



# PEACE RIVER REGIONAL DISTRICT

## North Peace Rural Roads Committee Meeting Revised Agenda

September 11, 2020, 8:30 a.m.

Via Teleconference

Conference Call Number: 1-877-385-4099

Access Code: 7552558#

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Directors' Notice of New Business</b>	
<b>3. Adoption of Agenda</b>	
<b>4. Gallery Comments or Questions</b>	
<b>5. Adoption of Minutes</b>	
5.1 North Peace Rural Roads Committee Draft Meeting Minutes of July 17, 2020	3
<b>6. Business Arising from the Minutes</b>	
<b>7. Delegations</b>	
<b>8. Correspondence</b>	
<b>9. Reports</b>	
<b>10. Discussion Items</b>	
10.1 Task Force Volunteers	
10.2 Federal Lobbyist Registry	
10.3 October Strategy	
10.4 Letters to Minister Trevena	7
10.5 Workplan / Budget Update	18
10.6 Expenditure Update	21
<b>11. New Business</b>	
*11.1 UBCM Meeting with MoTI Sept. 16, 2020	

<b>12.</b>	<b>Diary</b>	
<b>13.</b>	<b>Item(s) for Information</b>	
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<b>14.</b>	<b>Adjournment</b>	



## **NORTH PEACE RURAL ROADS COMMITTEE MEETING MINUTES**

DATE: July 17, 2020,

PLACE: Via Teleconference

PRESENT:

<b><u>Directors</u></b> Director Goodings, Chair Director Heiberg Director Fraser Director Sperling (ex-officio)	<b><u>Absent</u></b> Director Bumstead
<b><u>Staff</u></b> Tyra Henderson, Corporate Officer Naomi Donat, Recording Secretary	<b><u>Others</u></b> Jackie Kjos, JK Solutions

1. **CALL TO ORDER:** The Chair called the meeting to order at 9:01 am.

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

Director Sperling Pilot Cars

3. **ADOPTION OF AGENDA:**

MOVED by Director Heiberg, SECONDED by Director Sperling,  
That the North Peace Rural Roads Committee adopt the July 17, 2020 Committee Meeting Agenda as amended to include Directors' new business:

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 Draft Meeting Minutes of June 19, 2020
6. **Business Arising from the Minutes**
  - 6.1. Select Committee Written Presentation
7. **Delegations**
8. **Correspondence**
9. **Reports**
  - 9.1. Consultant Verbal Report
10. **Discussion Items**
  - 10.1. YTD Expenditure and Budget/Workplan Review
  - 10.2. Call for additional Task Force members
  - 10.3. Newsletter
  - 10.4. Strategy with MoTI
  - 10.5. Facebook Analytics
  - 10.6. Dawson Creek Recognition
  - 10.7. Meeting with Federal Members of Parliament
11. **New Business**
  - 11.1. Pilot Cars
12. **Diary**
13. **Item(s) for Information**
  - 13.1 Terms of Reference
14. **Adjournment**

**CARRIED**

**4. GALLERY COMMENTS OR QUESTIONS:**

None.

**5. ADOPTION OF MINUTES:**

5.1 MOVED by Director Heiberg, SECONDED by Director Sperling,  
June 19, 2020 NPRRC That the North Peace Rural Roads Committee adopt the Committee Meeting Minutes  
Minutes of June 19, 2020.

**CARRIED**

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

6.1 At its June 19, 2020 meeting, the North Peace Rural Roads Committee asked Ms. Kjos  
Select Committee to submit a written submission to the Select Standing Committee on Finance and  
Written Presentation Government Services, as follow up to the verbal presentation she made on June 11,  
2020 in Fort St. John. Ms. Kjos advised that she was asked by the NPRRC to extend  
her stay in Fort St. John until June 26, 2020 to deal with pressing road concerns. As a  
result, she was unable to complete the written submission by the deadline.

**7. DELEGATIONS:**

None.

**8. CORRESPONDENCE:**

None.

**9. REPORTS:**

9.1 Ms. Kjos met with Hali Davenport, District Program Manager and Ken Namislo, Acting  
Consultant Verbal District Operations Manager, from the Ministry of Transportation and Infrastructure  
Report (MoTI), in lieu of Rena Gibson, Acting District Manager, who was attending to the Old  
Fort landslide situation. MoTI staff confirmed that NPRRC priorities are on their list.  
MoTI gravel plans make sense, for the most part.; however, NPRRC believes that  
several roads need a lot more attention, including Cecil Lake Road, Golata Creek  
Road, Farrell Creek Road, Aitken Creek Road, and the Beatton Airport Road. The Beryl  
Prairie Road really needs to be rebuilt. The Siphon Creek Road is getting gravel this  
year. MoTI advised that the plans are subject to change, due to washouts and  
flooding this year. Ms. Kjos sent a follow-up report to Mr. Namislo.

The NPRR Task Force had recommended improved pullouts on the Beatton Airport  
and Prespatou Roads; however, Mr. Namislo believes that Milligan Creek-Peejay is a  
higher priority. Mr. Namislo plans to look at these roads in the next couple of weeks  
and the hope is that a NPRR Task Force member will be able to go with him.

The "Rural Roads in the North Peace" video is up on the NPRR Facebook page and  
will be posted on the PRRD website soon.

**10. DISCUSSION ITEMS:**

10.1 There is just over \$32,000 remaining in the budget.  
YTD Expenditure and Ms. Kjos will have some time available because the lobby registry is not taking as long  
Budget/Workplan as expected. More time will be spent on road evaluations.  
Review Another Task Force meeting is planned for October along with a meeting with MoTI.

- 10.2  
Call for additional Task Force members
- The Committee would like to expand the Task Force by 3 or 4 more members. There was discussion as to how new members should be attracted, and whether or not members would be allowed to send alternates to the Task Force meetings. It was suggested that it would be valuable to have a representative present from each member organization, with the assumption that those attending the meetings will be sufficiently briefed on the discussion topics. It was decided that Ms. Kjos would reach out via the Committee Facebook page and the Newsletter to identify alternates and potential new members. Interested parties should be identified by August 7<sup>th</sup> to revisit this topic at the August Committee meeting.
- 10.3  
Newsletter
- The next newsletter will be produced by the end of July with an invitation for new Task Force members.
- 10.4  
Strategy with MoTI
- Ms. Kjos will invite Greg Bruce, Acting Regional Manager with MoTI to come to a Committee meeting. Topics to be discussed will include the immediate need for a plan for roads in the North Peace, with specific attention to the Beryl Prairie Road.
- MOVED by Director Heiberg, SECONDED by Director Sperling,  
That the North Peace Rural Roads Committee send a 6-10 page report to Claire Trevena, Minister of Transportation and Infrastructure, and Kevin Richter, Associate Deputy Minister, showing pictures of the degradation of Beryl Prairie Road, which has occurred in the time since the Ministry promised to fix the road.
- CARRIED**
- MOVED by Director Heiberg, SECONDED by Director Sperling,  
That the North Peace Rural Roads Committee send a letter to Claire Trevena, Minister of Transportation and Infrastructure, and Kevin Richter, Associate Deputy Minister, expressing frustration with the Ministry's lack of response to the commitment, made to the Committee on September 10, 2018 at UBCM, to keep roads maintained to withstand 100 percent loading capacity, and to produce a suitable upgrade plan for key roads in the region.
- CARRIED**
- 10.5  
Facebook Analytics
- Many people have been viewing and engaging the Facebook page. The Golata Creek post received over 1600 hits and more than 600 individuals engaged, which means they didn't just like it, they either shared or commented.
- 10.6  
Dawson Creek Recognition
- There will be an article in the upcoming newsletter recognizing the City of Dawson Creek's contribution to the Committee, explaining how residents of the city and the South Peace benefit from the North Peace Rural Roads Initiative.
- 10.7  
Meeting with Federal MPs
- Ms. Kjos will invite Members of Parliament Bob Zimmer and Todd Doherty to participate in a meeting with the Committee via Webex where the MPs will watch the North Peace Rural Roads video and then have a discussion with the Committee Members about opportunities for federal funding for infrastructure to support economic development.

**11. NEW BUSINESS:**

11.1

Review of Pilot Car  
Requirements

Chair Sperling thanked Ms. Kjos for bringing this situation to the Committee's attention. He had a conversation with Jan Lansing and found out that the pilot car requirements review has been ongoing since 2017 and it is already in stage 3. Only municipalities have been included in the engagement process to date. Chair Sperling invited Ms. Lansing to attend the August 13, 2020 Regional Board Meeting as a delegation.

**12. DIARY:**

No changes were made to the diary.

**13. ITEM(S) FOR INFORMATION:**

Ms. Kjos advised that she will remind those wishing to attend the August 13, 2020 Board Meeting, to hear the pilot car requirement presentation, to register beforehand.

**14. ADJOURNMENT**

The Chair adjourned the meeting at 10:06 am

The next meeting is scheduled for August 14, 2020 at 9 am.

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Director Goodings, Chair

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Naomi Donat, Recording Secretary



August 4, 2020

Honorable Claire Trevena  
Minister of Transportation and Infrastructure  
P.O. Box 9055  
Stn Prov Govt  
Victoria, BC V8W 9E2

Sent via email to:  
[Minister.Transportation@gov.bc.ca](mailto:Minister.Transportation@gov.bc.ca)

**Re: Beryl Prairie Road**

Dear Minister Trevena;

On behalf of the North Peace Rural Roads initiative, I am writing to share my disappointment at the absolute deterioration of the Beryl Prairie road.

We met with you at the Union of BC Municipalities meeting in Whistler on September 10, 2018 and specifically expressed our concern about the condition and impacts on the Beryl Prairie road near Hudson's Hope.

At that time, the \$1.4B North Montney mainline to support natural gas distribution to Kitimat was ramping up and the Farrell Creek hill had slid, forcing all industry traffic onto the inadequately constructed Beryl Prairie road. At that time, you acknowledged the importance of the economic investment and committed that there would be additional maintenance on the Beryl Prairie road to offset the additional traffic.

Attached is a pictorial timeline of the deterioration of the road. As of this spring, the 12 km road is completely devoid of gravel and impassible to any vehicle other than a four-wheel drive when it rains. This is a public road that rural residents, backcountry enthusiasts, and our primary industries of agriculture, forestry and natural gas all rely on.

When we enquired recently on the plans for this road, we were advised by the district office that they would be investing \$100,000 and 100m<sup>3</sup> of gravel. Sadly, there are many zeros missing on both those number to have any impact.

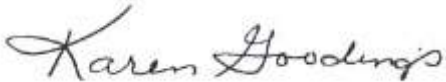
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**PLEASE REPLY TO:**

☒ 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) 785-1125 Email: prrd.fsj@prrd.bc.ca

We feel that you have not lived up to your commitment to the Beryl Prairie road users and are requesting your personal assurance that appropriate funds will be allocated to this road to ensure it is safe and reliable for the residents and industries that rely on it. For further information or discussion, please contact me at (250) 262-1558 or our consultant Jackie Kjos at (250) 262-5510.

Sincerely,

A handwritten signature in cursive script that reads "Karen Goodings".

Karen Goodings  
Chair, North Peace Rural Roads Committee

ATTACHMENT: Deterioration of the Beryl Prairie Road 2017-2020

c. Kevin Richter, Associate Deputy Minister, [Kevin.Richter@gov.bc.ca](mailto:Kevin.Richter@gov.bc.ca)





## Deterioration of the Beryl Prairie Road 2017-2020

*Prepared by:* North Peace Rural Road Committee  
July 2020

The Beryl Prairie road was not constructed to support either the type or volume of traffic that has been using it since around 2008 when oil and gas development in the area exploded. While the primary road used to support the development of the massive natural gas play was the Farrell Creek road and a network of petroleum development roads (PDRs), the Beryl Prairie road also was subjected to heavy industrial traffic.

When the North Peace Rural Roads initiative was revived in late 2017, the Beryl Prairie road was one that jumped quickly to the top of the priority list. The photos below show trouble in the spring of 2017 when heavy rutting occurred during and after seasonal load restrictions. The maintenance contractor dumped pit run into the ruts, some of which can be seen in the ruts and graded off to the side of the road. No effort was made to repair the soft spots in the road base responsible for the rutting. This rutting occurred not at the back end of the road, but right in the centre part of the road where families with light vehicles have to travel daily.

May 2017



In the spring of 2018, there was still some gravel on the road, although in places it was getting scarce.

In August, the North Montney mainline (pipeline) kicked off with one of the prime contractors setting up their work staging areas at the entrance of the Beryl Prairie Road. This \$1.4 billion investment by TC Energy was to collect gas and tie into the Coastal Gas Link pipeline currently being constructed to Kitimat to feed LNG Canada.

May 2018



September 2018



September 2019



By September 2018, when we met with Minister Trevena and key provincial and regional staff, the road had begun to deteriorate rapidly as a result of:

- the failure of the Farrell Creek hill and re-routing traffic to Beryl Prairie;
- construction of the North Montney mainline;
- expansion of Cambrian Energy's gas plant; and
- normal operations of agriculture, forestry and oil and gas.

By July of 2019, a year into pipeline construction, the road had become a goat trail of weaving through soft spots and avoiding pit run.





The following three photos show the speed at which this road went from bad to worse in 2019. All photos were taken within a few hundred metres of each other. The top two pictures show how futile it is to dump a bit of gravel on a problem without repairing the road base. In the June 2019 photo, there are signs of gravel on the road, but just a month later, all of the gravel has been either graded off to the edge or pounded into the soft roadbed. The bottom picture shows the current condition of this road with no gravel on the road and impassible for all but the most robust four-wheel drive vehicles.

June 2019



July 2019



May 2020



The photo below shows the last couple of kilometres of this PUBLIC road. The issues above that caused the collapse are not going away. This is an important gateway to the backcountry for residents and visitors to the area. It supports agriculture, as evidenced by the fields on both sides of the road, and is an important collector road for multiple forest and petroleum development roads. It also provides access to Petronas's Farrell Creek gas plant, visible in the upper left side of the photo. This road will NOT become less important in the next forty years!



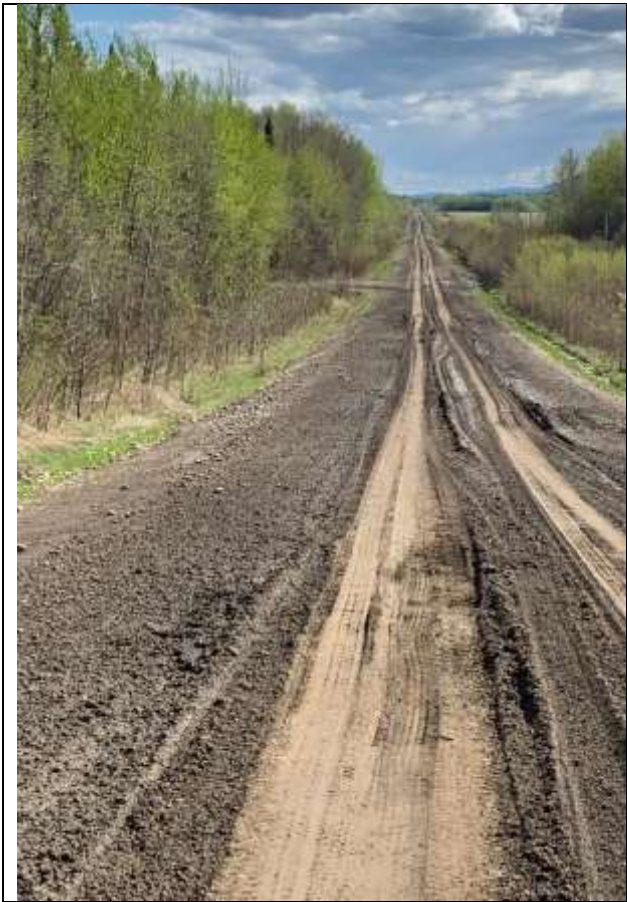
The following photos show the condition of the Beryl Prairie road this spring (2020).













And finally, this picture shows the real safety hazard of this road. The tracks in the mud tell the story of someone who came dangerously close to going over the bank when they were either pulled over there by the gumbo clay or had to pull over to meet an oncoming vehicle.

This is totally unacceptable for a road that has supported the contribution of millions of dollars in Provincial revenue.





August 4, 2020

Honorable Claire Trevena  
Minister of Transportation and Infrastructure  
P.O. Box 9055  
Stn Prov Govt  
Victoria, BC V8W 9E2

Sent via email to:  
[Minister.Transportation@gov.bc.ca](mailto:Minister.Transportation@gov.bc.ca)

Dear Minister Trevena;

On behalf of the North Peace Rural Roads initiative, I am writing to express my disappointment at the lack of progress and in fact the further deterioration we have experienced on our rural roads since our first meeting with you on this topic in late 2018.

When Director Brad Sperling and I met with you at your office on February 25, 2019, you attentively listened to our concerns and wrapped up the meeting with comments to the effect of "it sounds like we need a plan". Yes, we do need a plan and we are frustrated that our concerns seem to be falling on deaf ears.

We have a good relationship with your regional and district staff, but since that meeting, we have had to work with three different District Managers and are now on our second Regional Manager. I am imploring that someone at a senior level in your Ministry engage in some meaningful planning with us to chart a course to ensure that the economic stability of our region does not continue to be eroded by the rapidly deteriorating condition of key rural roads. Please contact me at (250) 262-1558 or our consultant Jackie Kjos at (250) 262-5510 to discuss the next steps.

Sincerely,



Karen Goodings  
Chair, North Peace Rural Roads Committee

c. Kevin Richter, Associate Deputy Minister, [Kevin.Richter@gov.bc.ca](mailto:Kevin.Richter@gov.bc.ca)

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North Peace Rural Roads Initiative  
2020 DRAFT Workplan

Priority	Consulting Fees	Timing				
			JK	BM	SN	Admin
<b>Mandatory</b>	<b>Lobby Provincial Government</b>					
	<b>MoTI</b> continue to seek resolutions/progress on project objectives	<b>Ad Hoc</b>	20			
	relationship building/meetings with Fort St. John District MoTI staff (3)		12			
	seasonal road ban issues		20			
<b>Mandatory</b>	<b>Director Meetings (monthly)</b>	<b>Monthly</b>				
	Prep of agenda/material and followup/minutes		27			
<b>Mandatory</b>	<b>Communications</b>	<b>Ad Hoc</b>				
	consult with task force on individual issues		10	2		
	conference call(s) with task force in lieu of face-to-face meetings		5	1		
	develop and distribute newsletters (1)		20			
	develop communications, briefing notes, presentations		30			
	maintain lobby registry/reports (new for 2020)		18			
<b>Mandatory</b>	<b>Rural Roads Task Force Meetings (2)</b>	<b>June</b>				
	Meeting prep/followup		12	2		
	Meeting		8	6		
	Travel (JK to/from Edmonton/Bruce to/from DC)		28	4		
<b>Mandatory</b>	<b>Research</b>	<b>2019/20</b>				
	maintain current regular research/stats (O&G - load restrictions, land sales, wells drilled, et		14			
<b>Recommended</b>	<b>Road Evaluation</b>	<b>June</b>				
	Annual road evaluation (2 days)		18			
	Ground truth/refine pullout recommendations		16			
<b>Recommended</b>	<b>Research</b>	<b>June-Sept</b>				
	research/report and abandoned orphan wells by NPRR priority roads		20			
	gravel depletion paper		30	10		
	economic stimulus/revitalization opportunities		10			
<b>Recommended</b>	<b>Stakeholder Meetings</b>	<b>Apr-May</b>				
	Upper Halfway residents and Halfway River First Nation		8			
	meeting prep work and post meeting communication		4			
<b>Recommended</b>	<b>Federal Meetings</b>	<b>Sept</b>				
	Meeting(s) with MP's Zimmer and Doherty (prep/travel/followup)		15			

North Peace Rural Roads Initiative  
2020 DRAFT Workplan

**Note: the following contingency items are not budgeted for 2020. They would require reprioritization of tasks or additional funding if required.							
Contingency	Lobby Provincial Government (Victoria)			?			
	1 meeting in Victoria (prep, travel, followup)					30	
Contingency	Ministers Tour			July-August			
	communications, organization					16	
	Meeting with Task Force (prep- pre-meeting - meeting)					4            4	
	tour					10            8	
	Travel (JK from Edmonton/Bruce to FSJ)					14            2	
	Total Hours					345            25            0            0	
	Rate					\$100            \$205            \$160            \$75	
	Budget					\$34,500            \$5,125            \$0            \$0	
Mandatory	Hr			210		15            0            0	
	\$			\$21,000		\$3,075            \$0            \$0	
Recommended	Hr			135		10            0            0	
	\$			\$13,500		\$2,050            \$0            \$0	
Contingency	Hr			74		14            0            0	
	\$			\$7,400		\$2,870            \$0            \$0	
	MILEAGE/TRAVEL/EXPENSES			Timing		North Peace OPTION	
						JK            BM            SN            Admin	
	Mandatory	Mileage	Travel to FSJ (3)	2020		3570            255	
	Mandatory	Travel	Hotels, working meals, meeting rooms etc over the year (estimate)	2020		500	
	Recommended	Mileage	Annual road evaluation/pullout refinement	June		2125	
Recommended	Travel	MP meeting in Prince George (mileage, flight, parking)	Sept		1000		
Contingency	Travel	Meeting in Victoria (mileage, flight, parking, hotel)	?		1200		
Mandatory	Mileage			\$ 3,570		\$ 255	
	Travel/Expenses			\$ 500			
Recommended	Mileage						
	Travel/Expenses			\$ 1,000			
Contingency	Mileage						
	Travel/Expenses			\$ 1,200			
	Consulting Fees (excludes contingency)			\$ 34,500		\$ 5,125	
	Mileage/Travel Expenses (excludes contingency)			\$ 5,070		\$ 255	
				\$ 39,570		\$ 5,380            \$ 44,950	

North Peace Rural Roads Initiative  
2020 DRAFT Workplan

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

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

<b>BUDGET</b>		<b>\$ 45,000.00</b>	
	<b>YTD Exp.</b>		<b>Balance</b>
Apr/May	\$ 1,877.00	\$	43,123.00
June	\$ 11,005.00	\$	32,118.00
July	\$ 6,165.15	\$	25,952.85
August	\$ 978.00	\$	24,974.85
September	\$ 1,500.00	\$	23,474.85
October	\$ 12,000.00	\$	11,474.85
November	\$ 6,500.00	\$	4,974.85
December	\$ 4,974.85	\$	-

Estimate

Note: all amounts are net of GST



## North Peace Rural Roads (Select) Committee Terms of Reference

### 1. Goal

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

### 2. Purpose

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

### 3. Scope

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

### 4. Accountability

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

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

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

## 5. Committee Organization

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

## 6. Membership

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

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

## 7. Meetings

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

## 8. Methodology

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

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

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

## 9. Reporting Requirements

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

## 10. Stakeholders

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

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

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