2020
You are requested to comment on the attached APPLICATION for potential effect on your agency's interests. We would appreciate your response within 21 days (February 24, 2020). If no response is received within that time, it will be assumed that your agency's interests are unaffected.		
PURPOSE OF APPLICATION: To rezone the subject property from 'R-4' (Residential 4 Zone) to 'C-2' (General Commercial Zone) pursuant to PRRD Zoning Bylaw No. 1343, 2001.		
GENERAL LOCATION: Charlie Lake BC		
LEGAL DESCRIPTION: Lot 1 Section 19 Township 84 Range 19 W6M Peace River District Plan 16717 PID: 004-194-713		
AREA OF PROPERTY 0.41 ha (1.00 ac)	ALR STATUS: Within	OCP DESIGNATION: Highway Commercial
Land Owner: Peace Way Trucking		
Please fill out the Response Summary on the back of this Form. If your agency's interests are unaffected, no further information is required. In all other cases, we would appreciate receiving additional information to substantiate your position and, if applicable, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw. Name: <u>Michael Blatz</u> Title: <u>North Peace Land Use Planner</u>		
This referral has also been forwarded to the following agencies: <ul style="list-style-type: none">✓ Northern Health✓ Ministry of Transportation & Infrastructure via eDAS✓ Ministry of Forests, Lands, Natural Resources Operations and Rural Development✓ Agricultural Land Commission		
Other: <ul style="list-style-type: none">✓ District of Chetwynd✓ District of Hudson's Hope✓ District of Taylor✓ City of Dawson Creek✓ Village of Pouce Coupe✓ District of Tumbler Ridge✓ City of Fort St. John✓ School District 60✓ Charlie Lake Fire Dept.✓ PRRD Enviro. Services		
(As per the Management of Development Function)		



Agricultural Land Commission

201 – 4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000 | Fax: 604 660-7033
www.alc.gov.bc.ca

February 13, 2020

Reply to the attention of Sara Huber
ALC Issue: 51700
Local Government File: 20-002-ZN

Michael Blatz
Land Use Planner, Peace River Regional District
Michael.Blatz@prrd.bc.ca

Delivered Electronically

Re: Peace River Regional District Zoning Amendment Bylaw No. 2303, 2020

Thank you for forwarding a draft copy of Peace River Regional District (PRRD) Zoning Amendment Bylaw No. 2303, 2020 (the “Bylaw”) for review and comment by the Agricultural Land Commission (ALC). The following comments are provided to help ensure that the Bylaw is consistent with the purposes of the Agricultural Land Commission Act (ALCA), the Agricultural Land Reserve General Regulation, (the “General Regulation”), the Agricultural Land Reserve Use Regulation (the “Use Regulation”), and any decisions of the ALC.

The Bylaw proposes to rezone the property identified as 8912 Highway 97 North, Charlie Lake; PID: 004-194-713 (the “Property”) from R-4 (Residential 4) to C-2 (Commercial 2) in order to build a new commercial building.

In 1994, the Commission endorsed the Charlie Lake Official Community Plan (the “Charlie Lake OCP”) which designated the Property for Highway Commercial (Planning Review 1707).

In 2005, the Commission endorsed the Fort St. John and Area Comprehensive Development Plan (the “Fort St. John and Area CDP”) which identified the Property in Area 3a, designated for “Mixed Uses”, including commercial and residential uses (Planning Review 17438; Resolution #111/2005).

In 2009, the North Peace Fringe Area Official Community Plan (the “NPFA OCP”) subsequently replaced the Fort St. John and Area CDP the North Peace Official Community Plan, and the Charlie Lake Official Community Plan. The 2009 NPFA OCP designated the Property as Highway Commercial (Planning Review 42477; Resolution #1105/2009).

ALC staff has most recently reviewed the NPFA OCP in 2018, in which staff generally found the NPFA OCP to be consistent with the ALCA and its regulations, as well as previous resolutions of the Commission (Planning Review 46562; No Resolution). The Property remains designated for Highway Commercial.

ALC staff recognizes that this Property has been designated for non-agricultural use since 1994, which has consistently been supported by the Commission in subsequent years. For this reason, ALC staff has no objection to the proposed Bylaw.

The ALC strives to provide a detailed response to all bylaw referrals affecting the ALR; however, you are advised that the lack of a specific response by the ALC to any draft bylaw provisions cannot in any way be construed as confirmation regarding the consistency of the submission with the ALCA, the Regulations, or any Orders of the Commission.

This response does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

If you have any questions about the above comments, please contact the undersigned at [REDACTED] or by e-mail ([REDACTED]).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

[REDACTED]

Sara Huber, Regional Planner

Enclosure: Referral of PRRD Zoning Amendment Bylaw No. 2303

CC: Ministry of Agriculture – Attention: Lori Vickers

51700m1



PEACE RIVER REGIONAL DISTRICT

CHARLIE LAKE FIRE DEPARTMENT
13065 FIRE HALL ROAD
BOX 250, CHARLIE LAKE, BC, V0C-1H0
250-785-1424



From: Office of the Fire Chief, Charlie Lake Fire Department

Date: Feb. 4, 2020

Re: File # 20-002-ZN, 8912 Hwy. 97 North

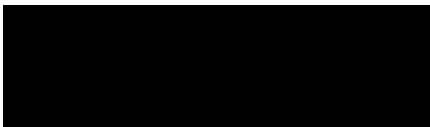
Hello Michael,

Charlie Lake Fire Department (CLFD) has no concerns with the rezoning of this property @ 8912 Hwy 97 North from R4 to C2.

However, if the property is re-zoned to C2, we CLFD request information on the type of business being proposed for this property/location prior to business being conducted.

CLFD may have comment or suggest caveats suited for the type operation once proposed.

Regards,



Fire Chief Edward Albury
Charlie Lake Fire Department



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

Attention: Michael Blatz, North Peace Land Use Planner

The Ministry of Transportation and Infrastructure (MoTI) has received and reviewed your referral dated February 3, 2020 to rezone subject property L 1 SEC 19 TP 84 R 19 W6M PEACE RIVER PL 16717 from 'R-4' (Residential 4 Zone) to 'C-2' (General Commercial Zone) pursuant to PRRD Zoning Bylaw No. 1343, 2001. The proposal falls within Section 52 of the Transportation Act and will require formal Ministry approval and signature. The Ministry is not in support of the proposal and we have the following conditions that must be satisfied prior to final approval and signature by the Ministry.

The subject lot fronts on a Controlled Access (CA) Highway. For protection of the highway corridor and the safety of the travelling public, commercial accesses are permitted only at the discretion of the ministry. CA Highways carry stringent requirements for access, with a preference for alternate access.

Because of the increased density of this development, the Ministry requires a right in/right out paved access to be engineered and constructed prior to final approval.

Alternatively, the land owner may engineer and construct a frontage road to connect to the existing south or north frontage roads to the access point of the development, with or without a right in/right out directly to the subject lot. The future goal may be to have access to the subject lot via a frontage road providing access to all lots fronting the CA Highway in the area. Direct access from the subject lot will be permitted to only the frontage road at that time.

The land owner also has the option to conduct a traffic impact study (TIS) for the proposed development to determine what improvements may be most appropriate for the proposed commercial zoning at this location.



Ministry of
Transportation
and Infrastructure

Our file: 2020-00595
Your file: 20-002-ZN
Date: February 14, 2020

The land owner is encouraged to contact the Ministry to discuss the requirements of the TIS or design drawings at their earliest convenience. Thank you for the opportunity to comment. If you or the proponent has any questions, please contact me at [REDACTED] or by email at [REDACTED].

Sincerely,



Jennifer Dyer
Development Technician
Peace District

NH comments for By-Law Referral from PRRD

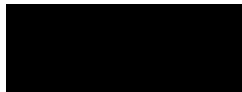
Re: Zoning Bylaw No. 2403, 2020 Dated February 3, 2020

Must follow Public Health Act, Drinking Water Act and its applicable regulations, Sewerage System Regulations as applicable.

Must not cause a health hazard.

Must have appropriate sewerage system installed and all the requirements met as applicable.

Thanks,



Madhu Nair. CPHI (C), B. Tech, DFT, DHRM
Environmental Public Health Officer

Health Protection and Disease Prevention

Northern Health

10115-110th Avenue, Fort St. John, BC V1J 6M9

Tel: (250) 263-6000

Fax: (250) 263-6086

Michael Blatz

From: Paulo Eichelberger
Sent: Friday, February 7, 2020 8:24 AM
To: Michael Blatz; PRRD_Internal
Subject: RE: PRRD File 20-002-ZN | Proposed Zoning Amendment

Thanks, Mike,

No comments on this one.

[Paulo Eichelberger](#) | General Manager of Environmental Services

Direct: [REDACTED] | [REDACTED]

PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Highway Avenue, Dawson Creek, BC V1G 4H8
Toll Free: (24 hrs): **1-800-670-7773** | Office: **250-784-3200** | Fax: **250-784-3201** | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



IMPORTANT: The information transmitted herein is confidential and may contain privileged or personal information. It is intended solely for the person or entity to which it is addressed. Any review, re-transmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

From: Michael Blatz <Michael.Blatz@prrd.bc.ca>
Sent: Monday, February 3, 2020 4:31 PM
To: PRRD_Internal <prrd.internal@prrd.bc.ca>
Subject: PRRD File 20-002-ZN | Proposed Zoning Amendment

Good afternoon,

Please review the attached documents regarding a proposed zoning amendment for a property in the Charlie Lake area. Please comment on any potential effects on your organization by **February 24, 2020**.

Best,

[Michael Blatz](#) | Land Use Planner

PEACE RIVER REGIONAL DISTRICT | Direct: **250-785-8084**
michael.blatz@prrd.bc.ca | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



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Jacqueline Burton

From: Chair Brad Sperling
Sent: Monday, February 24, 2020 9:02 AM
To: Planning Department
Subject: Re: PRRD File 20-002-ZN | Proposed Zoning Amendment

No issue moveing forward

From: Planning Department
Sent: Monday, February 3, 2020 4:35:47 PM
To: Chair Brad Sperling
Cc: PRRD_Internal
Subject: PRRD File 20-002-ZN | Proposed Zoning Amendment

Good afternoon Chair Sperling,

Please review the attached application for a zoning amendment in the Charlie Lake area. Since you are away at the moment, please respond within 3 weeks (February 24, 2020) with any comments.

Best,

Development Services

PEACE RIVER REGIONAL DISTRICT | Direct: 250-784-3200

planning@prrd.bc.ca | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



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PEACE RIVER REGIONAL DISTRICT Zoning Bylaw No. 1343, 2001

SECTION 42 C-2 (General Commercial Zone - 1.8 ha)

1. Permitted Uses

The following PRINCIPAL USES and no others are permitted in a C-2 zone subject to Part IV of this bylaw and subject to Sub-Section 2 of this Section 42;

- (a) TOURIST ACCOMMODATION;
- (b) RESTAURANT;
- (c) AUTOMOTIVE SERVICE STATION;
- (d) CONVENIENCE STORE;
- (e) GAS BAR;
- (f) Car wash;
- (g) Liquor Store;
- (h) GARDEN CENTRE;
- (i) CAMPGROUND;
- (j) Retail sales establishment;
- (k) Sales, rentals, servicing and repairs of automobiles, recreation vehicles and boats;
- (l) Building material supply facility;
- (m) Meat cutting and packing, excluding ABATTOIRS;
- (n) Business office;
- (o) PERSONAL SERVICE ESTABLISHMENT;
- (p) ANIMAL HOSPITAL;
- (q) Taxi dispatch office;
- (r) RECYCLE CENTRE;
- (s) FUNERAL PARLOUR LIMITED; [Bylaw No. 1713, 2007]
- (t) Instrumentation, small equipment sales, rentals and service. [Bylaw No.. 1839, 2009]
- (u) Gallery, or studio related to art, music, recording, dance, fitness or recreation
[Bylaw No. 1921, 2011]

The following ACCESSORY uses and no others are permitted in a C-2 zone, subject to Part IV of this bylaw and Sub-Section 2 of this Section 42:

- (v) ACCESSORY building and ACCESSORY structure;
- (w) DWELLING UNIT(S);



PEACE RIVER REGIONAL DISTRICT
Zoning Bylaw No. 1343, 2001

SECTION 42 C-2 (General Commercial Zone - 1.8 ha) Continued

2. Regulations

Minimum Parcel Size

- (a) The minimum parcel size is 1.8 hectares (4.5 acres) where there is no COMMUNITY SEWAGE SYSTEM (Electoral Areas B, D and E only); [Bylaw No. 2249, 2016]
- (aa) The minimum parcel size is 1.8 hectares (4.5 acres) where there is no COMMUNITY SEWER (Electoral Area C only); [Bylaw No. 2249, 2016]
- (b) The minimum parcel size is 0.4 hectare (1 acre) when the parcel is connected to a COMMUNITY SEWAGE SYSTEM (Electoral Areas B, D and E only); [Bylaw No. 2249, 2016]
- (bb) The minimum parcel size is 0.4 hectare (1 acre) when the parcel is connected to a COMMUNITY SEWER (Electoral Area C only); [Bylaw No. 2249, 2016]

Number and type of Dwelling

- (c) Not more than one SINGLE FAMILY DWELLING on a parcel, either detached or contained within one of the PRINCIPAL USES listed above.

Height

- (d) No building or structure shall exceed 12 metres (40 ft.) in HEIGHT.

Setbacks

- (e) Except as otherwise permitted in this bylaw, no building or structure shall be located within:
 - (i) 7 metres (23 ft.) of a FRONT PARCEL LINE;
 - (ii) 3 metres (10 ft.) of an INTERIOR SIDE PARCEL LINE;
 - (iii) 5 metres (17 ft.) of an EXTERIOR SIDE PARCEL LINE;
 - (iv) 5 metres (17 ft.) of a REAR PARCEL LINE.

ACCESSORY Buildings, except DWELLING UNIT(S)

- (f) The aggregate FLOOR AREA of all ACCESSORY buildings shall not exceed 200 square metres (2153 sq. ft.).



PEACE RIVER REGIONAL DISTRICT
Zoning Bylaw No. 1343, 2001

SECTION 42 C-2 (General Commercial Zone - 1.8 ha) continued

Additional Uses

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

Parcel A(PM36569) SW¼ Sec. 5, Twp. 84, Rge. 18, W6M.

Parcel A, Plan 33374, SW¼ Sec. 5, Twp. 84, Rge. 18, W6M.

- i) sales, rental, servicing and repairs of automobile, recreational vehicles, manufactured homes, automotive parts, machinery, farm machinery and boats; and
- ii) contractors, shop and storage yard for trade, trucking, construction and oil field service.

Parcel A, Plan 33374, SW¼ Sec. 5, Twp. 84, Rge. 18, W6M.

- iii) warehousing, cartage, express and freight facilities.

Lot 8, Block 2, Plan 9723, Section 2, Township 84, Range 19, W6M

[Bylaw No. 1502, 2004]

Parcel A(Plan B5074) of the Northwest ¼, Section 9, Township 84, Range 19, W6M

- iv) NEIGHBOURHOOD PUB

Lot 8, Block 2, Section 2, Township 84, Range 19, W6M, PRD, Plan 9723

[Bylaw No. 2178, 2015]

- v) CAMPGROUND, UNLIMITED TERM



REPORT

To: Chair and Directors

Report Number: DS-BRD-042

From: Tyra Henderson, Corporate Officer

Date: July 31, 2020

Subject: Zoning Amendment Bylaw No. 2355, 2020, PRRD File No. 20-008-ZN

RECOMMENDATION: *[Corporate Unweighted]*

That the Regional Board give Zoning Amendment Bylaw No. 2355, 2020, to allow the property identified as PID 014-590-689 to have a minimum parcel size of 35 ha, first and second readings; further,

that the public hearing be waived pursuant to *Local Government Act* Section 464(2) and that public notification be authorized pursuant to *Local Government Act* Section 467.

BACKGROUND/RATIONALE:

Proposal

To amend Section 33.2(b) of *PRRD Zoning Bylaw No. 1343, 2001* by adding the following text:

- iii. *The minimum parcel size for SE 1/4 of Section 35 Township 83 Range 19 W6M Peace River District, Except Plans B4384, M446, PGP46335 and BCP37320 is 35.0 hectares*

Portions of the subject property were rezoned in April 2020 from A-2 to I-1 to facilitate a subdivision (PRRD Zoning Amendment Bylaw No. 2376, 2020, PRRD File No. 19-076) into three lots sized ± 4.35 ha (10.75 ac), ± 5.45 ha (13.47 ac), and ± 36.27 ha (89.62 ac). Afterward, MoTI indicated it would not approve the subdivision unless a zoning amendment legitimized the remainder property's existing sub-minimum A-2 parcel size.

This amendment would facilitate the subdivision of the property, which was already endorsed by the PRRD Board by way of the adoption of the previous zoning amendment bylaw. This property, which is a remainder parcel, is already undersized for its current zoning, and has been for some time. This amendment would bring the parcel into compliance by making it exempt from the minimum parcel size of 63 ha and instead specifying that for this A-2 parcel only, a parcel size of 35 ha is permitted. This will prevent future subdivision of the parcel unless it is rezoned. Both the owner and the PRRD planning staff feel that this approach to the current subdivision application is preferred, as the alternative would be to rezone the remainder parcel to either A-1 or I-1, to be congruent with surrounding parcels and in compliance with the OCP (designated Light/Service Industrial), as both of those zones allow for much smaller minimum parcel sizes (A-1, 15 ha, and I-11.8 ha).

File Details

Owner: Truman Creek Holdings Ltd.

Agent: Jim Little

Area: Electoral Area C

Location: Fort St. John, BC

Staff Initials:

Dept. Head: *Tyra Henderson*

CAO: *Shawn Dahlen*

Page 1 of 4

Legal: SE ¼ of Section 35 Township 83 Range 19 W6M Peace River District, Except Plans B4384, M446, PGP46335 and BCP37320
PID: 014-590-689
Lot Size: 42.03 ha (103.85 ac)

Site Context

The property is located on the west side of Old Fort Road, southwest of Fort St. John. The surrounding area has a mix of land uses, included commercial development within the City of Fort St. John to the north, industrial and residential uses along Old Fort Road, and agricultural and residential uses to the south and west.

Site FeaturesLand

The property slopes down to the south. Approximately 24 ha is cleared for agricultural use, with the rest covered with bush.

Structures

There are no structures on the property, though there is a decommissioned oil well near the northern property line.

Access

The property is accessed by an existing driveway from Old Fort Road to the decommissioned oil well and from the end of MacLean Road. The property appears to have undeveloped rights-of-way on its southern, western, and northern edges.

Canada Land Inventory Soil Rating

According to the Canada Land Inventory, soils on the subject property are classified as 2_C. Class 2 soils have moderate limitations that restrict the range of crops or require moderate conservation practices. Subclass C denotes adverse climate.

Comments & ObservationsAgricultural Land Reserve (ALR)

The subject property is within the Agricultural Land Reserve, and therefore the provisions of the *Agricultural Land Commission Act* apply.

Official Community Plan (OCP)

Pursuant to *PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009*, the subject property is designated Light/Service Industrial (Serviced) and is within the Industrial Development Permit Area. Section 8.3.2 Policy 7 of the OCP states the purpose of this designation is to encourage future industrial development with a priority for connection to a community sewage system.

According to Section 8.3.2 of the OCP, the minimum parcel size for properties with this designation is 0.4 ha (1 ac) when connected to a community sewage system or 8 ha (20 ac) otherwise. The subject property is not connected to community sewage system, so the minimum parcel size is 8 ha (20 ac).

Therefore, the proposed amendment to allow a minimum parcel size of 35 ha is consistent with the OCP.

Land Use Zoning

Pursuant to *PRRD Zoning Bylaw No. 1343, 2001*, the subject property is zoned A-2 (Large Agricultural Holdings Zone). Land within this zone can generally be used for agricultural purposes. The minimum parcel size in the A-2 Zone is 63 ha (155 ac).

Therefore, the current agricultural land use complies with the Zoning Bylaw, but a zoning amendment to allow a minimum parcel size of 35 ha is required.

Fire Protection Area

The subject property is within the Charlie Lake Fire Protection Area.

Mandatory Building Permit Area

The subject property is within the Mandatory Building Permit Area.

Development Permit Area

The subject property is within the Industrial Development Permit Area pursuant to the *North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009*. A Development Permit would be required prior to subdivision and/or development.

Development Cost Charge Area

The subject property is outside the Development Cost Charge Area.

School District 60 School Site Acquisition Charge Area

The subject property is within the School District 60 School Site Acquisition Charge Area. However, the charge is not applicable at this time because no new residential lots are proposed.

Impact Analysis

Context

Historically, the property has been undersized for its A-2 zoning. MoTI has requested that this parcel size be brought into compliance with appropriate zoning. This proposed zoning amendment would legitimize the property's existing sub-minimum A-2 parcel size.

Population & Traffic

An increase in industrial traffic is anticipated if this bylaw is passed as it will enable the subdivision of the adjacent parcels which were initiated to expand existing operations.

Sewage & Water

No changes to sewage and water servicing are proposed.

Comments Received from Municipalities & Provincial Agencies

Charlie Lake Fire Department

The Charlie Lake Fire Department requests a meeting to discuss fire protection plans for the property.

Fort St. John

No comments.

Ministry of Transportation & Infrastructure

Ministry approval is required. MoTI has no objections.

Northern Health

Must not cause a health hazard or contaminate water sources. Must follow public health legislation.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse Zoning Amendment Bylaw No. 2355, 2020, to allow the property identified as PID 014-590-689 to have a minimum parcel size of 35 ha.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None at this time.

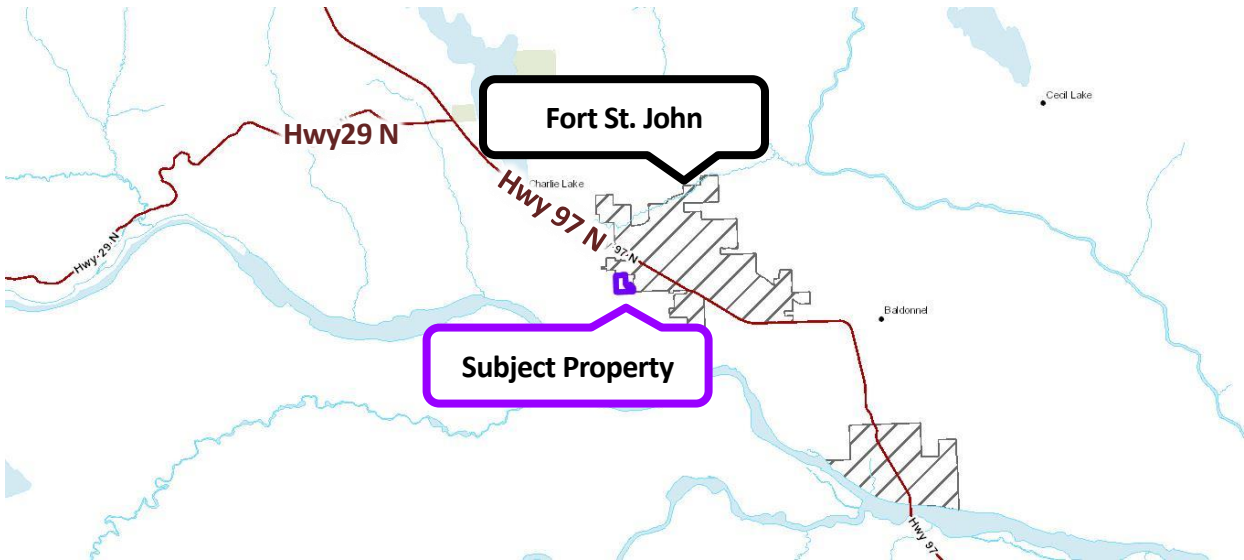
Attachments:

1. Maps
2. Application
3. Comments Received from Municipalities & Provincial Agencies
4. Comments Received from Electoral Area Director
5. Section 33 of PRRD Zoning Bylaw No. 1343, 2001
6. Draft Zoning Bylaw No. 2355, 2020

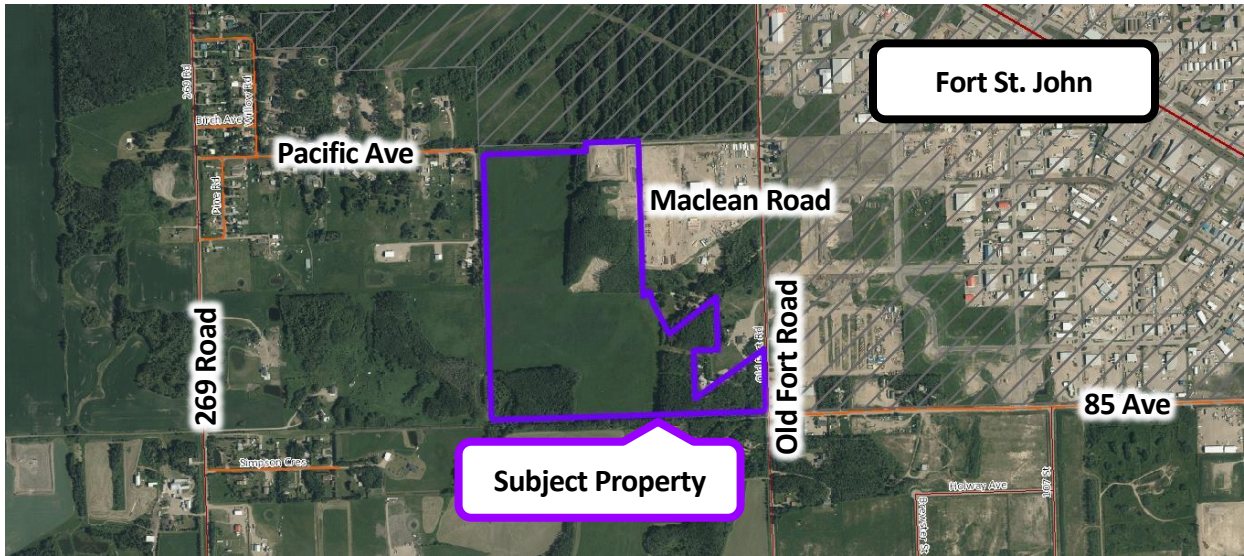
External Links:

1. [Zoning Amendment Bylaw No. 2376, 2020, PRRD File No. 19-076, DS-BRD-014 – previous rezoning application\) from April 23, 2020 Board meeting](#)

Location: Fort St. John area

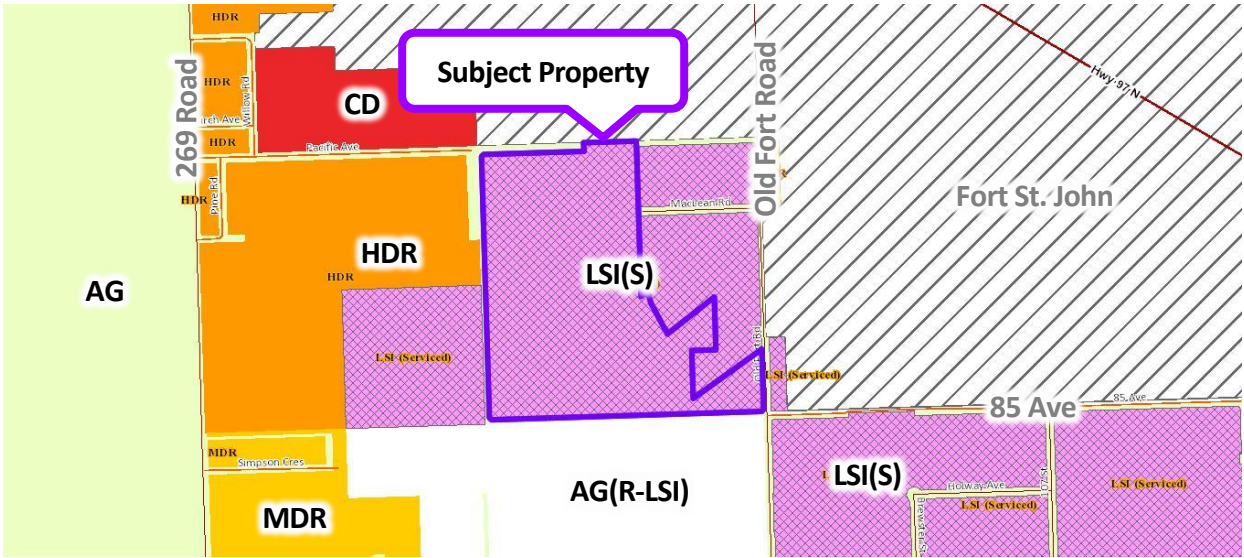


Aerial imagery

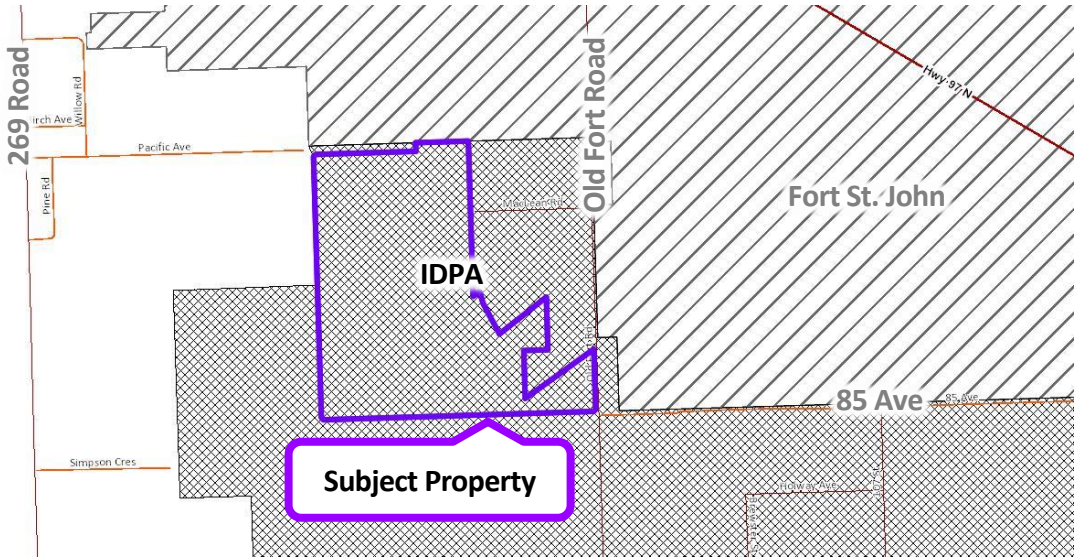


PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009:

Light/Service Industrial (Served)

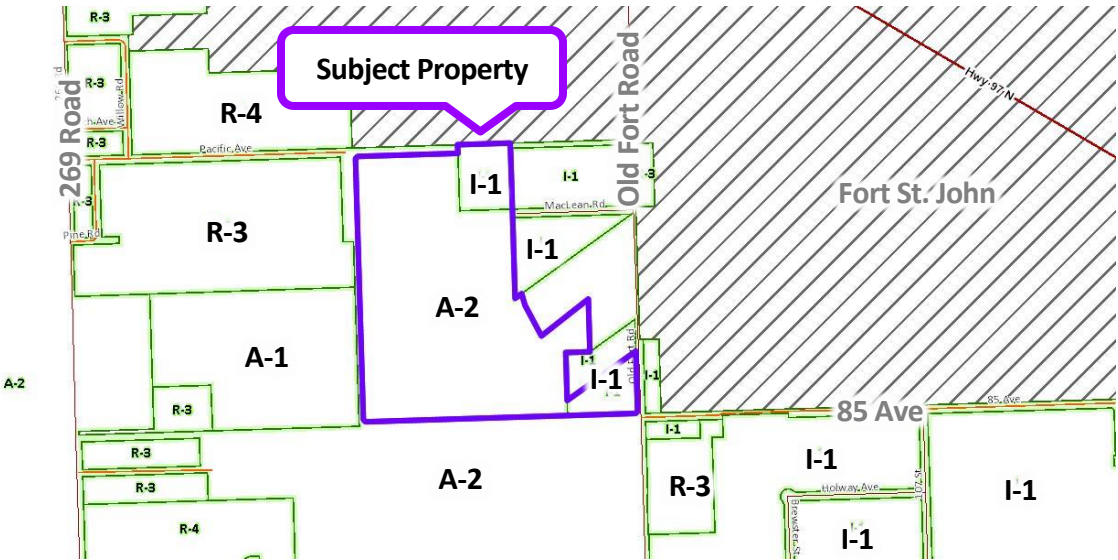


Industrial Development Permit Area

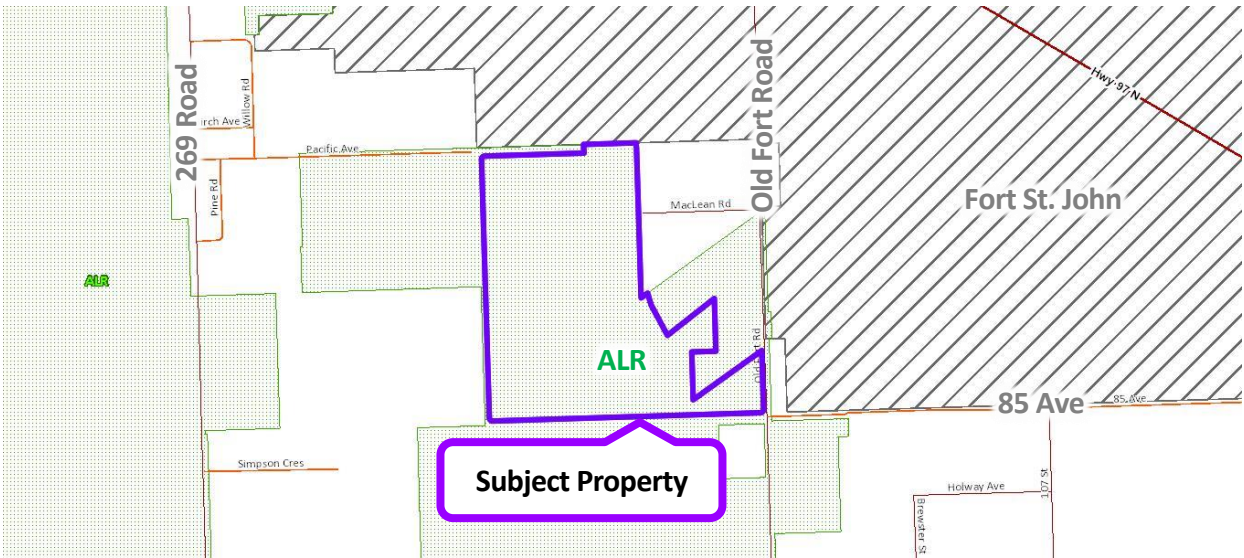


PRRD Zoning Bylaw No. 1343, 2001:

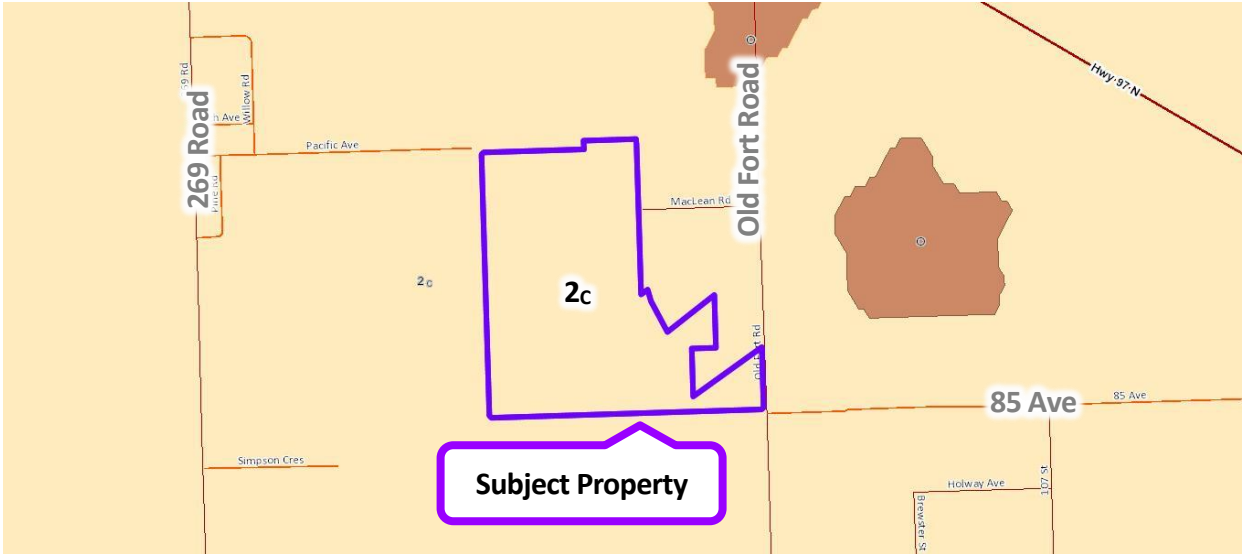
A-2 (Large Agricultural Holdings Zone) & I-1 (Light Industrial Zone)



Agricultural Land Reserve: Within



CLI Soil Classification: 2c





From: Michael Blatz, North Peace Land Use Planner

Date: June 30, 2020

Subject: **Zoning Bylaw No. 1343, 2001 Text Amendment, PRRD File 20-008-ZN**

Proponent:

Peace River Regional District (PRRD)

Proposal:

To amend *PRRD Zoning Bylaw No. 1343, 2001* by adding the following text amendment to Part VI Zones, Section 33 A-2 (Large Agricultural Holdings Zone – 63 ha.), 2 Regulations, Minimum Parcel Size, (b) Exceptions to the required minimum parcel size area as follows:

- iii) SE 1/4 of Section 35 Township 83 Range 19 W6M PRD Except Plans B4384, M446, PGP46335 and BCP37320, for which the minimum parcel size is 35.0 hectares.

Comments:

Portions of the subject property were rezoned in April 2020 from A-2 to I-1 to facilitate a subdivision (PRRD Zoning Amendment Bylaw No. 2376, 2020, PRRD File No. 19-076). Afterward, MoTI indicated it would not approve the subdivision unless a zoning amendment legitimized the property's existing sub-minimum size.

This amendment would facilitate the subdivision of the property, which was already endorsed by the PRRD Board by way of the adoption of the previous rezoning bylaw. Further, this approach would allow the PRRD to retain some say over future subdivision of the property, as compared to rezoning the property to A-1 or I-1.



PEACE RIVER REGIONAL DISTRICT

CHARLIE LAKE FIRE DEPARTMENT
13065 FIRE HALL ROAD
BOX 250, CHARLIE LAKE, BC, V0C-1H0
250-785-1424



From: Office of the Fire Chief, Charlie Lake Fire Department

Date: July 7, 2020

Re: Zoning Bylaw No. 2355, 2020, PRRD File NO. 20-008-ZN

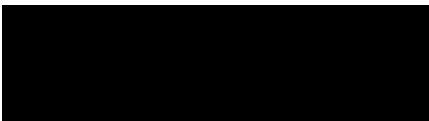
Hello Michael,

Regards to the permit for re-zoning, the fire department does have a number of questions.

With any subdivision within our protection area it is encouraged of the property owner/permit holder to involve the Fire Department in the planning stages for emergency services, we have a number of items (Caveats) for consideration which will need to be addressed.

I would advise that we set up a meeting with the owner/permit holder to learn what's being planned with respect to fire protection.

Regards,



Fire Chief Edward Albury
Charlie Lake Fire Department

July -24-2020

Michael Blatz
c/o Peace River Regional District
9505 100 Street
Fort St. John, BC V1J 4N4

Dear Sir/Madam:

RE: Development Application Referral for Zoning Bylaw No. 2355, 2020, PRRD File No. 20-008-ZN

The City of Fort St. John has no comments in regards to this development application.

Kind Regards,



Renée Jamurat
Planning Manager



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

Attn: Michael Blatz - North Peace Land Use Planner,

The Ministry of Transportation and Infrastructure (MoTI) has received and reviewed your referral dated July 07, 2020, to amend PRRD Zoning Bylaw No. 1343, 2001 by adding the following text amendment to Part VI Zones, Section 33 A-2 (Large Agricultural Holdings Zone – 63 ha.), 2 Regulations, Minimum Parcel Size, (b) Exceptions to the required minimum parcel size area as follows: iii) SE 1/4 of Section 35 Township 83 Range 19 W6M PRD Except Plans B4384, M446, PGP46335 and BCP37320, for which the minimum parcel size is 35.0 hectares.

The property falls within Section 52 of the Transportation Act and will require Ministry of Transportation and Infrastructure formal approval. MoTI has no objections to the proposal as submitted and has no further comments at this time.

Thank you for the opportunity to comment. If you or the proponent has any questions, please contact Raj Chopra at (778) 576-1100.

Sincerely,

Raj Chopra
Development Technician

Michael Blatz

From: Gu, Kang Min (Justin) <[REDACTED]>
Sent: Wednesday, July 8, 2020 9:02 AM
To: Michael Blatz
Subject: RE: PRRD File No. 20-008-ZN | Zoning Amendment Bylaw No. 2355, 2020
Attachments: subdivision-guidelines.pdf

CAUTION: This email originated from outside of the organization.

Good Morning Michael,

The following is the comments from Northern Health regarding Zoning Amendment Bylaw No., 2355 regarding a proposed rezoning:

- Must not cause a health hazard and or must not contaminate or cause to contaminate any drinking water sources, wells, any water bodies
- Must follow Public Health Act, Drinking Water Protection Act and its applicable regulations, Sewerage System Regulation and Groundwater Protection Regulation as applicable
- Must have appropriate sewerage system installed and all the requirements met as applicable
- Proper subdivision protocol be followed for subdividing this property. Please refer to Northern Health's 'Guidelines for Subdivision' for more information.

Please see attached subdivision guideline for your reference. Should you have any questions, please contact the undersigned.

Best regards,

Justin Gu, CPHI(C), B. Tech,
Environmental Health Officer

Northern Health – Fort St. John Health Unit
10115 110 Ave Fort St John, BC V1J 6M9
TEL: (250) 263 – 6000
FAX: (250) 263 – 6086



The contents of this electronic mail transmission are PRIVILEGED, intended to be CONFIDENTIAL, and for the sole use of the designated recipient. If this message has been misdirected, or if a resend is desired, please contact the sending office as soon as possible.

From: Vokurka, Stephanie <[REDACTED]>
Sent: Tuesday, July 07, 2020 9:31 AM
To: Gu, Kang Min (Justin) <[REDACTED]>
Subject: FW: PRRD File No. 20-008-ZN | Zoning Amendment Bylaw No. 2355, 2020

Michael Blatz

From: Chair Brad Sperling
Sent: Tuesday, July 7, 2020 12:16 PM
To: Planning Department
Cc: PRRD_Internal
Subject: Re: PRRD File No. 20-008-ZN | Comments due July 21

Ok to proceed

From: Planning Department
Sent: Tuesday, July 7, 2020 9:21:46 AM
To: Chair Brad Sperling
Cc: PRRD_Internal
Subject: PRRD File No. 20-008-ZN | Comments due July 21

Good morning Chair Sperling,

Please review the attached documents regarding a rezoning application for Truman Creek in the Fort St. John area. If you have any comments, please submit them by July 21, 2020.

Best,

Development Services

PEACE RIVER REGIONAL DISTRICT | Direct: 250-784-3200

planning@prrd.bc.ca | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



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PEACE RIVER REGIONAL DISTRICT
Zoning Bylaw No. 1343, 2001

SECTION 33 A-2 (Large Agricultural Holdings Zone - 63 ha)

1. Permitted Uses

The following PRINCIPAL USES and no others are permitted in an A-2 zone subject to Part IV of this bylaw and subject to Sub-Section 2 of this Section 33;

- (a) AGRICULTURE;
- (b) AGRICULTURE-INTENSIVE;
- (c) AGRICULTURE-DOMESTIC;
- (d) Wood harvesting and forestry;
- (e) Mining, including gravel extraction and processing;
- (f) Asphalt plant;
- (g) Oil and gas wells, PIPELINES;
- (h) PRODUCTION FACILITIES;
- (i) LAND TREATMENT FACILITY, NON-COMMERCIAL;
- (j) KENNEL;
- (k) EQUESTRIAN FACILITY;
- (l) Work camps occupied for less than six months, with less than 30 people;
- (m) Trapping, hunting, guiding, outfitting establishments;
- (n) Airstrip;
- (o) DWELLING UNITS;

The following ACCESSORY uses and no others are permitted in an A-2 zone, subject to Part IV of this bylaw and Sub-Section 2 of this Section 33:

- (p) ACCESSORY buildings and ACCESSORY structure; (See Section 13)
- (q) BED AND BREAKFAST accommodation; (See Section 16)
- (r) HOME BASED BUSINESS; (See Section 19)
- (s) SECONDARY SUITE; (See Section 25)
- (t) TEMPORARY ADDITIONAL DWELLING; (See Section 29)
- (u) AGRI-TOURISM activity.

2. Regulations

Minimum Parcel Size

- (a) The minimum parcel size is 63 hectares (155 acres) except as noted below.
- (b) Exceptions to the required minimum parcel size area as follows:
 - i) subject to the Local Services Act, the minimum parcel size shall not apply where a parcel is divided by a railway, highway right-of-way or watercourse, provide the parcel is subdivided along any such railway, highway right-of-way or watercourse, and the remainder of the parcel for which a subdivision is proposed is not less than 50 hectares (124 acres);
 - ii) for subdivision along a quarter section boundary for an incomplete quarter the minimum parcel size shall be not less than 50 hectares (124 acres);



PEACE RIVER REGIONAL DISTRICT
Zoning Bylaw No. 1343, 2001

SECTION 33 A-2 (Large Agricultural Holdings Zone - 63 ha) continued

Number and type of DWELLING UNIT(S)

- (c) One SINGLE FAMILY DWELLING is permitted on a parcel less than 3.6 hectares (9 acres) in size;
- (d) Two SINGLE FAMILY DWELLINGS or one TWO FAMILY DWELLING is permitted on a parcel 3.6 hectares (9 acres) or larger, but not both;

Setbacks

- (e) Except as otherwise permitted in this bylaw, no building or structure shall be located within:
 - i) 7 metres (23 ft.) of a FRONT PARCEL LINE;
 - ii) 3 metres (10 ft.) of an INTERIOR SIDE PARCEL LINE;
 - iii) 5 metres (17 ft.) of an EXTERIOR SIDE PARCEL LINE;
 - iv) 7 metres (23 ft.) of a REAR PARCEL LINE.

Asphalt Plant

- (f) Asphalt plants may operate on land zoned A-2 "Large Agricultural Holding Zone" for a continuous period of not more than eight (8) months, otherwise an application for rezoning or a temporary industrial use permit will be required

Production Facilities

- (g) The following PRODUCTION FACILITIES are not permitted in the A-2 zone:
 - i) *Battery sites and compressor stations which covers an aggregate building and/or structure floor area of greater than 450 sq. metres (4850 sq. ft.)*
 - ii) *Oil field waste management facility that requires a permit under the Waste Management Act or which covers an aggregate building and/or structure floor area of greater than 450 sq. metres (4850 sq. ft.)*

Land Treatment Facility

- (h) One LAND TREATMENT FACILITY, NON-COMMERCIAL shall not exceed an area greater than 2 hectares (5 acres) in size.

PEACE RIVER REGIONAL DISTRICT

Bylaw No. 2355, 2020

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. 2355, 2020."
2. "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by adding the following text amendment to Part VI Zones, Section 33 A-2 (Large Agricultural Holdings Zone – 63 ha.), 2 Regulations, Minimum Parcel Size, (b) Exceptions to the required minimum parcel size area as follows:

- iii) SE 1/4 of Section 35 Township 83 Range 19 W6M PRD Except Plans B4384, M446, PGP46335 and BCP37320, for which the minimum parcel size is 35.0 hectares.

READ A FIRST TIME THIS _____ day of _____, 2020.

READ A SECOND TIME THIS _____ day of _____, 2020.

Notification mailed on the _____ day of _____, 2020.

Public Notification published on _____ day of _____, 2020.

READ A THIRD TIME THIS _____ day of _____, 2020.

Ministry of Transportation approval
received this _____ day of _____, 2020.

ADOPTED THIS _____ day of _____, 2020.

Chair

(Corporate Seal has been affixed to the original
bylaw)

Corporate Officer

I hereby certify this to be a true and correct copy of "PRRD Zoning
Amendment Bylaw No. 2355, 2020, as adopted by the Peace River
Regional District Board on _____, 20____.

Corporate Officer



REPORT

To: Chair and Directors

Report Number: DS-BRD-044

From: Tyra Henderson, Corporate Officer

Date: August 5, 2020

Subject: OCP and Zoning Amendment Bylaw No. 2400 and 2401, 2020, PRRD File No. 19-236

RECOMMENDATION #1: [Corporate Unweighted]

Whereas the Regional Board has considered the requirements of s. 475 of the *Local Government Act* and provided opportunity for early and ongoing consultation with those persons, organizations and authorities the Board considers will be affected as summarized in this report,

That Official Community Plan Amendment Bylaw No. 2400, 2020, to amend the designation of a ± 0.21 ha portion of the property identified as 012-325-767 from Civic, Assembly and Institutional (CIVIC) to Light Industrial (LI), be read a first and second time.

RECOMMENDATION #2: [Corporate Unweighted]

That Zoning Amendment Bylaw No. 2401, 2020 to amend the rezoning of a ± 0.21 ha portion of the property identified as 012-325-767 from Civic, Assembly, and Institutional Zone (P-2) to Light Industrial Zone (I-1), and to add a site specific text amendment to the I-1 (Light Industrial Zone) to allow a minimum parcel size of 0.6 ha for the subject property to facilitate its subdivision into two I-1 (Light Industrial) lots sized 0.9 ha and 0.6 ha, be read a first and second time; further, that a public hearing, delegated to the Director of Electoral Area D, be scheduled.

BACKGROUND/RATIONALE:

Proposal:

The property is currently one parcel, and is split zoned – the northern most portion (approx. 2/3) of the property is zoned for industrial use, and the southern 1/3 is zoned for civic use. The applicant wishes to subdivide the subject property into three lots, and has requested that a small portion of the proposed middle lot be rezoned from civic to institutional. The proposed lots will then align with the OCP and zoning designations, with no more split zoning across parcels, and the current and proposed uses will conform to the zoning regulations. Proposed Lots 1 & 2 (the northern lots) would be used for the expansion of warehousing services and Lot 3 would continue to be used as for civic use.

The text amendment is included to exempt the proposed Lot 1 and Lot 2 from the current minimum lot size of 1.8ha specified in the I-1 (Light Industrial) zone. The proposed industrial lots are .9 and .6 hectares. PRRD Zoning Amendment Bylaw 2249, 2016 amended the minimum parcel size in instances when a parcel is connected to a community sewage system in the portion of Area D covered by North Peace OCP Bylaw 820, 1993, which repealed in its entirety in 2011, therefore, the change to the minimum parcel size had no effect. The text amendment for the exemption to the minimum parcel size would still be required for the .6 ha parcel proposed by the applicant even if the 2016 exemption legally existed.

The applicant applied for subdivision with the Ministry of Transportation and Infrastructure (MoTI) in January 2020.

File Details

Owner: Rudy Vanspronsen
Agent: Tyron Land Surveying
Area: Electoral Area D
Location: Kilkerran
Legal: Lot 1 Block 1 of Section 28 Township 78 Range 15 W6M Peace River District Plan 12614
Civic Address: 8219, 8249, and 8265 219 Road
PID: 012-325-767
Lot Size: 1.92 ha (4.75 ac)

Site Context

The subject property is located north of the City of Dawson Creek and 210 Road. Nearby properties to the north, west, are similar in size and designation to the subject property. To the east are two large agricultural parcels that are within the ALR.

Site Features

Land

Looking at the updated aerial imagery, the property is generally cleared of trees. The northern portion of the property is covered by a gravel yard. The middle portion of the property contains a residential dwelling and is surrounded by vegetation.

Structures

There are three buildings on the subject property. There is a residential dwelling towards the centre of the property. There is a civic use building on the south portion of the subject property. Finally, there is a building used for storage and office space on the south portion of the property, between the residential dwelling and the civic use building.

Access

The subject property currently has multiple access points via 219 Road, Harper Drive, Harper Place, and Harper Subdivision. It is anticipated that the access points will continue to be used for any future development on the subject property.

CLI Soil Rating

The soil on the property is rated 2c. Class 2 soils have moderate limitations restricting crop range or required moderate conservation practices. Subclass C denotes adverse climate (excluding precipitation).

Comments & Observations

Applicant

The subject property is currently occupied by the owners and some of the current land uses do not conform to current zoning regulations (the storage/office building in the middle that is located on the portion of the parcel that is currently zoned for civic use). The property owners intend to expand their

warehousing services on proposed Lot 1, and a new warehouse and storage facility are proposed. There are no new developments for proposed Lot 2 and Lot 3.

Agricultural Land Reserve (ALR)

The subject property is outside the ALR.

Official Community Plan (OCP)

Pursuant to *PRRD South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012*, the property is designated Light Industrial (LI) and Civic, Assembly and Institutional (CIVIC). Section 8.2.1(a) states industrial uses including warehousing establishments are principal uses within the LI designation. Section 8.2.1(c) states the minimum parcel size within the LI designation is 0.4 ha when connected to a community sewage system.

Section 9.1.2(a) states community halls are a principal use within the CIVIC designation. Section 9.1.2(c) states the minimum parcel size within the CIVIC designation is 0.2 ha when connected to a community sewage system.

Therefore, the sizes of all three proposed lots are consistent with the OCP, however, an OCP amendment is required to align the OCP boundary with the proposed lot lines to facilitate subdivision.

Land Use Zoning

Pursuant to *PRRD Zoning Bylaw No. 1343, 2001*, the subject property is split-zoned as both I-1 (Light Industrial Zone) and P-2 (Civic, Assembly and Institutional Zone). Section 45.1 states that in the I-1 zone warehousing facilities and mini storage are permitted principal uses and dwelling units are an accessory use. Section 45.2 (ii) states the minimum parcel size within the I-1 zone is 1.8 ha.

Section 52.1 states a community hall as a permitted principal use within the P-2 zone. Section 52.2 states the minimum parcel size 0.1 ha (0.25 ac) when a parcel is connected to a community sewer system.

Therefore, the proposed amendment is required to align the zoning boundary with the proposed lot lines and to allow a minimum parcel size of 0.6 ha (1.5 ac) in the L-1 (Light Industrial Zone) for the subject property to facilitate the proposed subdivision.

Fire Protection Area

The subject area is within the Dawson Creek Rural Fire Protection Area.

Mandatory Building Permit Area

The subject property is within the Mandatory Building Permit Area.

Development Cost Charge Area

The subject property is outside the Development Cost Charge Area.

Impact Analysis

Context

Light Industrial and Civic activities currently practiced on the subject property would remain the same if future development occurs.

Population and Traffic

No significant changes in traffic are anticipated for proposed Lot 2 and Lot 3 should the proposed rezoning be approved. Proposed Lot 3 may have increased vehicle traffic due to the establishment of warehousing facilities.

Sewage & Water

The current buildings on the subject property are connected to the community sewage system. Proposed Lot 1 has access to service at the property line if future development occurs. The applicant uses a cistern for water supply for the current buildings. Proposed Lot 1 would require installation of a cistern if future development occurs.

Comments Received from Municipalities & Provincial Agencies

Ministry of Transportation and Infrastructure

MoTI has no objections to the text amendment and the bylaw does not require MoTI formal approval.

City of Fort St. John

No comments received.

City of Dawson Creek

No comments received.

Northern Health

No comments received.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse application PRRD 19-236 and decline Official Community Plan Amendment Bylaw No. 2400, 2020, to amend the designation of a ± 0.21 ha portion of the property identified as PID 012-325-767 from Civic, Assembly and Institutional (CIVIC) to Light Industrial (LI), and Zoning Amendment Bylaw No. 2401, 2020 to amend the rezoning of the same property identified from Civic, Assembly, and Institutional Zone (P-2) to Light Industrial Zone (I-1), and add a site-specific text amendment to the I-1 (Light Industrial Zone) to allow a minimum parcel size of 0.6 ha for the subject property to facilitate its subdivision into two I-1 (Light Industrial) lots sized 0.9 ha and 0.6 ha, as submitted.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

The Regional Board does not have the option to waive the public hearing on this application. Current direction from the Province under Division 5 of Ministerial Order [M192](#) and subsequently, Bill 19, allows for local governments to conduct public hearings by electronic or other communication facilities, or to hold public hearings electronically, in person, or a combination of both.

To date, Electoral Area Directors have requested the scheduling of public hearings be deferred until in person public hearings are permitted. In person meetings of up to fifty people are permitted, if proper physical distancing and other safety protocols are in place, however, the public cannot be denied entry to a public hearing and there are few venues available that will accommodate fifty people properly physically distanced. Residents would be encouraged to submit comments in writing, and asked to register in advance to attend a public hearing, to allow for advance planning for the anticipated number of guests. (Attendance at public hearings cannot be staggered in the same way that staff have been managing public attendance at Board meetings as the intent of a public hearing is to allow all attendees a chance to be heard, and to hear submissions from others.) This file would be on hold until either a safety plan allowing an in person or hybrid (ie: livestreamed to allow participation in the entire hearing by any interested member of the public, with provision for either audio or video participation electronically) public hearing could be implemented. There is currently one file in Area C and two files in Area D on hold pending a public hearing.

Attachments:

1. Maps
2. Application
3. Referral responses from agencies
4. Director comments
5. Section 8.2.1 - 9.1.2(c) of PRRD South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012
6. Section 45.1 – 45.2 (i), and 52.1 – 52.2(b) of PRRD Zoning Bylaw No. 1343, 2001
7. Draft Official Community Plan Amendment Bylaw No. 2400, 2020
8. Draft Zoning Amendment Bylaw No. 2401, 2020

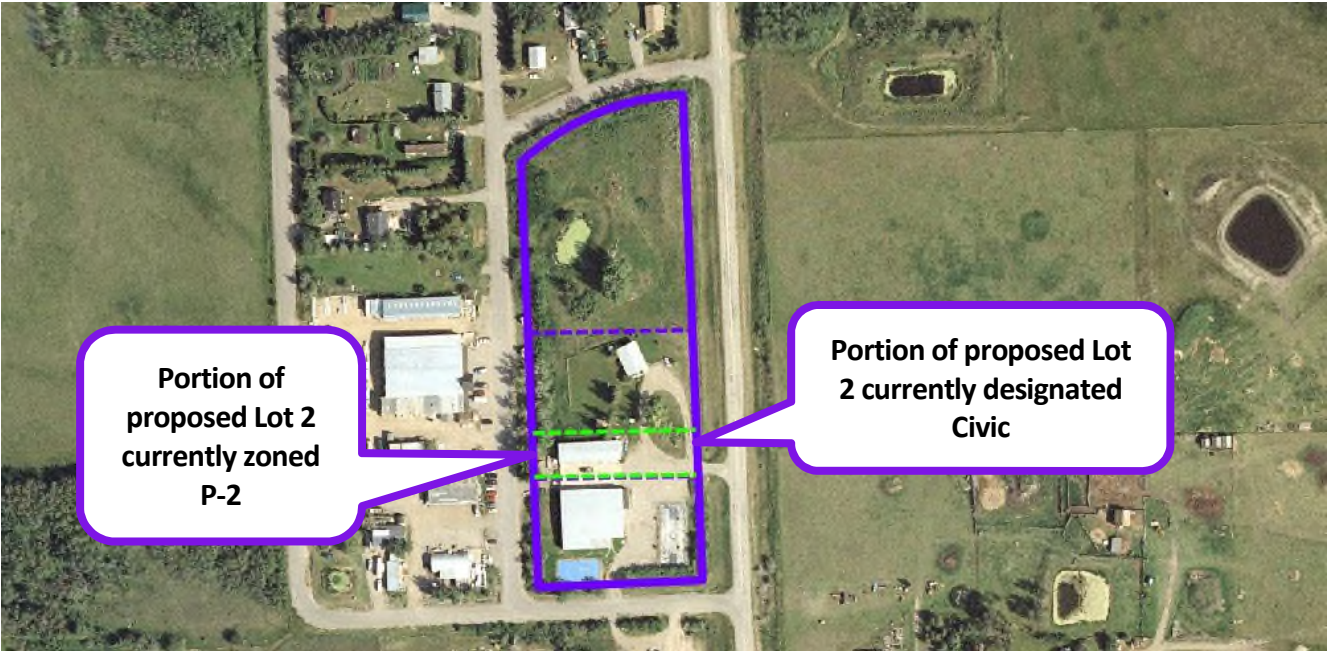
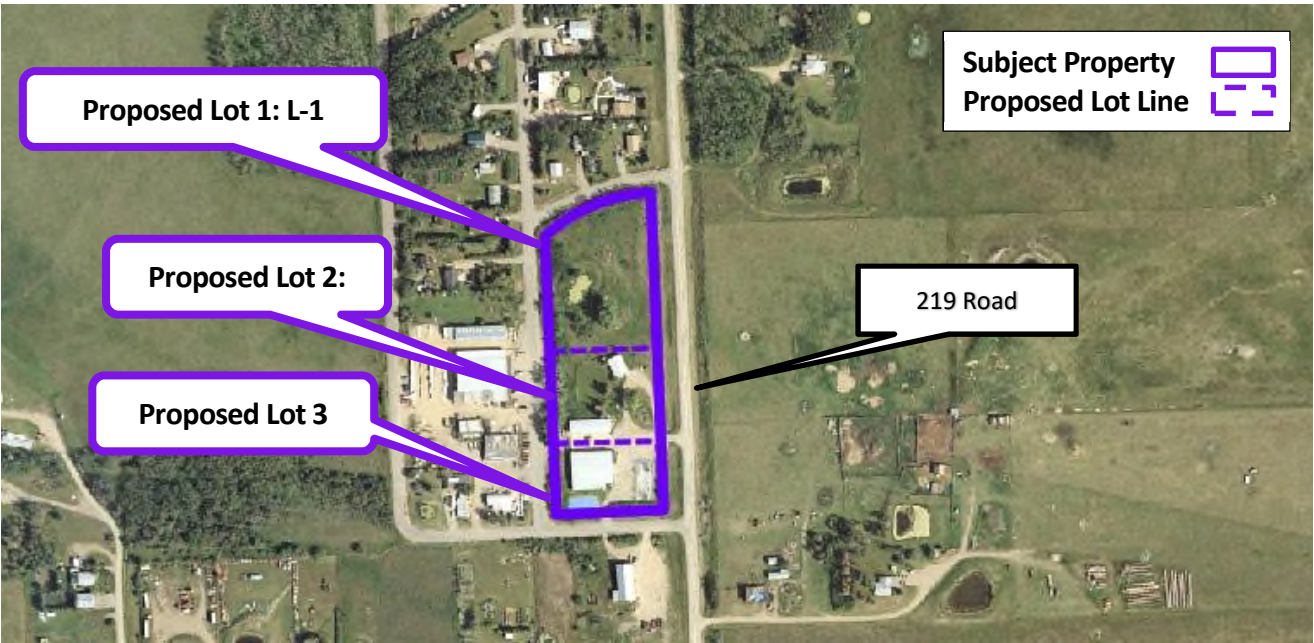
A map showing the subject property, which is a small rectangular lot outlined in purple. The lot is located on the east side of 210 Rd, between 213 Rd and 215 Rd. The lot is labeled "Imperial Subdiv" and "Hwy 97". A purple callout box points to the lot with the text "Subject Property". To the south of the lot is a large hatched area labeled "Dawson Creek". A black callout box points to the creek with the text "Dawson Creek". Other roads shown include 210 Rd, 213 Rd, 215 Rd, 217 Rd, 219 Rd, 223 Rd, 225 Rd, 227 Rd, 229 Rd, 231 Rd, 233 Rd, 235 Rd, 237 Rd, 239 Rd, 241 Rd, 243 Rd, 245 Rd, 247 Rd, 249 Rd, 251 Rd, 253 Rd, 255 Rd, 257 Rd, 259 Rd, 261 Rd, 263 Rd, 265 Rd, 267 Rd, 269 Rd, 271 Rd, 273 Rd, 275 Rd, 277 Rd, 279 Rd, 281 Rd, 283 Rd, 285 Rd, 287 Rd, 289 Rd, 291 Rd, 293 Rd, 295 Rd, 297 Rd, 299 Rd, 301 Rd, 303 Rd, 305 Rd, 307 Rd, 309 Rd, 311 Rd, 313 Rd, 315 Rd, 317 Rd, 319 Rd, 321 Rd, 323 Rd, 325 Rd, 327 Rd, 329 Rd, 331 Rd, 333 Rd, 335 Rd, 337 Rd, 339 Rd, 341 Rd, 343 Rd, 345 Rd, 347 Rd, 349 Rd, 351 Rd, 353 Rd, 355 Rd, 357 Rd, 359 Rd, 361 Rd, 363 Rd, 365 Rd, 367 Rd, 369 Rd, 371 Rd, 373 Rd, 375 Rd, 377 Rd, 379 Rd, 381 Rd, 383 Rd, 385 Rd, 387 Rd, 389 Rd, 391 Rd, 393 Rd, 395 Rd, 397 Rd, 399 Rd, 401 Rd, 403 Rd, 405 Rd, 407 Rd, 409 Rd, 411 Rd, 413 Rd, 415 Rd, 417 Rd, 419 Rd, 421 Rd, 423 Rd, 425 Rd, 427 Rd, 429 Rd, 431 Rd, 433 Rd, 435 Rd, 437 Rd, 439 Rd, 441 Rd, 443 Rd, 445 Rd, 447 Rd, 449 Rd, 451 Rd, 453 Rd, 455 Rd, 457 Rd, 459 Rd, 461 Rd, 463 Rd, 465 Rd, 467 Rd, 469 Rd, 471 Rd, 473 Rd, 475 Rd, 477 Rd, 479 Rd, 481 Rd, 483 Rd, 485 Rd, 487 Rd, 489 Rd, 491 Rd, 493 Rd, 495 Rd, 497 Rd, 499 Rd, 501 Rd, 503 Rd, 505 Rd, 507 Rd, 509 Rd, 511 Rd, 513 Rd, 515 Rd, 517 Rd, 519 Rd, 521 Rd, 523 Rd, 525 Rd, 527 Rd, 529 Rd, 531 Rd, 533 Rd, 535 Rd, 537 Rd, 539 Rd, 541 Rd, 543 Rd, 545 Rd, 547 Rd, 549 Rd, 551 Rd, 553 Rd, 555 Rd, 557 Rd, 559 Rd, 561 Rd, 563 Rd, 565 Rd, 567 Rd, 569 Rd, 571 Rd, 573 Rd, 575 Rd, 577 Rd, 579 Rd, 581 Rd, 583 Rd, 585 Rd, 587 Rd, 589 Rd, 591 Rd, 593 Rd, 595 Rd, 597 Rd, 599 Rd, 601 Rd, 603 Rd, 605 Rd, 607 Rd, 609 Rd, 611 Rd, 613 Rd, 615 Rd, 617 Rd, 619 Rd, 621 Rd, 623 Rd, 625 Rd, 627 Rd, 629 Rd, 631 Rd, 633 Rd, 635 Rd, 637 Rd, 639 Rd, 641 Rd, 643 Rd, 645 Rd, 647 Rd, 649 Rd, 651 Rd, 653 Rd, 655 Rd, 657 Rd, 659 Rd, 661 Rd, 663 Rd, 665 Rd, 667 Rd, 669 Rd, 671 Rd, 673 Rd, 675 Rd, 677 Rd, 679 Rd, 681 Rd, 683 Rd, 685 Rd, 687 Rd, 689 Rd, 691 Rd, 693 Rd, 695 Rd, 697 Rd, 699 Rd, 701 Rd, 703 Rd, 705 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1183 Rd, 1185 Rd, 1187 Rd, 1189 Rd, 1191 Rd, 1193 Rd, 1195 Rd, 1197 Rd, 1199 Rd, 1201 Rd, 1203 Rd, 1205 Rd, 1207 Rd, 1209 Rd, 1211 Rd, 1213 Rd, 1215 Rd, 1217 Rd, 1219 Rd, 1221 Rd, 1223 Rd, 1225 Rd, 1227 Rd, 1229 Rd, 1231 Rd, 1233 Rd, 1235 Rd, 1237 Rd, 1239 Rd, 1241 Rd, 1243 Rd, 1245 Rd, 1247 Rd, 1249 Rd, 1251 Rd, 1253 Rd, 1255 Rd, 1257 Rd, 1259 Rd, 1261 Rd, 1263 Rd, 1265 Rd, 1267 Rd, 1269 Rd, 1271 Rd, 1273 Rd, 1275 Rd, 1277 Rd, 1279 Rd, 1281 Rd, 1283 Rd, 1285 Rd, 1287 Rd, 1289 Rd, 1291 Rd, 1293 Rd, 1295 Rd, 1297 Rd, 1299 Rd, 1301 Rd, 1303 Rd, 1305 Rd, 1307 Rd, 1309 Rd, 1311 Rd, 1313 Rd, 1315 Rd, 1317 Rd, 1319 Rd, 1321 Rd, 1323 Rd, 1325 Rd, 1327 Rd, 1329 Rd, 1331 Rd, 1333 Rd, 1335 Rd, 1337 Rd, 1339 Rd, 1341 Rd, 1343 Rd, 1345 Rd, 1347 Rd, 1349 Rd, 1351 Rd, 1353 Rd, 1355 Rd, 1357 Rd, 1359 Rd, 1361 Rd, 1363 Rd, 1365 Rd, 1367 Rd, 1369 Rd, 1371 Rd, 1373 Rd, 1375 Rd, 1377 Rd, 1379 Rd, 1381 Rd, 1383 Rd, 1385 Rd, 1387 Rd, 1389 Rd, 1391 Rd, 1393 Rd, 1395 Rd, 1397 Rd, 1399 Rd, 1401 Rd, 1403 Rd, 1405 Rd, 1407 Rd, 1409 Rd, 1411 Rd, 1413 Rd, 1415 Rd, 1417 Rd, 1419 Rd, 1421 Rd, 1423 Rd, 1425 Rd, 1427 Rd, 1429 Rd, 1431 Rd, 1433 Rd, 1435 Rd, 1437 Rd, 1439 Rd, 1441 Rd, 1443 Rd, 1445 Rd, 1447 Rd, 1449 Rd, 1451 Rd, 1453 Rd, 1455 Rd,

Subject Property

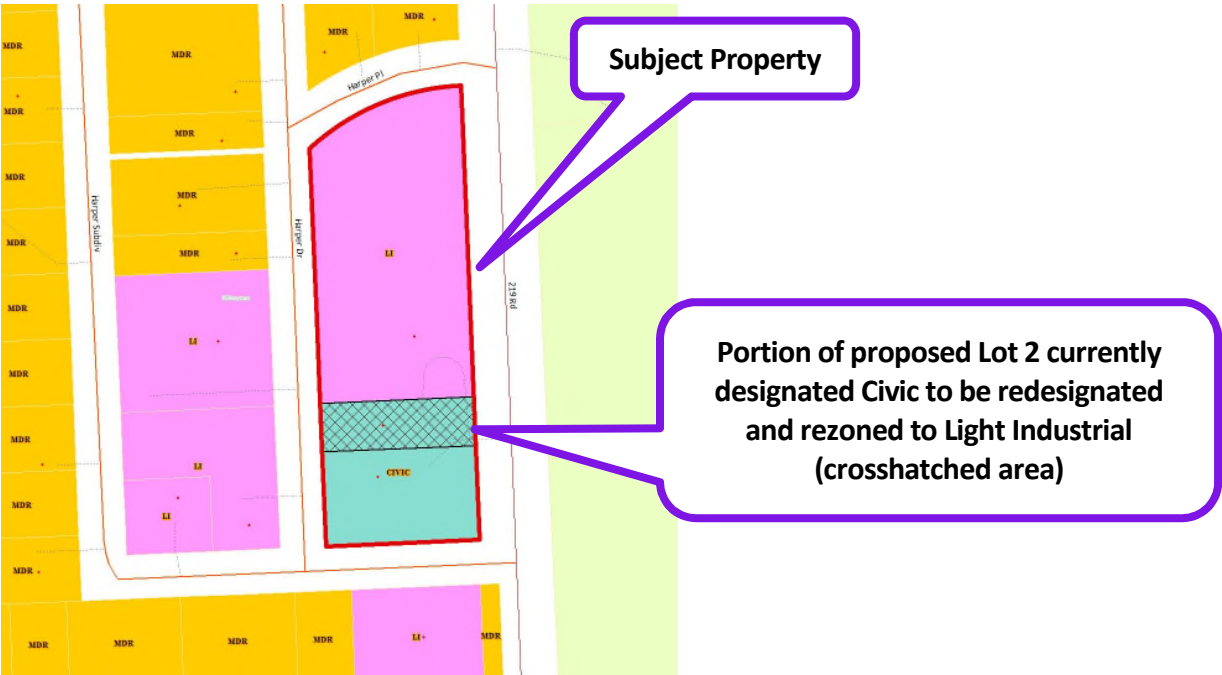
Subject Property Proposed Lot Line

219 Road

210 Road



PRRD South Peace Fringe Area Official Community Plan Bylaw No. 2048,2012: Light Industrial & Civic



PRRD Zoning Bylaw No. 1343, 2001: Light Industrial (LI) and P-2 (Civic, Assembly and Institutional)





PEACE RIVER REGIONAL DISTRICT

DAWSON CREEK 1981 Alaska Avenue (Box 810), Dawson Creek, BC (T) 250-784-3200..(F) 250-784-3201
FORT ST. JOHN 9505 100TH Street, Fort St. John, BC V1J 4N4 (T) 250-785-8084 (F) 250-785-1125
 [Toll Free: 1-800-670-7773]

Receipt # _____

Application for Development

1. TYPE OF APPLICATION

	FEE
<input type="checkbox"/> Official Community Plan Bylaw Amendment	\$ 1,000.00
<input type="checkbox"/> Zoning Bylaw Amendment	650.00
<input checked="" type="checkbox"/> Official Community Plan / Zoning Bylaw Amendment combined	1,050.00
<input type="checkbox"/> Temporary Use Permit	350.00
<input type="checkbox"/> Development Permit	165.00
<input type="checkbox"/> Development Variance Permit	165.00
<input type="checkbox"/> Sign requirement	150.00

In regard to applications for:

- i) an official community plan and/or zoning bylaw amendment;
- ii) temporary use permit;

Sign provided by the PRRD and sign posted pursuant to Section 8 of Bylaw No. 2165, 2016, **attached**.

2. PLEASE PRINT

Property Owner's Name RUDY VANSPRONSEN	Authorized Agent of Owner (if applicable) KATHLEEN LUSH - TRYON LAND SURVEYING
Address of Owner [REDACTED]	Address of Agent [REDACTED]
City/Town/Village [REDACTED]	City/Town/Village [REDACTED]
Postal Code [REDACTED]	Postal Code [REDACTED]
Telephone Number: [REDACTED]	Telephone Number: [REDACTED]
Fax Number: [REDACTED]	Fax Number: [REDACTED]
E-mail: [REDACTED]	E-mail: [REDACTED]

3. PROPERTY DESCRIPTION

Full legal description of each property under application	Area of each lot
LOT 1 BLOCK 1 SECTION 28 TP 78 RG 15 W6M PRD PLAN 12614 PID 012-325-767	1.6ha 4.04ac ha./acres
	ha./acres
	ha./acres
	TOTAL AREA 1.6 ha 4.04ac ha./acres

Notice of collection of personal information:

Personal information on this form is collected for the purpose of processing this application. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the PRRD. Documentation/Information submitted in support of this application can be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*.

4. Civic Address or location of property: 8265, 8249, & 8219 219 Rd

5. PARTICULARS OF PROPOSED AMENDMENT

Please check the box(es) that apply to your proposal:

☒ Official Community Plan (OCP) Bylaw amendment:

Existing OCP designation: L1 and CIVIC

Proposed OCP designation: Lots 1 & 2: L1 Lot 3: CIVIC

Text amendment: allowance for smaller lots

☒ Zoning Bylaw amendment:

Existing zone: I-1 and P-2

Proposed zone: Lots 1 & 2: M-1 Lot 3: P-2

Text amendment: allowance for smaller lots

☐ Development Variance Permit – describe proposed variance request:

☐ Temporary Use Permit – describe proposed use:

☐ Development Permit: Bylaw No. _____ Section No. _____

6. Describe the existing use and buildings on the subject property:

Residential, Civic, Storage/Office

7. Describe the existing land use and buildings on all lots adjacent to and surrounding the subject property:

(a) North Residential

(b) East Farmland

(c) South Commercial (oil and gas industry servicing, equipment rental)

(d) West Light Industrial (lumber yard, roofing supply, warehousing)

8. Describe the proposed development of the subject property. Attach a separate sheet if necessary:

New warehouse and storage on the proposed Lot 1, no change for Lots 2 & 3

9. Reasons and comments in support of the application. Attach a separate sheet if necessary:

The owners would like to expand their warehousing services on Lot 1 (new construction).

Subdivision would facilitate leasing of the property. Application to MOTI has been submitted.

Current land uses do not conform to current zoning regulations.

10. Describe the means of sewage disposal for the development:

Proposed Lot 1 has community sewage service to the property line. The buildings
on Lots 2 and 3 are already connected.

11. Describe the means of water supply for the development:

Proposed Lots 2 and 3 have cisterns. Proposed Lot 1 would require a cistern installation.

**THE FOLLOWING INFORMATION IS REQUIRED. FAILURE TO PROVIDE MAY DELAY
YOUR APPLICATION.**

12. Proof of ownership of the subject property or properties. (For example: Certificate of State of Title, BC Land Title Office Property Title Search or recent Property Tax Notice.)
13. A Sketch Plan of the subject property or properties, showing:
- (a) the legal boundaries and dimensions of the subject property;
 - (b) boundaries, dimensions and area of any proposed lots (if subdivision is being proposed);
 - (c) the location of existing buildings and structures on the subject property, with distances to property lines;
 - (d) the location of any proposed buildings, structures, or additions thereto, with distances to property lines;
 - (e) the location of any existing sewage disposal systems;
 - (f) the location of any existing or proposed water source.

**ADDITIONAL OR MORE DETAILED INFORMATION MAY BE REQUESTED BY THE PEACE
RIVER REGIONAL DISTRICT FOLLOWING REVIEW OF YOUR APPLICATION.**

If it is necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a plan prepared by a British Columbia Land Surveyor may be required.

15. I / We the undersigned hereby declare that the information provided in this application is complete and is, to the best of my / our knowledge, a true statement of the facts related to this application.



Signature of ~~Owner~~ Agent

December 16, 2019

Date signed

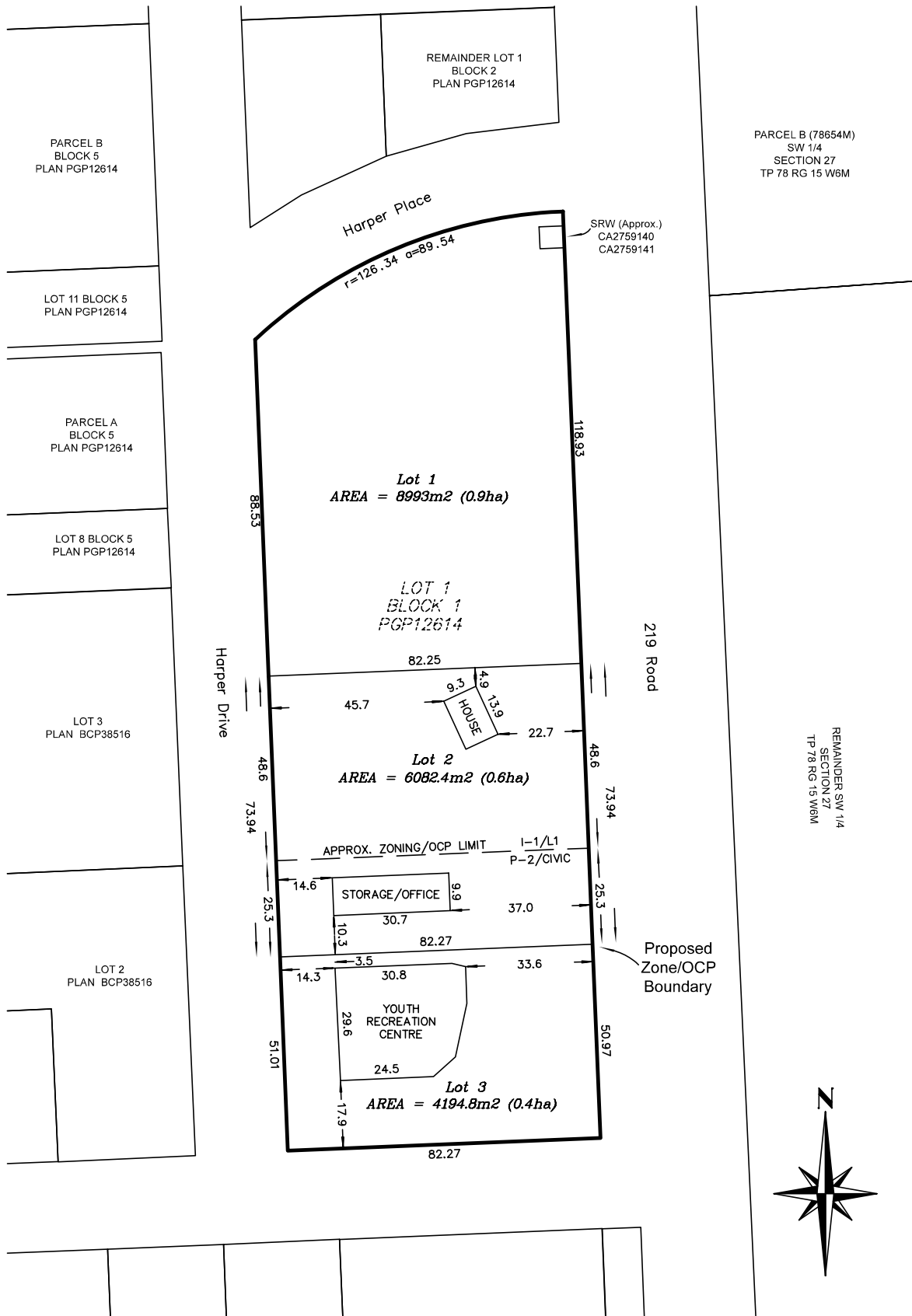
Signature of Owner

Date signed

16. **AGENT'S AUTHORIZATION**

If you have an agent act on your behalf in submission of this application, the following authorization **MUST** be signed by **ALL** property owners.

I / We _____ and _____ hereby		
authorize <i>PLEASE SEE ATTACHED AUTHORIZATION LETTER</i>		
(name) _____ to act on my/our behalf regarding this		
application.		
Agent address:		
Telephone:	Fax:	Email:
Signature of Owner:		Date:
Signature of Owner:		Date:



Jessica Russell

From: Kathleen Lush <klush@tryongroup.ca>
Sent: Tuesday, January 7, 2020 2:33 PM
To: Jessica Russell
Subject: RE: 19-236 Zoning Amendment Confirmation

CAUTION: This email originated from outside of the organization.

Hi Jessica
That's correct: I-1 to I-1 with a text amendment.
Thanks,
Kathleen

From: Jessica Russell <Jessica.Russell@prrd.bc.ca>
Sent: January-07-20 1:17 PM
To: Kathleen Lush <klush@tryongroup.ca>
Subject: 19-236 Zoning Amendment Confirmation

Good Morning Kathleen,

This email is a follow-up to our phone conversation last week regarding PRRD File No. 19-236 for OCP and Zoning Amendment for a property in the Kilkerran area, north of the City of Dawson Creek.

In the OCP and Rezoning application, the Zoning Bylaw amendment section lists:

Existing zone: I-1 and P-2
Proposed zone: Lots 1 & 2: M-1, Lot 3: P-2
Text amendment: allowance for smaller lots

The subject property is in the area under *PRRD Zoning Bylaw No. 1343, 2001*. This zoning bylaw does not have a M-1 zone.

In our phone conversation, we discussed the proposed use of the subject property was for light industrial activity, and therefore the I-1 zone under *PRRD Zoning Bylaw No. 1343, 2001* would apply.

Can you please confirm the proposed zoning amendment is from I-1 to I-1 with a text amendment for allowance of smaller lots.

Thank you,
Jessica

Jessica Russell | Junior Planner

Direct: 250-784-4845 | jessica.russell@prrd.bc.ca

PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Highway Avenue, Dawson Creek, BC V1G 4H8
Toll Free: (24 hrs): 1-800-670-7773 | Office: 250-784-3200 | Fax: 250-784-3201 | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT





Ministry of
Transportation
and Infrastructure

Our file: 2020-03391

Your file: 19-236

Date: July 22, 2020

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

Attn: Michael Blatz

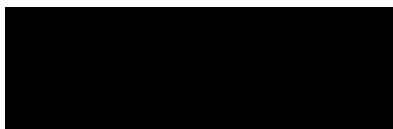
The Ministry of Transportation and Infrastructure (Ministry) has received and reviewed your referral of July 16, 2020 to amend the designation of a \pm 0.21 ha (0.52 ac) portion of the subject property (Proposed Lot 2) from Civic, Assembly and Institutional (CIVIC) to Light Industrial (LI) within PRRD South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012 and rezone the same portion of the subject property from P-2 (Civic, Assembly and Institutional Zone) to I-1 (Light Industrial Zone) within PRRD Zoning Bylaw No. 1343, 2001.

The property does not fall within Section 52 of the Transportation Act and will not require Ministry of Transportation and Infrastructure formal approval.

The Ministry has no objections to the text amendment.

Thank you for the opportunity to comment. If you or the proponent has any questions, please contact Kristy Prothman at 250-787-3859.

Sincerely,



Kristy Prothman,
Senior Development Services Officer

Ministry of
Transportation and
Infrastructure

Peace District

Mailing Address:
District Office Address:
#300, 10003 - 110th Avenue
Fort St John, BC V1J 6M7
Telephone: (250) 787-3237
Facsimile: (250) 787-3279

Area Office Locations:
1201 103 Ave, 3rd floor
Dawson Creek, BC
4744 – 52 Street
Chetwynd, BC V0C 1J0



PEACE RIVER REGIONAL DISTRICT

Memorandum

TO: Leonard Hiebert, Director of Electoral Area D
FROM: Development Services Department
DATE: July 15, 2020
RE: **Application for Official Community Plan & Zoning Bylaw Amendment**

Pursuant to the following resolution:

RD/15/04/26 (23)

That a two-week period be added to the development application review process to allow time for the appropriate Electoral Area Director to review applications prior to them going to the Regional Board for consideration.

The application and bylaw are provided for your review. As instructed at the November 21, 2019 EADC meeting, referrals to Directors will be done earlier in the application review process, at the same time as external agency referrals. As a result, this referral does not include external agency comments or a staff report.

COMMENTS

Response requested by July 29, 2020

No comment ☐

Hello Savannah,

I understand why they want the text amendment. The questions I have are, should they connect to the sewage system is there enough capacity? Is the connection to the sewer system a condition of the amendment?

Leonard Hiebert

Director

July 21, 2020

Date

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) 785-1131 Email: prrd.fsj@prrd.bc.ca



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

To: Savannah Zachary

Cc: Planning Department


 Reply

 Reply All

 Forward

...

Mon 7/27/2020 8:37 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

Thanks Savannah,
I have no further questions at this time.

Leonard Hiebert
Electoral Director Area "D"
Leonard.hiebert@prrd.bc.ca
250-219-8098

On Jul 27, 2020, at 12:52, Savannah Zachary <Szachary@urbansystems.ca> wrote:

CAUTION: This email originated from outside of the organization.

Hi Director Hiebert,

Thank you for your response. To your questions:

- the sewage system does have capacity, and the applicant would have to comply with the PRRD's Harper Imperial Subdivision and Area bylaw. The City of Dawson Creek would also need to be notified of the connection as they invoice for user fees that are based on the Harper Imperial Subdivision and Area rates bylaw 1953, 2011.
- The connection to sewer is not a condition of the amendment at this time

Thank you,
Savannah

From: Director Leonard Hiebert <leonard.hiebert@prrd.bc.ca>
Sent: Tuesday, July 21, 2020 4:14 PM
To: Savannah Zachary <Szachary@urbansystems.ca>
Cc: Planning Department <planning@prrd.bc.ca>
Subject: 19-236

CAUTION: External Email.

Hello Savannah,

Here are my comments.

Thanks,

Leonard Hiebert
Director Area "D"
leonard.hiebert@prrd.bc.ca
250-219-8098

SECTION 8 - INDUSTRIAL AREAS

Industrial development is an integral part of the economy that provides for support services and allows for local investment. Opportunity for *industrial development* in the SPFA is required for such enterprises, but should not conflict with neighbouring uses, especially residential and *agriculture* operations.

Goal

To support a diversified economy that provides for employment opportunities that are mindful of achieving a sustainable healthy community.

8.1.1 Objectives

- a. To provide for lands that can accommodate a range of industrial activities to meet the needs for new or expanding *industrial development*.
- b. To recognize that *industrial development* often negatively impacts or generates conflict with surrounding land uses such as residential or *agriculture*, and to encourage initiatives taken by industry to mitigate conflict with adjoining land.
- c. To encourage a high standard of development to enhance and protect the natural environment, including air and water shed quality.
- d. To recognize that large resource extraction industries are often best located in close proximity to the resource.
- e. To work together with Ministry of Transportation and Infrastructure to ensure *industrial development* is compatible with area transportation networks, providing for efficient traffic movement, vehicular access, and that public health and safety is a priority.
- f. To recognize the area located at the intersection of Highway No. 97(S) and the Dangerous Goods Route, west of Dawson Creek, as being designated for future commercial and industrial development and is considered to be in a transition stage, due to some lands in this area remaining residential.
- g. To recognize the area located on approximately Mile 3 of the Alaska Highway No. 97(N) as being designated for future *industrial development* and is considered to be in a transition stage, due to some parcels in this subdivision remaining residential or commercial.

8.1.2 General Policies

- a. To generally consider *industrial development* as outlined below:
 - i. To direct new Light Industrial development to the appropriately designated lands in the Rural Communities of Tomslake and Arras, the adjacent municipalities, or to lands generally located at the intersection of Highway No. 97(S) and the Dangerous Goods Route, lying west of the City of Dawson Creek;
 - ii. Within the area located at the intersection of Highway No. 97(S) and the Dangerous Goods Route, the current land use zone will continue to allow for the

- existing use, while providing opportunity for this area to support future Commercial and Industrial uses;
 - iii. Within the area located at Mile 3 of the Alaska Highway No. 97(N), the current land use zone will continue to allow for the existing use, while providing opportunity for this area to support future Industrial use;
 - iv. Existing Heavy Industrial (HI) areas have been designated as such in this OCP; No land has been pre-designated for future Heavy Industrial use at this time;
 - v.
 - vi. Agriculture-Industrial development will be directed to the east of the City of Dawson Creek on lands lying between the railway right-of-way and Highway No. 49; and
 - vii. Proposals for new *industrial development* outside the designated areas are not encouraged and will only be considered through an amendment process to this OCP and zoning by-law.
- b. To work collaboratively with the City of Dawson Creek and the Village of Pouce Coupe to produce a multi-jurisdictional land use study to assess industrial land availability and requirements.
 - c. To ensure that industrial uses will not create environmental or health hazards and are compatible with adjoining land uses. Further, that noise, light, dust and air emissions from industrial activities are kept at a level so as not to be a nuisance to surrounding areas.

8.2 Light Industrial (LI)

8.2.1 Policies

- a. Within the Light Industrial designation the principal use of the land will generally be for industrial uses, including but not limited to: trucking, logging, construction trade, or oil and gas field service contractors; automotive, recreation vehicle, machinery or equipment servicing, repair and sales; fuel retail sales; *manufactured home* sales; recycling centre; building material or gardening supplies outlet; wholesale or warehousing establishments, subject to zoning regulations.
- b. To mitigate potential conflicts between Residential, Agricultural and Light Industrial uses, this OCP supports the following:
 - i. infilling of the Light Industrial designated areas is a priority; and
 - ii. directing Light Industrial Development away from *watercourses* or any *environmentally sensitive areas*.
- c. Parcels within the Industrial designation should have a minimum parcel size of 1.6 ha (4 acres) unless:
 - i. the lands are connected to a community sewage system in which case the parcel should be at least 0.4 ha (1 acre); or
 - ii. soil conditions are suitable for on-site sewage disposal and a system authorized by the agency having jurisdiction regarding sewage disposal, in which case the parcel should be at least 0.8 ha (2 acres).

SECTION 9 - CIVIC, ASSEMBLY AND INSTITUTIONAL (CIVIC)

Goal

To support and provide for a wide range of public, government and not-for-profit community related uses, facilities and services that are non-commercial in nature and that provide and contribute to enhanced lifestyle opportunities within the SPFA.

Rural places of Tomslake, Tupper, Arras, Bessborough and Upper Cutbank serve as geographical reference points within the area, while the City of Dawson Creek acts as the primary service centre for education, cultural, recreation, health and welfare facilities within the SPFA.

9.1.1 Objectives

- a. To ensure that sufficient areas for civic, assembly and Institutional use are accommodated to meet the long term needs of the local area residents.
- b. To support the efforts of community groups and other public organizations in maintaining existing and providing new community facilities and services, including recognizing *heritage*, cultural and historical sites.
- c. Public facilities should include universal-design features so that they are age-friendly and accessible to everyone.

9.1.2 Policies

- a. Within the Civic designation the principal uses of land or buildings will generally include but are not limited to: educational facilities; religious centre; cemeteries; community halls; museums; libraries; government offices; health and welfare uses; community care facilities; medical facilities; public recreation facilities; or agriculture and are subject to evaluation through rezoning where required, without amendment to this Plan. Such facilities are delineated on Schedule B.
- b. Post offices are permitted in all land use designations.
- c. Parcels within the Civic designation should have a minimum parcel of 1.6 ha (4 acres) unless:
 - i. the lands are connected to a community sewage system, in which case the parcel should be at least 2000 sq. metres (0.50 acre); and
 - ii. soil conditions are suitable for on-site sewage disposal and a system authorized by the agency having jurisdiction regarding sewage disposal, in which case the parcel should be at least 0.8 ha (2 acres).
- d. To work collaboratively with the broad community and appropriate agencies to support the location of *institutional* uses such as schools, community halls, or care facilities in the rural area as the need of the community changes and grows.

- e. To work together with School District 59 to address future needs that may involve the acquisition of school sites, as provided for in provincial legislation.
- f. To work with school district, industry, and the provincial government to address concerns of health and safety with regards to industrial activities and infrastructure being located in close proximity to rural area schools.





PEACE RIVER REGIONAL DISTRICT
Zoning Bylaw No. 1343, 2001

SECTION 45 I-1 (Light Industrial Zone - 1.8 ha)

1. Permitted Uses

The following PRINCIPAL USES and no others are permitted in an I-1 zone subject to Part IV of this bylaw and subject to Sub-Section 2 of this Section 45;

- (a) RESTAURANT;
- (b) Car wash;
- (c) AUTOMOTIVE SERVICE STATION;
- (d) Sales, rentals, servicing, and repairs of automobiles, recreational vehicles, automotive parts, **manufactured homes**, machinery, farm machinery, and boats;
[Bylaw No. 1436, 2003]
- (e) Meat cutting and packing, excluding ABATTOIRS;
- (f) Auction market, excluding the sales of animals;
- (g) Trucking contractor, logging contractor, construction trade contractor, including repair and maintenance of heavy trucks and equipment; [Bylaw No.1921, 2011]
- (h) Machine shop, welding shop, woodworking shop or sandblasting shop;
- (i) Warehousing, cartage, express and freight facilities;
- (j) Building material supply;
- (k) Transportation depots, including taxi dispatch office;
- (l) PUBLIC UTILITY USE, including an office building or works yard (Electoral Areas B, D and E only); [Bylaw No. 2249, 2016]
- (m) Bulk fuel sales;
- (n) Wholesale establishment;
- (o) PERSONAL SERVICE ESTABLISHMENT;
- (p) GARDEN CENTRE;
- (q) Mining, including gravel extraction and processing facilities;
- (r) Printing and publishing establishment;
- (s) ANIMAL HOSPITAL;
- (t) RECYCLE CENTRE;
- (u) Mini-Storage; [Bylaw No. 1566, 2005]
- (v) AUTOMOTIVE TOWING and STORAGE; [Bylaw No. 1921, 2011]
- (w) Instrumentation, small equipment sales, rentals and service;[Bylaw No.1921, 2011]
- (x) GAS BAR; [Bylaw No. 1921, 2011]
- (y) Septic tanks services; [Bylaw No. 1921, 2011]
- (z) Truck wash;
- (aa) Oil and Gas Field Services contractor, except tank farm and chemical storage, steamer wash bay facility, or storage of well servicing, cementing, stimulation, or scrubber systems equipment; [Bylaw No. 1921, 2011]
- (bb) Craft brewery or distillery. [Bylaw No. 2405, 2020]



PEACE RIVER REGIONAL DISTRICT Zoning Bylaw No. 1343, 2001

SECTION 45 I-1 (Light Industrial Zone - 1.8 ha) continued

The following ACCESSORY uses and no others are permitted in an I-1 zone, subject to Part IV of this bylaw and Sub-Section 2 of this Section 45:

- (bb) DWELLING UNIT(S);
- (cc) ACCESSORY buildings or ACCESSORY structure;
- (dd) Retail sales.

2. Regulations

Minimum Parcel Size

- i. The minimum parcel size is 1.8 hectares (4.5 acres).

Exceptions to the minimum parcel size as follows:

- i) Block A, District Lot 689, PRD, except the south 12.5 metres and Plan 26739 for which the minimum parcel size is 1.6 ha (4.0 acres). [Bylaw No. 2258, 2016]
- ii. The minimum parcel size is 0.9 hectares (2.2 acres) when the parcel is connected to a COMMUNITY SEWAGE SYSTEM, OR a system approved by the Northern Health Authority as the agency having jurisdiction regarding sewage disposal, in the area covered by the North Peace Official Community Plan Bylaw No. 820, 1993. [Bylaw No. 1567, 2005] (Electoral Areas B, D and E only); [Bylaw No. 2249, 2016]
- (bb) The minimum parcel size is 0.9 hectares (2.2 acres) when the parcel is connected to a COMMUNITY SEWER, OR a system approved by the Northern Health Authority as the agency having jurisdiction regarding sewage disposal, in the area covered by the North Peace Official Community Plan Bylaw No. 820, 1993. [Bylaw No. 1567, 2005] (Electoral Area C only); [Bylaw No. 2249, 2016]

Number and type of DWELLING UNIT(S)

- (c) One SINGLE FAMILY DWELLING on a parcel, either detached or contained within one of the PRINCIPAL USES listed above.

Height

- (d) No building or structure shall exceed 20 metres (65.6 ft.) in HEIGHT.



PEACE RIVER REGIONAL DISTRICT
Zoning Bylaw No. 1343, 2001

SECTION 52 P-2 (Civic, Assembly and Institutional Zone - 1.8 ha)

1. Permitted Uses

The following PRINCIPAL USES and no others are permitted in a P-2 zone subject to Part IV of this bylaw and subject to Sub-Section 2 of this Section 52;

- (a) Community hall;
- (b) Library;
- (c) Museum;
- (d) Art gallery;
- (e) Fire hall;
- (f) Police station;
- (g) RELIGIOUS CENTRE;
- (h) Cemetery;
- (i) Crematorium;
- (j) PUBLIC RECREATION FACILITY;
- (k) Federal, provincial or municipal government office;
- (l) PUBLIC UTILITY USE including an office building or works yard (Electoral Areas B, D and E only); [Bylaw No. 2249, 2016]
- (ll) UTILITY, MINOR including an office building or works yard (Electoral Area C only); [Bylaw No. 2249, 2016]
- (m) Educational facility;
- (n) Institutional camp;
- (o) Hospital, including medical clinic, dental clinic, ambulance station, rest home or private hospital;
- (p) Community care facility;
- (q) Daycare facilities with more than 8 children;
- (r) AGRICULTURE;
- (s) Market garden;

The following ACCESSORY uses and no others are permitted in a P-2 zone, subject to Part IV of this bylaw and Sub-Section 2 of this Section 52:

- (t) DWELLING UNIT(S);
- (u) ACCESSORY building and ACCESSORY structure.



PEACE RIVER REGIONAL DISTRICT
Zoning Bylaw No. 1343, 2001

SECTION 52 P-2 (Civic, Assembly and Institutional Zone - 1.8 ha) Continued

2. Regulations

Minimum Parcel Size

- (a) The minimum parcel size is 1.8 hectares (4.5 acres) where there is no COMMUNITY SEWAGE SYSTEM (Electoral Areas B, D and E only); [Bylaw No. 2249, 2016]
- (aa) The minimum parcel size is 1.8 hectares (4.5 acres) where there is no COMMUNITY SEWER (Electoral Area C only); [Bylaw No. 2249, 2016]
- (b) The minimum parcel size is 1000 sq. metres (0.25 acre) when a parcel is connected to a COMMUNITY SEWAGE SYSTEM (Electoral Areas B, D and E only); [Bylaw No. 2249, 2016]
- (bb) The minimum parcel size is 1000 sq. metres (0.25 acre) when a parcel is connected to a COMMUNITY SEWER (Electoral Area C only); [Bylaw No. 2249, 2016]

Number and type of Dwelling

- (c) One SINGLE FAMILY DWELLING is permitted on a parcel.
- (d) Four SINGLE FAMILY DWELLINGS accessory to a RELIGIOUS CENTRE, PUBLIC RECREATIONAL FACILITY or educational facility are permitted.

Height

- (e) No building or structure shall exceed 20 metres (65.6 ft.) in HEIGHT.

Setbacks

- (f) Except as otherwise permitted in this bylaw, no building or structure shall be located within:
 - (i) 7 metres (23 ft.) of a FRONT PARCEL LINE;
 - (ii) 3 metres (10 ft.) of an INTERIOR SIDE PARCEL LINE;
 - (iii) 5 metres (17 ft.) of an EXTERIOR SIDE PARCEL LINE;
 - (iv) 7 metres (23 ft.) of a REAR PARCEL LINE.

Agriculture

- (g) AGRICULTURE use is permitted on parcels 4 hectares (10 acres) and larger;

PEACE RIVER REGIONAL DISTRICT

Bylaw No. 2400, 2020

A bylaw to amend the "South Peace Fringe Area Official
Community Plan Bylaw No. 2048, 2012"

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt the "South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012";

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

1. This Bylaw may be cited for all purposes as "South Peace Fringe Area Official Community Plan Amendment Bylaw No. 2400, 2020."
2. Schedule B – Maps 2 and 3 of "South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012" is hereby amended by redesignating a ± 0.21 ha (0.52 ac) portion of Lot 1, Block 1, Section 28, Township 78, Range 15, W6M, PRD, Plan 12614, from "Civic, Assembly and Institutional" (CIVIC) to "Light Industrial" (LI), as shown on Schedule "A" which is attached to and forms part of this bylaw.

READ A FIRST TIME THIS _____ day of _____, 2020.

READ A SECOND TIME THIS _____ day of _____, 2020.

Public Notification mailed on the _____ day of _____, 2020.

Public Hearing held on the _____ day of _____, 2020.

READ A THIRD TIME THIS _____ day of _____, 2020.

ADOPTED THIS _____ day of _____, 2020.

Chair

(Corporate Seal has been affixed to
the original bylaw)

Corporate Officer

I hereby certify this to be a true and correct copy of
"South Peace Fringe Area Official Community Plan
Amendment Bylaw No. 2400, 2020", as adopted by the
Peace River Regional District Board
on _____, 20____.

Corporate Officer

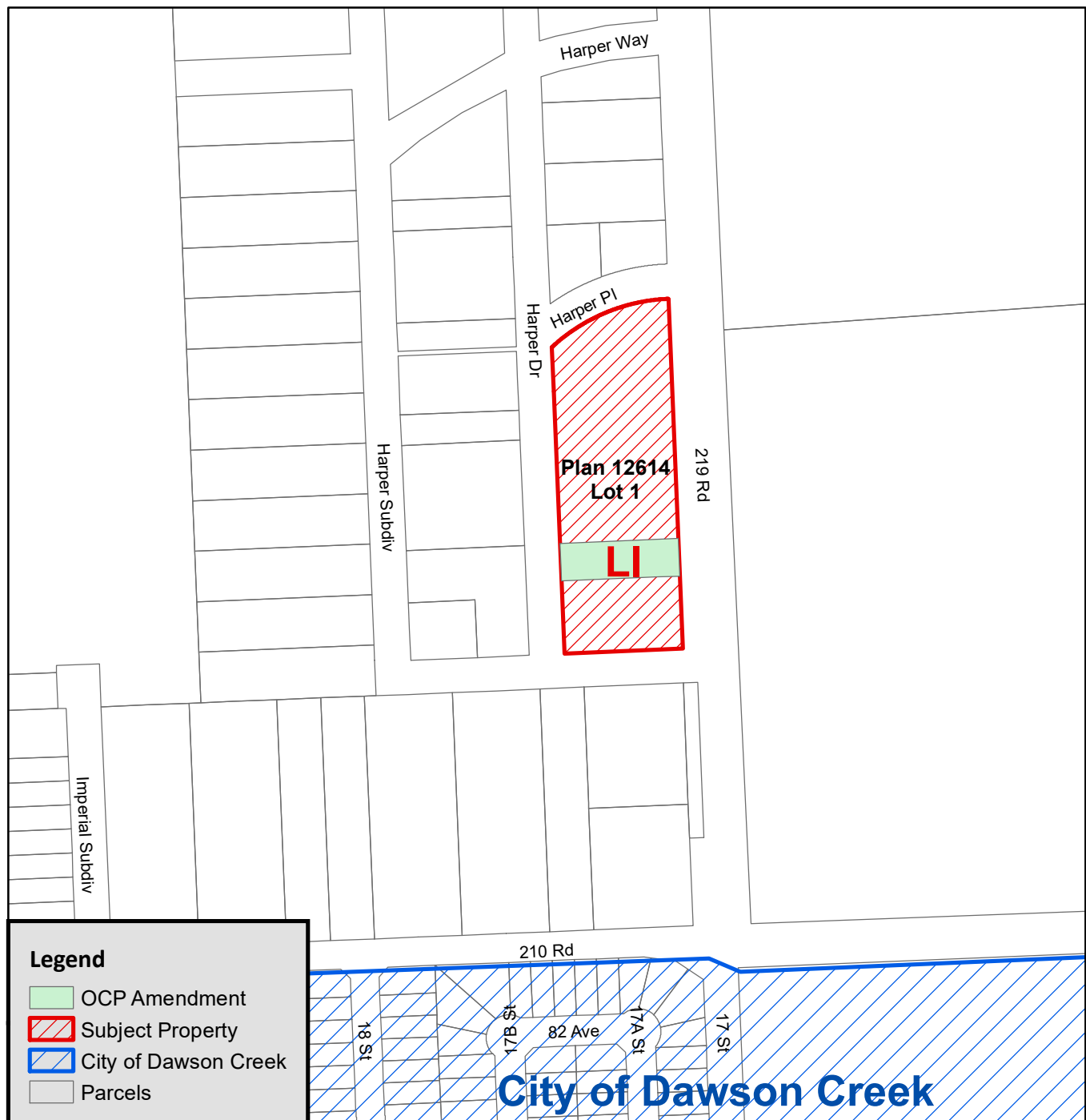


Peace River Regional District
Bylaw No. 2400, 2020
SCHEDULE "A"



1:4,200

Schedule B - Maps 2 and 3 of "South Peace Fringe Area Official Community Plan Bylaw 2048, 2012" is hereby amended by redesignating a +/- 0.21 ha (0.52 acre) portion of Lot 1, Block 1, Section 28, Township 78, Range 15, W6M, PRD, Plan 12614 **from** Civic, Assembly and Institutional (CIVIC) **to** Light Industrial (LI) as shown on the drawing below:



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**PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2401, 2020**

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 bylaw may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 2401, 2020."
2. Schedule B – Map 3 of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning a ± 0.21 ha (0.52 ac) portion of Lot 1, Block 1, Section 28, Township 78, Range 15, W6M, PRD, Plan 12614, from P-2 "Civic, Assembly and Institutional" to I-1 "Light Industrial Zone", as shown on Schedule 'A' which is attached to and forms part of this bylaw.
3. "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by adding the following text amendment to Part VI Zones, Section 45 I-1 (Light Industrial Zone) 2. Regulations Minimum Parcel Size:

Exceptions to the minimum parcel size as follows:

(cc) Lot 1, Block 1, Section 28, Township 78, Range 15, W6M PRD Plan 12614, for which the minimum parcel size shall be 0.6 ha (1.48 acres)"

READ A FIRST TIME THIS	_____	day of _____	, 2020.
READ A SECOND TIME THIS	_____	day of _____	, 2020.
Public Notification mailed on the	_____	day of _____	, 2020.
Public Hearing held on the	_____	day of _____	, 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. 2401, 2020",
as adopted by the Peace River Regional District Board on
_____, 20__.

Tyra Henderson - Corporate Officer

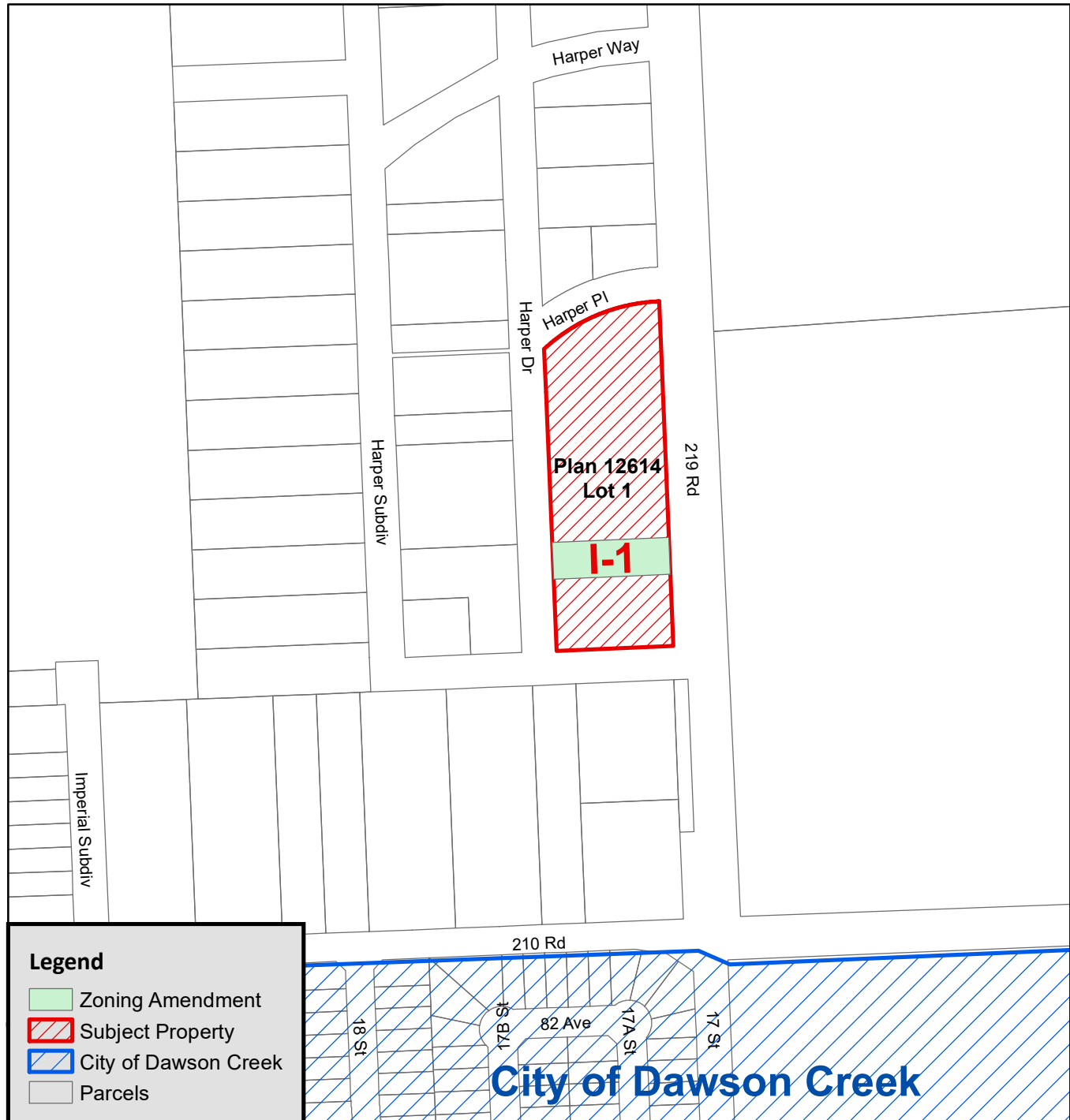


Peace River Regional District
Bylaw No. 2401, 2020
SCHEDULE "A"



1:4,200

Schedule B - Map 3 of "Peace River Regional District Zoning Bylaw 1343, 2001" is hereby amended by rezoning a +/- 0.21 ha (0.52 acre) portion of Lot 1, Block 1, Section 28, Township 78, Range 15, W6M, PRD, Plan 12614 **from** P-2 "Civic, Assembly and Institutional" **to** I-1 "Light Industrial Zone" as shown on the drawing below:



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2019-2022 Strategic Plan Action Update

August 2020

Organizational Effectiveness Strategy:

#1 Develop a Corporate Asset Management Program

Activity A	Deadline
<i>Develop a corporate asset management policy</i>	Complete
Action	Department
<ul style="list-style-type: none"> Policy adopted by Board Q4 2019 Consultant conducting review of AM Policy (Aug 2020) 	Finance

Activity B	Deadline
<i>Complete inventory of assets</i>	Q4 2020
Action	Department
<ul style="list-style-type: none"> Basic inventory of assets is underway - working with Asset Management consultant to get accurate asset inventory with historical costs. Finance working with staff and/or consultants to identify owned/not owned assets and conditions - In progress with consultant. Developing a comprehensive, digital and dynamic inventory for all asset classes. 	Finance
<ul style="list-style-type: none"> Continue to work on inventory of park properties Continue to work on inventory of 911 properties to determine ownership Inventories 75% complete 	Community Services
<ul style="list-style-type: none"> Inventory of fleet and equipment - tag asset values on each – complete. Vehicles inventoried and valued as part of new Fleet Management Function File inventory on water/sewer/utilities documented and submitted for inclusion into management software. 	Env. Services
<ul style="list-style-type: none"> IT assets catalogued and submitted for gap analysis 	Administration
<ul style="list-style-type: none"> GIS spatial data submitted for gap analysis 	Administration

Activity C	Deadline
<i>Undertake condition assessments for all PRRD owned assets</i>	2020
Action	Department
<ul style="list-style-type: none"> Years of life estimated on vehicles, replacement costs set, new function in place taking into account depreciation costs to build reserves back up. Award of replacement vehicles April 9 Board meeting. New function "Fleet Management-Cost Centre 160," in place, funding structure established. Assessments underway - Rolla Wastewater (July 2020), North Peace Airport Sub (Aug-Sept 2020) 	Env. Services



2019-2022 Strategic Plan Action Update

August 2020

<ul style="list-style-type: none">Working with consultant to deliver condition assessment training to AM Working Group staff (Sept-Nov 2020)	Finance
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Activity D	Deadline
<i>Determine service expectations for all assets</i>	2021
Action	Department
<ul style="list-style-type: none">Working with consultant to develop level of service expectations (Mar-May 2021)	Finance

Activity E	Deadline
<i>Identify funding and investment strategies</i>	2021
Action	Department
<ul style="list-style-type: none">Working with consultant to develop strategy (Oct – Dec 2021)Applying for FCM Grant of \$50K to cover Asset Management Phase 2Continue to look into other grants available	Finance

Activity F	Deadline
<i>Adopt asset management plan</i>	Q4 2021
Action	Department
<ul style="list-style-type: none">Developing RFP for contracted services – RFP has been awarded and working with consultant (PSD). Timeline was condensed from 3 years to 1.5 to ensure employee buy-in and achieve reliable, accurate asset inventory.	Finance

Organizational Effectiveness Strategy:

#2 Comprehensive Policy Review

Activity A	Deadline
<i>Inventory, assess and prioritize existing governance and administrative policies to identify gaps or deficiencies</i>	Q3 2020
Action	Department
<ul style="list-style-type: none">Inventory and assessment of Finance policies completed by Intern, to Finance for review	Finance



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August 2020

<ul style="list-style-type: none"> • Prioritization of policies for updates or additions complete - In process • HealthCare Scholarship Committee just approved Draft MOU with Northern Health for scholarships. • Procurement policy adopted - Complete • Investment Policy - Complete • Regional Grant-in-aid policy adopted - In process of revising • Asset management policy adopted - Adopted Q4 2019 (consultant reviewing Aug 2020) • Electoral Area Grant-in-aid policy being drafted in process of revising. • Tangible Capital Asset policy being reviewed for revision with draft anticipated in Q1 2020 - working with consultant to have this amended and updated by Q4 2020 • Employee loan policy being developed to allow employees to purchase a product (computer, TV, etc.) and to pay the PRRD back over a timeframe – In progress • Service Agreement Policy (Additions to Reserve) policy drafted for Q2 2020 	
<ul style="list-style-type: none"> • IT Acceptable Use policy adopted on November 28, 2019, updated July, 2020 • Amended staff code of conduct adopted on June 25, 2020 • Anti-racial discrimination and anti-racism policy adopted on June 25, 2020 • Signing Policy - identified as a priority for staff, to support purchasing policy which was updated, to provide authority for designated officers to bind the organization once Board approval for a project/contract is in place. • Service Agreement Policy (Addition to Reserves) - drafted, reviewed, updated, currently under review and awaiting Ministry response. • Communications Policy drafted, pending final review upon hire of Communications Manager • Amended Board Code of Conduct Policy adopted April 9, 2020 • Current procedures have been separated from policy and will be kept up to date as a training tool for new employees 	Administration
<ul style="list-style-type: none"> • Service Pin & Gifts Policies have been revised for future Board consideration to help reward long-term employees. • Looking into updating Exempt staff policy in 2021 • Working from home policy drafted in response to COVID-19, presented to Board and adopted April 9, 2020 	Human Resources
<ul style="list-style-type: none"> • Undergoing complete review of Development Services policies and procedures, and related documents and best practices so that key processes are well defined and can easily be followed. 	Development Services

Activity B	Deadline
<i>Revise and amend policies on a priority basis</i>	2021



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Action	Department
<ul style="list-style-type: none"> Staff resourcing policy – adopted Letterhead policy – adopted Travel policy – in draft form. Remuneration Bylaw – adopted last January. Amended Remuneration Bylaw adopted by Board on Jan 9th 2020 <ul style="list-style-type: none"> Conflicting policies repealed by Board on January 9, 2020. 	Office of the CAO (EAM)
<ul style="list-style-type: none"> The policy review has been ongoing since May of 2019, with a focus on Admin/Board policies. 78 policies exist at this time. 73 policies have been repealed 16 existing policies are complete (11 new and 5 amended) 20 policies are under review 11 policies are pending review 27 policies are identified for repeal and/or consolidation 5 policies are drafted and in final stages Solid Waste/Environment policies have been reviewed for redundancy and inoperable policies were repealed. This Department's policy review is nearly complete, with only 1 policy left pending review. Finance and RBAC policies have been identified as a priority and are currently under review. Condolence Get Well policy is updated and in draft form 911 Data policies are being consolidated, updated, and in draft form Hazard Tree policy is being updated and in draft form and pending further staff revisions 	Administration
<ul style="list-style-type: none"> Criminal Record Check Policy in process of revision after Board's initial review 	Human Resources

Organizational Effectiveness Strategy:

#3 Support and Develop our Human Resources

Activity A	Deadline
<i>Establish a corporate employee development program</i>	Q4 2020
Action	Department
<ul style="list-style-type: none"> Training needs and opportunities for staff are discussed during annual performance reviews. A more formal process is being investigated. 	Human Resources



2019-2022 Strategic Plan Action Update

August 2020

Activity B	Deadline
<i>Review and update performance review process</i>	Complete
Action	Department
<ul style="list-style-type: none">Formal procedures have been developed for annual union performance reviews on September 2019.Formal procedures have been developed for exempt performance reviews and step increases on September 2019.New CAO performance review template was approved by the Chair in May 2019 and confirmed by the Board in October 2019.Tied strategic plan to staff performance reviews on September 2019.Included in the process – we look for trends and issues and report back to management, implemented 2019 and forward.	Human Resources

Activity C	Deadline
<i>Develop an employee retention and recruitment strategy</i>	Q4 2020
Action	Department
<ul style="list-style-type: none">Employee service and gift policies have been updated to reward long-term employees as opposed to only those who leave the PRRD. Policies are in draft and will go to Board September 2020.Budget dollars have been allocated in the 2020 budget to develop a formal recruitment and strategy. Staff have started developing an RFP to investigate such a strategy.Completed 2019 Exempt Staff Wage review to remain competitive with wages, recommendation approved by Board October 24, 2019.	Human Resources

Activity D (unanticipated)	Deadline
<i>Development of a COVID-19 Response and Recovery Plans.</i>	Ongoing
Action	Department
<ul style="list-style-type: none">Development of a COVID-19 Response Plan and subsequent Recovery Plan in response to COVID-19 in alignment with provincial health orders, WorkSafe BC requirements and provincial guidelines.Board adopted Response Plan on May 28, 2020.	All departments



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Organizational Effectiveness Strategy:

#4 Develop Performance Reporting System

Activity A	Deadline
<i>Create an Annual Report that aligns with the Strategic Plan</i>	Complete
Action	Department
<ul style="list-style-type: none"> The PRRD's Annual Report was submitted to GFOA Q4 2019 and will be presented to Board in Q2 2020 – won GFOABC award for Financial Reporting for 2018. Will be completing annual report and submission for 2019 GFOABC award by Q3 2020. Financial statistics were completed Q4 2019 as they are based on the restated 2018 Financial Statements approved at the October 10, 2019 Board Meeting 	Finance

Activity B	Deadline
<i>Implement a quarterly reporting structure to Board</i>	Quarterly
Action	Department
<ul style="list-style-type: none"> Strategic plan updates from CAO to Board each quarter posted to Board Agenda. Specific departmental updates at each COW will continue to happen as applicable: Trish Old Fort After Action Report (Completed October 2019) Trevor FN/GIS (Completed November 2019) Paulo & Kari Environmental Services Update (January 2020) 	Office of the CAO
<ul style="list-style-type: none"> Finance is working on ability to provide interim, unaudited, quarterly financial statements to the Board – in the process of implementing budget software that will allow for this quarterly financial statement reporting to the Board. Expect implementation of software completed by beginning of October 2020. 	Finance

Activity C	Deadline
<i>Investigate and implement performance reporting systems/technology platforms</i>	Q3 2020
Action	Department
<ul style="list-style-type: none"> Finance is in the process of investigating budgeting software to complement the existing financial system – Complete. Awarded RFP April 2020. Finance is investigating the asset registry component of an overall asset management system - Software to be budgeted for in 2021 to compliment 	Finance



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August 2020

asset management strategy to provide accurate and reliable information on all PRRD's owned assets.

- Finance is investigating grant management software - Working on RFP, hoping to be awarded by Q4 2020

Partnerships Strategy:

#1 Collaboration with Local and First Nations Governments

Activity A	Deadline
<i>Identify overlaps, duplications or gaps in service with partnering governments.</i>	Ongoing
Action	Department
<ul style="list-style-type: none"> • Finance has reviewed service agreements with Environmental Services for transfer stations (FN) and IT/GIS staff to finalize Q4, 2020. • Inventory of service agreements presented at July 2020 SWC meeting, updated terms and costs being compiled Aug 2020. 	Finance/Environmental Services/Administration
<ul style="list-style-type: none"> • Gotta go – partnership with Northern Rockies Municipality, MoTI, Feds public works, and BC Tourism. Working towards installing two more facilities in 2020/2021. 	Office of the CAO (EAM)
<ul style="list-style-type: none"> • West Moberly/Area E Water station discussions continue. • Saulteau and West Moberly were reached out to in October of 2019 and July of 2020 to discuss partnering on gasification of Moberly Lake. No responses have been received to date. • Meeting schedule in August of 2020 with Halfway to discuss a potential partnership on improvements for a gymnasium. 	Office of the CAO (EAM)
<ul style="list-style-type: none"> • IT/GIS have been successfully working with local first nations to provide updated addressing services, GIS training on using the PRRD online webmap, and to establish relationships to enable efficiency when new development occurs and addressing and mapping is required. • Service agreement policy was addressed above under comprehensive policy review section. • IT hosted a one-day workshop which included GIS professionals from LTSA, ICI Society, Fort St. John, Dawson Creek, Tumbler Ridge, Hudson's Hope, Taylor and MOTI to facilitate the migration to the new PMBC (Parcel Map BC) parcel fabric. • Through the months of August and September 2019, the IT/GIS team met with Housing Coordinators, Managers and Officers from Halfway River, Blueberry River, West Moberly, Saulteau and Doig River First Nations as part of the PRR Street Numbering and 911 Emergency Communications Agreement to review the 911 Civic Address audit Report from last year, 	Administration (IT/GIS)



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August 2020

<p>gain awareness of addressing needs for new and future housing developments, and identify potential issues with current addresses or road names. The meetings were very beneficial to both the PRRD and the First Nation bands.</p> <ul style="list-style-type: none">IT/GIS provided a GIS training workshop on how to use the public WebMap software on our website. Sauleau First Nations hosted the event on January 21, 2020. It was a lively, interactive group and we had good 3-hour session.<ul style="list-style-type: none">Presented all the Webmap tools, what they do, live demo + common workflow.Discussed road naming and impact to addressing.Drawing, exporting, measuring in webmap.Landmark data, alternative road names (North Island 911 data).Discussion around aligning our datasets/templates between GIS platforms.	
<ul style="list-style-type: none">General Manager of Development Services has joined provincial working group on regional growth plansNew West Peace Fringe Area OCP adopted on October 24, 2019.Work continues on new North Peace Fringe Area (NPFA) OCP. The key stakeholder consultations, including Treaty 8 First Nations, which were planned for February 2020 were postponed to September 2020. The PRRD has been unable to confirm meetings with First Nations communities regarding the NPFA OCP to date.<ul style="list-style-type: none">Senior management and the Chair are reviewing the NPFA OCP.Pending COVID-19 restrictions, a final Steering Committee meeting will be held. The plan will then require legal review before adoption procedures begin.Draft processes for First Nations communication and consultation under development	Development Services
<ul style="list-style-type: none">Solid Waste Management<ul style="list-style-type: none">Updating Solid Waste Contracts - Inventory completed, TR contract under review Aug 2020.SWMP renewal - Draft Financial Model complete, draft Solid Waste Management and Consultation plans to be presented at PTAC/CoW Aug 12-13 for feedback.	Env. Services
<ul style="list-style-type: none">Invasive Plant Program<ul style="list-style-type: none">Provides grants to FN's for management of invasive plants. Offered again in 2020.Sauleau FN "sheep eat weeds" program conducted in June 2019.Blueberry FN conduct outreach with PRRD (tentative, details forthcoming 2020). Blueberry FN has provided an estimate of	Env. Services



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August 2020

<p>activities scheduled for the next 3 years. First year will include education activities such as IP training, and inventory. RD to provide funding to assist. \$1000 Grant given to BRFN as well as 100 Destroy Daisy kits to support their campaign.</p> <ul style="list-style-type: none">• Tsey Keh Dene, partnering with NEIPC Committee to provide signage for Invasive Plants within the territory (2020) - \$200 spent towards this initiative.• Embarking on a renewed partnership with Doig River First Nations to tackle their infestation on their ranch lands (August 2020). New outreach materials targeting Category A "Yellow Hawkweed" being finalized.	
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Activity B	Deadline
<i>Identify and pursue Community to Community Forum program opportunities.</i>	Ongoing
Action	Department
<ul style="list-style-type: none">• Participated in a meeting with Moberly re: Water Station in 2019	Finance / Office of the CAO
<ul style="list-style-type: none">• Community 2 Community Forum with Doig completed in 2019• Report to January 23, 2020 Board Meeting with recommendations to hold C2C meetings in 2020.• Invitations were sent out to Blueberry River First Nations, Doig River First Nation, Halfway River First Nation, Kwadacha First Nation, Prophet River First Nation, Saulteau First Nations, Tsey Keh Dene Nation, and West Moberly First Nations. Not all First Nation Communities responded.• A meeting was scheduled on June 16, 2020 to meet with Blueberry River First Nations, but was cancelled due to COVID.• Several dates were proposed to Halfway River First Nation.• Saulteau First Nations was going to provide some dates after their election.• Meetings were held with Doig River First Nation on July 7, 2020 and July 30, 2020 to discuss Treaty Land Entitlement.• A meeting with McLeod Lake Indian Band is schedule for August 26, 2020 to discuss Treaty Land Entitlement.• A meeting with West Moberly First Nations is scheduled for August 27, 2020 to discuss Treaty Land Entitlement.	All Departments

Activity C	Deadline
<i>Develop policy for establishment of service agreements</i>	Q2 2020
Action	Department



2019-2022 Strategic Plan Action Update

August 2020

- | | |
|---|---------|
| <ul style="list-style-type: none"> Finance is working with Corporate Services on a Service Agreement/Addition to Reserves policy | Finance |
|---|---------|

Partnerships Strategy:

#2 Inter-provincial collaboration with Alberta local governments

Activity A	Deadline
<i>Identify gaps and opportunities for cooperation at 2019 Inter-Provincial meeting.</i>	Ongoing
Action	Department
<ul style="list-style-type: none"> Interprovincial Meeting held in Wembley Alberta on April 17, 2019. Director Hiebert attended the Alberta Rural Municipalities Conference in November 2019. Report to Board on January 23, 2020 with follow up actions from the April 17, 2019 Interprovincial meeting. The 2020 Interprovincial meeting was scheduled to be held in Dawson Creek on April 15, 2020, but was cancelled due to COVID. New date will be set by the Board in fall of 2020 for 2021. Clear Hills County is arranging a virtual meeting in September 2020 to discuss the COVID-19 pandemic. 	Office of the CAO (EAM)
<ul style="list-style-type: none"> Solid Waste Management - consultant received tipping fee information from neighbouring counties, brought into consideration of fee thresholds as part of the SW Plan renewal. Solid Waste research being conducted by UNBC for the PRRD ongoing. 	Environmental Services
<ul style="list-style-type: none"> Invasive Plants <ul style="list-style-type: none"> Ongoing consultation with neighbouring local government's on high priority invasive plant infestations and control measures being employed. Collaboration with Saddle Hills (ongoing). 	Environmental Services
<ul style="list-style-type: none"> IT is in regular contact with municipal counterparts (e.g. Grand Prairie County) to share information and best practices, specifically around cybersecurity, GIS and emergency operation support. 	Administration

Activity B	Deadline
<i>Establish follow-up and accountability framework for inter-provincial outcomes.</i>	Complete
Action	Department



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<ul style="list-style-type: none"> • 2019 interprovincial meeting minutes go to EADC for review, who then make recommendations to the Board (report on the Jan. 23, 2020 Board Agenda) • Representatives from the Alberta and Northern Health Authorities will be invited to attend the 2021 Interprovincial/Intermunicipal Meeting to discuss issues and concerns regarding interprovincial health services. • Work is underway to form a Joint Advocacy Committee with the County of Grande Prairie, Saddle Hills County, and Clear Hills County. 	Office of the CAO (EAM)
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Responsive Service Delivery Strategy:

#1 Review and Amend Solid Waste Management Plan

Activity A	Deadline
<i>Undertake public and stakeholder consultation/engagement process</i>	Q1-Q2 2020
Action	Department
<ul style="list-style-type: none"> • GAP analysis with Morrison Hershfield and intro meetings with PTAC/CoW complete. 4 successive meetings planned as follows: <ul style="list-style-type: none"> • PTAC January 22, 2020 Waste Diversion - complete • CoW January 23, 2020 - complete • PTAC February 26, 2020 Energy Recovery & Residuals Management - complete • CoW February 27, 2020 - complete • PTAC April 22, 2020 Financial Analysis complete • CoW April 23, 2020 • PTAC Aug 12, 2020 Preferred Options, Draft solid waste and consultation plans • CoW Aug 13, 2020 • Public Consultation - Q2-Q3 2020 - may be delayed pending impact of the distancing measures around the COVID pandemic. Pending review by PTAC/CoW in Aug, consultation will still be affected by Public Health Order. In place of face-to-face engagement, engagement techniques will include options for virtual open houses, mail survey combined with online surveys and/or targeted phone surveys for random sampling of stakeholders in the Region. 	Environmental Services

Activity B	Deadline
<i>Issue Request for Expressions of Interest for alternative waste management/ disposal</i>	Q4 2020
Action	Department
<ul style="list-style-type: none"> • Dependent on Plan Amendment 	Environmental Services



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Activity C	Deadline
<i>Amend Solid Waste Management Plan</i>	Q4 2020
Action	Department
<ul style="list-style-type: none">Plan will be submitted to MOE Q4 2020 Pending consultation, may be delayed to Q1 2020	Environmental Services

Responsive Service Delivery Strategy:

#2 Enhance Emergency Planning and Response Capacity

Activity A	Deadline
<i>Provide training to Board of Directors on Emergency Management roles and responsibilities</i>	Ongoing
Action	Department
<ul style="list-style-type: none">October 9, 2019 – Elected Officials EM Training completeOctober 23, 2019 – Media Training to Board and Member Municipality Councils complete<ul style="list-style-type: none">It is proposed that one workshop be scheduled in 2020; subject to adoption of the Financial Plan; staff investigating options for training in the fall	Community Services

Activity B	Deadline
<i>Increase staffing capacity within the Emergency Management Division</i>	Complete
Action	Department
<ul style="list-style-type: none">Protective Services Coordinator position re-posted – new hire starts September 8Protective Services Manager position posted – new hire starts August 10, 2020Community Services Clerk hired in June 2019Three contractors employed during 2020 reactivation of Old Fort emergency	Community Services

Activity C	Deadline
<i>Formalize and adopt a Collaborative Emergency Management Model</i>	2021
Action	Department



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<ul style="list-style-type: none"> 1st draft received and PRRD staff are reviewing before sending out to Working Group Project will be restarted upon hiring of Protective Services Manager; due to delay in hiring, the project will not be completed until 2021 	Community Services
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Activity D	Deadline
<i>Formalize an Inter-Agency cooperation framework with provincial and federal agencies and non-profit organizations</i>	2022
Action	Department
<ul style="list-style-type: none"> To be developed following the modernization of the Emergency Program Act, which has been delayed by the Province due to COVID. New legislation postponed due to COVID. Anticipate will see a "What we Heard" report in Fall of 2020. 	Community Services

Activity E	Deadline
<i>Develop and implement a public education program for emergency preparedness</i>	2022
Action	Department
<ul style="list-style-type: none"> 5 year public education program currently being drafted Plan is 50% complete. Plan will be completed by the end of Q4 once new Protective Services team is in place. Staff will be delivering 4-5 FireSmart Education sessions throughout the region in 2020 (on-hold due to COVID-19). Staff will be bringing forward report to request to apply for UBCM grant to hire FireSmart educator in 2021. 	Community Services

Advocacy

Topic	Audience
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
Department	Action
Office of the CAO (EAM)	<ul style="list-style-type: none"> Gotta Go cell booster – moving forward with contract – October 24th Board Meeting. Cell Booster and DriveBC camera is up and running.



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	<ul style="list-style-type: none"> Connectivity Needs Assessment contract was awarded in December 2019. Project started Jan 1, 2020 with end of April 2020 set as the competition date. Final Report and presentation on connectivity needs assessment was delivered to EADC on April 16, 2020. Staff continue to work with the Electoral Area Directors to further define the connectivity strategy for the region that will include a phased approach and identifying partnerships. Have been in conversations with the Province regarding governance and grant opportunities for connectivity.
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Topic	Audience
Senior's Housing – Needs Assessment and Investment	<ul style="list-style-type: none"> Northern Health Ministry of Health Community Partners and Agencies
Department	Action
Administration	<ul style="list-style-type: none"> Municipalities of Chetwynd, Dawson Creek, Hudson's Hope and Pouce Coupe agreed to a joint grant submission for a Housing Needs Assessment Grant. With assistance from the grant writer, the grant application for \$140,000 (as per the formula applicable to the participants) was submitted to UBCM prior to the November 30th deadline. Funding of \$140,000 approved end of February 2020. RFP issued April 8 2020 - project completion by December 31, 2020. Project contract awarded to Urban Matters on May 28, 2020 Staff Working Group formed with representatives from participating member municipalities. Survey launched via notification mail out and online channels – closes August 9, 2020. Housing report will be used to advocate to province for needed 'beds' and services for seniors in the region, once data is known.

Topic	Audience
Emergency Response Capacity for Local Governments	<ul style="list-style-type: none"> Ministry of Public Safety and Solicitor General NCLGA UBCM
Department	Action
Community Services	The Province of BC has released a discussion paper on the “Modernization of the <i>Emergency Program Act</i> .” A draft response letter was brought forward to



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	the Emergency Executive Committee for consideration in early January 2020. January 24, 2020 Board sent response to Province.
	Staff and EMBC set date for staff to staff meeting to discuss capacity and other issues from the Old Fort Debriefing Report. Meeting postponed due to COVID-19.

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



REPORT

To: Chair and Directors

Report Number: DR-BRD-005

From: Leonard Hiebert, Director - Electoral Area D

Date: July 27, 2020

Subject: Grant Request – North Rolla Lutheran Church and Cemetery

RECOMMENDATION: [Corporate Weighted]

That the Regional Board waive the Rural Budgets Administrative Committee Funding Policies to allow for the approval of a grant in the amount \$24,780, payable from Electoral Area D Peace River Agreements, Spending Item #4 – Assistance to Other Organizations, to be issued to North Rolla Lutheran Church and Cemetery to replace the rock foundation of the church building.

BACKGROUND/RATIONALE:

The North Rolla Lutheran Church and Cemetery is requesting \$24,780 in grant funding to replace the rock foundation of the church. Under the Principles and Guidelines section of the Rural Budgets Administration Committee (RBAC) Funding Policies, the eligibility criteria states that applicants, if not a function of the Regional District, must be a not-for-profit society in good standing with the BC Registrar of Societies. North Rolla Lutheran Church and Cemetery does not meet this criteria and since RBAC does not have the authority to waive policy, this request is being brought forward to the Regional Board.

North Rolla Lutheran Church and Cemetery does operate as a not-for-profit organization and is registered as a charity with Canada Revenue Agency (CRA). They hold annual general meetings, have an established board of directors in place and maintain financial records. The applicant has provided their registration number, which has been verified and can be made available upon request. Furthermore, in August 2008, North Rolla Lutheran Church and Cemetery received a prior grant approval as per the resolution below.

MOVED, SECONDED and CARRIED

That the Rural Budgets Administration Committee approve up to a \$7,245 Area 'D' Fair Share grant payable to the North Rolla Lutheran Church for the replacement of the existing sidewalk and entrance landing of the church.

For further details, please see the attached grant application.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully deny the request to waive the Rural Budgets Administration Committee Funding Policies and not allow grant funds to be authorized for North Rolla Lutheran Church and Cemetery to assist with the rock foundation of the church building.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

As of June 30, 2020, the balance available after remaining commitments for Electoral Area Peace River Agreements was \$1,071,941.98

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of the Rural Budgets Administration Committee's decision and, if supported, be asked to recognize the Regional District for its contribution.

OTHER CONSIDERATION(S):

A comprehensive review of the RBAC Funding Policies will be completed in the fall of this year to ensure that policies are consistent with local government legislative requirements and best practices in order to ensure that RBAC is functioning in a prudent and effective manner as outlined in the 2019-2022 Strategic Plan.

Any discrepancies, revisions or amendments identified as a part of this process will be brought forward to the Rural Budgets Administration Committee for review and then forwarded to the Regional Board for final consideration.

Attachments:

1. Grant Application – North Rolla
2. RBAC Funding Policies – Principles and Guidelines

Received DC Office July 17, 2020

From: Isaac Hernandez <director@northwindwc.ca>
Sent: Friday, July 17, 2020 1:13 AM
To: Undisclosed Recipients <director@northwindwc.ca>
Subject: Advisory Committee Meeting

Good evening prospect committee participants,

Our hope is that you continue to be safe and well along with your loved ones.

The NWWC thanks those of you who responded as well as those who were not able to respond to our previous e-mail. We understand that the slow re-opening of our province for business has created extremely busy scheduling for most of us. Given those circumstances our leading team decided to postpone our building committee's initial meeting until late August, allocating enough time for us to canvass volunteers for vacancies within the advisory committee. For those of you who graciously agreed to participate in the initial meeting, we would be e-mailing another invite once we are ready to proceed and we have filled the vacancies. For those of you who have not yet responded and are still interested feel free to let us know so we will keep you informed of the progress.

Thank you kindly for considering this opportunity. Please feel free to contact me by tel. 250-719-7995 or by e-mail at director@northwindwc.ca even if you are unable to be part of the committee, I will be glad to discuss additional details or answer questions about the project.

In the spirit of wellness,

Isaac Hernandez, CIAS III; MSc, Couns. Psych.; BRE, Psych.;
Exec. Director, North Wind Wellness Centre
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www.northwindwellnesscentre.ca

"How we treat the vulnerable is how we define ourselves as a species." Russel Brand

Received DC Office July 7, 2020

From: C. Elizabeth Flores, North Wind Wellness Centre <admin@northwindwc.ca>
Sent: Tuesday, July 7, 2020 9:08 AM
To: Crystal Brown <Crystal.Brown@prrd.bc.ca>
Cc: admin@northwindwc.ca
Subject: Invitation -Building Advisory Committee

Good morning Ms. Brown,

Our hope is that this e-mail finds you well within these unprecedented times.

North Wind Wellness Centre (NWWC) is expanding their current 10 bed treatment program to develop 40 units of Addiction Recovery Community Housing that will better support the communities in Northeast BC. The aim is to build an structure for 120 units to provide all the continuum of services for addiction recovery. It would be built in three phases, #1 is a 40-unit-residents, plus all common areas such as industrial kitchen, medical and counselling offices, classroom, recreation area, etc. Which we would like to power with solar energy and a geothermal heating system or a net-zero construction. Phases 2 & 3 would follow within a few years of operations.

For that purpose, we are seeking volunteer support for NWWC construction/building advisory committee to help guide the process of the development of the new facility. We would appreciate your consideration in joining our Advisory Committee. Attached is more information about the project and the committee.

Kindly review the attachments (NWWC project information and the Advisory Committee's Terms of Reference) and confirm your interest in participating on the committee.

We would like to set-up the first meeting for Thursday, July 23rd. Here is the doodle poll link with meeting time options <https://doodle.com/poll/9cyai38h7k5kre98> . Please indicate what times will work best for the meeting.

Thank you for considering this opportunity. Should you have additional questions, please contact Isaac Hernandez directly at director@northwindwc.ca.

Respectfully,

*Liz Flores, Executive Assistant
North Wind Wellness Centre
PO Box 2480 Stn. A
Dawson Creek BC V1G 4T9
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E. admin@northwindwc.ca
W. www.northwindwellnesscentre.ca*



NORTH WIND WELLNESS CENTRE

Assisting to achieve balance in life

Addiction Recovery Community Housing in Northeast BC

The North Wind Wellness Centre (NWWC) is a not-for-profit, registered BC Society (1996) and CRA Charity (2006). NWWC is located on 150 acres near Farmington, BC (15 & 30 miles from Dawson Creek and Fort St John respectively). They employ a staff of 12 who live locally in Dawson Creek and Fort St John. For nearly 25 years, they have provided quality needed addiction recovery housing services. NWWC's services are unique in the region. It is committed to addressing and preventing addictions and homelessness by offering a 45-day, Indigenous based, culturally sensitive addiction treatment housing pathway for adults (maximum of 10 per intake). Their outpatient programs have over 5,000 annual visits. NWWC's primary client group is Indigenous and because of this, a partnership with the First Nations Health Authority (FNHA), the primary funder, was established.

Northeast BC has a large transient, camp-based population, a greater proportion of indigenous residents than BC overall and an unemployment rate about double the provincial average. This has resulted in an increased need for NWWC Indigenous based addiction recovery housing services. Between 2017 to 2018, the region saw a 30 percent increase in treatment housing clients due to the oil patch downturn. With many needing services, some had to be referred to the Lower Mainland because of the insufficient capacity at NWWC. A further increase is likely in 2020 as a major forestry processing plant has closed recently with the loss of hundreds of jobs.

Even though current recovery programs are of high quality, they are fragmented and disjointed, with long wait lists and nonexistent after care supports. NWWC recognized the need for a program that guided clients from early recovery/detox all the way to recovery supportive housing and community reintegration support. Unfortunately, there is no facility in BC that integrates an early recovery housing program/medical detoxification, treatment program, recovery supportive housing, and recovery community centre, all under one roof. Having all these supports in one facility provides a continuum of care that is needed for a smooth transition through the different stages of the journey. This prevents individuals from falling out of care and relapsing because of gaps or disjointed services – a common outcome at conventional non-linked service transition stages.

As a result, NWWC proposes to build a 40-bed demonstration facility that is “health care lite”, addresses fragmentation, is recovery oriented, and is led by people in recovery to meet the growing regional need and to save residents the need to travel to the Lower Mainland, away from family and supports, for treatment. The proposed Addiction Recovery Community Housing (ARCH) model integrates four key components in a successful recovery journey. These include a Recovery Community Centre (RCC) – a safe place that provides healthy recovery alternative pathways to obstacles that put individuals at risk of restarting an addiction journey; an Early Recovery Housing (ERH) pathway – a place for people waitlisted for addiction treatment housing; Addiction Treatment Housing (ATH) – guides participants towards a balanced life; and Recovery Supportive Housing (RSH) – housing for people who have completed treatment or are committed to their recovery. The individual components are insufficient in isolation. However, when integrated together, they form a system that provides continuity to affectively address all four pillars of BC’s Mental Health and Substance Use Strategy: wellness, integrated care, equitable access, and Indigenous health (<https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/mental-health-and-addictions-strategy>). ARCH will offer a housing and recovery pathway for up to 30 months and continued support for life or as needed. NWWC’s client group, compared to the general population, has twice the proportion in core housing need. Therefore, ARCH should result in dramatically improved housing, recovery and self-sufficiency outcomes.

In the ARCH model, NWWC programing will expand beyond treatment and housing to include skills development and training. Participants will be able to partake in a variety of training opportunities both in the local communities as well as those provided on site. NWWC proposes (subject of another application) to develop a residential agriculture skills program: opportunities range from horticulture through business management to information technologies. Agriculture, back to the land, and Indigenous healing traditions work synergistically to facilitate the participant’s recovery journey. One of the program’s goals is to evolve learnings into social enterprises as participants’ skills develop. This benefits the participant and NWWC. Those completing the 30-month program will leave with self-worth and skills required to be functional, productive, contributing members of society.

The 40-bed facility is step one of the NWWC journey. The facility includes 24 flex housing beds that can be converted between Early Recovery Housing and Addiction Treatment Housing to meet the changing needs, and 16 self-contained units of Recovery Supportive Housing. A Northeast BC community addiction recovery needs assessment has been completed and it supports the ARCH concept and the probability of future expansion. Planning and building the facility in stages will ensure it is the best fit for the community now and in the future.

The NWWC expansion will result in 12 new staff positions plus several volunteer opportunities as well as the construction phase jobs. An additional 24 staff positions will be created when the full ARCH vision is realized plus the construction jobs associated with this phase. The cost of the pilot facility is estimated to be in the region of \$11m-\$14m. A challenge which is being addressed is obtaining permission from the Agriculture Land Commission and the Peace River Regional District to rezone part of the land from Large Agricultural to Institutional designation.

The proposed ARCH facility would be among the first in BC and Canada. It will be scrutinized closely by other addiction and mental health service providers. There is a general agreement presently, the ARCH model could become the future standard of practice for addiction treatment.



For additional information, please contact:

Isaac Hernandez, CIAS III; MSc., Couns. Psych.; BRE, Psych.,
Executive Director, North Wind Wellness Centre
T. 250-843-6977, Ext. 1000 E. director@northwindwc.ca



North Wind Wellness Centre

ADDICTION RECOVERY COMMUNITY HOUSING NEEDS ASSESSMENT

Developed by:

urban
matters

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INTRODUCTION

The North Wind Wellness Centre (NWWC) Society is a not-for-profit organization in Northeast British Columbia, with charity status within Canada, that provides residential treatment programs for adults experiencing issues with multiple addictions. The primary mandate of NWWC is to serve First Nations, Métis, and Inuit persons, but their programs are open to anyone permitted to legally reside in Canada. The First Nations Health Authority (FNHA) is NWWC's primary funder.

Currently, the 10-bed residential Indigenous-based treatment facility run by NWWC is the only one of its kind in Northeast BC, with a focus on trauma-based support and addictions treatment. The residential facilities available through the Health Authorities are mostly in the Lower Mainland. There is a high demand for substance use support in the Northeast, as this area has one of the three highest hospitalization rates attributed to illicit drugs and alcohol in BC. Due to these rates, NWWC has identified a need to develop a new supportive housing facility based on an Addictions Recovery Community Housing (ARCH) model. The dream is to allocate 1/3 of the Centre's beds to First Nations residents of BC, while the remaining beds would be open to both Northern Health Authority referrals and private industry.

The purpose of this assessment is to explore the current population characteristics, housing stock, valuation and vacancy rates in the Peace River Regional District and identify any gaps and key populations in need of addiction recovery community housing support. It is also intended to identify positive outcomes in the existing supportive housing system as well as gaps in supply, demand, or services associated with recovery support.

BACKGROUND

The NWWC Society runs a 10-bed facility that provides a six-week residential addiction recovery program in Northeast BC. However, NWWC recognized that a longer program that guided participants from early recovery/detox all the way to recovery supportive housing and peer-led community support was needed. Currently, there is nothing in BC offering an early recovery housing program/medical detoxification, treatment housing program, recovery supportive housing, and recovery community centre all in one facility. In addition, clients from Northeast BC seeking this range of treatment types are required to go south to separate facilities in Burnaby, Vancouver, Keremeos, and Vancouver Island. Having a full range of programs contained in one facility helps guide individuals towards recovery ensuring that individuals do not become

disconnected from housing and supports and at-risk for relapsing (common at program transitions) on their journey to sobriety.

There is a growing need for residential mental wellness and substance use treatment services in Northeast BC. In 2018, individuals seeking treatment were placed on a waitlist for an average of 33 days between referral and admission to a residential program. Waitlists are a detriment to individuals seeking treatment, and the prospect of being waitlisted is one of the most significant reasons for not enrolling in a treatment facility.

In 2017, 47 residents of Northern BC were admitted to residential treatment programs for substance use or mental wellness and substance use, many of whom have had to travel south to access these programs. In 2018, 61 people were admitted to residential treatment programs. That equates to a 30% increase in usage in one year.¹

Addiction Recovery can be enhanced with: (a) coordinated entry into withdrawal management; supported transition to (b) treatment and subsequently, (c) recovery housing; and supported integration back into the community via (d) a recovery community centre. Each of these four nodes is insufficient in isolation. Waitlists contribute to restarting substance use. Waiting for withdrawal management, treatment, recovery housing and/or continuing care often result in individuals dropping out of the system of support and having to start the process of recovery again. Operating together, the four nodes can: create a recovery housing continuum; better support individuals in moving along their preferred life path; lead to both system efficiencies and cost avoidance; and improve outcomes for individuals, families and communities. The present assessment documents supporting information for the development of one such Addiction Recovery Community Housing model in Northeast BC.

¹ These statistics refers to residents of Northeastern BC who were referred to the Regional Tertiary Utilization Committee by Northern Health. Some of these individuals were required to seek treatment elsewhere in BC.

ADDITIONAL FINDINGS

This section explores a few key data points that show potential issues or vulnerabilities in the Peace River Regional District (PRRD) that support the need for both stronger substance use support housing services, and the integration of Indigenous worldviews and approaches into the treatment program. Some key findings include:

- The shadow population in PRRD is untracked, but research shows unemployment in PRRD is nearly double that of BC as a whole and is associated with potential risk for higher substance use rates.
- With nearly 16% of residents in the PRRD identifying as Indigenous,² any supports and services should integrate an Indigenous worldview, and develop culturally responsive components; moreover, historical trauma linked with colonialism and residential schools means that Indigenous individuals may be at higher risk for addictions.³
- While the overall household indicators (affordability, suitability, etc.) for the PRRD show less housing pressures than the province as a whole; core housing need information for Fort St. John shows that Aboriginal households are about twice as likely as non-Indigenous households to be experiencing core housing need, meaning one in every six Indigenous households is in core housing need.
- Housing options for low income individuals, especially those that experience one or more barriers (e.g. mental health challenges, addiction challenges, physical or mental disabilities, etc.) are very limited, or non-existent in most communities in the PRRD. Social and health agencies in the region agree that this gap needs to be addressed immediately.

² This report uses Indigenous wherever possible to describe the First Peoples of Canada. However, in some cases the term Aboriginal is used when referring specifically to Statistics Canada's Census, which uses the term Aboriginal.

³ <https://www.ccsa-nccah.ca/docs/context/RPT-HistoricTrauma-IntergenTransmission-Aguilar-Halseth-EN.pdf>

POPULATION AND DEMOGRAPHICS

POPULATION AND GROWTH

Between 2011 and 2016, the Peace River Regional District (PRRD) grew from a population of 60,082 residents to 62,942 residents. This represents an increase of approximately 4.8%, which is less than British Columbia as a whole. The population of BC grew approximately 5.6% to a population of 4,648,055 million residents.

Table 1: Population Growth in the PRRD, 2011-2016

	PRRD		BC	
	#	%	#	%
2016	62,942	4.8%	4,648,055	5.6%
2011	60,082	-	4,400,057	-

Source: Statistics Canada, 2016 Census

AGE

The PRRD has a larger population of individuals under the age of 65 (90%) than the BC average (82%). Approximately 23% of PRRD residents are between the ages of 25 and 39, compared to 19% in BC.

Table 2: Age Groups in PRRD and BC, 2016

	PRRD		BC	
	#	%	#	%
0 to 14 years	13,440	21%	691,390	15%
15 to 64 years	43,025	69%	3,107,680	67%
65 and over	6,475	10%	848,985	18%

Source: Statistics Canada, 2016 Census

SHADOW POPULATION IN PEACE RIVER

The statistics in this section do not provide any context or indication of the impact of shadow populations in the Peace River. Popular sources have estimated the number of camps in Northeastern BC to be between 1,500 and 1,800.^{4,5} Some estimates suggest that the shadow populations can increase the population of a resource hub town by 50%. Some residents and local leaders have indicated that this increase can be as much as double.⁶

⁴<https://www.ctvnews.ca/canada/northeastern-b-c-resource-boom-harms-indigenous-women-girls-amnesty-1.3145097>

⁵<https://thediscourse.ca/data/canadas-shadow-population>

⁶<https://www.macleans.ca/how-we-treat-women/>

Shadow populations can place significant burdens on services and infrastructure in communities, while also being associated with social issues such as substance use and crime.⁷ These issues are not captured in this analysis; nevertheless, they impact the overall need for additional services and substance use recovery supports in Northeastern BC.

ABORIGINAL IDENTITY⁸

The PRRD has a higher population of individuals who identify as Indigenous (15.3%) than the BC average (5.9%). Understanding the ethnic and cultural makeup of community is a key component of social planning. Historical trauma linked with colonialism and residential schools means that they are at higher risk for addictions.⁹ A high proportion of Aboriginal or Indigenous peoples in the area also points to the need for culturally responsive services, including culturally sensitive addiction treatment centres.

Table 5: Aboriginal Identity, 2016

	AI		NAI	
	#	%	#	%
PRRD	9,420	15.3%	52,105	84.7%
BC	270,585	5.9%	4,289,655	94.1%

AI = Aboriginal Identity

NAI = Non-Aboriginal Identity

Source: Statistics Canada, Census 2016– Custom Information for BC Ministry of Municipal Affairs and Housing

HOUSEHOLD INCOME

Between 2006 and 2016, the median income of households in the PRRD increased to \$94,046. Much of this growth can be attributed to the prevalence of the oil and gas industry, where the average household income is \$109,046.

Compared to BC, the PRRD has higher average and median household incomes and more rapid income growth.

Table 3: Household Income before tax, 2016

	2006	2011	2016
PRRD			
Average	\$88,377	\$95,969	\$109,330
Median	\$73,309	\$83,638	\$94,046
BC			
Average	\$80,072	\$84,086	\$90,354
Median	\$62,372	\$65,555	\$69,979

⁷ <https://www.nadc.gov.ab.ca/Docs/Shadow-Populations.pdf>

⁸ The sum of the ethnic groups is greater than 100% because Statistics Canada allows for reporting for more than one ethnic origin in the census.

⁹ <https://www.ccsa-nccah.ca/docs/context/RPT-HistoricTrauma-IntergenTransmission-Aguilar-Halseth-EN.pdf>

LABOUR FORCE STATISTICS

In 2016, PRRD saw a significant increase in unemployment rates over 2011 rates. At 12.5%, the rate in the region is twice the unemployment rate of British Columbia as a whole.¹⁰

Unemployment has been found to be a significant factor in substance use and substance use disorders.¹¹ This indicates that residents of PRRD may be more likely to need additional substance use supports.

Table 4: Labour Force Participation, 2016

Labour Force	PRRD	BC
2006	34,035	2,217,080
2011	34,745	2,354,245
2016	35,170	2,471,665
Participation Rate	PRRD	BC
2006	76%	66%
2011	75%	65%
2016	73%	64%
Unemployment Rate	PRRD	BC
2006	5.5%	6.0%
2011	6.4%	7.8%
2016	12.5%	6.7%

Source: Statistics Canada, Census 2016– Custom Information for BC Ministry of Municipal Affairs and Housing

¹⁰ This does not take into account the large number of workers who come to the Northeast for work but live in other parts of BC and Canada.

¹¹ Henkel, D. "Unemployment and substance use: a review of the literature (1990-2010)." [Curr Drug Abuse Rev.](#) 2011 Mar;4(1):4-27.

HOUSING SUPPLY AND INDICATORS

HOUSING INDICATORS

The table below shows that there is a high percentage of households below affordability standards in BC, the PRRD, and Fort St. John. This high cost of housing increases the possibility of homelessness for vulnerable individuals, particularly those who are experiencing substance use disorders.

Table 7: Households below Housing Standards, 2016

	FSJ			PRRD			BC		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%
Below the suitability standard (not suitable)	5.4%	5.6%	4.1%	4.9%	5.4%	4.3%	7.1%	6.6%	5.3%
Below the adequacy standard (major repairs needed)	7.3%	7.9%	6.7%	9.2%	10.7%	8.5%	7.0%	6.9%	6.1%
Below the affordability standard	18.4%	21.1%	15.7%	15.8%	17.4%	15.3%	24.6%	25.6%	24.2%

Source: Statistics Canada, Census 2016— Custom Information for BC Ministry of Municipal Affairs and Housing

CORE HOUSING NEED

Indigenous households are twice as likely to be experiencing core housing need than non-Indigenous households. About one in six Indigenous households are in core housing need (16.0%) compared to one in every twelve non-Indigenous households (8.7%). Indigenous households are two times more likely to be in core housing need in the PRRD.

Table 9: Aboriginal Households in Core Housing Need, 2011¹²

	FSJ	
	#	%
Aboriginal households in core housing need	235	16.0%
Non-Aboriginal households in core housing need	710	8.7%

Source: CMHC (census-based and NHS-based housing indicators and data)

The table below shows the percentage and number of households in BC, PRRD, and Fort St. John who are in core housing need and extreme core housing need. Extreme Core Housing Need includes households that are living precariously and are susceptible to homelessness. Housing is considered affordable when a household spends less than 30% of its pre-tax income on

¹² More recent data on Aboriginal core housing need is not available through CMHC or the Census.

adequate shelter. Households that spend more than 30% of their income on shelter are deemed to be in core housing need. Those who spend 50% or more on shelter are in extreme housing need. In 2016, approximately 10.8% of households in the PRRD were in core housing need, and 4.2% in were in extreme core housing need.

Table 8: Core Housing Need and Extreme Core Housing Need, 2016

	FSJ			PRRD			BC		
	2006	2011	2016	2006	2011	2016	2006	2011	2016
In core housing need	660	760	745	2,075	2,270	2,395	221,470	247,280	260,225
In extreme core housing need	295	305	345	805	870	940	94,505	107,530	112,590
In core housing need	9.9%	10.8%	9.6%	10.0%	10.9%	10.8%	14.6%	15.4%	14.9%
In extreme core housing need	4.4%	4.3%	4.4%	3.9%	4.2%	4.2%	6.2%	6.7%	6.5%

Source: Statistics Canada, Census 2016— Custom Information for BC Ministry of Municipal Affairs and Housing

EXISTING RECOVERY BEDS

The 10-bed facility offered by NWWC is the only residential treatment facility in the PRRD. There is a 24-bed second stage low barrier housing program offered by the Salvation Army's Northern Center of Hope in Fort St. John, but this facility does not provide the same level of programming as NWWC.

Demand for residential treatment facilities is growing and far outpacing existing resources. In 2018, the average wait time between initial referral and treatment was about five weeks. The statistics below are drawn from the Canadian Centre for Substance Use and Addiction (CCSUA), Homeless Counts in BC, and the Centre for Addictions Research of BC, and highlight the impacts of homelessness and substance use in Northeast BC.

- 60.6% of respondents to the 2017 CCSUA survey *Life in Recovery from Addiction* had used residential addiction recovery treatment programs, and 30.3% of respondents had used supportive recovery housing¹³.
- 25% of survey respondents indicated that **long wait times** were a significant barrier to starting recovery¹⁴.
- Of the 61 people in Fort St. John identified as experiencing homelessness, 31 of them were identified as struggling with addiction issues¹⁵.
- Of the people experiencing homelessness in Fort St. John, 59% self-identified as Indigenous (compared to 15% of the general population)¹⁶.

¹³ Canadian Centre for Substance Abuse and Addiction, 2017

¹⁴ Ibid.

¹⁵ Report on Homeless Counts in BC, 2018

¹⁶ Ibid.

- The mortality rate attributable to illicit drugs in Northeast BC is 10.60/100,000 residents. This is in the top one-third for British Columbia¹⁷.
- The mortality rate attributable to alcohol is 38.92/100,000 people. This is also in the top 31% in BC¹⁸.
- The hospitalization rates attributable to illicit drugs and alcohol in Northeast BC are respectively, 126.56/100,000 residents (top 44% in BC) and 575.61/100,000 residents (top 63% in BC)¹⁹.

NWWC also offers a number of programs beyond their residential treatment program. Tables 9 and 10 outline the types of substance use being treated at NWWC and the number of admissions to all of NWWC's programs between 2018 and 2019.

Table 9: Reported Substance Use, 2018-2019

Substance Type	Number of People
Alcohol	80
Hallucinogens	0
Narcotics	27
Other	4
Prescription Drugs	30
Solvents/Inhalants	0
Tobacco	41

Source: NWCC Opioid Agonistic Therapy Report 2018-2019

¹⁷ Centre for Addictions Research, 2014.

¹⁸ Ibid.

¹⁹ Ibid.

Table 10: NWWC Admissions, 2018 - 2019

Service Type ²⁰	Number of People
Total Number of Applicants	150
Number Admitted to In-Patient program	112
Number of Assessment/Screening Processed in program	95
Number of Visits to Out - Patient programs	3471
Number of Visits to Day Patient program	863
Number of Contacts through the Continuum of Care program	695
Number of applicants with Special Needs	0
Number of No Shows	49
Number of Status Clients	84
Number of Non-Status Clients	41
Number of applicants in Opioid Agonistic Therapy	28

Source: NWCC Opioid Agonistic Therapy Report 2018-2019

²⁰ Aftercare and youth programs were historically offered by NWWC, but not currently available. Family interventions, and back to the land programs offered by initiative of the First Nations Communities of Treaty 8 and supported by NWWC.

INTERVIEWS WITH KEY STAKEHOLDERS

Qualitative data is important to fill in gaps from quantitative data presented earlier in this report, and paint a fulsome picture of the current assets, opportunities and challenges when it comes to availability of housing and other support services in the Peace River Regional District. In Northeast BC, detailed data can be limited; therefore, key informant stakeholders were engaged to help fill in some of the information gaps.

A wide range of stakeholders were approached to gain a full spectrum of insight into the current housing situation – the goal was to have diverse backgrounds and perspectives of stakeholders providing insight. Medical staff, social service staff, politicians, and individuals with lived experience were all engaged. It was also important to interview people in Fort St. John, Dawson Creek, from the rural areas of the PRRD, and those that live or work in some of the First Nations communities surrounding the major city centres.

INTERVIEWEES

The following is a general list of interviewees who were engaged:

- A Peace River Regional District area director (elected official)
- Dawson Creek & District Hospital Emergency Room (Northern Health)
- Dawson Creek Intensive Case Management Team staff (Northern Health)
- Addictions Doctor, Opioid Clinic Dawson Creek
- Dawson Creek Aspen Court Men's Shelter
- Community Opioid Action Team (COAT) Dawson Creek Peer Support Advocate (also a person with lived experience)
- Aboriginal Addictions Services, Fort St. John Friendship Society
- Fort St. John Salvation Army and Northern Centre of Hope
- Fort St. John Women's Resource Society
- Housing Services, Fort St. John Friendship Society
- Housing Services, Fort St. John Community Bridge
- Nenan Dane zaa Deh Zona Family Services Society (Fort St. John)

These informants were selected to represent a range of mental wellness, addictions and housing support perspectives in the region.

FINDINGS

In general, all respondents who were interviewed were genuinely concerned with the immense lack of affordable and/or supportive housing options in Dawson Creek, Fort St. John and the rest

of the PRRD. Most respondents saw the North Wind's ARCH development as a clear opportunity and a real asset for the communities of the Peace River Region. It was expressed in several interview responses that North Wind's focus on using a First Nations perspective and lens in its work will contribute to the overall success of the programming. Respondents also indicated that they felt Farmington to be an ideal location for such a treatment, recovery and housing facility, since it could be successfully accessed by many surrounding communities.

More specific results from the interviews are summarized thematically below.

THEMES AND TRENDS

Lack of Affordability and Lack of Housing Options

When asked about positive outcomes in the current housing system, every interviewed stakeholder stated there was a scarcity of positive outcomes locally. Affordability challenges dominate the housing situation for most people in Fort St. John, Dawson Creek and the overall PRRD. A contributing factor is the historical instability in the oil and gas industries in the region. Those who are low income or who have multiple barriers (i.e. have addictions challenges, mental health challenges, and/or other barriers) have an even harder time accessing housing that is affordable to them. Rental housing companies are said to 'blacklist' those they see as 'challenging' or 'risky' tenants whom they don't believe will be reliable to pay rent. These include Indigenous peoples, people on social assistance, or those who use substances.

This Resource is Needed

All respondents indicated that they are very supportive and in favour of a facility like North Wind's proposed ARCH project to fill a much-needed gap for housing and related supports for those wanting to deal with their addiction challenges. Several of the respondents commented on how important it is for the facility to have a full spectrum of services – medical detoxification, residential treatment, second stage housing for post-treatment/recovery, and skills for re-integration back into society. Lastly, many of the respondents indicated that the current options for folks who require supportive housing are insufficient; the only men's shelter in Dawson Creek is high barrier so if someone is still using substances, they are not allowed to use the facility. The shelter in Fort St. John is low barrier, but this creates a situation where people who are trying to stay off substances are surrounded by others who are using. Having something that is supportive and is mindful of individuals' needs and will meet people where they are at is crucial.

Integrating Back into Community – Relapse Rate is High

Many of the respondents identified that one of the most challenging parts for those trying to move past their addiction is after-care and re-integration into the community after successfully getting help for their addiction. The respondents explained that successfully re-integrating back into the community is crucial, yet can often be very difficult. Since most of the environment and people present in a person's life will remain the same, it can lead to familiar triggers and relapse in their addiction. There are not a lot of safe options for people to keep them away from

negative influences once they are out of treatment. Overall, respondents said that what is needed is low cost, second stage housing for people to reside in once they have completed treatment, as well as supports for the transition from residential treatment back to the community.

People Using Services

The most common scenario for clients needing access to housing supports are males who have come to the PRRD for employment, but either had their job fall through, are waiting for their contract to start, or don't have the right combination of training and certification for the job. In the meantime, they run out of money, become homeless and can't afford basic necessities. In some demographics, this pattern of events has also been shown to lead to addiction.

Respondents also indicated that those most likely to require their services are Indigenous populations, individuals with multiple barriers (as described above) and other minority or at-risk populations such as women, elderly, youth, and new immigrants.

Homelessness in the Region

Virtually every respondent indicated that the most frequent type of homelessness they are seeing is couch surfing and congregating in homes; people cycling through homes that are overpopulated (sometimes up to ten people living in one house). It's also not uncommon to find people living in their vehicles. The respondents indicated this is mostly the case for youth and those that are using substances. Respondents also indicated that they find more visible homelessness, such as people living in parks and alleyways, in the summer months when the temperature is more tolerable, but in the winter, it is often hidden.

While some respondents have said that homelessness has gotten worse, others have indicated they feel it has stayed the same over recent years. Ultimately, many respondents agree that homelessness fluctuates with the success of local industry; if industry is thriving there are less homeless individuals, but if industry is in a downturn, some people cannot manage their debt load and end up on the street. Some respondents talked about the fact that the discontinuation of Dawson Creek's cold shelter in 2013 may be a contributing factor in the increase of couch surfing and over-crowding in houses in that area.

REFLECTIONS AND OPPORTUNITIES

A near universal theme amongst respondents is that NWWC provides a much-needed, well-supported, effective program. One respondent enthused "If North Wind gets the go-ahead, it will be fantastic for the community. They are great people; they are very involved in the community and are so welcoming." Another added that "North Wind is a much-needed facility, especially in the North. We need to close the loop on this. I personally know that all neighbours in the area are supportive of the facility and any letter that is received from surrounding

residents is positive and supportive.” This level of enthusiasm about North Wind’s programming, and contributions to the community was commonly heard.

While respondents speak supportively about the current program, it’s agreed that treatment of longer duration would likely be more successful. One respondent identified that, “North Wind is doing great things, but the program is quite short. It also needs more support from the Health Authority.” Another agreed, adding, “We need levels of transition, detox, treatment and longer-term residential. And the Farmington area is the perfect place for longer-term residential treatment.” The proposed ARCH program that introduces a two-year time frame and leads clients through detox to recovery supportive housing would, ultimately, fill a significant community need.

SUMMARY OF CRITICAL NEED

Unemployment has long been understood as a contributing factor to substance abuse. The Peace River Regional District has an unemployment rate that is twice the provincial average. The Indigenous population in the PRRD region is two and one-half times greater than the Provincial average, and tragically linked to the historical trauma that resulted from colonialism and the residential school system, another cause of high-impact addiction. Critically, in Northeastern BC, the mortality rate attributable to illicit drugs and alcohol use is in the top one-third for British Columbia.²¹

For those that decide to seek access to appropriate treatment, a majority are forced to relocate to one of only four southern communities, away from family and friend supports, job commitments and care responsibilities which are key factors in patients not completing treatment. New programs that follow the proposed ARCH model provide a continuum of services that begin with low barrier withdrawal management housing and then provide a coordinated pathway to abstinence-based treatment housing and subsequently, addiction recovery housing and eventually, connecting to a recovery community centre that will support individuals in reintegrating into the community and continuing their recovery journey. Lack of affordable housing during their recovery journey, dropping out of the addiction recovery care system due to long waitlists, and removal from support networks are leading factors for relapse. In the PRRD, Indigenous core housing need is two times greater than the non-Indigenous need with nearly one in six households in a vulnerable housing situation. In North Wind’s experience, a wrap-around services model is a demonstrated better fit with Indigenous populations. North Wind Wellness Centre are leaders in culturally sensitive First Nations support strategies (e.g., smudging ceremonies, sweat lodge, back to the land initiative, etc.).

²¹ Centre for Addictions Research, 2014.

The lack of ready access to a coordinated treatment and recovery pathway is considered a critical factor that prevents people from entering and successfully completing treatment programs that can contribute to their recovery capital. One-quarter of respondents identified wait times as the critical barrier to seeking treatment; yet wait times to access services continues to increase (33 days). There is one 10-bed treatment facility intended to service Northeast BC. There is a critical need for a facility offering early recovery housing programs, medical detoxification, treatment programs, recovery supportive housing, and a recovery community centre all in one place – considered a best-practice for meaningful substance use recovery.

GLOSSARY OF IMPORTANT TERMINOLOGY²²

Abstinence-Based or Dry Housing: Housing where tenants are not allowed to drink alcohol or use illegal substances. Tenants are expected to be "clean" before moving in and actively working on their recovery while living there. Tenants may be discharged from the program if they refuse treatment for a relapse. They are often referred to other resources.

Low Barrier Housing: Housing where a minimum number of expectations are placed on people who wish to live there. The aim is to have as few barriers as possible to allow more people access to services. In housing, this often means that tenants are not expected to abstain from using alcohol or other drugs, or from carrying on with street activities while living on-site, so long as they do not engage in these activities in common areas of the house and are respectful of other tenants and staff. Low-barrier facilities follow a harm reduction philosophy.

Wet Housing: Housing where tenants are not expected to abstain from using alcohol and other drugs, and where entering a rehabilitation program is not a requirement. Tenants have access to recovery services and decide if and when they use these services. Wet housing programs follow a harm reduction philosophy.

Damp Housing: Housing where tenants do not need to be "clean" when entering the program but are expected to be actively working on recovery from substance use problems.

Core Housing Need: A household is said to be in 'core housing need' if its housing falls below at least one of the adequacy, affordability or suitability standards and it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that is acceptable (meets all three housing standards).

Recovery Capital: the internal and external resources an individual can draw on to initiate and sustain recovery from substance use problems

²² <https://www.heretohelp.bc.ca/visions/housing-and-homelessness-vol4/housing-glossary>:



NORTH WIND WELLNESS CENTRE

Assisting to achieve balance in life

Addiction Recovery Community Housing Building Committee (ARCH - BC)

TERMS OF REFERENCE

Revised March 13, 2020

1. Background

The NWWC Board has authorized in principle the formation of an Addiction Recovery Community Housing Building Committee (ARCH-BC). An inaugural ARCH-BC meeting will be held on July 23rd, 2020. The ARCH-BC is an advisory committee. It is a collection of individuals who bring unique knowledge and skills to augment the knowledge and skills of the North Wind Wellness Centre (NWWC) Board of Directors and staff. The advisory committee serves to provide key information with recommendations to the NWWC Board and staff so they can make informed decisions and effectively guide the planning, construction and sustainable funding of the ARCH building development and associated programs.

2. Mandate

The NWWC Board will consider charging the Committee with the following review of issues and making recommendations based on summarized information that they present that supports their rationale(s):

- a) Resolving Pouce Coupe property challenges, since the recent fire, including site clean-up and alternative use of the site or sale of the property,
- b) Stewarding legal options to secure an equitable insurance payout for the Pouce Coupe property building asset destroyed by the fire,
- c) Exploring a revision to the Provincial Agricultural Land Commission application to permit development of a building at a new location on the Farmington property,
- d) Considering alternative sites for development if the ALC does not approve the proposed building structure on the Farmington property,
- e) Establishing a preferred option for an adequate water supply to the new development on the Farmington property or an alternative site,
- f) Determining ideal building construction methodology for the new development (e.g., modular, wood frame or concrete),
- g) Ascertaining sufficient capital sources of funding for the new development,
- h) Figuring out a sustainable operating funding model and navigating potential public and private operating funding sources,
- i) Monitoring the planning, design, scope, schedule, cost and quality of the building construction, and

- j) Investigating ARCH program-based vocational training opportunities such as organic farming, land-based programming, domestic animal husbandry, work camp housing & hospitality operations, water hauling and all-terrain vehicle mechanics.

The NWWC Board will consider dissolving the Committee when the Committee has fulfilled its obligations and the new building and program are operational.

3. Membership

Co-Chairs: TBD

Committee Members: Expertise and prospective membership,

- 1) Legal – Wayne Plennert, Dawson Creek
- 2) Accounting - Larry Da Ros, Da Ros Accounting, Dawson Creek.
- 3) Commercial Insurance – Terry Coe, Financial Advisor and Religious Minister, DC
- 4) Construction - ??
- 5) Costing - Mukhtar Latif, CEO and Chief Housing Officer, Pomegranate Housing Consultancy, Vancouver.
- 6) Solar Energy –Donald Pettit, Peace energy Coop www.peaceenergy.ca
- 7) Geothermal Engineering -Jeff Quibell, Falcon Engineering Ltd. www.falcon.ca
- 8) Peace River Regional District - Leonard Hiebert, Electoral Area 'D' Director and/or Kevan Sumner, General Manager of Development Services
- 9) Farming - Dr. Kent Mullinix, Director, Institute for Sustainable Food Systems, Adjunct Faculty, Sustainable Agriculture & Food Systems, KPU, Vancouver
- 10) Historical Sponsors - Cynthia Barlow, Streetohome Volunteer, Vancouver
Chris Hawkins, Adlard Environmental, Yukon

Administration Support

- 1) Isaac Hernandez, Executive Director, NWWC
- 2) Elizabeth Flores, Executive Assistant, NWWC
- 3) Martha Funk, Consultant, NWWC

4. Governance

Co-Chair responsibilities include:

- Determining the date, location and frequency of meetings
- Guiding the meeting according to the agenda and time available
- Ensuring all agenda items requiring direction or decision are discussed with a definite outcome and/or assigned action
- Confirming that directions and decisions of the Committee are made by consensus
- Providing updates to NWWC Board on Committee plans, activities and outcomes

Committee member responsibilities include:

- Reviewing the agenda, minutes and supporting documentation prior to each meeting
- Identifying revisions and accepting revised minutes as a true and accurate record

- Asking questions, offering perspectives and suggesting alternative approaches to opportunities and challenges
- Supporting fellow Committee members and Committee decisions

NWWC administration responsibilities include:

- Scheduling meetings and notifying Committee members
- Distributing agenda/supporting documentation allowing enough time for review
- Inviting specialists to attend meetings when required by the Committee
- Distributing the minutes to all Committee members within two weeks of the meeting
- Relaying information, recommendations, and lessons learned back to the NWWC Board, staff and/or stakeholders as required

5. Amendments

The Committee will review the terms of reference annually from the date of endorsement. Alterations may be made to meet changing needs of the Board and staff in terms of project demands and expertise required.

Originally prepared by NWWC & Streetohome volunteer – March 13, 2020

Reviewed and/or Revised and Endorsed by ARCH-BC – (insert date)

Reviewed and/or Revised and Approved by NWWC Board – May 11, 2020

Board Appointments – 2020

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

Electoral Area Directors' Committee

Director Goodings
Director Sperling
Director Hiebert
Director Rose

Community Measures Advisory Committee

Brad Sperling
Steve Thorlakson
Jim Little
Julie Ziebart
Glynnis Maundrell

Invasive Plant Committee

Director Sperling
Director Hiebert
Director Goodings

Regional Parks Committee

Director Fraser
Director Goodings
Director Rose
Director Michetti

Solid Waste Committee

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

(updated: May 7, 2020 Board Meeting)

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

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

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

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

Director Ackerman Director Bumstead
 Director Sperling Director Rose

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

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

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

Director Goodings Director Heiberg
 Director Fraser Director Bumstead

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

Director Sperling
 Director Rose

Solid Waste Management Plan Technical Advisory Committee

Technical (RD/20/01/42)

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

SW Contractors

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

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

Solid Waste Management Plan Technical Advisory Committee (continued)

Recyclers

Sally Paquette, Chetwynd Lions Club Recycling

Jeremy Parslow, Owner – DC Recycling

Lindsay Heal, Owner – Recycle It Resource Recovery

Construction and Demolition

Aaron Henry, Kalmar Construction

Dale Neul, WL Construction

Jonathan Simmons, Ascension Builders

Travis Hiebert, Celtic Construction

David Toews, Colteran Construction

Will, Complete Carpentry Services

Easy Eaves Home and Improvement (Stonehammer)

Chad or Clayton, Hegge Construction

Luke Barrett, KB Construction

Tyler Marion, Marion Construction

John, Toms Construction

Hendrick, Kor-Kraft Construction

First Nations

Merli du Guzman, Band Manager/Admin, Blueberry River

Randy Orr, Band Manager, Halfway River

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

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

Interested Parties

Karen Mason-Bennett, Northern Environmental Action Team

Sarah/Don Johnson, Reclaimed Supply

Member at Large

Vicki Burt - District of Hudson's Hope

Mike Fitzgerald - Electoral Area 'B'

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

Rob Henry – Electoral Area 'E'

Carl Chandler (Celtic Construction) – City of Dawson Creek

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

Legislated / Bylaw Commissions or Committees

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

Director Courtoreille [RD/20/01/44]

Councillor Galbraith [RD/20/01/44]

Councillor Wark [RD/20/01/44]

Director Rose

Walter MacFarlane

Larry Houley

Electoral Area 'E' Industrial Development Committee / Commission

Director Rose

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

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Director Bumstead

Director Ackerman

Fire Management Committees:

Chetwynd

Director Rose

Mayor Courtoreille, District of Chetwynd

Dawson Creek / Pouce Coupe

Director Hiebert

Mayor Bumstead, City of Dawson Creek or designate

Mayor Michetti, Village of Pouce Coupe Mayor or designate

Fort St. John

Director Sperling

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

Moberly Lake

Director Rose

Taylor

Director Sperling

Director Hiebert

Mayor Fraser or representative of Council

Tomslake

Director Hiebert

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

Electoral Area B - Director Goodings and Arlene Boon

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

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

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

Parcel Tax Roll Review Panel

Director Goodings

Director Sperling

Director Hiebert

Rural Budgets Administration Committee

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Board Liaison Appointments to Outside Agencies

Alaska Highway Community Society

Director Hiebert
Director Goodings

Buick Arena

Director Goodings

Charlie Lake Conservation Society

Director Sperling

Chetwynd Communications Society

Director Rose
Mayor Courtoreille, District of Chetwynd

Chetwynd Library

Director Rose

Clearview Arena

Director Goodings

FSJ Results Based Pilot Project Public Advisory Group

Director Fraser
Director Goodings (Alternate)

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

Director Sperling
Director Goodings (Alternate)

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

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

Invasive Plant Council of BC

Director Hiebert

Municipal Finance Authority of BC

Director Rose
Director Sperling - Alternate

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

Leanne Filipovic
Director Bumstead – Alternate Voting Member

Board Liaison Appointments to Outside Agencies - continued

North Peace Airport Society

Electoral Area B – Director Goodings and Arlene Boon

Electoral Area C - Director Sperling and Jim McKnight

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

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

Director Goodings

Director Hiebert

Director Sperling

Director Rose

Northeast Roundtable

All PRRD Board members

Northeast Strategic Advisory Group 2015

Director Goodings

Director Ackerman (Alternate)

North Peace Fall Fair Society

Director Goodings

Peace Williston Advisory Committee [May 30, 2019]

Director Goodings

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

Director Fraser

Director Heiberg

Regional Community Liaison Committee – Site C Clean Energy Project

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Tumbler Ridge Museum Foundation and Tumbler Ridge UNESCO Global Geopark

Director Fraser

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

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

Director Sperling

Industry Sector Liaison Appointments

Coastal Gas Link Pipeline

Director Rose

Environmental Assessment Project Working Groups

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

Director Rose

Hermann Mine [RD/18/10/35]

Director Rose

Crystal Brown, EA Manager

Kemess Underground Project

Director Goodings

Northern Gateway – Enbridge Pipeline

Director Hiebert

Red Willow Wind Project

Director Hiebert

Silverberry Secure Landfill Project

Director Goodings

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

Director Goodings

Director Fraser

Sukunka Coal Project

Director Rose

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

Director Rose

Director Goodings

Crystal Brown, EA Manager

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

Director Rose

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

Director Goodings



<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 Rob Fraser, District of Taylor Director Dave Heiberg, District of Hudson's Hope 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 David Grant, Director, Asset Management Marika De Decker, Director of Operations Absent Director Bob Norton, District of Hudson's Hope
1.1	Call to Order	10:15 am
1.2	Amendments to Agenda	None.
2.0	Meeting Minutes	
2.1	Meeting Minutes May 6, 2020	JUNE/8/2020- 1 MOVED: Dave Heiberg SECONDED: Rob Fraser THAT the regular meeting minutes from May 6, 2020 are approved as presented. CARRIED
3.0	Consent Agenda	JUNE/8/2020- 2 MOVED: Dave Heiberg SECONDED: Rob Fraser



		THAT the consent agenda on June 8, 2020 is approved as presented. CARRIED
4.0	Society's Financial Statements	JUNE/8/2020- 3 MOVED: Arlene Boon SECONDED: Brent Taillefer THAT the Society's financial statements dated April 30, 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.• The new disability regulations may incur a capital cost for a pet relief area, no other capital investment is required.• Additional flights expected from WestJet starting July 5th 2020, and from Air Canada starting June 15th 2020.
5.2	NPAServices' Financial Statements	<ul style="list-style-type: none">• Received.• Natural gas bill has caused the 15% increase YTD, Vantage will review and update the Society.• NPAServices is in a negative cash flow position for the last 2 months, and thus Vantage has had to inject funds to stabilize it.
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 WSP (ARFF Firehall)	<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.
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	
7.0	New Business	
7.1	Lease Agreement Taskforce	<p>JUNE/8/2020- 4 MOVED: Rob Fraser SECONDED: Brad Sperling THAT the Lease Agreement Taskforce terms of reference is approved as presented with one amendment: remove the authority to sign the non-disturbance agreement for the proposed tenant; AND THAT Jim McKnight, Brent Taillefer, and Miranda V. Flury are members on this taskforce.</p> <p>CARRIED</p>
8.0	Adjournment	<p>JUNE/8/2020- 5 MOVED: Karen Goodings THAT the meeting is adjourned at 10:45 am.</p> <p>CARRIED</p>
9.0	Closed Meeting	See closed meeting minutes.



PEACE RIVER REGIONAL DISTRICT
HEALTH CARE SCHOLARSHIP COMMITTEE
MINUTES

DATE: Thursday, July 2, 2020

PLACE: Peace River Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Rose, Meeting Chair
Director Ackerman, Meeting Vice-Chair
Director Sperling
Director Bumstead

Staff

Teri Vetter, Chief Financial Officer
Kelsey Bates, Deputy Corporate Officer
Kori Elden, Executive Assistant/HR Generalist (Recording Secretary)

1. **CALL TO ORDER:** The Deputy Corporate Officer called the meeting to order at 12:04 pm
2. **ELECTION OF CHAIR AND VICE CHAIR:** The Deputy Corporate Officer called for nominations for the Chair of the Health Care Scholarship Committee.

Director Sperling nominated Director Rose, who accepted the nomination.

MOVED Director Sperling, SECONDED Director Ackerman,
That the Health Care Scholarship Committee elect Director Rose as the Committee Chair.

CARRIED

The Deputy Corporate Officer called for nominations for the Vice-Chair of the Health Care Scholarship Committee.

Director Sperling nominated Director Ackerman, who accepted the nomination.

MOVED Director Sperling, SECONDED Director Rose,
That the Health Care Scholarship Committee elect Director Ackerman as the Committee Vice-Chair.

CARRIED
3. **DIRECTORS NOTICE OF NEW BUSINESS: None.**
4. **ADOPTION OF AGENDA:**
MOVED Director Bumstead, SECONDED Director Sperling,
That the Health Care Scholarship Committee Meeting Agenda for July 2, 2020 be adopted:
 1. **CALL TO ORDER:**
 2. **ELECTION OF CHAIR AND VICE CHAIR:**
 3. **DIRECTORS' NOTICE OF NEW BUSINESS:**
 4. **ADOPTION OF AGENDA:**
 5. **GALLERY COMMENTS OR QUESTIONS:**
 6. **ADOPTION OF MINUTES:**
 - 6.1 Health Care Scholarship Draft Meeting Minutes of September 17, 2019

Adoption of Agenda: (continued)

7. BUSINESS ARISING FROM THE MINUTES:

8. DELEGATIONS:

9. CORRESPONDENCE:

10. REPORTS:

10.1 PRRD/NHA Memorandum of Understanding – Health Care Scholarships

10.2 Return of Service – Requirement for all PRRD Health Care Scholarships

10.3 Subscription Statistics Report – PRRD Health Care Scholarship Program

11. NEW BUSINESS:

12. DIARY:

12.1 Diary Items

13. ITEMS FOR INFORMATION:

14. ADJOURNMENT:

CARRIED

5. GALLERY COMMENTS OR QUESTIONS: None.

6. ADOPTION OF MINUTES:

6.1 MOVED Director Bumstead, SECONDED Director Ackerman,
September 17, 2019- That the Health Care Scholarship Committee Meeting Minutes of September 17, 2019 be
HCSC Meeting Minutes adopted.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES:

7.1 MOVED Director Bumstead, SECONDED Director Ackerman,
Northern That the Health Care Scholarship Committee recommend that the Regional Board add
Baccalaureate Nursing \$30,000 to the Health Care Scholarship program budget to incorporate a scholarship
Program specific to the Northern Baccalaureate Nursing Program.

CARRIED

8. DELEGATIONS: None.

9. CORRESPONDENCE: None.

10. REPORTS:

10.1 MOVED Director Bumstead, SECONDED Director Sperling,
June 22/20 - That the Health Care Scholarship Committee recommend that the Regional Board enter
PRRD/NHA into a Memorandum of Understanding (MOU) with Northern Health Authority for a
Memorandum of period of five years, and a total annual contribution amount of \$55,000, for the
Understanding – administration of the following PRRD Health Care Scholarships:

Health Care
Scholarships

1. RN/RPN Return of Service Scholarship
2. Licensed Practical Nurse Scholarship
3. Technical Career Professional Development Scholarship
4. RN/RPN Professional Development Scholarship

Further, that the Chair and Chief Administrative Officer be authorized to sign the MOU
on behalf of the PRRD.

DEFEATED

MOVED Director Sperling, SECONDED Director Ackerman,
That the Health Care Scholarship Committee recommend that the Regional Board enter into a Memorandum of Understanding (MOU) with Northern Health Authority, for a one year term - with eligibility for renewal for up to four additional one year terms, for a total annual contribution amount of \$55,000 for the following PRRD Health Care Scholarships:

1. RN/RPN Return of Service Scholarship
2. Licensed Practical Nurse Scholarship
3. Technical Career Professional Development Scholarship
4. RN/RPN Professional Development Scholarship

Further, that the Chair and Chief Administrative Officer be authorized to sign the MOU on behalf of the PRRD.

CARRIED

10.2
May 25/20, Return of
Service – Requirement
for all PRRD Health
Care Scholarships

MOVED Director Ackerman, SECONDED Director Sperling,
That the Health Care Scholarship Committee receive the report titled “Return of Service – Requirement for all PRRD Health Care Scholarships”, dated May 25, 2020, for discussion.

CARRIED

The Committee discussed future changes to the return of service requirements on PRRD Health Care Scholarships, such as a requirement for a number of hours worked in the region as opposed to obtaining full-time positions.

10.3
May 11/20,
Subscription Statistics
Reports – PRRD Health
Care Scholarship
Program

MOVED Director Ackerman, SECONDED Director Sperling,
That the Health Care Scholarship Committee invite the Northeast Health Services Delivery Area Chief Operating Officer, Angela De Smit, to attend all future Health Care Scholarship Committee meetings that are open to the public.

CARRIED

The Committee requested that a meeting be coordinated with representatives from the BC Nurses Union in advance of the September 3, 2020 Committee meeting to discuss attracting nurses to the region and promoting the RN/RPN scholarship, with emphasis on Part 2 of the scholarship.

11. DIARY: No changes were made to the Diary.

12. NEW BUSINESS: None.

13. COMMUNICATION: None.

14. ADJOURNMENT: The Chair adjourned the meeting at 12:56 pm.

Director Rose, Meeting Chair

Kori Elden, Recording Secretary

Minutes of Regular North Peace Leisure Pool Commission Meeting



Date: June 2, 2020
Time: 9:00am – 9:38am
Place: Conference Call

Chair: Commissioner Becky Grimsrud, Councillor, City of Fort St. John
Present: Commissioner Trevor Bolin, Councillor, City of Fort St. John
 Commissioner Willi Couch, PRRD
 Commissioner Arlene Boon, Director Area B, PRRD
 Commissioner Karen Goodings, Director Area B, PRRD
 Commissioner Brad Sperling, Director Area C, PRRD
 Moira Green, General Manager, City of Fort St. John
 Angie Bernardin, Deputy Treasurer, City of Fort St. John
 Karin Carlson, Director of Recreation and Leisure Services, City of Fort St. John
 Ilie Murica, Facilities Manager, City of Fort St. John
 Charity Nelson, Recreation Programmer, City of Fort St. John
 Vanessa Cumming, Pool Manager, City of Fort St. John
 Carrie Harder, Administrator II, City of Fort St. John
 Trish Morgan, General Manager, PRRD

Absent: Teri Vetter, Chief Financial Officer, PRRD
 Shirley Collington, Deputy Treasurer/Collector, City of Fort St. John

1. Call Meeting to Order:

The meeting was called to order at 9:01am

2. Additions to the Agenda:

Action

3. Adoption of the Agenda:

Resolution No. 08/20

MOVED by Commissioner Boon

SECONDED by Commissioner Couch

"THAT, the agenda be adopted as presented."

CARRIED

Action

4. Adoption of the Minutes:

Resolution No. 09/20

MOVED by Commissioner Boon

SECONDED by Commissioner Couch

"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of March 3, 2020 be accepted as presented."

CARRIED

Action

5. Business Arising from the Minutes:

None

Action

6. Delegation:

None

Action

7. Old Business:

None

Action

d) **PRRD Report – Trish Morgan, General Manager of Community Services:**

- Decision Regarding the Proposed Peace River Regional District Pool Feasibility Project:

Recommendation No. 16/20

MOVED by Commissioner Sperling

SECONDED by Commissioner Goodings

“THAT, the North Peace Leisure Pool Commission receive the PRRD Pool Replacement Update Report for discussion.”

CARRIED

- Directors A&B – would like to be included and involved in meetings and discussions about the new pool facility:

Recommendation No. 17/20

MOVED by Commissioner Goodings

SECONDED by Commissioner Sperling

“THAT, the North Peace Leisure Pool Commission request a recommendation be presented to the PRRD to include: That the North Peace Leisure Pool Commission recommend to the Regional Board that all Commissioners (both elected officials and non-elected appointed Commissioners) be invited to attend all future meetings regarding the North Peace Leisure Pool Feasibility Study.”

CARRIED

Will pool be able to open to the public soon? At this time we do not have an open date, until we receive clear direction from the Province then we can proceed with a go-forward plan.

11. Adjournment:

Action

The meeting was adjourned at 9:38am.

Becky Grimsrud, Chairperson

Carrie Harder, Recording Secretary

Date/Year

Date/Year

12. Next Meeting:

**North Peace Leisure Pool – Pool Meeting Room
Tuesday, August 11, 2020 at 9:00am**

Action

Clerk book the Meeting room.

June 5, 2020

Sent via email

Shawn Dahlen
Chief Administrative Officer
Peace River Regional District
Box 810
Dawson Creek, BC V1G 4H8

RE: CEPF: 2020 Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning – Approval Agreement & Terms of Conditions of Funding – IN CONFIDENCE

Dear Shawn Dahlen,

Thank you for submitting an application for the 2020 Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning funding stream under the Community Emergency Preparedness Fund.

I am pleased to inform you **in confidence** that the Evaluation Committee has approved funding for your project, *Flood Mapping for Chetwynd Fringe, Moberly Lake and Tomslake-Pouce Coupe Rural Area*, in the amount of \$150,000.00.

As outlined in the Program & Application Guide and in this letter, an initial grant payment of \$75,000.00, equal to 50% of the approved grant, will be issued when the signed Approval Agreement is received. The balance will be paid when the approved project is complete and UBCM has received and approved the Final Report and financial summary.

The Ministry of Transportation & Infrastructure has provided funding for this program and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) This approval agreement is required to be signed by the CAO, Band Manager, or designate and returned to UBCM;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval in confidence until July 10, 2020;
- (3) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;
- (4) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;

- (5) All spatial data acquired/produced with CEPF funds must meet BC LiDAR standards and be provided to the Province of BC with free and clear access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify and distribute, any and all of the spatial data products acquired/produced using CEPF funding.
- (6) All project activities must be completed within 12 months and no later than June 5, 2021;
- (7) The Final Report Form is required to be submitted to UBCM within 30 days of the project end date and no later than July 5, 2021;
- (8) Any unused funds must be returned to UBCM within 30 days following the project end date;
- (9) As a condition of grant approval, recipients may be required to meet with Emergency Management BC and/or the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, or applicable provincial agencies, to discuss the project prior to commencing work.

Please note that descriptive information regarding successful applicants under the 2020 Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning grant program will be posted on the UBCM and/or the provincial government website and all final report materials will be made available to the Province of BC.

On behalf of the Evaluation Committee, I would like to congratulate Peace River Regional District for responding to this opportunity to assess and plan for flood risks in your community to support the resiliency of BC communities.

If you have any questions or if your approved application includes a component that may be affected by COVID-19 restrictions, please feel welcome to contact Local Government Program Services at 250-387-4470 or cepf@ubcm.ca.

Sincerely,



Rebecca Bishop
CEPF Program Officer

cc: Trish Morgan, General Manager, Community Services

Province to support flood planning and mitigation

<https://news.gov.bc.ca/22583>

Thursday, July 9, 2020 8:00 AM

Victoria - Twenty-four local governments and First Nations communities have been approved to receive \$3.46 million in provincial emergency preparedness funding.

This funding is part of the nearly \$69.5 million Community Emergency Preparedness Fund (CEPF), designed to help communities prepare for, and respond to, disasters.

This investment through the CEPF will help communities prepare for emergencies by providing funding for flood risk assessment, flood mapping and flood mitigation planning. The Province is supporting eligible applicants to ensure they have accurate knowledge of the flood hazards they face and to develop effective strategies to mitigate and prepare for those risks. The maximum available funding is \$150,000.

“I have seen first-hand the loss and devastation catastrophic flooding can have on people, families and entire communities,” said Mike Farnworth, Minister of Public Safety and Solicitor General. “In order to reduce the effect of flooding on people and their livelihoods, we are investing now to support flood risk assessments, mitigation and planning work. These projects help create resiliency by improving the capacity of local government and First Nations to respond to and recover from severe flooding events.”

The total investment from this funding intake so far is \$3.46 million, but additional projects may receive funding once details are finalized. Since the September 2017 Budget Update, communities and governments throughout B.C. have received more than \$52 million through the CEPF.

“Preparation and mitigation are two critical pillars of emergency management,” said Jennifer Rice, Parliamentary Secretary for Emergency Preparedness. “Knowing which hazards exist and how to address them is a cornerstone of preparedness. I’m proud of our government for providing the necessary tools before a disaster hits to lay a strong foundation for improved response and recovery outcomes in our communities. I’m also encouraged to see co-operative projects between communities like Haida Gwaii and northwest Vancouver Island around regional tsunami mapping.”

The CEPF is a suite of programs designed to enhance the resiliency of local and regional governments, First Nations communities and their residents. The Province provides the funding, which is administered by the Union of B.C. Municipalities and divided into seven streams:

1. Flood risk assessment, flood mapping and flood mitigation planning
2. Emergency support services
3. Emergency operations centres and training
4. Structural flood mitigation
5. Evacuation routes
6. Indigenous cultural safety and cultural humility training
7. Volunteer and composite fire departments equipment and training

A backgrounder follows.

Media Contacts

Ministry of Public Safety and Solicitor General

Backgrounders

CEPF flood risk assessment, mapping, mitigation planning funding recipients

Cache Creek – flood mitigation plan

Total approved funding: \$147,170

Central Okanagan Regional District – regional floodplain management plan, Phase 3

Total approved funding: \$150,000

Cowichan Tribes – flood mitigation planning

Total approved funding: \$149,900

Enderby – flood mapping and risk assessment

Total approved funding: \$120,000

Hazelton – flood risk assessment, flood mapping and flood mitigation plan

Total approved funding: \$150,000

Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations – northwest Vancouver Island tsunami mapping project

Total approved funding: \$150,000

Kitimat – Kitimat River flood mapping study

Total approved funding: \$150,000

Kootenay-Boundary Regional District – Boundary region flood and geohazard risk assessment

Total approved funding: \$149,845

Kwantlen First Nation – Lower Mainland Coast Salish First Nation flood risk assessment

Total approved funding: \$150,000

Ladysmith – Stocking Lake dam design study

Total approved funding: \$150,000

Lhoosk'uz Dené Government – South Dakehl Nation Alliance flood risk assessment

Total approved funding: \$150,000

Masset – Masset flood risk assessment and mapping

Total approved funding: \$121,358

Merritt – City of Merritt detailed flood hazard mapping

Total approved funding: \$150,000

Regional District of Nanaimo – Englishman River flood hazard mapping

Total approved funding: \$150,000

North Coast Regional District – Tlell and Sandspit flood risk assessment and mapping

Total approved funding: \$148,019

Nuchatlaht – Northwest Vancouver Island tsunami mapping project

Total approved funding: \$150,000

Peace River Regional District – flood mapping for Chetwynd Fringe, Moberly Lake and Tomslake-Pouce Coupe rural area

Total approved funding: \$150,000

Port Clements – flood risk assessment and mapping

Total approved funding: \$88,509

Queen Charlotte – Village of Queen Charlotte flood risk and mapping

Total approved funding: \$142,113

Strathcona Regional District – Northwest Vancouver Island tsunami mapping project

Total approved funding: \$150,000

Tahsis – flood mitigation preliminary design project

Total approved funding: \$149,895

Vernon – Lower BX Creek and Vernon Creek flood risk assessment, mapping and flood mitigation planning

Total approved funding: \$149,950

Williams Lake – Williams Lake and River Valley flood risk assessment, flood mapping and mitigation

Total approved funding: \$150,000

Zeballos – planning, Zeballos slope hazard mitigation feasibility study

Total approved funding: \$150,000



Jonathan X. Côté
Mayor

July 6, 2020

VIA EMAIL

Dear Mayor and Council:

Re: Disaggregated COVID-19 Data Collection

I am writing to seek your support for calling on the Provincial and Federal governments to collect disaggregated COVID-19 data. At a meeting on June 22, 2020, New Westminster City Council passed the following resolution:

WHEREAS it is clear from other jurisdictions, including the United States, that the COVID-19 pandemic and other health concerns disproportionately impact racialized community members and those with who experience systemic, marginalizing barriers to healthcare access as well as precarious work; and

WHEREAS BC and Canada do not capture race-based or socioeconomic data, which effectively buries the impact of illness and disease on disproportionately impacted groups within the larger aggregated data, erasing opportunities to address health inequities; and

WHEREAS BC has experienced a lower than average illness and causality rate primarily because of evidence based data; and

WHEREAS racialized communities and advocates have been requesting that the province collect disaggregated data;

THEREFORE BE IT RESOLVED THAT the City of New Westminster write to the provincial and federal Ministers of Health requesting that they collect disaggregated data including race, socioeconomic class,

Office of the Mayor

Corporation of the City of New Westminster

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and disability that will allow for evidence-based health care and social program interventions; and

THAT the data are analyzed and interpreted with community leadership and input; and

THAT the data are collected with the intention of being understood as indicators of systemic and structural oppression to identify root causes of disparity; and

THAT this letter be forwarded to all BC municipalities asking to write their support as well.

We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote
Mayor

Cc: The Honourable Patty Hajdu, Federal Minister of Health
The Honourable Adrian Dix, British Columbia Minister of Health

Dear Ms. Deliman:

On behalf of the Honourable Deb Schulte, Minister of Seniors, I am responding to your correspondence, which was forwarded to her by the Office of the Prime Minister, the Right Honourable Justin Trudeau. You wrote concerning the Government of Canada's support for seniors during the COVID-19 pandemic.

The Government is working to support Canadian seniors during these difficult times and has put a range of measures in place to support Canadians, including seniors, who are facing hardship as a result of the global COVID-19 pandemic. Through these measures, the Government is providing over \$900 more for low-income single seniors and more than \$1,500 for low-income senior couples, on top of their existing benefits, to help these vulnerable Canadians with extra costs during the pandemic.

This includes taking measures to ensure that the Old Age Security (OAS) and Canada Pension Plan (CPP) benefits seniors rely on will continue to be paid without delay, and that new applications for these benefits will also be processed in a timely fashion. Should you wish to learn more about the OAS program or CPP, please visit www.canada.ca.

The Government's COVID-19 Economic Response Plan invested \$1.3 billion in a one-time special payment through the GST credit in April. More than 4 million low- and modest-income seniors benefited from this top-up, which provided an average of \$375 for singles seniors and an average of \$510 for senior couples. Eligible individuals, including seniors, did not have to apply for this benefit.

The Government introduced a one-time tax-free payment of \$300 for seniors eligible for the OAS pension, with an additional tax-free payment of \$200 for seniors eligible for the Guaranteed Income Supplement (GIS). This measure will provide a total of \$500 to low-income seniors who receive both the OAS pension and the GIS. This \$2.5 billion investment in financial support will help Canadian seniors cover increased costs due to the COVID-19 pandemic.

This payment will be issued during the week of July 6. Individuals who are eligible to receive the OAS pension or the GIS in June 2020 are eligible for this payment and do not need to apply to receive the one-time payment for seniors. The one-time payment will be paid to their bank account if they are enrolled for direct deposit. Those who are not enrolled for direct deposit will receive a cheque. OAS pensioners and GIS recipients who currently receive payments by cheque are encouraged to sign up for direct deposit to avoid payment delays. To sign up for direct deposit, please visit www.canada.ca/en/employment-social-development/programs/direct-deposit.html.

To help protect seniors' assets during a volatile market, the Government reduced the minimum withdrawals required from Registered Retirement Income Funds by 25 percent for 2020.

The deadline for filing 2019 taxes was June 1, 2020. The Government has put additional measures in place to ensure that GIS payments will continue without interruption even if a person's 2019 income information has not been received. This will guarantee that the most

vulnerable seniors will continue to receive their benefits when they need them the most. Allowance payments to 60-64 year olds will also continue without interruption. Seniors are encouraged to submit their 2019 income information as soon as possible and no later than October 1, 2020. Further, the Canada Revenue Agency is working with volunteer organizations across Canada to help seniors with low and modest incomes complete and file their tax returns so they can continue to access benefits and credits to which they are entitled.

In addition, the Government has introduced the Canada Emergency Response Benefit (CERB), which is providing a taxable benefit of \$2,000 a month for up to 24 weeks to support workers who lose their employment income as a result of the pandemic. The intent of the CERB is to provide emergency income support to those working Canadians who have lost their jobs, are sick, are quarantined, or are taking care of someone who is sick with COVID-19, as well as working parents who must stay home without pay to care for children who are sick or at home because of school and daycare closures. This support is intended to serve as a short-term bridge during this difficult time, replacing the employment income that has been lost due to the disruptions caused by COVID-19. Pensioners who continue to work, even part-time, may also qualify for this benefit. For further details, I invite you to consult the following website: www.canada.ca/en/departement-finance/economic-response-plan.html#individuals.

The Government of Canada is also providing support for seniors in the community during this time of physical distancing by supporting voluntary and service organizations who are working to provide necessary services to seniors.

On May 12, the Government announced the expansion of the New Horizons for Seniors Program (NHSP) with an additional investment of \$20 million to support organizations that offer community-based projects that reduce isolation, improve the quality of life of seniors, and help them maintain a social support network. This is in addition to the \$9 million agreement with United Way Centraide Canada announced on March 20. These investments will help provide essential services to seniors, such as the delivery of groceries and medications, meal preparation, grocery shopping, transportation to necessary medical appointments or personal outreach to assess individuals' needs and connect them to community supports. They will help vulnerable seniors cope with the health, social, and economic impacts of the COVID 19 pandemic.

In addition to this increased funding, the Government is providing flexibility on how NHSP recipients can use their funds by allowing them to use previously approved project funding, approximately \$50 million in small grants, for essential services to seniors affected by COVID-19. The approximately 2,700 community organizations that were approved for funding for 2019–20 can now use their funding to deliver services to seniors in the community, such as food and medication, or provide tablet computers to help our seniors stay connected to their loved ones through videoconferencing.

Further, the Government created the Emergency Community Support Fund, with an investment of \$350 million, to support charities and non-profit organizations that deliver essential services to those in need, including seniors. This fund will provide funding to national intermediaries with networks across the country, including United Way Centraide Canada, the Canadian Red Cross, and Community Foundations of Canada to support a variety of activities. These activities include

carrying out volunteer-based home deliveries of groceries and medications; providing transportation services; scaling up help lines that provide information and support; helping vulnerable Canadians access government benefits; providing training and supplies to volunteers so they can continue to make their invaluable contributions to the COVID-19 response; and supporting virtual contact through phone calls, texts, teleconferences, or the Internet.

The Government is continuing to monitor this evolving situation closely and assess the need for additional measures to protect your health and safety, stabilize the economy, and help Canadians affected by the impacts of this challenging period. To learn more about Canada's whole-of-government actions to respond to the COVID-19 pandemic, I invite you to visit the following website: www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/canadas-reponse/government-canada-takes-action-covid-19.html.

I hope that this information is helpful. Thank you for writing.

Yours sincerely,

Nancy Milroy-Swainson
Director General
Seniors and Pensions Policy Secretariat
Income Security and Social Development Branch
Employment and Social Development Canada

April 29, 2020

The Right Honourable Justin Trudeau
Office of the Prime Minister of Canada
80 Wellington Street
Ottawa, ON K1A 0A2
Email: pm@pm.gc.ca

The Honourable John Horgan
Premier of BC
West Annex Parliament Buildings
Victoria, BC V8V 1X4
Email: premier@gov.bc.ca

Mr. Bob Zimmer, MP
Prince George – Peace River – Northern Rockies
710 Valour Building
House of Commons
Ottawa, Ontario K1A 0A6
Email: Bob.Zimmer@parl.gc.ca

Re: Assistance for Low-Income Seniors

Dear Prime Minister, Premier and Mr. Zimmer,

On behalf of the Peace River Regional District (PRRD) Board, I would like to express concerns regarding the financial inability of low-income seniors to sustain themselves during COVID-19.

We are proud of the residents and businesses in the PRRD. Local businesses have changed their hours to provide segregated shopping times for seniors and those with disabilities only. Our seniors are staying at home and minimizing their grocery shopping trips, which impacts their ability to shop at several stores or shop more regularly to take advantage of the sales they so depend on due to their limited incomes. Further, our seniors are paying pharmacy dispensing fees monthly rather than once every three months as not all pharmacies are able to fill prescriptions for a full three month period.

We respectfully request your consideration of our concerns and further support low-income seniors during these challenging times.

Yours Truly,



Brad Sperling
Chair

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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) 785-1145 Email: prrd.fsj@prrd.bc.ca

July 3, 2020

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



Dear Chair Sperling:

Re: 2020 Resolution(s)

UBCM confirms receipt of the attached resolution(s) endorsed by your Board and submitted directly to UBCM by the June 30 deadline.

The resolution(s) will be included in UBCM Resolutions Book for the 2020 UBCM Convention in September.

If you have any questions, 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

Ranching Concerns

Peace River RD

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;

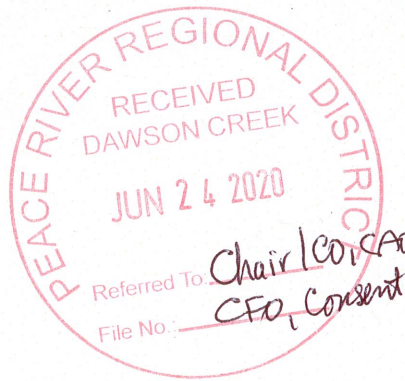
And whereas ranchers are facing hardships and are unable to properly manage their tenures due to a lack of qualified staff who can assist ranchers with range burning applications:

Therefore be it resolved that UBCM 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.

Convention Decision:

June 17, 2020

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



Dear Chair Brad Sperling:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the Community Works Fund (CWF) payment for fiscal 2020/2021. An electronic transfer of \$1,017,089.21 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

This year, the Government of Canada announced that the federal Gas Tax Fund transfer was to be accelerated and delivered in one single payment, rather than two half-payments. Therefore, this will be the only transfer this year for CWF funding.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Yours truly,

Maja Tait
UBCM President

Pc: Lyle Smith, Chief Financial Officer



PEACE RIVER REGIONAL DISTRICT

Building Permit Report for June 2020

Current Month

BUILDING INSPECTION AREA	# of Permits	Value of Permits
Chetwynd vicinity (Portion of Electoral Area 'E')		
S/F Dwelling - addition	1	\$ 50,000
Dawson Creek vicinity (Area 'D' & portion of Area 'E')		
S/F Dwelling	1	\$407,300
Manufactured Home - addition	1	\$ 75,000
Fort St. John vicinity (Areas 'B', 'C' and portion of Area 'E')		
Commercial	1	\$ 60,000
Shop	2	\$164,000
Monthly Total	6	\$756,300

YEAR TO DATE		West Peace	South Peace	North Peace
S/F Dwelling	# of permits	2	2	4
	Value	\$294,320	\$607,300	\$711,800
Manufactured Home	# of permits		2	4
	Value		\$80,000	\$45,000
Garage/shop	# of permits		2	5
	Value		\$175,320	\$484,000
Commercial	# of permits	1		1
	Value	\$105,000		\$60,000
Industrial / Utility	# of permits			
	Value			
Institutional/Recreational	# of permits			
	Value			
Total Number of Building Permits				32
Year to Date Total				\$2,562,740

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North Peace Fall Fair
Meeting Minutes
July 14, 2020

Meeting called to order at 7:00 by Bruce, 10 members were present.
No additions to the agenda - motion to approve by Veren, seconded by Karen - carried.
Motion to approve the minutes from June 10th, by Gail, seconded by Diana - carried.

Treasurers Report: Report was handed out to everyone, only check made out to Mandy Willms for the Bursary was issued.

Correspondence: No correspondence.

Business Arising: We did get the money from Area B for the upgrades to the bathrooms.

Old Business:

Covid -19 Restrictions Update: Bruce spoke with Trisha with the PRRD about getting a blue print for plans, this will allow us to do maintenance and allow rentals/contactors. Everyone who comes to the grounds must have a "work plan" that follows what the Fall Fair Society and the PRRD have come up with. Trisha and Bruce are working on getting a two-page document vrs. 8 pages. More information to come at a later date.

Fall Fair Bursary - Amanda (Mandy) Willms has expressed her thanks in choosing her to be the recipient of the bursary. Check for her will be issued shortly.

New Business:

Ground Rentals Report - Diana has mentioned that the reunion and weddings are still a go for now. Renters will have to rent porta potties and be responsible for their own sanitizing and keeping attendee numbers under 50. They must also follow the "work plan" that is still in the works with the PRRD and Fall Fair Society.

Porta Potties / Bathroom for Volunteer members - There was discussion on whether or not we should have a porta potty for work bees or just keep the bathrooms open with regulated access. It was decided that since the bathrooms are not open for public use and everyone was comfortable on using one bathroom. The women's bathroom will be closed and only one toilet and urinal will be open in the men's bathroom and will be limited to one person at a time, other toilets, showers, and urinals will not be turned on. It has been asked that people cleaning up and sanitizing up after themselves after using the bathroom. This was put to a vote and carried.

General Maintenance and Farming of the grounds - has been put on hold due to weather conditions. It has been suggested that we ask Sherri with the 4H, if they 4H would like to come out and cut grass/hay. The grass is very high in some areas and

tractors are required. Also it was mentioned to offer the grass/hay to Dietz' – Bruce will talk to them about it.

Diana mentioned that Ostero will donate sand and gravel, her ring needs more sand in there.

Maintenance List

- Grass Cutting/Haying
- Danger Trees
- Repair of Grandstand Bleachers – Roof Tin
- Paint / Stain Bleachers

Work Bees – have been put on hold until grass can be hayed or cut. Also there are some area's around the Rabbit/ Chicken and Sheep pen where there's standing water, light horse area has some low wet spots as well.

Karen mentioned that the sign on the Rose Prairie Road by the Cecil Lake turn off needs to have a cancelled sticker/magnet through it, or at least something to mention the fair is not happening this year.

Karen also asked if someone was going to contact Bradley about the bathroom repair, she said that she will get in touch with him if no one wasn't.

Meeting adjourned at 7:40 pm

Next meeting at the Fair Grounds August 11th



July 17, 2020

Ref: 256068

Dear Mayors, Regional District Chairs and Chief Administrative Officers:

Re: COVID-19 Related Measures Act (Bill 19)

We are writing to advise you that the above-captioned Bill was introduced by the Attorney General in the Legislative Assembly on June 22, 2020, and received Royal Assent on July 8, 2020.

The Act will ensure that the Province has a smooth transition to manage the effects of the COVID-19 pandemic beyond the end of the provincial state of emergency and to support BC's Restart Plan. This includes ensuring continuity for authorities provided by Ministerial Orders that allow local governments to continue to conduct their business in accordance with orders and guidance of the Provincial Health Officer.

The Act does the following:

1. Enacts Ministerial Orders made under the Emergency Program Act (EPA) in response to the COVID-19 pandemic and allows them to be extended beyond the end of the provincial state of emergency for 45 days or 90 days after the Act comes into force on July 10, 2020;
2. Establishes authority for the Lieutenant Governor in Council (LGIC) to make regulations to provide for a different expiry date for the Ministerial Orders, either immediately, at the end of the provincial state of emergency, or for a longer duration up to one year after the Act is brought into force. Ministerial Orders may only be extended if the LGIC is satisfied it is necessary to respond to or alleviate the effects of the COVID-19 pandemic;
3. Establishes authority for the LGIC to make regulations that provide protection from civil liability for COVID-19-related damages in circumstances to be defined by regulation;
4. Amends the EPA to provide clarity that the list of the Minister's powers under Section 10(1) is not exhaustive;
5. Amends the EPA to provide a limited authority for the LGIC to temporarily suspend or modify the application of provisions of enactments by regulation during a provincial state of emergency; and

.../2

6. Requires the Attorney General and Solicitor General, respectively, to provide a report to the Speaker of the Legislative Assembly on regulations made under the COVID-19 Related Measures Act and regulations or Ministerial Orders made under the EPA, within five days of them being made.

Nothing in the Act affects Orders or guidance issued by the Provincial Health Officer.

The intent is that all Ministerial Orders impacting local governments will initially be extended for 90 days. During that time, those Orders will be reviewed to determine whether they should be extended for an additional period, up to one year after the proposed Act comes into force.

It is expected that MO192, the Local Government Meetings and Bylaw Process Order No.3, will be continued for some months to come to ensure local governments have the appropriate authorities to govern their communities while ensuring continued compliance with Provincial Health Officer orders and guidance. MO159, the Local Government Finance Order, is also expected to be continued for some months to provide local governments with needed continuity for the financial measures that have been put in place during the emergency.

MO82, the Bylaw Enforcement Officer Order, will be reviewed in conjunction with the Office of the Provincial Health Officer and the Ministry of Health to determine whether it should continue beyond the 90-day extension. MO84, the Local Authorities and Essential Goods and Supplies Order, will be reviewed by Emergency Management BC to determine which provisions should be extended for a further period (for example, the requirement that local authorities seek approval of the Minister of Public Safety and Solicitor General before declaring a state of local emergency in relation to the COVID-19 pandemic), and which could be terminated (for example, the setting aside of earlier declarations of states of local emergency). We will keep you apprised as those reviews are done. Additional information is available in the online news release at: <https://news.gov.bc.ca/releases/2020AG0043-001126>

This is an unprecedented situation, and we want to recognize the extraordinary efforts of you and your staff in supporting British Columbia's all-of-society approach to managing the COVID-19 pandemic.

Sincerely,



Mike Farnworth
Minister of Public Safety
and Solicitor General



Selina Robinson
Minister of Municipal Affairs
and Housing

pc: Silas Brownsey, Acting Deputy Minister, Ministry of Municipal Affairs and Housing
Lori Halls, Deputy Minister, Emergency Management BC
Ministry of Public Safety and Solicitor General
Her Worship Mayor Maja Tait, President, Union of BC Municipalities
Gary MacIsaac, Executive Director, Union of BC Municipalities



File: 30010-02/EAR GEN

Reference: 358486

July 21, 2020

SENT VIA EMAIL

Brad Sperling
Chair
Peace River Regional District
Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
prrd.dc@prrd.bc.ca

Dear Brad Sperling:

Thank you for your letter of June 23, 2020, regarding engagement with local governments during the Environmental Assessment Revitalization process.

The Environmental Assessment Office (EAO) engaged with local governments throughout the revitalization process in a variety of ways to ensure the process was informed by feedback from those who are involved in and impacted by the Environmental Assessment Process.

Over the course of revitalizing B.C.'s Environmental Assessment process, the EAO convened committees composed of a variety of experts in environmental assessment to provide independent advice on legislation, regulations and policies.

The Environmental Assessment (EA) Advisory Committee was comprised of 10 members, one from local government and others from industry, environmental non-governmental organizations, environmental law, impact assessors and planners. The Committee met 10 times (over 75 hours) between March and April 2018 and produced a report with 33 recommendations that sought to support all parties in the EA process. Together they provided an independent analysis of B.C.'s previous environmental assessment process to inform the development of the *Environmental Assessment Act* (2018) (the Act), which came into force in December 2019.

...2

With regard to the regulations and policies to support the implementation of the Act, a Stakeholder Implementation Committee convened comprising of members from local government, industry, environmental non-governmental organizations, environmental law, impact assessors and planners. The committee met for 11 days between April and December of 2019 to provide feedback and advice on the development of policies and regulations in support of the new Act.

Information on the Environmental Assessment Advisory Committee and the Stakeholder Implementation Committee [can be found here](#).

The EAO also held direct engagements with the Union of B.C. Municipalities (UBCM) [reflected here](#) and included phone calls, video conference calls and in-person engagements that took place throughout 2018,.

All local governments across B.C. were invited to provide input during the public comment period on the development of the Reviewable Project Regulation (held between September 6 and October 7, 2019), One formal submission was received from a local government and is included in the Reviewable Project Regulation report [What We Heard](#).

In February 2020, we hosted two in-person workshops for over 300 participants. The invitation was extended to 700 parties, including local governments, to discuss and engage on the new Act. The day was intended to be an interactive session - an opportunity for participant engagement through case study activities and interactive question-and-answer periods. In addition, the EAO also hosted an online webinar in April 2020 extending an invitation to stakeholder groups from across the province including many local government staff. Over 580 users participated in the webinar throughout the presentation.

With regard to project specific assessments, the EAO works with local governments during the early engagement phase of the EA process; to understand how they want to be engaged; what their processes and timelines are for providing input; any suggested engagement approaches with their communities; and suggestions for local groups to engage with. We then use this information in planning next steps on how we will work with local governments and provide opportunities for representatives to participate in our [Technical Advisory Committee \(TAC\) or Community Advisory Committee \(CAC\)](#).

Moving forward we want to continue to enhance public confidence by ensuring impacted local communities and governments, Indigenous Nations and the broader public can meaningfully participate in [all stages of environmental assessment](#) through a process that is robust, transparent, timely and predictable.

...3

I hope this information is helpful and illustrates how local governments provided input to the Environmental Assessment Revitalization process and provides information on the involvement of local governments in project specific assessments. For any further questions or concerns, please do not hesitate to get in touch.

Sincerely,

A handwritten signature in black ink, appearing to be 'S. Bailey', written in a cursive style.

Scott Bailey
Acting Associate Deputy Minister and
Chief Executive Assessment Officer



PEACE RIVER REGIONAL DISTRICT

June 23, 2020

Environmental Assessment Office
2nd Floor 836 Yates St
PO Box 9426 Stn Prov Govt
Victoria BC V8W 9V1

Sent Via Email: eaoinfo@gov.bc.ca

On behalf of the Regional Board, I would like to express disappointment in the lack of engagement with local governments during the environmental assessment revitalization process.

In a news release on March 7, 2018, the Premier stated that the Environmental Assessment Office (EAO) will be leading “government to government meetings with First Nations and inviting key stakeholders, including industry, environmental non-governmental organizations, local governments, labour and others, to gather specific feedback about their views, experiences and proposed measures to revitalize the environmental assessment process”. The environmental assessment revitalization engagement process included direct engagement meetings, work shops, forums, an advisory committee and an implementation committee.

The EAO used the Union of BC Municipalities (UBCM) as the engagement tool for local governments. A single article was published in the Compass by UBCM in March of 2018. A direct result of the lack of engagement with local government was evident by the lack of responses submitted by local governments and elected officials. During the engaging period, the Province received over 1500 individual survey responses and approximately 30 formal submissions from organizations. Only one local government response was received.

The EAO and UBCM failed to successfully engage local governments in a meaningful way. Effective engagement should include methods that are accommodating, adaptable, and creative; not simply applying a uniform strategy to all engagement platforms. Moving forward, the Peace River Regional District requests that all local governments are meaningfully engaged and have the opportunity to participate in the process before decisions are made.

Sincerely,

Brad Sperling
Chair

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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) 785-1145 Email: prrd.fsj@prrd.bc.ca



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.

Original signed by

Director Goodings, Meeting Chair

Original signed by

Hunter Rainwater, Recording Secretary

INFORMATION LETTER

OIL AND GAS DIVISION

OGD-20-02

SUBJECT: Pause to Petroleum and Natural Gas (PNG) Pre-tenure Engagement and Disposition

The Ministry appreciates that many First Nations, local governments, stakeholders and clients have closed offices or reduced operations in consideration of provincial orders relating to COVID-19 social distancing and self isolation.

To allow all of us to focus on health and wellness during this time, the Ministry has paused all ongoing referral processes and engagement relating to PNG tenure disposition.

As a result, the Ministry will not be accepting posting requests and will not dispose of new PNG tenure effective immediately. The Ministry will re-assess the situation periodically and provide updates going forward.

We wish all the best to you, your families, colleagues and communities.

May Mah-Paulson
Assistant Deputy Minister
Oil and Gas Division

March 2020

For further information contact:

Oil and Gas Division
PO Box 9326, Stn Prov Gov't
Victoria, BC V8W 9N3
Telephone: 250-952-0333
Facsimile: 250-952-0291
Email: PNGTitles@gov.bc.ca

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE: June 23, 2020
TIME: 4:00 pm
PLACE: Rec Centre – Aspen Room

PRESENT:

Dan Rose, Area E Director PRRD, Chair
Carol Newsom, Chief Administrative Officer (via polycom)
Comm. Allen Courtoreille
Comm. Rochelle Galbraith (via polycom)
Comm. Janet Wark (via polycom)
Comm. Walter MacFarlane (via polycom)
Steve McLain, Director of Recreation
Elaine Webb, Recreation Programs Manager
Kristina Phillips, Manager of Leisure Services

ABSENT:

Trish Morgan, General Manager of Leisure and Facility Services (via polycom)
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via polycom)
Comm. Larry Houley, Alternate Chair

1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:00pm.

2. DIRECTOR'S NOTICE OF BUSINESS: Nil

3. ADOPTION OF THE AGENDA:

MOVED by Comm. Courtoreille, SECONDED by Comm. Galbraith

THAT the Agenda for June 23, 2020 be accepted.

CARRIED

4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Courtoreille, SECONDED by Comm. Wark

THAT the minutes from May 26, 2020 be accepted.

CARRIED

5. DELEGATIONS/PRESENTATIONS: NIL

6. CORRESPONDANCE: NIL

7. OLD BUSINESS: NIL

8. REPORTS

R-1 – R-3 MOVED by Comm. Galbraith, SECONDED by Comm. Wark
 THAT reports R-1 through R-3 are received for approval
 CARRIED

R-4 MOVED by Comm. Courtoreille, SECONDED by Comm. Galbraith
 THAT report R-4 are received for approval
 CARRIED

9. NEW BUSINESS: NIL

10. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:23pm

Next Meeting July 28, 2020



Dan Rose,
Chairperson



Elaine Webb
Secretary



Naomi Barnes

Dawson Creek, BC

PRRD Health Care Scholarship
Peace River Regional District
1981 Alaska Highway
Dawson Creek, BC
V1G 4H4

I am writing as a former student from Dawson Creek Secondary School (DCSS) to thank you for assisting my goals of pursuing a post-secondary education.

I am currently in the Medical Radiography Technology program at the College of New Caledonia to become an X-Ray Tech. I have always wanting to pursue a career in health care, because I find it heartwarming to know that I can help someone each day.

I am very thankful to be selected as the recipient. By awarding me the PRRD Health Care Scholarship, I may now focus more on the important aspects of my school studies and the growth of my career.

I greatly appreciate the aid that this scholarship has given me, I would like to thank everyone that is a part of the PRRD Health Care Scholarship. I intent to give back to others with my career in health care, and demonstrate that anyone can achieve their career goal, just as you have shown me.

With thanks and appreciation,

Naomi Barnes



PEACE RIVER REGIONAL DISTRICT

EMERGENCY EXECUTIVE COMMITTEE MEETING

MINUTES

DATE: Tuesday, January 7, 2020
PLACE: Regional District Office, Dawson Creek, BC

PRESENT: **Directors**
Director Sperling, Electoral Area 'C'
Director Goodings, Electoral Area 'B'
Director Hiebert, Electoral Area 'D'
Director Rose, Electoral Area 'E'
Director Ackerman, City of Fort St. John
Director Bumstead, City of Dawson Creek

Staff
Shawn Dahlen, Chief Administrative Officer
Trish Morgan, General Manager of Community Services
Tiffany Traverse, Protective Services Coordinator
Kyla Traichevich, Community Services Clerk

Call to Order The meeting was called to order at 1:00 pm.

Election of Chair The Chief Administrative Officer called for nominations for the Office of Committee Chair for 2020.

Director Goodings nominated Director Sperling for the Office of Committee Chair for 2020.
Director Hiebert Seconded the nomination.
Director Sperling Accepted the nomination.

The Chief Administrative Officer called a second time for nominations for the Office of Committee Chair for 2020.

The Chief Administrative Officer called a third time for nominations for the Office of Committee Chair for 2020.

Hearing none, the Chief Administrative Officer declared Director Sperling, Chair of the Emergency Executive Committee for 2020.

Election of Vice-Chair The Chief Administrative Officer called for nominations for the Office of Committee Vice-Chair for 2020.

Director Goodings nominated Director Hiebert for the Office of Committee Vice-Chair for 2020.
Director Rose Seconded the nomination.
Director Hiebert Accepted the nomination.

The Chief Administrative Officer called a second time for nominations for the Office of Committee Vice-Chair for 2020.

The Chief Administrative Officer called a third time for nominations for the Office of Committee Vice-Chair for 2020.

Hearing none, the Chief Administrative Officer declared Director Hiebert, Vice-Chair of the Emergency Executive Committee for 2020.

DIRECTORS NOTICE OF NEW BUSINESS:

Trish Morgan Introduction of new staff in the Community Services Department

Director BC Hydro/Site C Emergency Response, Working Group
Goodings

ADOPTION OF AGENDA:

MOVED by Director Hiebert , SECONDED by Director Bumstead,
That the Emergency Executive Committee agenda for the January 7, 2020 including
Director's new business and additional items for the agenda, be adopted as amended:

1. **Call to Order**
2. **Election of Chair and Vice-Chair**
3. **Notice of New Business**
4. **Adoption of Agenda**
5. **Adoption of Minutes**
 - M-1 Emergency Executive Committee Meeting Minutes of February 7, 2019
 - M-2 Search and Rescue Grant Allocation Meeting Minutes of July 25, 2019
6. **Business Arising from the Minutes**
 - M-1 February 7, 2019 Item #9, NB-1 RE: EOC
 - M-2 July 25, 2019, BA-1, Regional Model
7. **Delegations**
8. **Correspondence**
9. **Reports**
 - R-1 2020 Draft Budget Review
 - R-2 Modernizing the *Emergency Program Act*
10. **New Business**
 - NB-1 Introduction of New Staff
 - NB-2 BC Hydro/Site C Emergency Response Working Group
11. **Items for Information**
 - I-1 For Reference: PRRD Emergency and Disaster Service Establishment
Bylaw No. 1598, 2005 and PRRD Emergency and Disaster Operations
Bylaw No. 1599, 2005.
 - I-2 Incident Register
12. **Adjournment**

CARRIED.

ADOPTION OF MINUTES:

M-1 MOVED by Director Bumstead, SECONDED by Director Rose,
February 7, That the Emergency Executive Committee Meeting Minutes of February 7, 2019 be
2019 adopted.

CARRIED.

M-2
July 25, 2019 MOVED by Director Ackerman, SECONDED by Director Hiebert,
That the Emergency Executive Committee Meeting Minutes of July 25, 2019 be adopted.
CARRIED.

BUSINESS ARISING FROM THE MINUTES:

M-1 Feb 7, 2019 Committee members were advised that letters have been forwarded to the Honourable
Item #9 Mike Farnsworth, Minister of Public Safety and Solicitor General, Deputy Minister Becky
NB-1 re: EOC Denlinger, Emergency Management, Ministry of Public Safety and Solicitor General, and the
Honourable Selina Robinson, Minister of Municipal Affairs and Housing regarding a possible
delegation to discuss detrimental impacts during emergency events. A meeting has been
tentatively scheduled for the first few weeks of March with Tony Fiala, Senior Regional
Manager EMBC to discuss the Old Fort After Action report and recommendations.

M-2 July 25,
2019 BA-1 The Committee suggested that staff reach out to the Search and Rescue groups to obtain an
Regional Model update regarding the possibility of a Regional Model with respect to funding.

DELEGATIONS:
CORRESPONDENCE:

REPORTS:

R-1
December 17,
2019 – 2020
draft budget n
300 Emergency
Planning MOVED by Director Ackerman, SECONDED by Director Hiebert,
That the Emergency Executive Committee accept the 2020 budget for Function 300 -
Emergency Planning, as presented, and forward it to the Regional Board for consideration in
the 2020 Annual Financial Plan.
CARRIED.

MOVED by Director Rose, SECONDED by Director Hiebert,
That the supplementary request to conduct flood plain mapping west of Chetwynd, around
Moberly Lake, south of Pouce Coupe and in the Tomslake and Tupper areas be approved
subject to the Regional District obtaining a Community Emergency Preparedness Grant for
up to \$150,000.
CARRIED.

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the supplementary request to conduct extensive FireSmart® Education sessions and
assessments within the rural areas of the Regional District be approved subject to the
Regional District obtaining a Community Resiliency Investment Grant for up to \$150,000.
CARRIED.

MOVED by Director Hiebert, SECONDED by Director Bumstead,
That the supplementary request to complete a Disaster Debris Management Plan be
approved.
DEFEATED.

R-2
December 17, 2019 –
Modernizing the
Emergency
Program Act

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Emergency Executive Committee recommend to the Regional Board to approve the draft response to the Province of BC regarding the discussion paper “Modernizing the *Emergency Program Act*.”

CARRIED.

MOVED by Director Goodings, SECONDED by Director Rose,
That the Recommendation 8, *Building & Development*, specifically around the building inspection section, of the draft response letter to the Province of BC regarding the discussion paper “Modernizing the *Emergency Program Act*” be removed and replaced with the need to identifying the hazards in areas.

CARRIED.

NEW BUSINESS:

NB-1
Introduction of
new staff

The General Manager of Community Services introduced new staff:

- Tiffany Traverse – Protective Services Coordinator
- Kyla Traichevich – Community Services Clerk

NB-2
BC Hydro Site C
Emergency
Response

MOVED by Director Ackerman , SECONDED by Director Rose,
That Director Goodings attend the BC Hydro Site C Emergency Response Working Group meeting as an alternate to Director Sperling, once a date has been finalized.

CARRIED.

ITEMS FOR INFORMATION:

ADJOURNMENT

The Chair adjourned the meeting at 2:17 pm.

Original Copy Signed

Director Sperling, Meeting Chair

Original Copy Signed

Kyla Traichevich, Community Services Clerk



July 30, 2020

Brad Sperling
Peace River Regional District
Box 810
Dawson Creek, B.C.
V1G 4H8

Attn: Dear Chair Sperling,

CleanBC is the government's economic development, energy and climate strategy for reducing greenhouse gas emissions by 60% by 2040. Electrification of industry is critical to meeting those climate action targets and BC Hydro has an important role to play in supporting sustainable economic growth in the province.

In support of CleanBC, we're exploring the feasibility of extending our transmission infrastructure into the North Montney region. The North Montney region is seeing considerable development due to its large natural gas reserves and other large industrial operations are also considering locating in this region. While a number of industrial operations have expressed interest in electricity service from BC Hydro, the absence of transmission infrastructure in this region is a barrier to electrification.

North Montney Region Electrification

We have initiated the North Montney Region Electrification study to assess what is required to bring transmission infrastructure to the region. The proposed project would involve the construction of a 100-200 km long 230 kilovolt transmission line from either the GM Shrum Substation or South Bank (Site C) Substation. Both transmission corridor options would end at a proposed new substation in the vicinity of the Wonowon community (see map below). The exact transmission line route and substation location will be determined based on multiple factors, such as consultation with Indigenous Nations, geotechnical and environmental considerations, engagement with stakeholders and potential customer locations.

The North Montney Region Electrification was one of the projects identified for potential federal funding in the Memorandum of Understanding (MOU) announced in August 2019 between the B.C. and federal governments. The purpose of the MOU is to help advance the development of infrastructure projects to enable electrification of the natural gas sector. By using clean, renewable electricity instead of fossil fuels, we estimate this could avoid over one million tonnes per year of greenhouse gas emissions in the region—roughly equivalent to taking 200,000 cars off the road—and avoid increases in local air contaminants, such as sulphur oxides and nitrogen oxide.

Next Steps

We're identifying and engaging with potential industrial customers. In the fall, we're considering a formal process to gather information about their electricity needs and assess their degree of interest in connecting to our transmission system. This information will feed into the study, along with design and environmental considerations for the transmission corridors and substation locations. For more information about this study, visit bchydro.com/northmontney.

Later this year we expect to have information to share with the public. During this challenging time of COVID-19, we're looking at responsible ways to consult the public that complies with the order of the Provincial Health Officer.

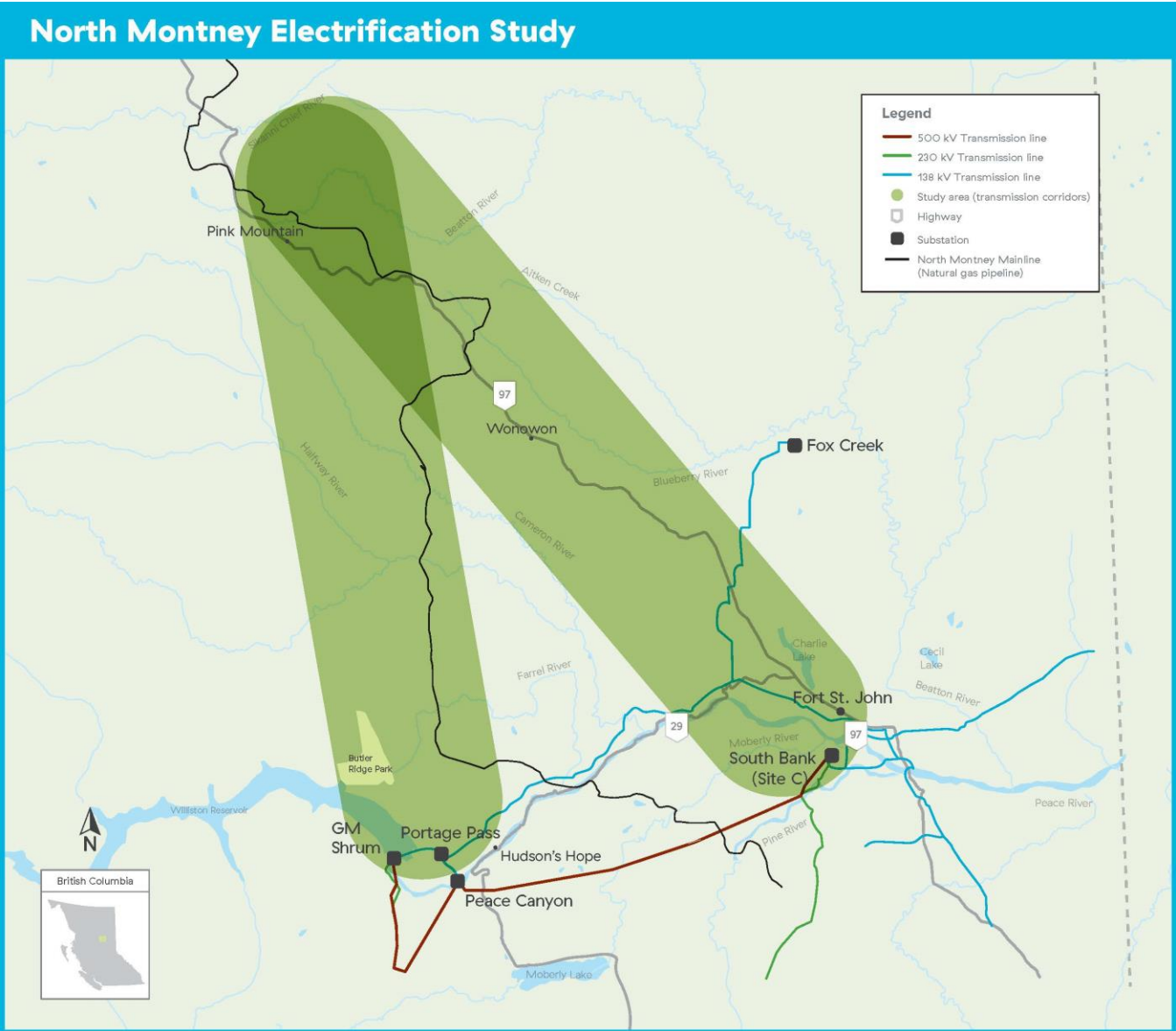
If you have any questions, please email me at projects@bchydro.com or call 1 866 647 3334.

Sincerely,

Johnson Lee

Johnson Lee
Stakeholder Engagement Lead

CC: David George, Project Manager
Andrea Loewie, Business Development Manager
Bob Gammer, Community Relations



* Construction will not begin until a final investment decision is supported by BC Hydro's Board of Directors.

Received DC Office July 30, 2020

From: FLNR RSD ADM's Office FLNR:EX <RSD.ADMs.Office@gov.bc.ca>

Sent: July 30, 2020 3:08 PM

To: prrd dc <prrd.dc@prrd.bc.ca>

Subject: Blackfoot Park/Clayhurst Bridge Boat Launch

Ref: 256785

Brad Sperling, Chair
Peace River Regional District
Box 810, 1981 Alaska Avenue
Dawson Creek BC V1G 4H8

Dear Brad Sperling:

Thank you for your letter of June 18, 2020 addressed to Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development, regarding reservoir access near Blackfoot Regional Park and Clayhurst Bridge. Minister Donaldson has asked that I respond on his behalf.

As directed by the Peace Project Water Use Plan Order, dated August 9, 2007, BC Hydro conducted a feasibility study to improve boat ramp access at Clayhurst/Blackfoot Regional Park.

The feasibility study concluded that construction of a boat ramp within Clayhurst/Blackfoot Park is not feasible due to low forecasted use relative to projected high construction costs and public safety concerns with annual flood hazards within the park boundaries. In 2013, upon recommendation from the Comptroller of Water Rights, BC Hydro expanded the study to investigate options for the relocation and re-design of the parking area that was within the floodplain.

Based on the results of the feasibility study, the Deputy Comptroller of Water Rights granted BC Hydro relief from the requirement to improve boat ramp access at Clayhurst/Blackfoot Regional Park on October 10, 2013. BC Hydro has no further obligation to build a ramp in that area.

At this time, there is insufficient justification to consider additional boat ramp feasibility studies near Clayhurst/Blackfoot Regional Park. If you have new or additional information regarding the forecasted use of a boat ramp near Blackfoot Regional Park, we can review this information to determine if additional boat ramp feasibility studies warrant consideration and further discussion.

Yours truly,

David Muter
A/Assistant Deputy Minister
Resource Stewardship Division



PEACE RIVER REGIONAL DISTRICT

June 18, 2020

Honourable Doug Donaldson
Minister of Forests, Lands, Natural Resource Operations and Rural Development
PO Box 9049
Stn Prov Govt
Victoria, BC V8W 9E2

Via Email FLNR.Minister@gov.bc.ca

Dear Minister Donaldson:

RE: Blackfoot Park/Clayhurst Bridge Boat Launch

At the June 11, 2020 meeting of the Peace River Regional District (PRRD) Board of Directors, the following resolution was passed:

"That the Regional Board send a letter to the Minister of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) to advocate for the Blackfoot Park/Clayhurst Bridge Boat Launch; noting that BC Hydro is accountable for fulfilling their obligations, under the 2007 Water Use Plan, to provide safe and reliable access to the Peace River at the Clayhurst Bridge/Blackfoot Regional Park."

The Peace River Regional District has had previous discussions with BC Hydro and Water Management Branch regarding a boat launch in the Blackfoot/Clayhurst area. BC Hydro had been required by the Comptroller of Water Rights, as part of the 2007 Water Use Plan, to ensure access to the Peace River at Blackfoot Regional Park. In June 2014, BC Hydro informed the Regional District that they were no longer planning to construct the boat launch and had been released by the Water Comptroller of their requirement to do so under the Water Use Plan.

The need for a boat launch in the area has not changed since 2014 and members of the PRRD Regional Parks Committee would like to meet with BC Hydro and the Comptroller of Water Rights to advocate for the development of a boat launch in the Blackfoot/Clayhurst area.

Yours truly,

Brad Sperling
Chair, Peace River Regional District

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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 Email: prrd.fsj@prrd.bc.ca



City of Fort St. John
10631 100 Street | Fort St. John, BC | V1J 3Z5
(250) 787 8150 City Hall
(250) 787 8181 Facsimile

July 31, 2020
File No. 5330-20
0400-20

Email: premier@gov.bc.ca

Premier John Horgan
Box 9041 Stn Prov Govt
Victoria, BC V8W 9E1

Dear Premier Horgan,

Reference: **BC Utilities Commission's Approval of BC Hydro's Application to Amend the Net Metering Service under Rate Schedule 1289**

This letter is in response to the British Columbia Utilities Commission's (BCUC) decision on the approval of BC Hydro's application to amend the net metering service rate. The Clean BC Initiative identifies a change towards using cleaner energy to the greatest extent possible with a target year of 2030 although this decision contradicts the plan. A few short years ago BC Hydro worked with the City of Fort St. John to allow for the construction of an innovative clean energy source, this decision now effectively stops any further investment in, or development of, new alternate energy sources.

The energy price currently paid to existing customers in accordance with the previous rate schedule was 9.99 cents per kWh. The BCUC approved BC Hydro to use a revised amount that will be calculated each January starting in 2025 that will be based on the daily average Mid-C prices for the previous calendar year. BC Hydro indicated in their submission to the BCUC that the average Mid-C amount for hydro generation would be 4.16 per kWh based on 2018 consumption numbers which is a decrease of 5.83 cents. It is acknowledged that the BCUC provided a five-year Transition Energy Price that will terminate in 2024 as part of this rate amendment and this transition period is appreciated. Although, this may dissuade other local governments to undertake clean energy initiatives in the future since cash strapped municipalities may not be able to justify the capital and operating cost incurred in comparison to any revenue that may be generated or cost savings realized. As it now stands for the City of Fort St. John, the revenue that our micro-hydro station will generate in the future will barely cover the annual operating costs let alone recover the cost of constructing this clean energy station.

BC Hydro stated in its submissions to the BCUC that the *"vast majority of customers in the Net Metering Program in fiscal 2018 (1,044 or 80%) received no Surplus Energy Payment and of the 256 customers who received a Surplus Energy Payment, 215 or 84% receive a payment of less than \$500."* Additionally, BC Hydro indicated *"Overall, this means that the majority of customers are not materially impacted by an*

July 31, 2020 Letter to Premier Horgan
BCUC Decision

update to the Energy Price as they are likely to receive minimal Surplus Energy Payments or none at all.” In one of the City’s submissions to the BCUC, the City asked what the value of payments were for the 16% of customers who would have received over \$500. This question remains unanswered.

One of City Council’s strategic goals is the implementation of policies/programs that will provide long term financial sustainability for the City moving into the future. The City was successful in obtaining a federal grant for the construction of a micro hydro project at the City’s south lagoons in 2013. Since the micro hydro project was completed, the following revenue amounts were received:

2016	\$66,304.68
2017	\$65,655.49
2018	\$58,085.40
2019	<u>\$57,094.60</u>
TOTAL	\$247,140.17

One of the criteria Council considered as part of this proposed project was based on the premise that this would be a revenue source for the City and the revenue received would partially offset operating costs incurred. It is acknowledged that BC Hydro indicated that this program’s intention was never to purchase energy from a supplier and was initiated as a load offsetting program rather than a means of securing additional power supply. It should be noted that this information was not conveyed to the City by BC Hydro when City staff were considering this project as part of the draft capital budget to present to Council.

The City has no objections to BC Hydro’s clarified stance on the net metering program – if – BC Hydro implements the BCUC panel’s suggestions by 2025:

- Net metered hydroelectric plants be treated differently from other types of net metered installation since:
 - *these plants generate the largest excess generation thus may have some capacity value to BC Hydro, and*
 - these projects require large capital to construct the infrastructure in comparison to other net metering generators.

The City’s micro hydro facility provides consistent energy generation thus should be considered as a reliable energy supplier to BC Hydro.

- Establish a virtual new metering program that will allow the City to offset the additional load generated from its micro hydro facility to all of its meters. The net metering program’s criteria is that the energy generated is offset by the meters associated to the infrastructure. The City’s micro hydro facility has two meters associated with it although overall, the City has a total of 63 different meters. The two meters make up less than 6% (net) of the overall energy used for City’s operations.

BC Hydro’s responses regarding this application has raised additional questions. Within the decision, *“The Panel acknowledges BC Hydro’s evaluation that it presently has a surplus supply of electricity and this is expected to be the case until at least 2030”*. This directly contradicts the Provincial Government’s Clean BC quote: *“Specifically by 2030, the policies in this strategy will require an additional 4,000 gigawatt-hours of electricity over and above the currently projected demand growth to electrify key segments of our economy.”* Which statement is correct?

July 31, 2020 Letter to Premier Horgan
BCUC Decision

City Council would greatly appreciate receiving the Province's reply to the questions indicated above and confirmation as to if the Province is going to mandate BC Hydro to include BCUC's recommendations into their upcoming internal review.

Yours truly,

A handwritten signature in black ink, appearing to be 'Lori Ackerman', with a long horizontal flourish extending to the right.

Lori Ackerman
Mayor

cc Minister of Energy, Mines and Petroleum Resources
 Minister of Environment and Climate Change Strategy
 BC Hydro Board Chair
 UBCM member municipalities



PEACE RIVER REGIONAL DISTRICT

Building Permit Report for July 2020

Current Month

BUILDING INSPECTION AREA	# of Permits	Value of Permits
Chetwynd vicinity (Portion of Electoral Area 'E')		
Church renovation	1	\$ 20,000
Commercial	1	\$100,000
Dawson Creek vicinity (Area 'D' & portion of Area 'E')		
S/F Dwelling	3	\$674,000
Fort St. John vicinity (Areas 'B', 'C' and portion of Area 'E')		
S/F Dwelling	7	\$1,440,000
Shop	1	\$ 113,400
Monthly Total	13	\$2,347,400

YEAR TO DATE		West Peace	South Peace	North Peace
S/F Dwelling	# of permits	2	3	6
	Value	\$294,320	\$1,271,300	\$2,011,800
Manufactured Home	# of permits		3	5
	Value		\$90,000	\$185,000
Garage/shop	# of permits		2	6
	Value		\$175,320	\$597,400
Commercial	# of permits	2		1
	Value	\$205,000		\$60,000
Industrial / Utility	# of permits			
	Value			
Institutional/Recreational	# of permits	1		
	Value	\$20,000		
Total Number of Building Permits				45
Year to Date Total				\$4,910,140

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[Date]

Ref: 256384

Honourable John Horgan
Premier
PO Box 9041 Stn Prov Govt
Victoria BC V8W 9E1

Honourable Carole James
Minister of Finance
PO Box 1234 Stn Prov Govt
Victoria BC V1A 2B2

Dear Premier and Minister James:

During the month of July, I held 10 consultation sessions about COVID-19 and economic recovery with municipal mayors and regional district chairs or their representatives across the province. The sessions provided an opportunity for local governments to contribute directly to British Columbia's recovery conversation. The Ministry of Municipal Affairs and Housing invited representatives from 189 local governments including 21 regional districts and 14 resort communities to the conversations. The discussion and ideas that were generated helped inform this letter and I am pleased to share them with you.

Overwhelmingly, local government representatives were most concerned about connectivity, infrastructure, transit and food security. The ministry also heard that people want more than economic recovery, they want to make things better for everyone and COVID-19 provides the opportunity to do that as we restart the economy towards recovery.

The consultation sessions were guided by the principles, values and measures outlined in the government's discussion paper, Building B.C.'s Recovery, Together. They focused on the importance of getting people back to work quickly, the value of equity, leaving no one behind, restoring the Province of British Columbia's revenue base, supporting climate commitments, and having an immediate and demonstrable impact on economic recovery.

.../2

Local governments put forward a variety of practical, innovative and valuable ideas in the consultation sessions. The following priority themes (common topics or subject areas for recovery investment) were identified:

- **Connectivity/Broadband**
- **Investment in Infrastructure**
- **Transit/Transportation**
- **Agriculture/Food Security**
- **Child Care**
- **Low Wage Workers/Employment**
- **Health Care, Mental Health and Social Services**
- **Tourism/Recreation**
- **Education/Training**
- **Clean Energy and Technology**
- **Affordable Housing**
- **Industry/Business Development**
- **Reconciliation**

These priority themes (described further in **Appendix 1**) cut across all local governments, independent of size and location. They also reflect a strong sense of “building back better” – an idea that has been widely expressed by many who say that with the hard economic impact of COVID-19 comes an opportunity to diversify, innovate, collaborate and partner to make things better for people and communities as we work towards economic recovery.

The priority themes and ideas expressed by local government leaders were primarily focused on what could be done to help various sectors in their communities rather than on the needs of the local governments themselves. At the same time, the importance of local governments having enough supports and capacity to restart operations was also noted.

A number of local governments have laid off workers, experienced real revenue losses (e.g. transit, user fees) and faced significant new costs (e.g. adapting local government facilities and services to a COVID-19 environment). Some local governments also noted the opportunity to rethink local government financing to ensure that their financial tools are sufficiently robust and sustainable to meet the increased and changing demands on local governments and their services.

I would like to take this opportunity to recognize the dedication, hard work and leadership local governments are providing to their communities, each with unique needs, during a challenging and ever-evolving time. As B.C. has moved into restart and now recovery planning, local governments have not only been working hard to get themselves back to full operation in a safe way, they have also been supporting the businesses, non-profits and other interests in their communities. This includes patio expansions for restaurants, shop local campaigns, virtual community events, business information tools, local economic recovery task forces and direct contributions in dedicated time and resources.

.../3

Most importantly, local governments have been doing this work in collaboration with other local governments across their regions, First Nation neighbours, all sectors in their communities and the Province. The commitment to come together in response to the unprecedented COVID-19 emergency persisted as we worked together to get restarted and now continues in rebuilding together as local governments work with the Province to plan for recovery.

I appreciate the time that everyone took out of their busy lives to participate in the consultation sessions and the recommendations they provided from their unique positions on the front lines of the pandemic.

It gives me great pleasure to provide this input from my calls with local government leaders to the economic recovery engagement process. I expect that some local governments will also be submitting ideas into that process directly. The Union of BC Municipalities has also prepared a letter for submission and I am very pleased to include it here.

Sincerely,

A handwritten signature in black ink, appearing to read 'Selina Robinson', with a stylized flourish at the end.

Selina Robinson
Minister

pc: Her Worship Mayor Maja Tait, President, Union of BC Municipalities
Local Governments in British Columbia

Appendix 1 – Description of Priority Themes

Connectivity/Broadband

Digital connectivity is the number one opportunity that emerged in almost every engagement session, especially for rural and remote communities. To fully participate in the new economy, communities need digital access through broadband, cellular mobility, and capacity development to effectively use these technologies. Reliable and affordable high-speed internet is critical to removing barriers to growth and community well-being to enable working from home, remote schooling, moving traditional businesses to an online format and developing new types of businesses. Improving connectivity generates opportunities for everyone to learn new skills and access essential services and it will make it easier for communities to attract new residents and business investment that creates jobs for the long-term.

Investment in Infrastructure

Local governments recognize that continued investment in critical infrastructure projects that facilitate the delivery of public services, such as drinking water, sewage collection and treatment, cultural and recreational facilities, parks and transportation are good investments for everyone and creates primary and secondary jobs in their communities. Investment in infrastructure addresses environmental, economic and social dimensions, and is seen as having general economic benefits for all industry sectors. Several communities have also noted that they have “shovel-ready” projects.

Transit/Transportation

Effective transit and transportation networks are vital for economic recovery as they help bring people back to work and allow businesses to distribute their products and get the supplies they need. Local leaders identified a need for transit funding to make up for revenue losses and to enable the service frequency and safety that will get riders “back on board”. Other transportation infrastructure needs identified include expansion of highways, increased ferry services and investment in railway and municipal airports.

Agriculture/Food Security

During the pandemic, it became even more apparent that food security is an essential need. The ability for small producers to increase their capacity and structural support is needed to ensure food is marketed, produced, processed, packaged, distributed and sold locally. Local leaders acknowledged that our reliance on foreign agricultural workers impacts food security and identified an opportunity to create a skilled domestic agricultural workforce in order to reduce reliance on workers from outside B.C.

Child Care

The provision of childcare is essential for enabling workers to return to work and speed up economic recovery. Many communities identified a lack of adequate childcare in their communities. Local leaders recognize that investments in safe, reliable and affordable childcare is vital to economic recovery.

Low Wage Workers/Employment

The disproportionate impact of COVID-19 on low wage workers especially in certain sectors (e.g. tourism, retail and food services, agriculture and non-profits), and particularly women and youth, highlights the need for support for these workers. Local leaders talked about supplementing wages as a way to stimulate recovery that would also make it easier to recruit for often hard-to-fill jobs. Some local governments noted that their communities would benefit if they could hire students and others for temporary positions in the short term, until the economy picked up.

Health Care, Mental Health and Social Services

The pandemic and emergency measures have strongly impacted vulnerable populations. Isolation from services and support networks has had a profound impact on the homeless population, families living in poverty, and individuals struggling with pre-existing mental health and substance use issues. Local governments and non-profit organizations have been at the forefront of mitigating these impacts during the pandemic. Support from the Province and collaboration with local governments and non-profit organizations is essential in post-pandemic planning as this provides an opportunity to not just “pick up where we left off” but re-shape and strengthen B.C.’s health care, mental health and social services.

Tourism/Recreation

Some local governments with great natural assets, noted the challenge of diversifying their tourism economies to be more resilient over the long term. Investments to support local governments in enhancing natural assets through the development of trails, parks and facilities such as campsites and washrooms will help create new jobs, especially for youth, expand tourism and improve outcomes for people and communities.

Education/Training

A number of local governments identified the need for training programs to attract young people that can participate in the economy and some others noted that resource-based workers were also going through a separate economic downturn (i.e. mill closures) and that sector could also benefit from retraining and education programs.

Clean Energy and Technology

Communities have asked for consistent investment to help them transition to a low carbon future and support green technology aligned with CleanBC goals. These investments will ensure that communities and local businesses are ready to seize economic opportunities coming from clean energy and technology and create more and higher-value jobs. Additionally, local governments noted that investments in climate change adaptation and mitigation activities and studies would have long-term benefits.

Affordable Housing

There is still a shortage of affordable housing in the province. Investment in affordable housing will reduce chronic homelessness and support vulnerable populations by providing those most in need with a safe place to call home. Affordable and workforce housing will allow people to return to work quickly and give them the security they need to fully participate in the economy. Building affordable housing not only provides much needed housing but employs hundreds of skilled workers and can provide new workers with opportunities to learn new skills.

Industry/Business Development

Innovation and investment in traditional resource industries such as forestry is a critical component of economic recovery as these industries support and create jobs in many of B.C.'s rural communities. Communities and businesses need support to capitalize on innovative and emerging opportunities. Local governments recognize the need to assist businesses in developing an online presence and the need to work in collaboration with their local business community on an ongoing basis to promote economic recovery.

Reconciliation

The pandemic has highlighted the need to work together across communities and regions. Investing in ways to foster partnerships with Indigenous neighbours that not only support reconciliation but also builds community economic resilience is a real opportunity before us. There is strong willingness among local governments to work in collaboration with neighbouring Indigenous communities (as many have done in COVID-19 response); it was noted that some smaller and rural/remote local governments as well as First Nations lack resources and capacity for the level of engagement needed to achieve real economic progress.

July 31, 2020

The Honourable John Horgan
Premier of British Columbia
PO BOX 9041, STN PROV GOV
Victoria BC V8W 9E1

The Honourable Carole James
Minister of Finance and Deputy Premier
Room 153, Parliament Buildings
Victoria, BC V8V 1X4

Dear Premier Horgan and Minister James:

Re: UBCM Response to *Building BC's Recovery, Together*

On behalf of BC local governments, please find attached the Union of BC Municipalities submission to the Province's *Building BC's Recovery, Together* consultation document.

Our submission reflects the results of member outreach undertaken over the March – May period, as well as more recent local government engagement on specific policy files such as public transit.

As well, I am pleased to advise that at our July 17th meeting, the Executive formally constituted a Special Committee on Economic Recovery, comprising members of the Presidents Committee. We would welcome the opportunity to work collaboratively with you to share the perspectives of local government as we continue to move forward with the Restart Plan.

I also wish to take this opportunity to thank you for your leadership as we continue to navigate our province through this challenging and unprecedented time.

Yours truly,

A handwritten signature in black ink, appearing to read "Maja Tait", is positioned above the printed name and title.

Mayor Maja Tait
UBCM President

Cc: Hon. Selina Robinson, Minister of Municipal Affairs and Housing

Attachment: UBCM Submission to the Province's Building BC's Recovery, Together

Union of BC Municipalities Submission to the Province's *Building BC's Recovery, Together* Consultation Paper

1. Introduction

The Union of British Columbia Municipalities (UBCM) represents 100% of the local governments in British Columbia (BC), as well as eight First Nations members, and has advocated for policy and programs that support its membership's needs since 1905.

BC local governments are recognized as orders of government in their respective jurisdictions under the Community Charter and Local Government Act. As the order of government closest to its citizens, local government leaders know the significant impact that this pandemic has had on BC residents; small and large businesses; non-profit groups and other community-based organizations.

As the recognized, collective voice of BC local government, UBCM is pleased to provide this submission to the Province's *Building BC's Recovery, Together* consultation process.

2. *Building BC's Recovery, Together* Consultation Process

The Province's *Building BC's Recovery, Together* consultation process offers British Columbians an opportunity to provide their feedback either through the consultation paper, on line survey or one of the virtual town halls. Due to the personal focus of the Province's consultation, UBCM was unsure if this was the appropriate avenue for us to make our views known. However, at our July board meeting Executive members directed that we prepare a submission to ensure that the local government voice was heard as part of the Province's recovery process. As a result, our submission does not respond directly to the questions posed within the Province's consultation paper (*page 12*) but instead provides an overview of the feedback we have heard from our members after undertaking our own member engagement.

So while our submission may not fit within the Province's template for response, we note that many of the elements covered within our submission do align with the provincial priorities identified on page 11 of the consultation paper as follows:

- *STRENGTHENING OUR HEALTH CARE SYSTEM*
- *CREATING AND RESTORING GOOD-PAYING AND SUSTAINABLE JOBS*
- *BECOMING MORE SELF-SUFFICIENT*
- *IMPROVING EDUCATION, TRAINING AND APPRENTICESHIP OPPORTUNITIES*
- *TAKING ADVANTAGE OF BC'S ABUNDANT CLEAN ENERGY*
- *MOVING FORWARD ON MEANINGFUL RECONCILIATION WITH INDIGENOUS PEOPLES*
- *BUILDING THE CRITICAL INFRASTRUCTURE AND SERVICES THAT ALL COMMUNITIES NEED TO THRIVE*
- *ENSURING THAT BC IS ON A STRONG FISCAL FOOTING*

And while our submission may not directly reference all of the identified provincial priorities, UBCM does have a repository of resolutions and policy positions that would indicate broad member support for all of the priorities that have been identified.

In the Province's consultation paper, it states: *"As conversations across the province move from restart to recovery, it is clear recovery means more than returning to the past. This is an opportunity for businesses, organizations and non-profit agencies to help us generate solutions to address the challenges they face."*

UBCM concurs with this statement. By identifying the challenges facing local governments, as well as possible solutions, we hope our submission helps to generate new and creative opportunities for BC local government. We view our submission as a first step to help inform the Province's recovery process and look forward to further engagement in the coming months.

3. UBCM Perspectives on Recovery

Local Government and Financial Recovery

In late March 2020, UBCM reached out to a wide of range of local governments to gather information on the immediate and projected long-term financial pressures facing local governments, their residents, and local businesses as a result of the pandemic. Many local governments identified a loss of variable revenue, the shelving of capital projects, a re-evaluation of property taxes, new costs of supporting vulnerable populations, and concerns over reserve restrictions and looming financial deadlines. In response to these concerns, UBCM raised potential relief measures with the Province that focused on property taxes, legislated financial timelines, restrictions on reserves, capital project timelines, grants, and infrastructure stimulus funding.

In early April, the Province introduced a financial relief framework that initiated temporary changes to B.C.'s property tax framework to provide financial support for businesses and local governments. Among the changes introduced, local governments were given the ability to borrow, interest-free, from their capital reserve funds and municipalities will be able to access school tax revenue collected for the Province until the end of the year. UBCM committed to monitoring the impact of the measures on local government finances, and working with the Province to ensure that local governments had the necessary resources to sustain their communities.

After a second round of outreach, many of our members acknowledged the provincial measures were a modest first step in attempting to address the pandemic-related financial challenges for communities. The measures provided local governments with some flexibility, enhanced cash flow, and short-term certainty that assisted them in financial decision-making. These provincial measures were viewed as a tool for governments to use in the interim, as well as support for local businesses. Even with these provincial measures, many local governments had to re-evaluate their budgets and make extremely difficult decisions and adjustments on capital spending, service levels, staffing, and proposed property tax increases, to ensure continued operation and delivery of critical services. Many local governments also engaged in layoffs of casual, temporary and facility related staff in early April, with the continued uncertainty of the pandemic impacting potential future layoffs.

While there was a general feeling that local governments might be able to financially weather the next several months, our members expressed particular concern about their finances in coming year(s). The risk of delinquencies amongst residential and commercial property taxpayers remains high as the economic fallout from the pandemic mounts. Local governments are concerned that the continued loss of non-taxation revenue, coupled with the uncertainty of tax delinquencies, will hinder the ability of local governments to advance capital projects, maintain existing essential services, and pay back reserves without significant property tax increases in the years ahead.

Upon receiving this feedback, UBCM called for additional provincial support measures in May to address local government funding shortfalls, mitigate the risk of tax delinquencies, and facilitate a revival of local economies. In particular, UBCM called for financial support for transit to aid local economic recoveries; an infrastructure stimulus framework to generate economic returns for communities; and an expansion of the property tax deferral program to all residents to reduce the risk of tax delinquencies. A copy of our May 8th letter to Minister Robinson is attached to this submission.

In addition, UBCM supported the Federation of Canadian Municipalities' request for a minimum of \$10 billion in emergency operating funding, with an additional \$2.4 billion for communities with transit systems, to be provided through a direct federal allocation to local governments.

Recently the federal government announced a \$19 billion funding program to support provinces with their recovery efforts, with specific funding to be targeted to local governments, specifically transit services. On July 22nd the Province announced it would target up to \$1 billion of additional spending to address COVID-19 impacts and restart plans of local governments and public transit services, conditional on matching federal contributions under a 50/50 cost-sharing criteria. UBCM welcomes this announcement and looks forward to working with the Province to identify how best to support local governments with their recovery efforts.

Local Government and Public Transit

As noted above, in the early days of the pandemic, UBCM reached out to local governments to identify their financial challenges. And while we heard predictably about property taxes, and the loss of other revenue sources (i.e. casinos, parking and recreation fees) we also heard very specific concerns around transit, and the significant impact on local government budgets.

UBCM then followed up with officials from BC Transit, TransLink and the Mayors' Council on Regional Transportation to get a better understanding of the impacts on transit communities across BC. The financial impact is, and continues to be devastating.¹ In May, the UBCM Executive directed that we offer our support to BC Transit and TransLink communities to address the problem in a collective way. On June 16th, UBCM hosted a Public Transit Forum for all BC Transit and TransLink communities. What we found most interesting was, despite facing major financial challenges, mayors from transit communities commented on how important it was to remain on track; how they wanted to be part of the conversation to make transit more nimble and better able to adapt to these crisis situations.

During the Forum a document outlining draft principles and recommendations was shared with participants. The document specifically asked the Province to work with all transit / community partners on the development of a transit recovery strategy to address the financial impacts; and a rebuilding strategy that would

¹ For example: Kelowna - \$3M losses predicted over next 12 months; Nanaimo RD - \$2.5 - \$3 million in 2020; Nelson - \$100,000 in revenue losses to date; Prince George - \$100,000-\$200,000 in revenue losses to date.

focus on how to sustain, grow and identify alternative funding models to support public transit.

UBCM recognizes that the Mayors' Council is working with Minister Robinson to address TransLink community concerns, however there is no comparable collective for BC Transit communities. As a result, UBCM wrote to the Minister of Transportation and Infrastructure on behalf of BC Transit communities offering to assist. We indicated our interest in working with the Province to coordinate a consultation process with affected communities to identify how best to support them to deliver transit at this critical time, and into the future. A copy of our June 29th letter to Minister Trevena is attached.

As noted earlier, UBCM was pleased to learn of the July 22nd announcement by the Minister of Finance to earmark up to \$1 billion to fund the Province's portion of municipal and transit services assistance, depending on the outcome of further federal cost-sharing discussions. We look forward to learning more about how this funding will be allocated to support transit communities recover from fare losses and rebuild the system to be more resilient. UBCM remains committed to working with the Province to identify other funding models to ensure transit can remain sustainable not only at this critical time, but through the recovery process into the future.

Local Government and Infrastructure

As the Province turns its attention to the recovery phase of the pandemic, Infrastructure stimulus has historically generated significant economic returns for local communities, through increased employment, the flow through of dollars to local businesses, and the creation of much needed community assets.

When UBCM reached out to its members this past spring about recovery, members expressed broad support for securing an infrastructure stimulus framework that:

- maximizes flexibility on project category, eligible costs, procurement and timelines;
- provides 100% funding for any recovery program and/or current infrastructure program; and
- ensures administrative ease and efficiency in recognition of local staff capacity.

In addition, members noted that any infrastructure stimulus framework should support "shovel worthy" projects over shovel ready projects, expedite BC announcements in the Investing in Canada Infrastructure Program (ICIP), and remove existing federal stacking rules. UBCM believes that the current Gas Tax funding model is the appropriate model for any infrastructure stimulus framework,

as it maximizes local choice and flexibility to ensure funds are invested in the areas with the greatest need and economic return.

An ancillary issue that has surfaced repeatedly in our discussion of infrastructure stimulus relates to procurement. While we understand existing trade agreements prescribe specific procurement obligations, our members have expressed a desire to procure locally, where possible, as means to support local economic recovery. Local governments have expressed frustration with the BC Bid process, as it does not permit local governments to hire/buy local due to specified procurement thresholds. Adjustments to procurement thresholds or processes may provide an opportunity for economic stimulus, at a time when local economic development is critical to the overall provincial recovery effort.

Local Government and Broadband Connectivity

Improved and expanded broadband internet connectivity has been, and continues to be a key priority for UBCM. Its importance has been underscored in 2020 by the move to work and conduct business remotely during the COVID-19 pandemic. In the early days of the pandemic local governments with limited connectivity struggled to conduct normal council/board business in a virtual format. While most local governments found ways to adapt, there are still many regions of our province that continue to struggle daily due to the lack of, or inadequate connectivity. The pandemic has revealed how vulnerable these communities are when disasters happen, and highlight how important it is to remedy the current situation.

We applaud the Province for expanding the Connecting British Columbia program in response to the COVID-19 pandemic to help internet service providers (ISPs) undertake immediate network equipment upgrades to rapidly improve capacity and internet speeds in underserved areas, but unfortunately it is still not enough. None of the current funding programs address the issue of existing, dormant backbone and last-mile infrastructure that either lacks an ISP to make use of it, or is owned by an existing Internet service provider that declines to activate and use it. Consequently, action needs to be taken to require ISPs or the owners of network infrastructure to activate and make use of existing, dormant network infrastructure to help achieve universal broadband Internet access.

Addressing the broadband connectivity gap is critical to the recovery effort. Communities need reliable adequate broadband connectivity to conduct the day to day business of local government; attract and retain business; support distance education / learning opportunities; access online health support/services; and ensure that their citizens are able to engage fully in a virtual environment.

Local Government and Societal Impacts of COVID-19

While much of our submission has focused on economic recovery, our Executive and broader membership have identified the significant social impacts associated with the pandemic. As noted in the Province's consultation paper, hundreds of thousands of individuals have lost their jobs with those most impacted coming from the service sectors, notably retail, restaurants, hotels and tourism.

An example of this impact is very clearly evident on a community such as Whistler, a tourist destination, dominated by service sector employment. The following account was shared by Councillor Jen Ford, UBCM Third Vice-President:

The Whistler Food Bank saw an immediate and alarming uptick in need for food security. Prior to Covid, the food bank handed out bags to roughly 45 households each week (one day per week it was open). In the first week, we saw 100, in the next week we were up to 200, and the peak was just before the CERB cheques started, there was 600 bags in a week. We moved to the conference centre with 5 day per week service. The service has remained strong with an average of 200 bags per week, and will remain at the conference centre through September. This move made sense to allow for adequate spacing and processing of the food donations. There are also outreach services available on site for support navigating CERB applications, financial support, and multicultural outreach. Prior to Covid, the majority of people would talk about insecure and unstable housing as the biggest issue. That has changed substantially, and it is now job insecurity and mental health.

As far as the tourism impact, Whistler generates 25% of the provincial tourism export revenue. The closure of hotels and reduced capacity of restaurants will be felt for many, many months ahead. Many of the local restaurants have reopened, and all the hotels have reopened, but we're seeing an entirely different kind of guest who is spending less and staying for shorter stays, unlike our typical visitor. Every business in town is being challenged by far fewer workers and few applicants, so service levels are difficult.

The societal impacts of the pandemic cannot be underestimated. Additional and ongoing support is needed to assist vulnerable populations that have been significantly affected. Whether its unemployment, homelessness, substance abuse/addictions, mental health or other situations requiring social support services, communities are on the front line working with the Province, local organizations and volunteers to do what they can to help their residents.

4. UBCM Role in the Provincial Recovery Effort

In order to effectively respond to, and recover from, the current pandemic, it is imperative that federal, provincial, local and aboriginal governments work collaboratively to address the devastating health, safety, social and economic impacts that have impacted every resident, in every region of our province and country.

At the July 2020 UBCM Executive meeting, board members directed that a Special Committee on Economic Recovery be established to serve as a contact point for provincial and federal governments to support recovery efforts. The newly established Special Committee is comprised of the following Executive members:

- Mayor Maja Tait, President
- Councillor Brian Frenkel, 1st VP
- Councillor Laurey-Anne Roodenburg, 2nd VP
- Councillor Jen Ford, 3rd VP
- Councillor Arjun Singh, Past President
- Councillor Craig Hodge, GVRD/Metro Rep.

Members of the Special Committee would welcome the opportunity to meet with the Province to discuss our submission or any other matters as they pertain to local governments and pandemic recovery.

5. Concluding Remarks

On behalf of local governments across BC, UBCM thanks the Province for undertaking the ***Building BC's Recovery, Together*** consultation process. We appreciate the opportunity to share what we have heard from our members since the state of emergency was declared in March 2020.

While this submission is not exhaustive of the issues and challenges facing our members, we consider it to be an accurate portrayal of the key concerns facing BC local government. As the collective voice of local government, UBCM stands ready to work with the Province and offer our assistance as BC moves forward through the recovery phase.

Attachments:

- *May 8, 2020 letter to Minister Robinson*
- *June 29, 2020 letter to Minister Trevena*

May 8, 2020

The Honorable Selina Robinson
Minister of Municipal Affairs and Housing
PO Box 9056 Stn Prov Govt
Victoria, BC V8W 9E2
Via Email: MAH.minister@gov.bc.ca

Dear Minister Robinson,

On behalf of the Union of British Columbia Municipalities (UBCM), I wish to thank you for listening to the range of financial pressures facing local governments that were raised in our discussions with you and your staff in April. The Province's willingness to move quickly and develop measures seeking to address those financial challenges was welcomed by UBCM and its members.

The measures announced on April 16th were an important first step in supporting our members and their local economies, as they provided additional relief to small business and gave some flexibility to help local governments maintain operations. At the time of their announcement, UBCM committed to monitoring the impact of the measures on local government finances, and working with the Province to ensure that local governments had the necessary resources to sustain their communities.

We have since reached out to our membership to gauge the impact of the provincial financial relief framework, and to identify a stimulus approach that would assist a post-pandemic recovery in our communities. Outlined below you will find a summary of our outreach findings, coupled with a request for additional measures that would address local government funding shortfalls, mitigate the risk of tax delinquencies, and facilitate a revival of local economies.

Provincial Financial Relief Measures

Many of our members acknowledge the April 16th measures as a modest first step in attempting to address the pandemic-related financial challenges of communities. The measures provided local governments with some flexibility, enhanced cash flow, and short-term certainty that assisted local governments in their financial decision making. They were viewed as a tool for governments to use in the interim, as well as financial support for local businesses. It should be

noted that many local governments had to re-evaluate their budgets and make extremely difficult decisions and adjustments on capital spending, service levels, staffing, and proposed property tax increases, to ensure continued operation and delivery of critical services. Many local governments also engaged in layoffs of casual, temporary and facility related staff in early April, with the continued uncertainty of the pandemic impacting potential future layoffs.

While there is a general feeling that local governments might be able to financially weather the next several months, our members are particularly concerned about their finances for the following year(s). The risk of delinquencies amongst residential and commercial property taxpayers remains high as the economic fallout from the pandemic mounts. Local governments are concerned that the continued loss of non-taxation revenue, coupled with the uncertainty of tax delinquencies, will hinder the ability of local governments to advance capital projects, maintain existing essential services, and pay back reserves without significant property tax increases in the years ahead.

Expanded Property Tax Deferral Program

Given the risk of property tax delinquencies, local governments are seeking an expansion of the existing Property Tax Deferral Program to cover all residential tax payers at a minimum. While the program's eligibility covers a significant number of residents, there remains a sizeable number of ineligible residents that require support. An expanded program would mitigate the risk of delinquencies, and provide a greater degree of certainty for budgeting and long-term financial planning.

Transit Financial Support

The need for financial support for transit has also emerged as an issue amongst transit dependent communities throughout the province. Not only has the loss of fare revenue significantly impacted many local government budgets, but the decreased ridership arising from physical distancing requirements threatens the financial sustainability of existing services levels. Transit is a service critical to supporting local economic recoveries, and UBCM's members are looking for provincial funding assistance to support the sustainability of transit in their communities.

Economic Recovery Stimulus Funding

UBCM's members are seeking economic recovery stimulus funding once the Province fully turns its attention to the recovery phase of the pandemic. Infrastructure stimulus has historically generated significant economic returns for local communities, through increased employment, the flow through of dollars to local businesses, and the creation of much needed community assets.

To that effect, UBCM's members are broadly supportive of securing an infrastructure stimulus framework which maximizes flexibility on project category, eligible costs, procurement and timelines; provides 100% funding for any recovery program and/or current infrastructure program; and which ensures administrative ease and efficiency in recognition of local staff capacity. In addition, any infrastructure stimulus framework should support shovel worthy projects over shovel ready projects, expedite BC announcements in the Investing in Canada Infrastructure Program (ICIP), and remove existing federal stacking rules. UBCM believes that the current Gas Tax funding model is the appropriate model for any infrastructure stimulus framework, as it maximizes local choice and flexibility to ensure funds are invested in the areas with the greatest need and economic return.

I wish to thank you for your leadership and collaboration on combating the impact of the pandemic in BC's communities. I look forward to working with the Province on these proposed measures to ensure that local governments have the resources necessary to sustain their operations and services while stimulating their local economies.

Sincerely,

A handwritten signature in black ink, appearing to read 'Maja Tait', with a stylized, cursive script.

Mayor Maja Tait
UBCM President

June 29, 2020

The Honourable Claire Trevena
Minister of Transportation and Infrastructure
Room 306 Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister Trevena:

Re: Public Transit in BC

On behalf of UBCM I wanted to take the opportunity to update you on work that we have undertaken to support transit communities in BC. While all BC communities have been financially impacted by COVID-19, UBCM has found that transit communities are struggling even more so. I shared some initial findings when we connected a few months ago, and now have additional feedback that I felt was important to convey.

In response to member concerns, UBCM hosted a Transit Forum on June 16th for both TransLink and BC Transit communities. The session was well attended with over 90 participants and was planned in coordination with the TransLink Mayors' Council. The Forum opened with a joint presentation by Erinn Pinkerton, President and CEO, BC Transit and Kevin Desmond, CEO, TransLink on the state of public transit in BC. Both presenters noted that the next two years will bring continued uncertainty and the need to be nimble and responsive.

Mayors from both TransLink and BC Transit communities shared the financial and operational challenges they have faced over the past four months and how they have tried to adapt. Discussion focused on a draft set of principles and recommendations that reflected on how to recover from current losses and what is needed to rebuild public transit. This document, attached, received overwhelming support.

And, despite the significant financial losses faced by many transit communities, it was heartening to learn that over 90% of participants indicated that their community remains committed to the same growth, transportation and other local/regional plans and objectives that they had in place prior to COVID-19. Interestingly, the Mayors commented on how important it was to remain on track; the importance of continued transit growth and the need to make transit more nimble and adaptive to respond to these crisis situations.

And finally, over 98% of Forum participants supported being part of a collaborative approach (UBCM, BC Transit and TransLink communities) going forward that would advance the recommendations for rebuilding transit in BC to the provincial and federal government.

UBCM and its local government members recognize that transit is an essential service that is key to the Province's Restart Plan. Based on what we heard from Forum participants, there is an opportunity for transit communities to help identify what recovery and rebuilding might look like and to ensure public transit remains sustainable into the future as the Province continues to re-open the economy.

We recognize that the Mayors' Council is already working collaboratively with Minister Robinson's office and would offer our organization as a body that could assist your Ministry in establishing an ongoing working relationship with BC Transit communities.

In closing, we would welcome an opportunity to meet with you to discuss how we can work in partnership to develop a recovery and rebuild strategy for BC public transit.

Yours truly,



Mayor Maja Tait
UBCM President

Att: *Principles and Recommendations to the Province for Rebuilding Transit in BC*

cc: Hon. Selina Robinson, Minister of Municipal Affairs and Housing (Responsible for TransLink)
Mayor Jonathon Cote, City of New Westminster and Chair, Mayors' Council
Mayor Colin Basran, City of Kelowna
Mayor Jack Crompton, Resort Municipality of Whistler
Kevin Desmond, CEO, TransLink
Erinn Pinkerton, CEO and President, BC Transit
Mike Buda, Executive Director, Mayors' Council on Regional Transportation



REPORT

To: Chair and Directors

Report Number: ADM-BRD-061

From: Tyra Henderson, Corporate Officer

Date: July 30, 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 27, 2019

MOVED, SECONDED, AND CARRIED

That the Regional Board approve the subdivision of 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; further, that the 20m wide x 125m long portion of the property subdivided from the Leisure Pool Property be transferred to the City of Fort St. John for the Festival Plaza Project planned for 9523 – 100th St. and the existing formal gardens located on 10631-100th Street; further, that all survey and land transfer costs be borne by the City of Fort St. John and the transfer of land to the City of Fort St. John be subject to amalgamation of the subdivided property with 9523 – 100th Street (PID 007-496-044) and 10631-100th Street (PID 024-746-398) and completion of a bilateral access agreement between the City of Fort St. John and the Peace River Regional District to ensure parking lot access to the Leisure Pool from 100th Street and to Festival Plaza from the NP Leisure Pool parking lot; further, that the proposed subdivision and amalgamation explanatory plan and the bilateral access agreement be provided to the PRRD for referral to legal counsel for review prior to finalization and signature.

November 9, 2017

MOVED, SECONDED, AND CARRIED

That staff be directed develop and implement monitoring mechanisms to track the volumes of solid waste being disposed of at the North Peace Regional Landfill.

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:

Not applicable.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Not applicable.

COMMUNICATIONS CONSIDERATION(S):

Not applicable.

OTHER CONSIDERATION(S):

Not applicable.

**PEACE RIVER REGIONAL DISTRICT
Solid Waste Committee Meeting Minutes**

DATE: July 2, 2020
PLACE: Regional District Boardroom, Dawson Creek, BC

PRESENT: Director Rose, Electoral Area 'E' – Committee Chair
Director Sperling, Electoral Area 'C' - ex officio
Director Goodings, Electoral Area 'B'
Alternate Director Deck, District of Chetwynd
Director Bumstead, City of Dawson Creek
Director Ackerman, City of Fort St. John

Staff

Paulo Eichelberger, General Manager of Environmental Services
Gerritt Lacey, Solid Waste Services Manager
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 10:00 am

Directors Notice of New Business:

Director Rose Committee Meeting schedule

ADOPTION OF THE AGENDA:

MOVED by Director Bumstead, SECONDED by Alternate Director Deck,
that the Solid Waste Committee agenda for the July 2, 2020 meeting,
including additional items for the agenda, be adopted as amended:

1. **Call to Order**
2. **Notice of New Business**
3. **Adoption of the Agenda**
4. **Gallery Comments or Questions**
5. **Adoption of the Minutes**
 - 5.1 Solid Waste Committee Meeting Minutes of June 4, 2020
6. **Business Arising from the Minutes**
7. **Delegation**
8. **Correspondence**
9. **Reports**
 - 9.1 July 2, 2020 – Groundbirch Area Transfer Station Monitoring
 - 9.2 July 2, 2020 – Contract Award RFP 24-2020 – Chetwynd Landfill Scale Replacement
 - 9.3 July 2, 2020 – Solid Waste Agreements
10. **New Business**
 - 10.1 Committee Meeting schedule
11. **Diary**
12. **Items for Information**
 - 12.1 Solid Waste Committee Terms of Reference
13. **Adjournment**

CARRIED.

MINUTES:

5.1 SWC Mtg MOVED by Director Bumstead, SECONDED by Director Goodings,
Min. of June 4, That the Solid Waste Committee Meeting Minutes of June 4, 2020 be adopted.
2020

CARRIED.

REPORTS:

9.1 re: Following a recommendation received from the Solid Waste Committee, the Regional Board
Groundbirch area at its August 23, 2018 meeting resolved:
TS Monitoring *RD/18/08//13 (23)*
*"that the status of a proposed property (located on 271 Road, north of the current
unmanned waste site near the Groundbirch store) be monitored every four months, for siting
a manned transfer station and that any changes in said property's status be reported back
to the Solid Waste Committee."*

Staff have been monitoring the site as the property had been in forfeiture. As of March 2020, the property was cleared to accept application for purchase or tenure. A property appraisal, conducted in March 2018 by Aspen Grove Properties, assessed the property at \$24,000 to purchase. The site in question is not in the Agriculture Land Reserve.

It was observed that there is a need to remove a variety of debris from the site, approximate cost \$39,000. Purchase of the property would take place in the 2021 budget year.

If approved, it was felt that adjacent property owners be notified of the proposed acquisition.

MOVED by Director Bumstead, SECONDED by Director Ackerman,
That the Solid Waste Committee recommends to the Regional Board that the Regional Board notify nearby property owners of the proposed acquisition of 8225-271 Rd for the purpose of expanding and upgrading the existing transfer station and authorize an offer of \$5,000 for the purchase of 8225-271 Road (PID 012-260-509) from the Province of British Columbia subject to receipt of a Phase 2 environmental assessment satisfactory to the PRRD.

CARRIED.

9.2 re: Contract In 2016, the North Peace Regional Landfill (NPRLF) underwent a capital project for a new
Award – entrance. Once the new entrance was in operation, the old entrance was abandoned,
Chetwynd leaving the old 80' scale on the side unused.
Landfill Scale
Replacement 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.

A Request for Proposal (RFP) was issued for the scale replacement, including design, tender support, contract administration and quality control services, resulting in 1 proposal being received. Through the evaluation process, Sperling Hansen Associates was the preferred proponent.

- 9.2 (continued) MOVED by Director Ackerman, SECONDED by Alternate Director Deck,
That the Solid Waste Committee recommends that the Regional Board award RFP 24-2020
“Chetwynd Landfill Scale Replacement” for design and tender support, to Sperling Hansen
Associates at a cost of \$50,267.50 (excluding GST); further, that the Chair and Chief
Administrative Officer be authorized to sign the agreement on behalf of the PRRD.
CARRIED.

- 9.3 re: Solid MOVED by Director , SECONDED by Director ,
Waste That the Solid Waste Committee receive the report titled “Solid Waste Agreements” for
Agreements discussion.
CARRIED.

To update the Committee on the types of agreements the Solid Waste department (SWD) manages with its member communities within the region, and the status of each. It was noted that there are nine agreements which fall into one of the three categories listed below:

1. First Nations Communities
2. Municipal Waste Haulage
3. Municipal Solid Waste Management Service

First Nations Agreements

The Regional District has agreements with the West Moberly First Nation, Sauteau First Nation, Halfway River First Nation, Blueberry First Nation and Doig River First Nation. Under these agreements the Regional District makes available waste reduction, education services, as well as, track waste tonnages coming from the respective First Nation communities (FNC). In return, the FNC agree to coordinate with the PRRD on waste reduction and education services, as well as pay the PRRD an annual fee in lieu of taxes, and any applicable tipping fees at transfer stations or landfills. The current rate for the annual fee is \$50/household within each respective community.

For the FNC that offer a curbside collection program within their communities, the waste collected is taken to the nearest Transfer Station site where the applicable tipping fees are applied to that material and charged to the FNC account. Residents of FNC who wish to self-haul their own waste pay the applicable tipping fees at the time of bringing in waste.

All five agreements have expired as of March 30, 2020. Staff are currently working to combine service agreements from solid waste, emergency services and GIS for each of the FNC's into a single document and will reflect updated rates and household counts for each of the respective FNC's.

Municipal Waste Haulage Agreements

The City of Dawson Creek, District of Taylor and the Village of Pouce Coupe receive a subsidy for waste hauling. These agreements were created when the Regional District closed nearby landfills that served these municipalities in order to form an integrated solid waste management system. As the distance to the nearest landfill increased, a subsidy was provided by the Regional District to the municipality through these agreements.

Reports:

9.3 (continued)

Municipal Solid Waste Management Service Agreement

Based on a Board resolution from 1998, an agreement for staffing services at the Tumbler Ridge Transfer Station was entered into in April 2003. This agreement, with the District of Tumbler Ridge, was to provide a subsidy that would allow the municipality to recover costs for operating and staffing the site, including a 15% markup.

Opportunities exist for all nine agreements to be updated. Staff have begun the process and will continue to work with member municipalities to achieve updated agreements by 2021.

NEW BUSINESS:

10.1 re:
Committee
meeting schedule

MOVED by Director Sperling, SECONDED by Director Bumstead,
That the Solid Waste Committee meeting of August 6, 2020 be cancelled.

CARRIED.

Committee
Report

MOVED by Director Goodings, SECONDED by Alternate Director Deck,
That the recommendations from the Solid Waste Committee meeting of July 2, 2020 be recommended to the Regional Board for approval.

CARRIED.

The Chair adjourned the meeting at 11:15 p.m.

Director Rose,
Chair – Solid Waste Committee

Suzanne Garrett,
Corporate Services Coordinator