



# PEACE RIVER REGIONAL DISTRICT

## Peace River Regional District Board Revised Agenda

June 25, 2020, The PRRD Board meeting will begin immediately following a CoW meeting  
1981 Alaska Avenue, Dawson Creek, BC

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	Pages
1. Call to Order	
2. Directors' Notice of New Business	
3. Adoption of Agenda	
4. Gallery Comments or Questions	
5. Adoption of Minutes	
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<b>16.</b>	<b>Notice of Motion</b>	



**17. Media Questions**

**18. Adjournment**



# PEACE RIVER REGIONAL DISTRICT

## **JUNE BOARD MEETING** **MINUTES**

DATE: June 11, 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 Fraser, District of Taylor (*via teleconference*)  
Director Goodings, Electoral Area 'B' (*via teleconference*)  
Director Heiberg, District of Hudson's Hope  
Director Hiebert, Electoral Area 'D'  
Director Michetti, Village of Pouce Coupe  
Director Zabinsky, City of Fort St. John

**Staff**

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

**Others**

Katrin Saxty, Urban Systems

Call to Order                      The Chair called the meeting to order at 10:03 a.m.

**DIRECTORS' NOTICE OF NEW BUSINESS:**

Director Ackerman              Regional Board Access to PRRD Corporate Wireless Network

Chair Sperling                      Blackfoot Park / Clayhurst Bridge Boat Launch

**ADOPTION OF AGENDA:**

**ADOPTION OF AGENDA**

RD/20/06/01

MOVED Director Rose, SECONDED Director Zabinsky,  
That the Regional Board adopt the Peace River Regional District Board agenda  
for the June 11, 2020 meeting, including Director's new business (13.1 PRRD  
Corporate Wireless Network, 13.2 Blackfoot/Clayhurst Boat Launch), 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 Draft Meeting Minutes of May 28, 2020
  - 5.2 Committee of the Whole Draft Meeting Minutes of May 28, 2020
6. **Business Arising from the Minutes**
7. **Delegations**
8. **Petitions**
9. **Correspondence**
  - 9.1 Clear Hills County – 2020 Interprovincial/Intermunicipal Meeting
  - 9.2 Dawson Creek Senior Secondary – Scholarship Evening
  - 9.3 Fort St. John & District Chamber of Commerce – Request for Letter of Support
10. **Reports**
  - 10.1 June 4, 2020 Special Electoral Area Directors Committee Recommendation, ADM-BRD-034
  - 10.2 May 21, 2020 Electoral Area Directors Committee Recommendations, ADM-BRD-031
  - 10.3 2020 UBCM Minister Meeting Requests, ADM-BRD-030
  - 10.4 Staff Code of Conduct Policy – Amendment, ADM-BRD-032
  - 10.5 PRRD July Board Meeting Location, ADM-BRD-033
  - 10.6 Establishing a Service Function - Regional Grant-in-Aid Contributions, FN-BRD008
  - 10.7 Cannabis Processing Facilities Regulation & Approval, DS-BRD-025
  - 10.8 Application for Non-Farm Use in the ALR, PRRD File No. 20-007-ALRNFU, ALC ID 60720, DS-BRD-027
11. **Bylaw**
12. **Strategic Plan**
  - 12.1 2019-2022 Strategic Plan
13. **New Business**
  - 13.1 Director Ackerman – Regional Board Access to PRRD Corporate Wireless Network
  - 13.2 Chair Sperling – Blackfoot Park / Clayhurst Bridge Boat Launch
14. **Appointments**
  - 14.1 2020 Board Appointments

RD/20/06/01  
(continued)

**Adoption of Agenda: (continued)**

- 15. Consent Calendar** (for consideration and receipt)
  - 15.1 Rural Budgets Administration Committee Special Meeting Minutes of April 21, 2020
  - 15.2 Rural Budgets Administration Committee Meeting Minutes of April 16, 2020
  - 15.3 Chetwynd Public Library Regular Board Meeting Minutes of April 28, 2020
  - 15.4 Civic Properties Commission Meeting Minutes of April 28, 2020
  - 15.5 Electoral Area Directors Committee Draft Meeting Minutes of May 21, 2020
  - 15.6 BC Oil & Gas Commission – Invasive Plants on Unmaintained Oil & Gas Sites
  - 15.7 MLA Dan Davies, Peace River North – Taylor Bridge
  - 15.8 Minister of Environment & Climate Change Strategy – Temporary Closures of BC Parks
  - 15.9 Prime Minister of Canada’s Office – Financial Support for Seniors
  - 15.10 Municipal Finance Authority of BC – Summary of Activities
- 16. Notice of Motion** (for the next meeting):
- 17. Media Questions** (on agenda items and business discussed at the meeting)
- 18. Adjournment**

**CARRIED.**

**ADOPTION OF MINUTES:**

5.1

**ADOPTION OF MINUTES**

RD/20/06/02

MOVED Director Heiberg, SECONDED Director Bertrand,

That the Regional Board adopt the Board Meeting Minutes of May 28, 2020.

**CARRIED.**

**NEW BUSINESS:**

13.1

Director Ackerman

**REGIONAL BOARD ACCESS TO PRRD PRIVATE WIRELESS NETWORK**

RD/20/06/03

MOVED Director Ackerman, SECONDED Bumstead,

That the Regional Board be provided access to the PRRD corporate wireless network.

**CARRIED.**

Recess

The Chair recessed the meeting at 10:13 a.m.

Reconvene

The Chair reconvened the meeting at 10:16 a.m.

**MINUTES:**

5.2

**ADOPTION OF MINUTES**

RD/20/06/04

MOVED Director Hiebert, SECONDED Director Zabinsky,

That the Regional Board adopt the Committee of the Whole Meeting Minutes of May 28, 2020.

**CARRIED.**

**CORRESPONDENCE:**

9.1

Clear Hills County

**2020 INTERPROVINCIAL / INTERMUNICIPAL MEETING**

RD/20/06/05

MOVED Director Goodings, SECONDED Director Hiebert,

That the Regional Board receive the May 26, 2020 email from Clear Hills County, regarding a proposed meeting to discuss issues related to COVID-19 restrictions.

**CARRIED.**

RD/20/06/06

MOVED Director Goodings, SECONDED Director Courtoreille,

That the Regional Board participate in a meeting to discuss issues related to COVID-19 restrictions; further, that staff be authorized to contact Clear Hills County to discuss meeting dates and details.

**CARRIED.**

9.2

Dawson Creek  
Senior Secondary

**DAWSON CREEK SENIOR SECONDARY – SCHOLARSHIP EVENING**

RD/20/06/07

MOVED Director Hiebert, SECONDED Director Ackerman,

That the Regional Board advise Dawson Creek Senior Secondary (DCSS) that the DCSS principal is welcome to present the PRRD scholarship and bursary awards at its 2020 Scholarship Evening, on behalf of the Regional Board.

**CARRIED.**

**CORRESPONDENCE: (continued)**

- 9.3 FORT ST. JOHN AND DISTRICT CHAMBER OF COMMERCE  
Fort St. John &  
District Chamber of  
Commerce RD/20/06/08  
MOVED Director Goodings, SECONDED Director Zabinsky,  
That the Regional Board supports the application to Northern Development  
Initiative Trust from the Fort St. John and District Chamber of Commerce for a  
grant of up to \$75,000 for the Regional Business Liaison position from the  
Regional Business Liaison program.
- AMENDED BY THE FOLLOWING**
- Motion to Amend RD/20/06/09  
MOVED Director Ackerman, SECONDED Director Heiberg,  
That the motion be amended by replacing 'supports' with 'authorize the  
Electoral Area B and C Directors to forward letters in support of'.  
**CARRIED.**
- Motion as Amended The Chair Called the Question to the Motion as Amended:  
  
That the Regional Board authorize the Electoral Area B and C Directors to  
forward letters in support of the application to Northern Development  
Initiative Trust from the Fort St. John and District Chamber of Commerce for a  
grant of up to \$75,000 for the Regional Business Liaison position from the  
Regional Business Liaison program.  
**CARRIED.**

**REPORTS:**

- RECOMMENDATION FROM THE JUNE 4, 2020 SPECIAL ELECTORAL AREA  
DIRECTORS COMMITTEE MEETING
- 
- 10.1 RFP AWARD – 15-2020 'WONOWON COMMUNITY SAFETY IMPROVEMENT –  
ADM-BRD-034 FEASIBILITY STUDY' (Recommendation No. 1)
- 
- RD/20/06/10  
MOVED Director Goodings, SECONDED Director Heiberg,  
That the Regional Board award RFP 15-2020 "Wonowon Community Safety  
Improvement – Feasibility Study" to Urban Systems Ltd., for a total cost of  
\$19,400 (excluding GST); further, that the Chair and the Chief Administrative  
Officer be authorized to sign the agreement on behalf of the PRRD.  
**CARRIED.**

**REPORTS: (continued)**

**RECOMMENDATIONS FROM THE MAY 21, 2020 ELECTORAL AREA DIRECTORS  
COMMITTEE MEETING**

10.2  
ADM-BRD-031

**REGIONAL DISTRICT OF KITIMAT-STIKINE – PROPOSED BOUNDARY EXPANSION  
(Recommendation No. 1)**

RD/20/06/11

MOVED Director Goodings, SECONDED Director Rose,  
That the Regional Board send a letter to the Regional District of Bulkley-  
Nechako, stating that, at this time, the Regional Board does not wish to  
change the boundaries of the Peace River Regional District.

**CARRIED.**

**CLEAN-UP OF ORPHANED AND INACTIVE OIL AND GAS WELLS  
(Recommendation No. 2)**

RD/20/06/12

MOVED Director Hiebert, SECONDED Director Heiberg,  
That the Regional Board send a letter to Premier John Horgan and Bruce  
Ralston, Minister of Energy, Mines and Petroleum Resources, stating that the  
Board would like to be involved in the prioritization process for the clean-up  
of orphan and inactive oil and gas wells.

**DEFEATED.**

RD/20/06/13

MOVED Director Bertrand, SECONDED Director Ackerman,  
That the Regional Board send a letter to the BC Oil and Gas Commission,  
stating that the Board would like to be informed about the clean-up of  
orphaned, abandoned and legacy oil and gas wells, on a quarterly basis.

**CARRIED.**

**COVID-19 - CONFIRMED CASES IN BC (Recommendation No. 3)**

RD/20/06/14

MOVED Director Hiebert, SECONDED Director Rose,  
That the Regional Board send a letter to Adrian Dix, Minister of Health, asking  
that the Provincial Medical Health Officer be more open and candid about the  
location of confirmed cases of COVID-19 in BC.

**DEFEATED.**

**IN FAVOUR: Vice-Chair Rose, Directors Hiebert & Michetti**

**REPORTS: (continued)**

**RECOMMENDATIONS FROM THE MAY 21, 2020 ELECTORAL AREA DIRECTORS  
COMMITTEE MEETING (continued)**

10.2 (continued)  
Reconsidered and  
Defeated at the  
October 8, 2020  
Board meeting

**CHARLIE LAKE FIRE PROTECTION AREA – FIRST MEDICAL RESPONDER AND  
ROAD RESCUE SERVICES (Recommendation No. 4)**

RD/20/06/15

MOVED Chair Sperling, SECONDED Director Rose,  
That the Regional Board move forward with assent voting (referendum) in the  
Charlie Lake Fire Protection Area to amend the Service Establishment Bylaw to  
include first medical responder services and road rescue services; further, that  
each question be asked separately on the ballot.

**~~CARRIED.~~  
DEFEATED.**

**STAKEHOLDER VOTE: Areas B and C**

Recess

The Chair recessed the meeting at 10:58 a.m.

Reconvene

The Chair reconvened the meeting at 11:07 a.m.

10.3  
ADM-BRD-030

**2020 UBCM MINISTER MEETING REQUESTS**

RD/20/06/16

MOVED Director Rose, SECONDED Director Bumstead,  
That the Regional Board receive the June 1, 2020 report titled '2020 UBCM  
Minister Meeting Requests' for discussion.

**CARRIED.**

**MEETINGS AND TOPICS TO BE REQUESTED WITH MINISTERS AT THE 2020  
UBCM CONVENTION (Recommendation No. 1)**

The Regional Board discussed topics for meetings with Provincial Ministers  
during the 2020 UBCM Convention, which included:

- the Ministry of Agriculture – support for local producers due to recent inclement weather conditions, an increase in local staff with authority to make decisions, and the future of food;
- the Ministry of Environment and Climate Change Strategy – PRRD Solid Waste Management Plan, solid waste, and recycling;
- the Ministry of Transportation and Infrastructure – replacement of the Taylor Bridge, and North Peace rural roads;
- the Ministry of Health – medical response, and paramedicine model; and
- the Ministry of Energy, Mines and Petroleum Resources – oil and gas lease payments.



**REPORTS:**

10.3 (continued)      2020 UBCM MINISTER MEETING REQUESTS (continued)

RD/20/06/17

MOVED Director Goodings, SECONDED Director Ackerman,  
That the Regional Board discuss the Food Security Task Force report titled  
'The Future of BC's Food System' at a future Committee of the Whole meeting  
to inform its recommendations to the Ministry of Agriculture at the 2020  
UBCM convention.

**CARRIED.**

PRIORITIZE 2020 UBCM MINISTER MEETING REQUESTS  
(Recommendation No. 2)

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RD/20/06/18

MOVED Director Hiebert, SECONDED Director Zabinsky,  
That the Regional Board table consideration of Item 10.3 – Recommendation  
2 (prioritize 2020 UBCM Minister Meeting Requests) until the afternoon  
session.

**CARRIED.**

INVITE MLA'S TO JOIN PRRD 2020 UBCM CONVENTION MINISTER MEETINGS  
(Recommendation No. 3)

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RD/20/06/19

MOVED Director Heiberg, SECONDED Director Hiebert,  
That the Regional Board invite MLA Dan Davies and MLA Mike Bernier to join  
the PRRD's 2020 UBCM Convention Minister Meetings.

**CARRIED.**

10.4      STAFF CODE OF CONDUCT POLICY - AMENDMENT  
ADM-BRD-032

RD/20/06/20

MOVED Director Rose, SECONDED Director Bertrand,  
That the Regional Board repeal the following policies:

- a) Chairman Title
- b) Interim Social Media Use
- c) Photocopying
- d) Respectful Workplace
- e) Impairment in the Workplace

and adopt the amended Staff Code of Conduct Policy, which addresses  
expectations on personal social media use, expands on non-compliance, and  
encompasses the policies listed above for repeal.

**DEALT WITH BY THE FOLLOWING**

**REPORTS: (continued)**

10.4 (continued)

**STAFF CODE OF CONDUCT POLICY – AMENDMENT (continued)**

RD/20/06/21

MOVED Director Ackerman, SECONDED Director Courtoreille

That the Regional Board defer consideration of Resolution No. RD/20/06/20 until such time as it has been provided with an amended version of the Staff Code of Conduct Policy that includes mandatory anti-racial discrimination training for staff.

**CARRIED.**

10.5

ADM-BRD-033

**PRRD JULY BOARD MEETING LOCATION**

RD/20/06/22

MOVED Director Goodings, SECONDED Director Bumstead,

That the Regional Board change the location of the Board meeting scheduled in Fort St. John on July 9, 2020 to the PRRD Boardroom in Dawson Creek, BC.

**CARRIED.**

**ESTABLISHING SERVICE FUNCTIONS – REGIONAL GRANT-IN-AID CONTRIBUTIONS**

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10.6

FN-BRD-008

**AIR AMBULANCE SERVICE FUNCTION –STARS (Recommendation No. 1)**

RD/20/06/23

MOVED Director Rose, SECONDED Director Heiberg,

That the Regional Board evaluate STARS - Shock Trauma Airlift Rescue Society to inform consideration of the establishment of an Air Ambulance service function in the region.

**CARRIED.**

**OPPOSED: Director Bumstead**

**MUSEUM SERVICE FUNCTION –TUMBLER RIDGE MUSEUM FOUNDATION (Recommendation No. 2)**

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RD/20/06/24

MOVED Director Bertrand, SECONDED Director Rose,

That the Regional Board evaluate Tumbler Ridge Museum Foundation to inform consideration of the establishment of a Museum service function in the region.

**CARRIED.**

**OPPOSED: Directors Bumstead & Heiberg**

**REPORTS: (continued)**

10.6 (continued)      **GEOPARK SERVICE FUNCTION –TUMBLER RIDGE GLOBAL GEOPARK SOCIETY  
Recommendation No. 3)**

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RD/20/06/25

MOVED Director Rose, SECONDED Director Bertrand,  
That the Regional Board evaluate the Tumbler Ridge Global Geopark Society  
to inform the consideration of the establishment of a Geopark service  
function in the region.

**CARRIED.**

**OPPOSED: Director Bumstead**

**WORKSHOP - ADMINISTRATION OF REGIONALLY FUNDED GRANTS**

RD/20/06/26

MOVED Director Ackerman, SECONDED Director Heiberg,  
That the Regional Board evaluate the hockey events that receive funding from  
the PRRD, to inform the consideration of the establishment of a service  
function in the region; further, that a workshop be held for the Regional  
Board to consider the administration of regionally funded grants, and to  
review and discuss the completed evaluations of PRRD funded hockey events,  
STARS, the Tumbler Ridge Museum Foundation, and the Tumbler Ridge Global  
Geopark Society.

**CARRIED.**

**OPPOSED: Director Bumstead**

**ECONOMIC DEVELOPMENT FUNCTION – ELECTORAL AREAS**

RD/20/06/27

MOVED Director Goodings, SECONDED Director Bertrand,  
That the Regional Board include consideration of the establishment of an  
economic development function, pertinent to the Electoral Areas only, in the  
upcoming workshop on the administration of regionally funded grants.

**CARRIED.**

**REPORTS: (continued)**

10.7  
DS-BRD-025

**CANNABIS PROCESSING FACILITIES REGULATION AND APPROVAL**

The Regional Board voted on the following motion deferred from its May 7, 2020 Meeting:

RD/20/05/15

MOVED Chair Sperling, SECONDED Director Rose,

That the Regional Board remove the current definition for “cannabis related business” and the prohibition of all cannabis related businesses from all zoning bylaws, and insert the following definitions:

1. **Cannabis** means cannabis as defined in the federal *Cannabis Act*.
2. **Cannabis Processing Facility** means cultivating, growing, processing, testing, producing, packaging, storing, distributing, or dispensing of cannabis or any products containing or derived from cannabis as lawfully permitted and authorized under the federal *Cannabis Act*.
3. **Cannabis Retail Store** means the retail sale of cannabis, cannabis products, cannabis accessories, or any product containing or derived from cannabis as lawfully permitted and authorized under the Provincial *Cannabis Control and Licensing Act*.

Further, that the Regional Board permit cannabis retail and cannabis processing facilities in the zones noted below:

<b>Zoning Bylaw</b>	<b>Recommended Zones for “Cannabis Retail Store”</b>	<b>Recommended Zones for “Cannabis Processing Facility”</b>
Bylaw 479, 1986	C-1 Local Commercial	M-2 General Industrial M-3 Agricultural Industrial
Bylaw 506, 1986	C-1 Local Commercial	M-2 General Industrial
Bylaw 1000, 1996	NC Neighbourhood Commercial Zone	I-2 General Industrial Zone
Bylaw 1343, 2001	C-1 Local Commercial Zone C-2 General Commercial Zone	I-2 General Industrial Zone I-3 Agricultural Industrial Zone

On properties that are not located within:

- a) 200 m from a parcel containing a school or day care; and
- b) 100 m from any parcel containing a park, place of worship, medical clinic, rehabilitation centre, or other cannabis-related business.

**DEFEATED.**

**IN FAVOUR: Directors Goodings and Fraser**

**REPORTS: (continued)**

10.7 (continued) **CANNABIS PROCESSING FACILITIES REGULATION AND APPROVAL (continued)**

RD/20/06/28

MOVED Director Ackerman, SECONDED Director Bertrand,

That the Regional Board remove the current definition for “cannabis related business” and the prohibition of all cannabis related businesses from all zoning bylaws, and insert the following definitions:

- a) **Cannabis** means cannabis as defined in the federal *Cannabis Act*.
- b) **Cannabis Processing Facility** means cultivating, growing, processing, testing, producing, packaging, storing, distributing, or dispensing of cannabis or any products containing or derived from cannabis as lawfully permitted and authorized under the federal *Cannabis Act*.
- c) **Cannabis Retail Store** means the retail sale of cannabis, cannabis products, cannabis accessories, or any product containing or derived from cannabis as lawfully permitted and authorized under the provincial *Cannabis Control and Licensing Act*.

Further, that the Regional Board permit cannabis retail stores in the zones noted below:

<b>Zoning Bylaw</b>	<b>Recommended Zones for “Cannabis Retail Store”</b>
Bylaw 479, 1986	C-1 Local Commercial
Bylaw 506, 1986	C-1 Local Commercial
Bylaw 1000, 1996	NC Neighbourhood Commercial Zone
Bylaw 1343, 2001	C-1 Local Commercial Zone C-2 General Commercial Zone

Further, that the Regional Board include the following general regulation:

Where permitted, cannabis retail stores may not be located on properties within:

- i. 200 metres from a parcel containing a school or day care; and
- ii. 100 metres from any parcel containing a park, place of worship, medical clinic, rehabilitation centre, or other cannabis-related business.

**CARRIED.**

Recess The Chair recessed the meeting to luncheon at 12:08 p.m.

Reconvene The Chair reconvened the meeting at 1:01 p.m.

**REPORTS: (continued)**

10.8 APPLICATION FOR NON-FARM USE IN THE ALR, PRRD FILE NO. 20-007-  
DS-BRD-027 ALRNFU, ALC ID 60720

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RD/20/06/29

MOVED Director Rose, SECONDED Director Hiebert,  
That the Regional Board support ALR Non-Farm Use application 20-007-  
ALRNFU (ALC ID 60720), to allow a temporary worker camp on 6 hectares of  
un-surveyed crown land near UTM Coordinates 10V 594642 6227531, and  
authorize the application to proceed to the Agricultural Land Commission.

**CARRIED.**

**OPPOSED: Directors Ackerman, Bumstead, Courtoreille, Zabinsky**

**NEW BUSINESS:**

13.1 BLACKFOOT PARK / CLAYHURST BRIDGE BOAT LAUNCH  
Chair Sperling

RD/20/06/30

MOVED Director Heiberg, SECONDED Director Fraser,  
That the Regional Board send a letter to the Minister of Forests, Lands,  
Natural Resource Operations, and Rural Development 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.

**CARRIED.**

**CONSENT CALENDAR:**

**CONSENT CALENDAR**

RD/20/06/31

MOVED Director Heiberg, SECONDED Director Bertrand,  
That the Regional Board receive the June 11, 2020 Consent Calendar.

**CARRIED.**

**REPORT:**

10.3  
ADM-BRD-030

**PRIORITIZE 2020 UBCM MINISTER MEETING REQUESTS  
(Recommendation No. 2)**

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RD/20/06/32

MOVED Director Zabinsky, SECONDED Director Hiebert,  
That the Regional Board establish the order of priority for the Minister  
meetings requested during the 2020 UBCM Convention, as per the  
Convention's meeting request requirements, as follows:

1. Ministry of Agriculture
  - a) support for local producers due to recent inclement weather conditions
  - b) increase local staff with authority to make decisions
  - c) future of food
2. Ministry of Environment and Climate Change Strategy
  - a) Solid Waste Management Plan
  - b) solid waste
  - c) recycling
3. Ministry of Transportation and Infrastructure
  - a) replacement of the Taylor Bridge
  - b) North Peace Rural Roads

**CARRIED.**

**ADJOURNMENT:**

**ADJOURNMENT**

The Chair adjourned the meeting at 1:33 p.m.

CERTIFIED a true and correct copy of the Minutes of the Regional Board of the Peace River Regional District from a meeting held on June 11, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

\_\_\_\_\_  
Brad Sperling, Chair

\_\_\_\_\_  
Tyra Henderson, Corporate Officer



## South Peace Mile 0 Park Society

Walter Wright Pioneer Village – Rotary Lake – BMX  
Park – Mile 0 Campground

JUNCTION OF HART AND ALASKA HIGHWAYS

BOX 2383

PHONE: (250)-782-2590

DAWSON CREEK. BRITISH COLUMBIA

V1G 4T9

11 June 2020

Mayor and Council City of Dawson Creek  
Chairperson and Directors of Peace River Regional District.

Dear Local Elected Municipal Representatives

The South Peace Mile 0 Park Society invites you to participate in a tour of the Mile 0 Park, Friday  
14<sup>th</sup> Aug 2020 @ 10am.

The tour which will include a light lunch, will showcase the SPMOPS's past, present, and future.

Participants will feel proud of being citizens in our area at how collaboration between  
Municipalities, Business, Service Clubs and Volunteers can provide this exceptional facility while  
preserving the past, educating the future, entertaining the present.

Participants should wear comfortable footwear for walking on uneven ground, and respect social  
distancing protocols. SPMOPS will have masks and gloves available.

Please RSVP with number of participants before 15 July 2020 to [mile0rvpark@gmail.com](mailto:mile0rvpark@gmail.com) or  
Phone Bert @ 250-719 8501.

Sincerely  
Dale Campbell pres.  
[campbell@pris.ca](mailto:campbell@pris.ca)  
250-719-7427



Received DC Office June 15, 2020

**From:** Communications General Mailbox BCA BCA:EX <[bcacommunications@bcassessment.ca](mailto:bcacommunications@bcassessment.ca)>

**Sent:** June 15, 2020 1:11 PM

**Subject:** INVITATION: Virtual Meeting With BC Assessment During UBCM

Hello!

BC Assessment is proud once again to support the Union of BC Municipalities and our ongoing partnership with local governments

With UBCM offering a virtual conference this year, we would like to continue to extend our annual invitation for a personalized, one-on-one meeting. The meetings will align with UBCM, taking place **Tuesday, September 22 – Thursday, September 24**, and will be held virtually by WebEx. The opportunity to meet individually allows you to discuss property assessment topics specific to your community, for us to answer general questions about BC Assessment or the assessment process, or for us to introduce ourselves.

If you are interested in booking a one-on-one meeting with us, please [contact BC Assessment Communications](#) by **Wednesday, July 15**. If you have any identified topics at this time, please include those in your response. After July 15, we will follow up with those who have expressed interest in a meeting with specific dates and times to choose from. As we get closer to the Convention, we will follow up with confirmed meeting attendees and provide details for WebEx usage.

Thank you for your continued partnership and collaboration, and we look forward to meeting with you in September!

Sincerely,

Rod Ravenstein, Director Local Government & Indigenous Relations

Michael Spatharakis, Manager Local Government Relations





June 18, 2020

*Via E-mail*

Dear Mayor and Council:

**Re: City of Rossland Resolution – Global Covenant of Mayors for Climate & Energy Change**

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At the Regular meeting of June 1, 2020, Rossland City Council endorsed the following motions in support of joining the Global Covenant of Mayors for Climate and Energy, as put forth by the District of Saanich:

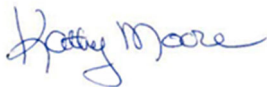
*THAT the Mayor Joins the Global Covenant of Mayors for Climate and Energy by Submitting the commitment letter to the Global Covenant of Mayors Secretariat;*

*THAT Council directs staff to deliver on the commitments made within the letter and outlined in the report from the District of Saanich;*

*THAT Council directs staff to prepare correspondence to all local municipalities in the province of British Columbia advising of Rossland's support of the global covenant of mayors for climate and energy and encourage all municipalities to support the initiative.*

The City of Rossland encourages you to join in this collective potential and work together in combating climate change in hopes that these actions will aid in reducing our ecological footprint, while working towards a sustainable future to safeguard the health and prosperity of our residents. Please find attached a copy of the signed letter submitted to the Global Covenant of Mayors Secretariat for your reference.

Sincerely,



Kathy Moore  
Mayor



June 18, 2020

Global Covenant of Mayors  
c/o Global CoM Secretariat  
Sent via e-mail to: [info@IUC-NA.EU](mailto:info@IUC-NA.EU)

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**Re: Global Covenant of Mayors for Climate and Energy Submission Letter**

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I, Kathy Moore, Mayor of the City of Rossland commit to the Global Covenant of Mayors for Climate & Energy (GCoM), joining thousands of other cities and local governments around the world currently engaged in climate leadership.

GCoM envisions a world where committed mayors and local governments - in alliance with partners - accelerate ambitious, measurable climate and energy initiatives that lead to an inclusive, just, low-emission and climate resilient future, helping to meet and exceed the Paris Agreement objectives.

Whatever the size or location, the mayors and local leaders committed to GCoM stand ready to take concrete measures with long-term impact to tackle the interconnected challenges of climate change mitigation and adaptation, as well as access to sustainable energy.

To implement this vision, we pledge to implement policies and undertake measures to (i) reduce/ avoid greenhouse gas (GHG) emissions, (ii) prepare for the impacts of climate change, (iii) increase access to sustainable energy, and (iv) track progress toward these objectives.

Specifically, within three years of this commitment, we pledge to develop, adopt, use and regularly report on the following:

- A community-scale GHG emission inventory, following the recommended guidance;
- An assessment of climate risks and vulnerabilities;
- Ambitious, measurable and time-bound target(s) to reduce/avoid GHG emissions;
- Ambitious climate change adaptation vision and goals, based on quantified scientific evidence when possible, to increase local resilience to climate change;
- An ambitious and just goal to improve access to secure, sustainable and affordable energy; and
- A formally adopted plan(s) addressing climate change mitigation / low emission development, climate resilience and adaptation, and access to sustainable energy.

The targets and action plans for mitigation / low emission development must be quantified and consistent with or exceed relevant national unconditional commitments defined through the UNFCCC (Intended) Nationally Determined Contribution (NOC). The targets and action plans should be in line with National Adaptation Plans, where these exist; and should be consistent

with the principles around energy access and urban sustainability embodied in the Sustainable Development Goals (SDGs).

We will explore the allocation of adequate staff resources and institutional arrangements. This includes governance processes, municipal structures and budget allocations to deliver on this commitment and secure continuity.

We acknowledge that there may be additional regional or country-specific commitments or requirements that we commit to follow, and that may be agreed through our city networks or through our direct engagement with local partners of GCoM.

The City of Rossland acknowledges that continued engagement in GCoM and associated Regional or National Covenants, as established, is contingent on complying with the above requirements within established timeframes.

**Name and title of person signing this commitment**

Mayor Kathy Moore  
City of Rossland  
2196 LeRoi Avenue  
Rossland BC V0G 1Y0  
Canada  
[www.rossland.ca](http://www.rossland.ca)

**Municipal Contact:**

Bryan Teasdale, Chief Administrative Officer  
[cao@rossland.ca](mailto:cao@rossland.ca)

A handwritten signature in blue ink that reads "Kathy Moore". The signature is written in a cursive, flowing style.

Mandated by the Rossland Council on June 1, 2020



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-008

From: Paulo Eichelberger, General Manager of Environmental Services

Date: June 6, 2020

**Subject: June 4, 2020 Solid Waste Committee Recommendations**

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The following recommendations from the June 4, 2020 Solid Waste Committee meeting are presented to the Regional Board for its consideration:

**RECOMMENDATION #1: [Corporate Weighted]**

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

**RECOMMENDATION #2: [Corporate Weighted]**

That the Regional Board award RFQ 23-2020, 'Recycling Sheds', to Northern Portables, at a cost of \$115,200.00 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

**RECOMMENDATION #3: [Corporate Weighted]**

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

**RECOMMENDATION #4: [Corporate Weighted]**

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

**RECOMMENDATION #5: [Corporate Weighted]**

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

**RECOMMENDATION #6: [Corporate Unweighted]**

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

**RECOMMENDATION #7: [Corporate Unweighted]**

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

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

**BACKGROUND/RATIONALE:***Recommendation #1 Decommissioning of Bulky Pits*

Three of seven Tier 1 Transfer Stations (Cecil Lake, Kelly Lake and Rose Prairie) utilize trenches (called “bulky waste pits”) for disposal of bulky waste items.<sup>1</sup> In the fall of 2018, representatives from the Ministry of Environment and Climate Change Strategy visited the sites and inquired on the operation of the pits. The PRRD was advised that in order to continue using these pits a more prominent separation between where the water gathers and where the waste is deposited would need to be established. Additionally, the bulky pits were not specifically noted in the site permits, as a result the permits would have to be amended in order to continue using the pits.

In 2019, it was determined that the pits would be decommissioned and capped. As an alternative, tipping rails and 40 yard bins will be utilized to manage the bulky waste. The project has been split into 2 phases:

1. Phase 1 - construction of ramps and tipping rails. (2020)
2. Phase 2 - decommissioning/ closing of bulky pits. (2021)

Staff issued a Request for Quotation for the construction works and received six bids. Based on the evaluation, Chapman Industries is the recommended proponent for the project. The company is based in Vernon, and plans on using local subcontractors for this project. Please refer to Attachment #1 for additional detail.

*Recommendation #2 Recycling Sheds*

In 2019, Recycle BC (RBC) advised the PRRD of operational changes to its program. The major change was moving from a collection system that previously utilized a combination of roll off bins and mega bags to a strictly mega bag system. At this time it was proposed to invest in 14’x32’ storage sheds at the transfer station sites, having nine buildings for the designated depot sites, leaving the three satellite depot sites as is to reduce budgeted infrastructure costs. The sheds will provide a singular collection point for all 7 streams of recyclables collected, provide a weather-proof storage location of up to 18 full mega bags and provide an opportunity to onboard collection of other stewardship items in the future.

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<sup>1</sup> Bulky waste includes items that do not break down a landfill, such as discarded furniture and plumbing fixtures.

A Request for Quotation (RFQ) was issued to secure the best pricing for nine 14'x32' sheds to be used at Tier 1 and Tier 2 transfer stations. Nine bids were received and evaluated, with Northern Portables the recommended proponent. Please refer to Attachment 2 for additional detail.

*Recommendation #3 Bessborough Landfill Leachate Pond, Phase 1B, Phase 3B*

As Phase 1 of the Bessborough landfill started to approach its design capacity, plans for the construction of Phase 3 began. Phase 3 will provide storage for 199,500m<sup>3</sup> of material and is estimated to provide 5.88 years of landfilling. In 2018 staff placed a tender for the construction of Phase 3 however, due to the pricing received, it was determined that the project would be split into two parts.

1. Phase 3A Construction & Phase 1A Cover & Phase 2 Cover.
2. Phase 3B Construction & Phase 1B Cover.

Phase 3A construction and Phase 1A & 2 closure was tendered and constructed in 2019, leaving Phase 3B Construction/Expansion & Phase 1B Cover to be completed in 2020.

Additionally in 2018, a Leachate Management Plan was developed for the landfill. The plan provided methods for collection, treatment, and disposal for leachate generated on the site. The leachate management system was slated for construction in 2020. With the initial timelines this would have given the site a year between capital projects. However, due to the construction of Phase 3 being both delayed and split, the construction season for 2020 would have potentially seen two capital projects at the site.

With concerns of the short construction season, it was decided to combine Phase 3B construction with the leachate management works rather than delaying leachate works to 2021. Combining the projects in the same year under the same contract is expected to reduce project construction costs by utilizing the same consulting engineer for the design and Quality Assurance/Quality Control for both projects. Staff issued a tender to secure the best pricing, resulting in six bids being received. Through the evaluation process, the 1<sup>st</sup> and 2<sup>nd</sup> lowest bids did not meet the mandatory requirements of a complete "Form of Bid" or "Acknowledgement of Addenda," and were excluded from evaluation as detailed in the tender document. OCL Industries was the preferred proponent, though they were the 3<sup>rd</sup> lowest bidder.

Questions arose at the Solid Waste Committee meeting regarding why a cheaper bid can be disqualified if it does not meet mandatory requirements. At the Committee's request, staff sought legal advice to clarify how the presence or absence of these documents can affect the PRRD's interests:

*What are the legal ramifications to the PRRD if a proponent that did not meet mandatory bid requirements was awarded a construction contract?*

Where the tender documents do not permit the PRRD to retain for consideration a bid that does not use the required Form of Bid or the Acknowledgement of Addenda, then if the PRRD were to nevertheless purport to waive the defect and award the contract to that bidder, the RD would be in breach of its "Contract A" obligations to bidders. As a result, the RD could have liability exposure to that other bidder, if it is established that the complaining bidder would have been awarded Contract B had the owner not breached Contract A. Such liability could include lost profits on the project, as well as other losses.

Under the “Mandatory Bid Requirements” section of the Bessborough Landfill tender documents, proponents were directed to ensure that the Form of Bid was completed and acknowledge receipt of all addenda documents posted<sup>2</sup>. The lowest and second-lowest bidders (Dave Moore Trucking and Road Bridge Services, respectively) submitted proposals that were missing some or all of this information:

- The bid provided by Dave Moore Trucking contained an incomplete Form of Bid with no statement of qualifications or acknowledgement of any of the addenda for the project.
- The bid provided by Road Bridge Services contained no Form of Bid and only a modified schedule of Prices with multiple exclusions for several cost items.

The inclusion of these completed documents are significant in that bidders can only be compared equally on the basis that they fully understand what the project entails and have equivalent experience in similar project works. Without this information provided prior to the closing of the tender, these bids cannot be evaluated. Therefore, the bids described above were disqualified from further evaluation. Please refer to Attachment 3 for additional detail.

#### Recommendation #4 Landfill Gas

The North Peace Regional Landfill contains a Landfill Gas Collection and Control System (GCCS), which mitigates the impacts of landfill gas generated from breakdown of the garbage mass in the landfill by incineration/reuse of methane. Under the Landfill Gas Regulation, a site needs to maximize the amount of methane captured as per its design plan via placement of piping into the waste at various stages of landfill development. Expansion of the field adds to the capacity of methane gas capture, which will benefit the total volume available for potential reuse/flaring. The site has four stages in which this construction takes place. A Request for Proposal to expand the next stage (Stage 2) of the landfill gas field was issued, resulting in four bids being submitted. The lowest cost bidder was disqualified from evaluation for not meeting mandatory requirements of the bid: no inclusion of a bond. As a result, only the remaining three bids were evaluated and the second lowest cost provider overall, Knappett Industries Ltd., was identified as the preferred proponent. Please refer to Attachment 4 for additional detail.

#### Recommendation #5 Bio-Sul Production Agreement

Bio-Sul is a material created by blending finished compost with elemental Sulphur. It is used as a nutrient treatment in the agricultural industry, particularly in Saskatchewan.

On August 18, 2018, the composting division of Green for Life (GFL) began the Soil Amendment production of Bio-Sul on the composting pad at the North Peace Regional Landfill (NPRLF). At this time, GFL brings truckloads of compost to the NPRLF from other composting sites they operate in Alberta. The material is stockpiled and blended with elemental Sulphur. Once blended and screened, the material leaves the NPRLF and heads to markets in Saskatchewan.

A draft agreement was created in 2018 for the production of Bio-Sul at the NPRLF. The agreement outlined that GFL would use the composting pad for blending operations while the PRRD would receive a revenue of \$5/tonne for the finished material that leaves the site. To date, 30,892.5 metric tonnes of material has been moved through the site. This equates to a revenue of \$154,462.

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<sup>2</sup> Nine addenda forms were issued which fundamentally changed the scope of the work. As stated in the documents, “Failure to acknowledge each and every Addendum may constitute grounds for rejection of the bid.”



The agreement was never finalized back in 2018, and the operation is working under the current landfill contract that expires July 31, 2020. Staff would like ratify the original 2018 agreement, which will include an additional clause citing a term of one year extending from August 1, 2020 to July 31, 2021. During this term, staff will issue a Request for Proposal (RFP) for composting services to secure a composter for future operations. As part of the RFP, Bio-Sul Amendment will be included in the scope of work as per the current Composting Operations Manual for the site. Please refer to Attachment 5 for additional detail.

#### Chetwynd Landfill Phase B

In 2019, the Chetwynd Landfill Phase B Closure project was awarded for \$1,428,773. While the project was underway, the prime construction contractor defaulted, prompting a claim on the performance bond for the contract by the PRRD. To complete the project, it was decided that two contracts would be established:

1. Contract #1 – Earthworks
  - a. All outstanding line items from the original contract (minus the liner install).
  - b. This contract was retendered.
2. Contract #2 – Liner Installation
  - a. Installation of the liner and landfill gas piping.
  - b. Sole-source to the subcontractor under the previous prime contractor.
3. Discussions between the project engineer, Sperling Hansen (SHA), and previous liner subcontractor, Western Tank & Lining (WTL) confirmed that they would hold their original contract price for installation of the liner materials in 2020. Therefore, Contract #2 was kept separate as WTL had already provided the material which remains on site at the Chetwynd Landfill.
4. SHA will perform quality assurance and supervision for both contracts in order to complete the project. The PRRD is responsible for the cost of the work up to the original contract price of \$1,428,773 and any overages will be paid out by Trisura to a maximum of the bond amount of \$714,387. It is expected that the project will be substantially completed by August 15, 2020, and with total completion by September 30, 2020.

Please refer to Attachment #6 for additional detail.

#### Recommendation # 7 Cecil Lake Transfer Station

Staff became aware of an event called “The Plant Swap,” which was organized by the Nor’ Pioneer Women’s Institute (WI) and took place at the Cecil Lake Transfer Station in May 2020 without authorization from the PRRD. The Institute was advised that, due to the liability of large unauthorized gatherings during the COVID pandemic, this event could not be conducted on PRRD property. A letter was forwarded to the transfer station contractor (Tervita), advising that public health orders must be followed to ensure the health and safety of the attendant and the public. Tervita had the Institute close out the event immediately. A follow-up letter from the Institute to Tervita was sent with a cc to PRRD staff and the Director of Electoral Area B to apologize for the incident.

During the Solid Waste Committee meeting, it was felt that the current approval process (shown below) was lengthy and needs to be uncomplicated:

1. Forward request to Area Director to hold an event on PRRD lands/sites
2. Area Director forwards request to Solid Waste Committee
3. Solid Waste Committee forwards recommendation to Regional Board

4. Regional Board approves or denies the request

#### ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

#### STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery

#### FINANCIAL CONSIDERATION(S):

##### Recommendations #1-#4

Budget tracking table for all new capital projects budgeted for 2020 and their status are shown below:

2020 Project	Budgeted	Actual Bid Price	Budgeted vs Actual	Status
Transfer Station Software Upgrade (CW6)	\$230,000	\$232,000	-\$2,000	Approved
Bulky Pit Ramps (Rec. #1)	\$470,000	\$335,797.06	\$134,202.94	SWC for Approval  June 4, 2020
Recycling Sheds (Rec. #2)	\$184,500	\$115,200	\$69,300	
BBLF 3B Construction, 1B Closure (Rec. #3)	\$2,836,722	\$2,961,628.05	-\$124,906.05	
NPRLF LFG Phase 2 Stage 2 Construction (Rec. #4)	\$220,000	\$268,998.50	-\$48,998.50	
Total	\$3,941,222	\$3,913,624.55	\$27,597.45	
CHLF Scale Design, Tender, QA/QC	\$250,000	TBD	TBD	RFP Closes June 12 <sup>th</sup>

From the table, new capital works are \$27,597 under budget for 2020.

##### Recommendation #5

The production of Bio-Sul at NPRL generates a revenue stream of \$7,355/month or approximately \$88,264/year.

##### Recommendation #6

The cost of the original project was \$1,428,773. On this basis, \$1,060,493 worth of work remains to complete the project. Completing the work under the bond is estimated to be \$745,075: this leaves \$323,418 in surplus which will offset the retendering and construction supervision costs.

#### COMMUNICATIONS CONSIDERATION(S):

None identified.

**OTHER CONSIDERATION(S):***Recommendation #4*

The PRRD is working with Pacific Northern Gas Ltd. to develop a feasible project to divert the collected landfill gas for beneficial re-use as part of their provincial mandate to include a portion of renewable gas in their product stream.

*Recommendation #5*

Should the Board choose to move straight to a Request for Proposal for Composting Services, this means:

1. GFL will need to cease Bio-Sul operations and move off site when the new landfill operations contractor starts; and
2. Revenue from the Bio-Sul will cease by July 31, 2020.

*Recommendation #6*

The bonding company (Trisura) conducted the retendering process to locate the lowest (cost) responsible bidder to complete the project work for Contract #1 and Contract #2. The PRRD does not directly award the work for this project.

**Attachments:**

1. Recommendation 1 – SWC Report Decommissioning of Bulky Pits RFQ Award
2. Recommendation 2 - SWC Report Recycling Sheds RFQ Award
3. Recommendation 3 – SWC Report Bessborough Landfill Leachate/Landfill Works Contract Award
4. Recommendation 4 – SWC Report NPRLF Landfill Gas Contract Award
5. Recommendation 5 – SWC Report Bio-Sul Production Agreement
6. Recommendation 6 – SWC Report – Update Chetwynd Landfill Phase B Closure



# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-007

From: Paulo Eichelberger, GM of Environmental Services

Date: June 4, 2020

**Subject: RFQ Award 22-2020 Decommissioning of Bulky Pits at PRRD Transfer Station Sites Phase 1**

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## RECOMMENDATION:

That the Solid Waste Committee recommend that the Regional Board award RFQ 22-2020

“Decommissioning of Bulky Pits at PRRD Transfer Station Sites Phase 1” for construction of ramps and lock block retaining wall for installation of 40 Yard bulky material bins and completion of associated site works to Chapman Industries Ltd. at a cost of \$335,797.06 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

## BACKGROUND/RATIONALE:

Currently, three of seven tier 1 transfer sites utilize “bulky pits” for handling inert bulky waste<sup>1</sup> these sites are Cecil Lake, Kelly Lake, and Rose Prairie.

In fall of 2018, a Ministry of Environment and Climate Change Strategy (MOECCS) representative visited the sites and inquired about the operation of the pits. It was noted that if the PRRD would like to continue with the use of these pits, that a more prominent separation between where the water gathers and where the waste is deposited would need to be established. Additionally, the bulky pits are not specifically noted in the permit of each site: as a result, the permits would have to be amended in order to continue using the pits.

It was determined in January of 2019 that the pits would be decommissioned and capped, and that an alternative method be implemented for managing the inert bulky waste. To align with the remaining tier 1 transfer sites, tipping rails and 40 yard bins will be utilized as the alternative method.

The construction of the project has been split into two phases:

- Phase 1 (2020) consists of the construction of the new ramps and tipping rails that will allow residents to place their waste into either a wood, or bulky bin. This allows time to transition from use of the bulky waste pits.
- Phase 2 (2021) Decommissioning/Closing of Bulky Pits. Additional work with MOECCS is required through 2020 to complete this process.

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<sup>1</sup> Inert waste refers to items that have little ability to create leachate. At this time only wood waste and bulky items such as mattresses, couches, etc. are stored in the pits.

Staff placed a Request for Quotation (RFQ) for the Phase 1 works and received six bids, the results are provided in the table below:

	Chapman Industries Ltd.	Northern Legendary Construction	Knappett Industries	DBA HAAD Homes	DFA Contracting Ltd.	ACL Construction
<b>Mandatory Requirements</b>						
Form Of Tender	✓	✓	✓	✓	✓	X
Appendix 2-6	✓	✓	✓	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓	✓	✓	✓
Bid Bond	✓	✓	✓	✓	X	X
<b>Scoring Matrix Results</b>						
Total Score	78.67	71.00	78.06	59.77	0.00	0.00
PROPOSAL COST (Excluding GST)	\$335,797.06	\$457,909.21	\$478,626.75	\$436,479.87	N/A	N/A

Through the evaluation, Chapman Industries was the lowest cost provider with the highest score and is therefore the recommended proponent for the Bulky Pit Ramp project.

#### ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

#### STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery

#### FINANCIAL CONSIDERATION(S):

Through the 2020 budget process, \$470,000 was budgeted for the decommissioning of the bulky pits.

The recommended proponent came in \$134,203 under budget.

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

2020 Project	Budgeted	Actual Bid Price	Budgeted vs Actual	Status
Transfer Station Software Upgrade (CW6)	\$230,000	\$232,000	-\$2,000	Approved
BBLF 3B Construction, 1B Closure	\$2,836,722	\$2,961,628.05	-\$124,906.05	SWC for Approval
NPRLF LFG Phase 2 Stage 2 Construction	\$220,000	\$268,998.50	-\$48,998.50	
Bulky Pit Ramps	\$470,000	\$335,797.06	\$134,202.94	
Recycling Sheds	\$184,500	\$115,200	\$69,300	June 4, 2020
<b>Total</b>	<b>\$3,941,222</b>	<b>\$3,913,624.55</b>	<b>\$27,597.45</b>	
CHLF Scale Design, Tender, QA/QC	\$250,000	TBD	TBD	RFP Closes June 12 <sup>th</sup>

If all four projects are approved, the total balance for the capital works in 2020 remains \$27,597 under budget in the capital budget general ledger line.

The addition of two 40-yard bins to manage the wood and bulky waste will increase the operational costs for each site by the following:

- Bin Rentals will add \$7,000 annually.
- Bin Tipping is estimated to add 4 tips annually. The associated cost is \$2,000

**COMMUNICATIONS CONSIDERATION(S):**

Posters will be provided to the sites outlining the timing of the project.

**OTHER CONSIDERATION(S):**

N/A



# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-006

From: Paulo Eichelberger, GM of Environmental Services

Date: June 4, 2020

**Subject: RFQ Award 23-2020 Recycling Sheds****RECOMMENDATION:**

That the Solid Waste Committee recommends that the Regional Board award RFQ 23-2020 "Recycling Sheds" for the supply of 19 – 14' x 32' x 9' sheds to rural transfer stations in the region to Northern Portables at a cost of \$115,200.00 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

**BACKGROUND/RATIONALE:**

In November of 2019, the Solid Waste Committee (SWC) received a report regarding operational changes to the Recycle BC (RBC) program in the Peace River Regional District (PRRD). The major change was moving from a collection system that previously utilized a combined roll off bins and mega bags to a strictly mega bag system. The report also proposed an opportunity to invest in 14'x32' storage sheds at the transfer station sites. It was determined that having nine buildings for the designated depot sites was preferred, leaving the three satellite depot sites as is to reduce budgeted infrastructure costs.

These sheds will provide a singular collection point for all 7 streams of recyclables collected, as well as, provide a weather-proof storage location of up to 18 full mega bags.

Staff put out a Request for Quotation (RfQ) to secure the best pricing for nine 14'x32' sheds that will be used to house the 7 streams of recyclables collected at Tier 1 and Tier 2 transfer stations. 9 bids were received and the results are as follows:

	Northern Portables	Ascension Builders Ltd.	2015 KB Construction Ltd.	West Sixth Construction Inc.	505217 BC Ltd. (Tom's Construction)	Northern Legendary Construction Ltd.	1050311 BC Ltd (HAAB Homes construction)	Kalmar Construction Ltd.	WL Construction Ltd.
<b>Mandatory Requirements</b>									
Form Of Tender	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Scoring Matrix Results</b>									
Total Score	69.00	67.00	59.67	62.33	59.00	56.67	57.33	53.33	40.33
PROPOSAL COST (Excluding GST)	\$115,200.00	\$128,500.00	\$138,500.00	\$169,094.09	\$180,216.00	\$192,410.00	\$196,767.00	\$208,760.00	\$283,290.00

Through the evaluation process, Northern Portables is the preferred proponent as they were the lowest cost provider with the highest score.

**ALTERNATIVE OPTIONS:**

1. That the Solid Waste Committee recommend that the Regional Board awards RFQ 23-2020 “Recycling Sheds” to Northern Portables at a cost of \$115,200.00 (excl. GST) and negotiate an additional purchase of 3 more buildings to be sited at satellite depots.
2. That the Solid Waste Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Responsive Service Delivery

**FINANCIAL CONSIDERATION(S):**

Through the 2020 budget process \$184,500 was budgeted for the project.

The recommended proponents’ bid came in \$69,300 under budget.

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

2020 Project	Budgeted	Actual Bid Price	Budgeted vs Actual	Status
Transfer Station Software Upgrade (CW6)	\$230,000	\$232,000	-\$2,000	Approved
BBLF 3B Construction, 1B Closure	\$2,836,722	\$2,961,628.05	-\$124,906.05	SWC for Approval  June 4, 2020
NPRLF LFG Phase 2 Stage 2 Construction	\$220,000	\$268,998.50	-\$48,998.50	
Bulky Pit Ramps	\$470,000	\$335,797.06	\$134,202.94	
Recycling Sheds	\$184,500	\$115,200	\$69,300	
<b>Total</b>	<b>\$3,941,222</b>	<b>\$3,913,624.55</b>	<b>\$27,597.45</b>	
CHLF Scale Design, Tender, QA/QC	\$250,000	TBD	TBD	RFP Closes June 12 <sup>th</sup>

If all four projects are approved, the total balance for the capital works in 2020 remains \$27,597 under the capital budget general ledger line.

**COMMUNICATIONS CONSIDERATION(S):**

N/A

**OTHER CONSIDERATION(S):**

N/A





# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-005

From: Paulo Eichelberger, GM of Environmental Services

Date: June 4, 2020

**Subject: Award 27-2020 Bessborough Landfill Leachate and Landfill Works**

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## RECOMMENDATION:

That the Solid Waste Committee recommends that the Regional Board award RFP 27-2020 "Bessborough Landfill: Leachate Pond, Phase 1B Closure and Phase 3B Expansion" for construction of a leachate pond and associated works; Phase 1A closure including final cover, passive gas vents, and perimeter ditches; Phase 3B expansion including leachate collection system, berms; extensions of existing access roads and associated ditches and culverts to OCL Industrial Services Ltd. at a price of \$2,961,628.05 excluding taxes; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

## BACKGROUND/RATIONALE:

As Phase 1 of the Bessborough landfill started to approach its design capacity, plans for the construction of Phase 3 began. Phase 3 will provide storage for 199,500m<sup>3</sup> of material and is estimated to provide 5.88 years of landfilling.

In 2018 staff placed a tender for the construction of phase 3 however, due to the pricing received, it was determined that the project would be split into two parts.

1. Phase 3A Construction & Phase 1A Cover & Phase 2 Cover
2. Phase 3B Construction & Phase 1B Cover

Phase 3A construction and Phase 1A & 2 closure was tendered and constructed in 2019, leaving Phase 3B Construction & Phase 1B Cover to be completed in 2020.

Additionally in 2018, a Leachate Management Plan was developed for the Bessborough Landfill (BBLF). The plan provided methods for collection, treatment, and disposal for leachate generated on the site. From the plan, it was determined that a single collection pond would be utilized for the site. The pond would be fed by a force main that is comprised of submersible pumps in leachate collection pipes of each phase. The capacity of the pond was designed for the completed landfill up to Phase 11. Leachate in the pond will be treated through evaporation, which will be mechanically assisted using an evaporator cannon.

The leachate management system was slated for construction in 2020. With the initial timelines this would have given the site a year between capital projects. However, due to the construction of Phase 3 being both delayed and split, the construction season for 2020 would have potentially seen 2 capital projects at the site.

With concerns of the short construction season in the Peace River Regional District (PRRD), it was decided to combine the Phase 3B construction with the leachate management works instead of

putting off the leachate works to 2021. By combining the projects in the same year under the same contract a reduction in constructions was anticipated. As the consulting engineer for the design and QA/QC was the same for both projects.

Staff issued a tender to secure the best pricing from the market. Six bids were received, the results are as follows:

	Dave Moore Trucking	Road Bridge Services Ltd.	OCL Industrial Services Ltd.	IDL Projects Inc.	Knappett Industries	Brocor Construction Ltd.
<b>Mandatory Requirements</b>						
Form of Bid (IB-1)	X	X	✓	✓	✓	✓
Addenda Acknowledgement (IB-4)	X	X	✓	✓	✓	✓
Agreement to Bond (IB-6)	✓	✓	✓	✓	✓	X
Bid Bond	✓	✓	✓	✓	✓	X
Schedule of Prices	✓	✓	✓	✓	✓	✓
<b>Tender Pricing</b>						
<b>TOTAL COST INCLUDING PROVISIONAL ITEMS (Excluding GST)</b>	<b>\$2,252,919.92</b>	<b>\$2,638,151.53</b>	<b>\$2,961,628.05</b>	<b>\$3,114,014.22</b>	<b>\$3,264,908.00</b>	<b>\$4,035,415.64</b>

Of the six bids received, two bids (Dave Moore Trucking and Road Bridge Services Ltd.) did not meet the mandatory requirements as laid out in the tender documents and therefore were disqualified from evaluation. Of the remaining four qualified bids, OCL Industries was the lowest cost provider that met all tender requirements and is thus the preferred proponent to complete the Bessborough project.

#### ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

#### STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery

#### FINANCIAL CONSIDERATION(S):

Through the 2020 budget process, \$2,836,722 was allocated for this work.

The recommended bid is \$124,906.05 over budget. This total includes an allocation of \$83,381.42 for provisional items in the contract, if the provisional items are not needed, the total would be \$2,878,246.63 which is still over budget by \$41,524.

The additional costs to the project can be accommodated in the total 2020 capital budget general ledger line. A table summarizing the status and cost of the 2020 Capital projects (excluding carry forward projects) is provided below:

2020 Project	Budgeted	Actual Bid Price	Budgeted vs Actual	Status
Transfer Station Software Upgrade (CW6)	\$230,000	\$232,000	-\$2,000	Approved
<b>BBLF 3B Construction, 1B Closure</b>	<b>\$2,836,722</b>	<b>\$2,961,628.05</b>	<b>-\$124,906.05</b>	SWC for Approval  June 4, 2020
NPRLF LFG Phase 2 Stage 2 Construction	\$220,000	\$268,998.50	-\$48,998.50	
Bulky Pit Ramps	\$470,000	\$335,797.06	\$134,202.94	
Recycling Sheds	\$184,500	\$115,200	\$69,300	
<b>Total</b>	<b>\$3,941,222</b>	<b>\$3,913,624.55</b>	<b>\$27,597.45</b>	
CHLF Scale Design, Tender, QA/QC	\$250,000	TBD	TBD	RFP Closes June 12 <sup>th</sup>

If all four projects are approved, the total balance for the capital works in 2020 remains \$27,597 under budget when utilizing the capital budget general ledger line.

#### COMMUNICATIONS CONSIDERATION(S):

N/A

#### OTHER CONSIDERATION(S):

N/A



# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-009

From: Paulo Eichelberger, GM of Environmental Services

Date: June 4, 2020

**Subject: North Peace Landfill Gas Expansion Phase 2 Stage 2 Award****RECOMMENDATION:**

That the Solid Waste Committee recommend that the Regional Board award RFP 12-2020, "North Peace Regional Landfill 2020 LFG Stage 2 Phase 2" to Knappett Industries Ltd. for construction of the landfill gas expansion Stage 2, for \$268,998.50 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

**BACKGROUND/RATIONALE:**

The North Peace Regional Landfill contains a Landfill Gas Collection and Control System (GCCS) which mitigates the impacts of landfill gas generated from breakdown of the garbage mass in the landfill by incineration/reuse of methane<sup>1</sup>. Under the Landfill Gas Regulation, a site needs to maximize the amount of methane captured as per its design plan via placement of piping into the waste at various stages of landfill development<sup>2</sup>. Expansion of the field adds to the capacity of methane gas capture which will benefit the total volume available for potential reuse/flaring.

The site has 4 stages in which this construction takes place. A Request for Proposal to expand the next stage (Stage 2<sup>3</sup>) of the landfill gas field was issued on Mar 30, 2020 and closed May 15, 2020. Four companies submitted bids and were evaluated as listed below:

	Good to Go Oilfield Services Ltd	OCL Industrial Services Ltd.	S Young Enterprises Ltd.	Knappett Industries
<b>Mandatory Requirements</b>				
Form of Agreement	✓	✓	✓	✓
Pricing	✓	✓	✓	✓
Agreement to Bond - 50% Performance Bond - 50% Payment Bond	✓	✓	✗	✓
<b>Tender Price</b>				
<b>PROPOSAL COST (Excluding GST)</b>	<b>\$408,869.00</b>	<b>\$315,840.30</b>	<b>\$119,835.00</b>	<b>\$268,998.50</b>

<sup>1</sup> Phase 2 Stage 1 was completed in 2018 and Phase 2 Stage 2 is scheduled for 2020.

<sup>2</sup> Design Plan of a GCCS is required for sites containing more than 100,000 tonnes of waste and generates more than 1000 tonnes of methane (BC MOECCS Landfill Gas Management Regulation Sec. 7). The facilities are then built in accordance with the design plan or in this case, the PRRD Landfill Gas Master Plan.

<sup>3</sup> Stage 2 involves installation of 3 vertical pipes and one valve chamber to add to the collection network and increase methane capture.

Working with the engineering consultant, GHD, the proponents were evaluated for completeness and compliance with the specified requirements of the project. Of the four bids received, one bid (S Young Enterprises Ltd.) failed to meet all mandatory requirements outlined in the tender documents.

The remaining three bids met all mandatory tender requirements: through the evaluation, Knappett Industries submitted the best proposal, based on mandatory requirements, related experience, and good references. Although they are the second lowest cost provider overall, Knappett Industries is the recommended bidder for the Landfill Gas Expansion Stage 2 Phase 2 award.

### ALTERNATIVE OPTIONS:

1. That the Solid Waste Committee provide further direction.

### STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

### FINANCIAL CONSIDERATION(S):

Through the 2020 budget process \$220,000 was budgeted for the expansion work at NPRL.

While the recommended proponent is \$48,000 over the budgeted estimate, the cost of the work can be accommodated in the total 2020 capital budget general ledger line. A table summarizing the status and cost of the 2020 Capital projects (excluding carry forward projects) is provided below:

2020 Project	Budgeted	Actual Bid Price	Budgeted vs Actual	Status
Transfer Station Software Upgrade (CW6)	\$230,000	\$232,000	-\$2,000	Approved
BBLF 3B Construction, 1B Closure	\$2,836,722	\$2,961,628.05	-\$124,906.05	SWC for Approval  June 4, 2020
<b>NPRLF LFG Phase 2 Stage 2 Construction</b>	<b>\$220,000</b>	<b>\$268,998.50</b>	<b>-\$48,998.50</b>	
Bulky Pit Ramps	\$470,000	\$335,797.06	\$134,202.94	
Recycling Sheds	\$184,500	\$115,200	\$69,300	
<b>Total</b>	<b>\$3,941,222</b>	<b>\$3,913,624.55</b>	<b>\$27,597.45</b>	
CHLF Scale Design, Tender, QA/QC	\$250,000	TBD	TBD	RFP Closes June 12 <sup>th</sup>

If all four projects are approved, the total balance for the capital works in 2020 remains \$27,597 under budget in the capital budget general ledger line.

### COMMUNICATIONS CONSIDERATION(S):

None identified.

### OTHER CONSIDERATION(S):

The PRRD has an agreement with the gas utility, Pacific Northern Gas Ltd., to develop a feasibly re-use project to divert the collected landfill gas for re-use as part of their provincial mandate to include a portion of renewable gas into their product stream.



# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-008

From: Paulo Eichelberger, GM of Environmental Services

Date: June 4, 2020

Subject: **NPRLF Bio-Sul Production Agreement**

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## RECOMMENDATION:

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

## BACKGROUND/RATIONALE:

Bio-Sul is a material that is created by blending finished compost with elemental Sulphur. It is used as a nutrient treatment in the agricultural industry, particularly in Saskatchewan.

On August 18, 2018 the composting division of Green for Life (GFL) began the Soil Amendment production of Bio-Sul on the composting pad at the North Peace Regional Landfill (NPRLF). At this time, GFL brings truckloads of compost to the NPRLF from other composting sites they operate in Alberta. The material is stockpiled and blended with elemental Sulphur<sup>1</sup>. Once blended and screened, the material leaves the NPRLF and heads to markets in Saskatchewan.

A draft agreement was created in 2018 for the production of Bio-Sul at the NPRLF. The agreement outlined that GFL would use the composting pad for blending operations while the Peace River Regional District would receive a revenue of \$5/tonne for the finished material that leaves the site.

To date, 30,892.5 metric tonnes of material has been moved through the site. This equates to a revenue to the PRRD of \$154,462.

This agreement was never finalized back in 2018. Therefore, the operation is working under the current landfill contract that expires July 31, 2020.

Staff would like ratify the original 2018 agreement which will include an additional clause citing a term of one year extending from August 1, 2020 to July 31, 2021. During this one year term, staff will go out for a request for proposal (RFP) for composting services to secure a composter for future operations. As part of the RFP, Bio-Sul Amendment will be included in the scope of work as per the current Composting Operations Manual for the site.

## ALTERNATIVE OPTIONS:

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<sup>1</sup> Elemental Sulphur is a byproduct from the oil and gas industry.

1. Staff prepare an RFP for Composting Services at this time.
2. That the Solid Waste Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

The PRRD has received \$154,462.80 for the material that has been blended on site from August 18, 2018 to May 14, 2020. This translates to a revenue stream of \$7,355.37/month or approximately \$88,264.44/year.

**COMMUNICATIONS CONSIDERATION(S):**

N/A

**OTHER CONSIDERATION(S):**

Should the Committee (and ultimately, Board) recommend that staff move straight to an RFP for composting services, this means:

- GFL will need to cease Bio-Sul operations and move off site when the new landfill operations contractor starts.
- Revenue from the Bio-Sul will cease by July 31, 2020.



# REPORT

To: Solid Waste Committee

Report Number: ENV-SWC-003

From: Paulo Eichelberger, GM of Environmental Services

Date: June 4, 2020

Subject: **Chetwynd Landfill Phase B Closure Update**

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## RECOMMENDATION:

That the report providing an update of the status of the Chetwynd Landfill Phase B Closure retender process be received for information.

## BACKGROUND/RATIONALE:

In 2019, the Chetwynd Landfill Phase B Closure project was awarded for \$1,428,773. While the project was underway, the prime construction contractor defaulted, prompting a claim on the performance bond for the contract by the Regional District.

### Bonding Process

In the event of a failure to complete the work in a project, bonds are in place to ensure that the work continues should a company become unable to perform the work. When a claim is made on the bond, the bonding company is responsible to ensure that the project work previously awarded to their client is completed. To do this, the bonding company has the option to retender for suitable bidders for completing the project.

To complete the project, it was decided that two contracts would be established:

1. Contract #1 – Earthworks
  - a. All outstanding line items from the original contract (minus the liner install).
  - b. This contract was retendered.
2. Contract #2 – Liner Installation
  - a. Installation of the liner and landfill gas piping.
  - b. Sole-source to the subcontractor under the previous prime contractor.

Through discussions between the project engineer, Sperling Hansen (SHA), and the previous liner subcontractor, Western Tank & Lining (WTL), WTL confirmed that they would hold their original contract price for installation of the liner materials in 2020 (detailed in Financial Considerations). Therefore, Contract #2 was kept separate as WTL had already provided the material which remains on site at the Chetwynd Landfill.



**Retendering Process**

The original prime contractor's bonding company, Trisura, engaged SHA to conduct the retendering process for Contract #1. The process ran as follows:

- SHA and Trisura ran the retendering process on BCBid for three weeks until 4pm on April 17, 2020. 8 bids were received, which were reviewed by Trisura and SHA and discussed with PRRD staff. Of the Bids, Mass Construction was the lowest cost provider that met the qualifications of the retendering process.
- Through SHA, Trisura recommended Mass Construction to complete the project work under Contract #1 for a cost of \$466,501.40 (excl. GST) and thus provided notice of award.
- As a result, Mass Construction, will enter into a new contract with the PRRD for the works listed in Contract #1.
- WTL will enter into contract with the PRRD for the works listed in Contract #2.
- Mass Construction (via Contract #1) and WTL (via Contract #2) will execute the remainder of the original Phase B Closure project work originally held by Frontline.

SHA will perform quality assurance and supervision for both contracts in order to complete the project. The PRRD is responsible for the cost of the work up to the original contract price of \$1,428,773 and any overages will be paid out by Trisura to a maximum of the bond amount of \$714,387. Further detail on costs are detailed in Financial Considerations.

It is expected that the project will be substantially completed by August 15, 2020, with total completion achieved by September 30, 2020.

**ALTERNATIVE OPTIONS:**

- That the Solid Waste Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):****Contract #1 Bids-as provided by Trisura and SHA**

	<b>Tenderers</b>	<b>Sum Quoted in the Tender (Including Provisional Items and Excluding GST)</b>	<b>Sum Adjusted as per the Quoted unit Prices (Including Provisional Items and Excluding GST)</b>
1	Dave Moore Trucking Ltd	\$ 290,323.41	\$ 292,223.41
2	Pavlis Trucking Ltd.	\$ 453,619.25	\$ 453,620.00
3	Mass Construction Ltd.	\$ 466,501.40	\$ 466,501.40
4	Tervita Corporation	\$ 543,368.79	\$ 543,368.55
5	Twin Rivers Developments Ltd.	\$ 937,745.47	\$ 937,742.42
6	S. Young Enterprises Ltd.	\$ 962,800.08	\$ 962,816.33
7	Green Leaf Enterprises Ltd. o/a OK E	\$ 1,187,174.56	\$ 1,187,174.30
8	Enviro-Ex Contracting Ltd.	\$ 1,460,382.75	\$ 1,460,382.75

The 8 bids received ranged in price from \$292,000 to \$1,460,000. The 3<sup>rd</sup> lowest bidder, Mass Construction, was the lowest cost proponent that met all tender qualifications and was therefore the successful bidder for Contract #1.

#### Project Status and Costs

Under the original construction contract, the cost for the project was \$1,428,773. Approximately \$360,280 of work has been completed on the project, with \$1,068,493 remaining. Cost breakdown is as follows:

Party	Cost	Description
Frontline/ Trustee	\$360,280	Works completed to date
Mass Construction	\$466,501	Contract #1 work, summer 2020
Western Tank & Lining	\$278,754	Contract #2 work, summer 2020
Estimated total	<b>\$1,105,355</b>	

The difference between original and estimated total cost is \$323,418 in surplus, which will offset retendering and construction supervision costs for the project.

#### **COMMUNICATIONS CONSIDERATION(S):**

None identified.

#### **OTHER CONSIDERATION(S):**

Conditions of the existing contract bond allow the Surety Company (Trisura) four options to ensure that the project is completed. As stated in the bond, these are:

1. remedy the default, or;
2. complete the Contract in accordance with its terms and conditions or;
3. obtain a bid or bids for submission to the Obligee (PRRD) for completing the Contract in accordance with its terms and conditions and upon determination by the Obligee and the Surety of the lowest responsible bidder, arrange for a contract between such bidder and the Obligee and make available as work progresses (even though there should be a default, or a succession of defaults, under the contract or contracts of completion, arranged under this paragraph) sufficient funds to pay to complete the Principal's obligations in accordance with the terms and conditions of the Contract and to pay those expenses incurred by the Obligee as a result of the Principal's default relating directly to the performance of the work under the Contract, less the balance of the Contract price; but not exceeding the Bond Amount. The balance of the Contract price is the total amount payable by the Obligee to the Principal under the Contract, less the amount properly paid by the Obligee to the Principal, or;
4. pay the Obligee the lesser of (1) the Bond Amount or (2) the Obligee's proposed cost of completion, less the balance of Contract price.

As mentioned earlier, Trisura utilized option 3 – retender the work to find the “lowest (cost) responsible bidder.” Because of this option, Trisura is responsible for bids and contractor selection. The PRRD does not directly award the work for this project.



# REPORT

To: Chair and Directors

Report Number: DS-BRD-031

From: Tyra Henderson, Corporate Officer

Date: May 19, 2020

**Subject: Application for Subdivision within the ALR, PRRD File No. 20-008-ALRSUB, ALC ID 60768**

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## **OPTIONS: [Corporate Unweighted]**

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

## **BACKGROUND/RATIONALE:**

### **Proposal**

To subdivide and sell a  $\pm$  64.7 ha parcel from the subject property. The applicant states that both parcels will continue to be used for agricultural purposes and improvements to the land, including, but not limited to, improvements to the land and buildings, roadwork, irrigation work, agriculture enhancement, logging and de-stumping, working an orchard, and maintenance of pasture.

### **File/Site Details**

Owner: Derrik Backmeyer  
Agent: Aspen Grove Property Services  
Area: Electoral Area E  
Location: Sukunka Valley  
Legal: District Lot 2444 PRD  
PID: 010-978-623  
Civic Address: 9971 Sukunka Forest Service Road  
Lot Size: 257.8 ha (636.6 ac)

**Official Community Plan (OCP)**

Pursuant to PRRD Rural Official Community Plan Bylaw No. 1940, 2011, the property is designated Agriculture-Rural. Principal uses on the land in the Agriculture-Rural designation should generally be uses required for operating a farm, agricultural, uses compatible with agriculture, and/or businesses complementary to agriculture. The OCP states that the minimum parcel size will not be less than 63 ha.

Therefore, the proposed subdivision is consistent with the OCP.

**Land Use Zoning**

Pursuant to Chetwynd Zoning Bylaw No. 506, 2001, the property is zoned A-2 (Large Agricultural Holdings Zone). Agriculture and dwelling units(s) are allowed on the subject property. The minimal parcel size on the subject property is 63 ha.

Therefore, the proposed subdivision is consistent with the Zoning Bylaw.

**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.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board support ALR Subdivision application 20-008-ALRSUB (ALC ID 60768), to subdivide the subject property identified as PID 010-978-623 into approximately one  $\pm$  64.7 ha parcel and one  $\pm$  193.1 ha parcel, 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.

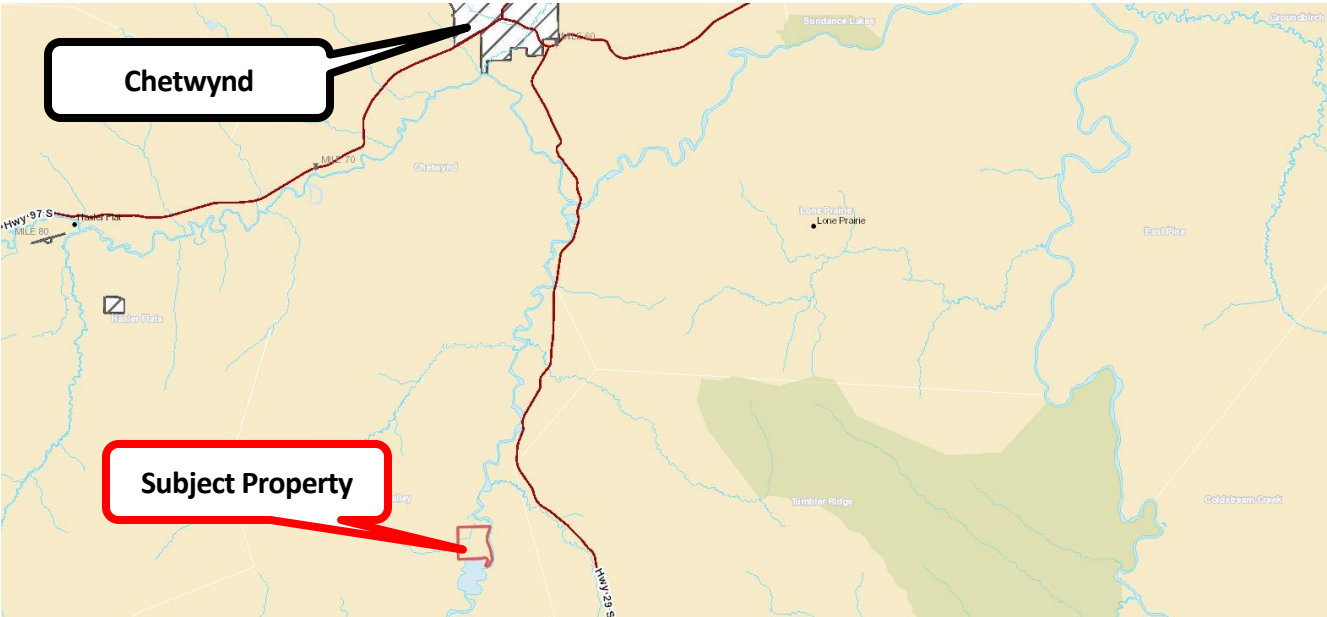
**OTHER CONSIDERATION(S):**

None at this time.

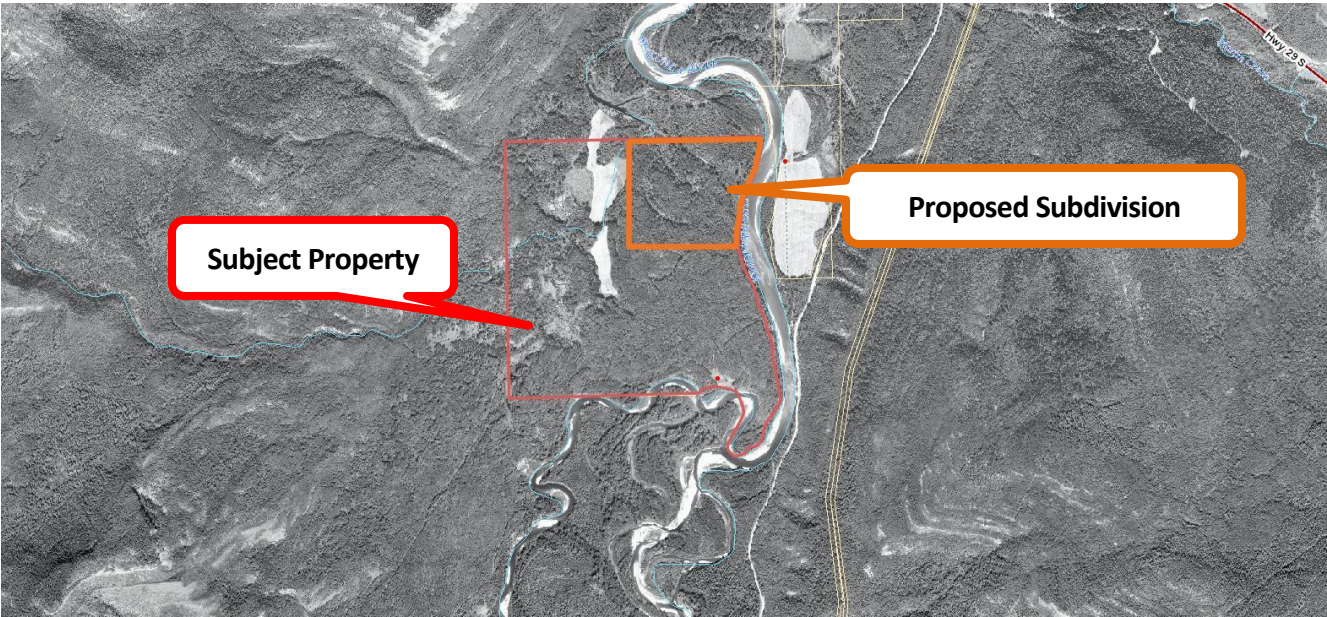
Attachments:

1. Maps
2. ALC Application (ALC ID 60768),
3. Comments from Electoral Area Director

**Location:** Sukunka area

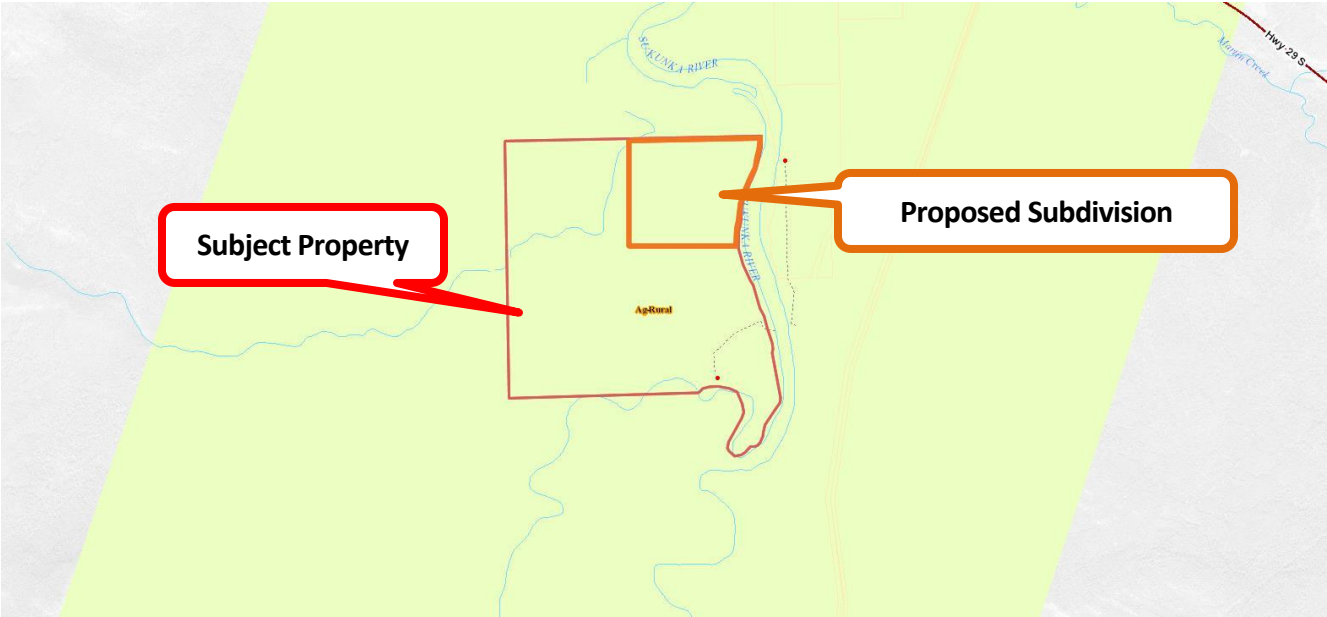


**Aerial imagery**

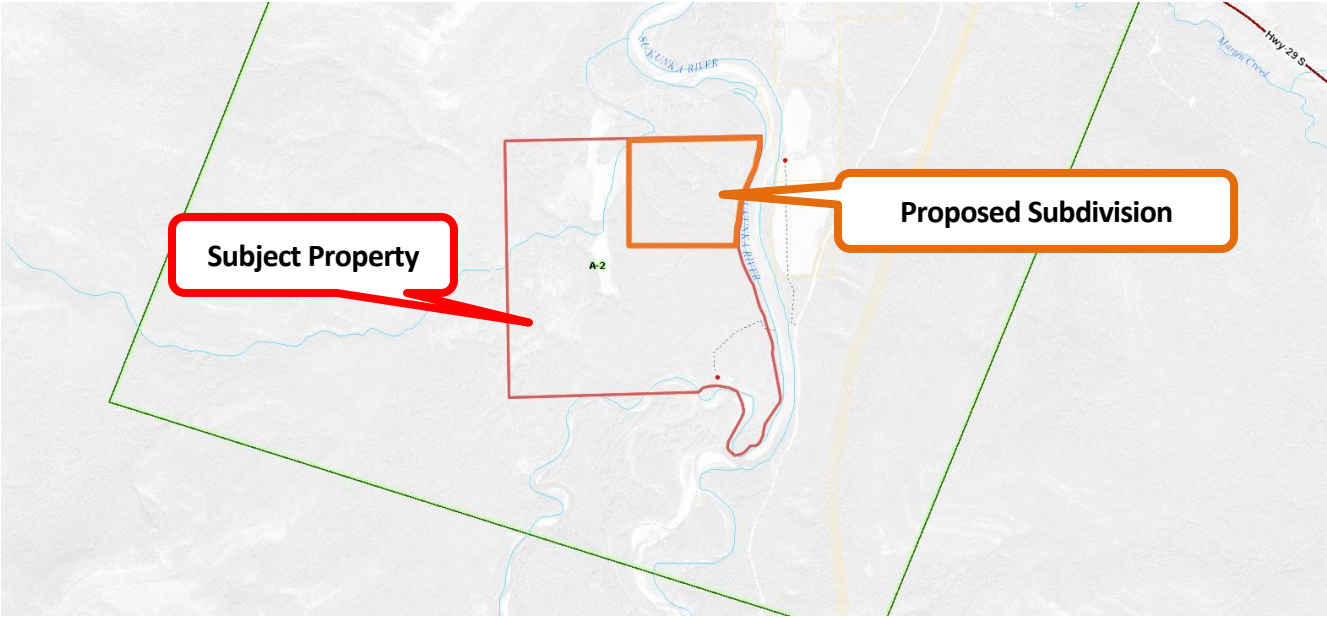




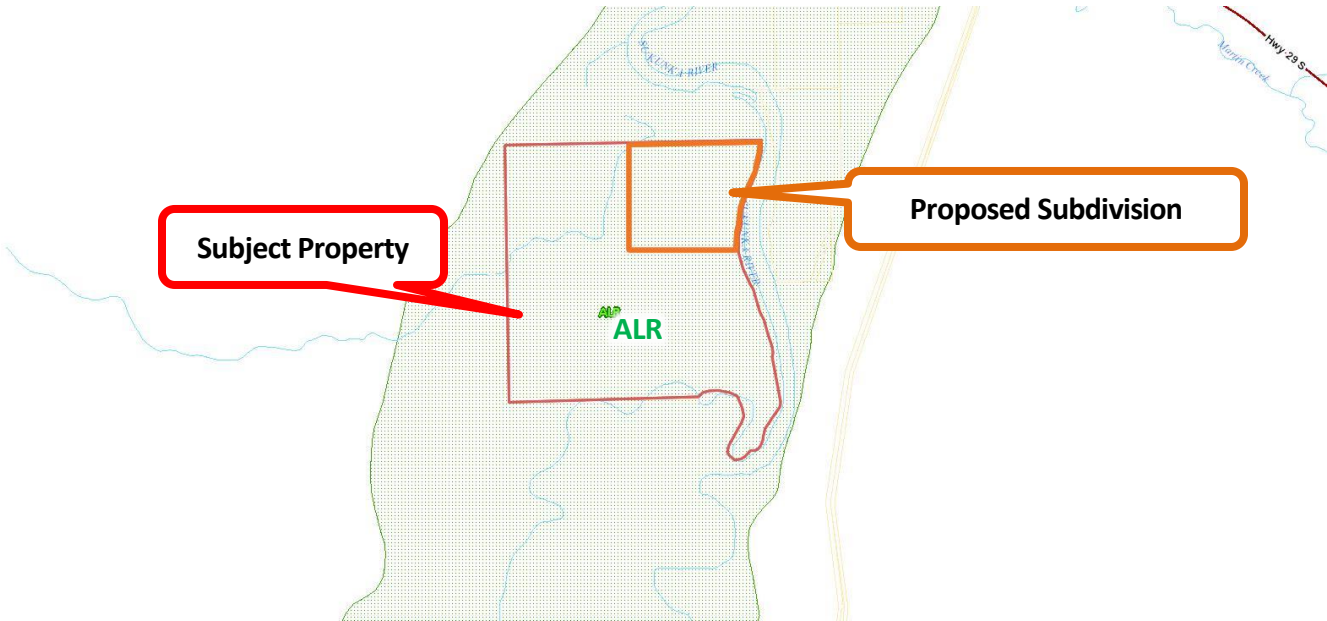
**PRRD Rural Official Community Plan Bylaw No. 1940, 2011: Agriculture-Rural**



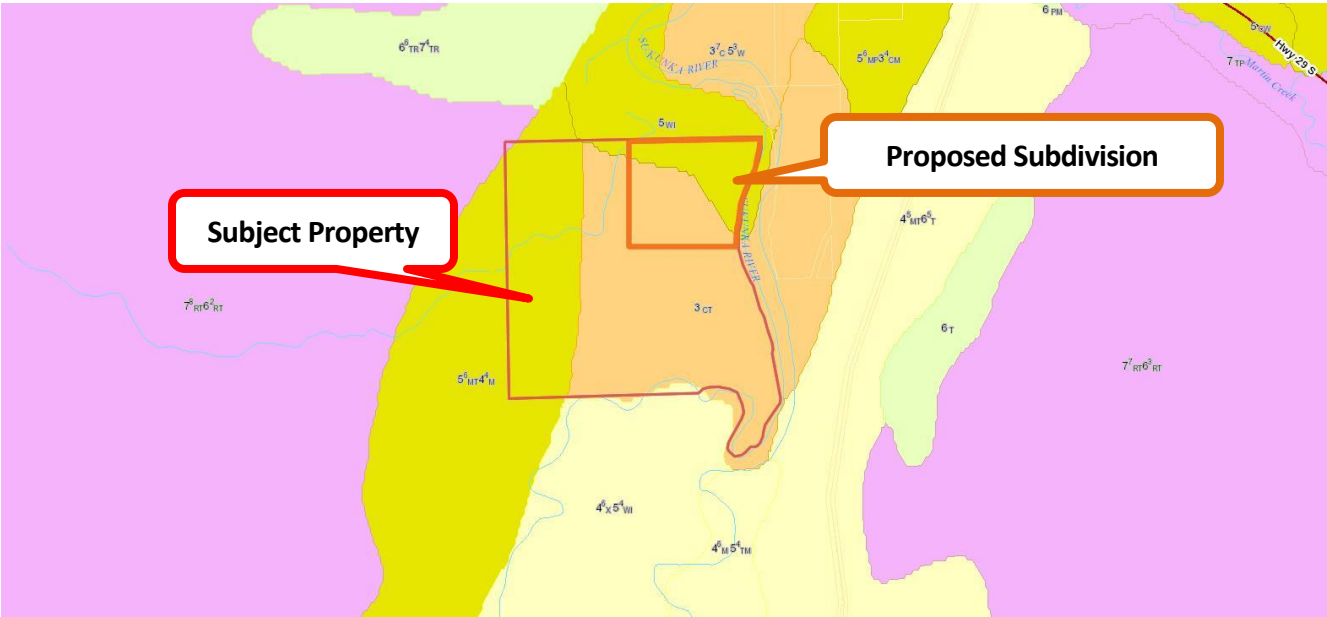
**Chetwynd Rural Area Zoning Bylaw No. 506, 1986: Large Agricultural Holdings Zone (A-2)**



Agricultural Land Reserve: Within



CLI Soil Classification: 3<sub>CT</sub> & 5<sup>6</sup><sub>MT</sub>4<sup>4</sup><sub>M</sub> & 5<sub>WI</sub>





# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 60768

**Application Status:** Under LG Review

**Applicant:** Derrik Backmeyer

**Agent:** Aspen Grove Property Services

**Local Government:** Peace River Regional District

**Local Government Date of Receipt:** 05/01/2020

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

**Proposal Type:** Subdivision

**Proposal:** The purpose of this proposal is to subdivide a parcel of 64.7 ha of land from the subject parcel in order to sell this subdivided property. Selling this subdivided parcel will provide the finances needed to develop and manage the agricultural activities on the existing farm parcel. The intended purchaser is considered a partner in the ongoing and expanding farming operations who has aided the owner of the subject parcel with all of the land clearing and enhancement - including manual labour, help in attaining, transporting and operating the required equipment for all improvements to the land and buildings, roadwork, irrigation, agriculture enhancement, logging and destumping, purchasing, transporting and planting the orchard, seeding the pasture and maintenance of these agricultural areas. Subdividing and selling the parcel of land will enable more investment in the subject property farming operations to fully develop the agricultural potential of this land with the purpose that the subject property becomes a fully operational and viable farm unit - with orchards and hay pasture to sell. The buyer would continue to be involved in the present farming practice and plans to cultivate his own land as part of this farm business. Owning a piece of the agricultural farm unit will give the buyer an investment in the farm business and the potential to develop his own viable farm. For Mr. Backmeyer, the sale of this parcel of land will enable him to have the financial and physical resources to continue to develop his land into a productive and successful farming practice.

## Agent Information

**Agent:** Aspen Grove Property Services

**Mailing Address:**

#104 - 1001 - 102 Avenue

Dawson Creek, BC

V1G 2B9

Canada

**Primary Phone:** (250) 782-1088

**Email:** sheila@aspengrovepropertyservices.ca

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 010-978-623

**Legal Description:** DL 2444 PEACE RIVER

**Parcel Area:** 257.8 ha

**Civic Address:** 9971 Sukunka FSR

**Date of Purchase:** 04/22/2009

**Farm Classification:** No

**Owners**

1. **Name:** Derrik Backmeyer

**Address:**

[REDACTED]

**Phone:**

**Email:**

[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 is a 2 acre "Test Orchard" consisting of Cherry, Apricot, Plum and Apple trees, grapes, kiwi vines and berry bushes.*

*There are also approximately 40 acres of land that has been reclaimed by turning over and reworking the soil in preparation for cultivation as a productive hay pasture.*

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

*Logged and destumped land and planted Test Orchard. Acquired equipment - tractor, discs, mower, field cultivator to rework 40 acres of old pasture in preparation for seeding as a productive hay pasture.*

*Re-established the old homesite in 2013 and built a dwelling for a permanent residence and a pole shed (28'x36') for farming equipment storage. Upgraded the water tower for use in the garden and test orchard, cleared and maintain recreational trails through the property for hiking, horses, X-country skiing.*

*Built access road into the property to transport equipment to clear and enhance the land for Agricultural purposes. Improved drainage including flood mitigation work. Presently in the process of applying and acquiring multiple water licences. The future plan is to use the elevation of water sources to build a Micro-hydro off-grid electrical system for power. Installed a gate on the access road to discourage trespassers. Cleared 140 acres of cutblock with the intention of turning this land into a hay pasture for sales.*

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

*Small dwelling which is a primary residence, small storage shed.*

*Other non-agricultural uses include hiking trails and horse trails for recreational enjoyment.*

**Adjacent Land Uses**

**North**

**Land Use Type:** Other

**Specify Activity:** Bush, Crown Land

**East**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Sukunka River, Hay land

**South**

**Land Use Type:** Other

**Specify Activity:** Sukunka River, Bush, Crown Land

## West

**Land Use Type:** Other

**Specify Activity:** Bush, Crown Land

## Proposal

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

64.7 ha

193.1 ha

### 2. What is the purpose of the proposal?

*The purpose of this proposal is to subdivide a parcel of 64.7 ha of land from the subject parcel in order to sell this subdivided property. Selling this subdivided parcel will provide the finances needed to develop and manage the agricultural activities on the existing farm parcel. The intended purchaser is considered a partner in the ongoing and expanding farming operations who has aided the owner of the subject parcel with all of the land clearing and enhancement - including manual labour, help in attaining, transporting and operating the required equipment for all improvements to the land and buildings, roadwork, irrigation, agriculture enhancement, logging and destumping, purchasing, transporting and planting the orchard, seeding the pasture and maintenance of these agricultural areas. Subdividing and selling the parcel of land will enable more investment in the subject property farming operations to fully develop the agricultural potential of this land with the purpose that the subject property becomes a fully operational and viable farm unit - with orchards and hay pasture to sell. The buyer would continue to be involved in the present farming practice and plans to cultivate his own land as part of this farm business. Owning a piece of the agricultural farm unit will give the buyer an investment in the farm business and the potential to develop his own viable farm. For Mr. Backmeyer, the sale of this parcel of land will enable him to have the financial and physical resources to continue to develop his land into a productive and successful farming practice.*

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

*This parcel is suitable for subdivision as the proposed subdivision meets the parcel size criteria for A-2 Zoning - Large Agricultural Holding Zone - minimum 63 hectares, under the Peace River Regional District, Chetwynd Rural Zoning Bylaw No. 506, 1986 and would also meet the requirements of the PRRD OCP Rural Zoning Bylaw 1940, 2011 zoning Ag-rural "Within the Agricultural-Rural designation the minimum parcel size will not be less than 63 ha".*

*The Peace River Block was primarily Crown Granted in quarter sections in the 1930's and the quarter section remains a standard and viable agricultural unit. By subdividing a quarter section to sell to an invested partner, a viable tract of land becomes available for the purchaser to develop his own farming practice and together with the current owner, expand the scope of their combined farming operations. The lands surrounding the property, including the proposed subdivision, are primarily bush and Crown Lands with Agricultural to the East of the subject. Therefore, the subdivision would have no negative impact on existing agricultural values, rather, the subdivision would contribute to agricultural and farming growth in this area.*

*This parcel of land is also suitable for subdivision as there is a Road permit in place on a Forestry Service Road for vehicle and equipment access. The owner of the subject parcel intends on granting an Easement across his lands for access to the proposed subdivision. The proposed subdivision parcel has river frontage that allows for boat access to the property as well the overland road access.*

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

*Yes, this proposal supports agriculture in the short and long term by providing financing and encouraging collaboration to develop the current farming operation. As well, this proposal provides an opportunity for expansion and development of this farm by having a second farmer and farming unit*

*adjacent to the subject property to share the cost and management of the farming operations.*

**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.**

*No*

## **Applicant Attachments**

- Agent Agreement - Aspen Grove Property Services
- Proposal Sketch - 60768
- Other correspondence or file information - Crown Grant
- Other correspondence or file information - Crown Grant image
- Other correspondence or file information - Road Permit
- Other correspondence or file information - Letter of Intent to Purchase
- Other correspondence or file information - Survey Plan
- Other correspondence or file information - Road easement
- Other correspondence or file information - Surrounding land uses
- Other correspondence or file information - Sat photo -clearing & easement
- Other correspondence or file information - Hay fields
- Other correspondence or file information - Orchards
- Other correspondence or file information - Water and irrigation
- Other correspondence or file information - Subject map
- Certificate of Title - 010-978-623

## **ALC Attachments**

None.

## **Decisions**

None.

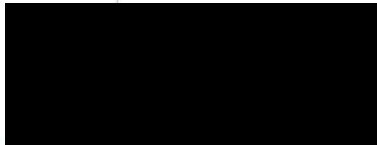
# Letter of Agency

To Whom It May Concern:

Re: DISTRICT LOT 2444  
PEACE RIVER DISTRICT  
PID 010-978-623

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 24<sup>th</sup> day of April, 2020 at Dawson Creek, B.C.

A black rectangular box redacting the signature of Derrick Jacob Backmeyer.

---

DERRICK JACOB BACKMEYER

Cole McCullough  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

April 21<sup>st</sup>, 2020

Agricultural Land Commission  
c/o Peace River Regional District  
PO Box 810,  
1981 Alaska Avenue  
Dawson Creek, B.C. V1G 4H8

To Whom It May Concern,

Re ALC application to Subdivide within the Agricultural Land Reserve re BACKMEYER  
DL 2444, PRD – PID 010-978-623

It is my understanding that Derrick Backmeyer has made application to the ALC, to subdivide a 160 acre parcel from DL2444, PID 010-978-623. I have been offered the opportunity to purchase this parcel of land should the ALC approve this subdivision proposal. Once the subdivision application has been approved, I intend to purchase this land and do all the necessary work to bring the land to suitable conditions for farming and use as an Agricultural parcel – grain and orchards.

I hope that you will give a favourable approval to this Subdivision application.

Respectfully,

[REDACTED]

Cole McCullough



No. 1827

1089

## LAND ACT

Compared.

PROVINCE OF  
BRITISH COLUMBIA.

Deputy Minister of Lands.

ELIZABETH THE SECOND, by the Grace of God, of the United Kingdom, Canada  
and Her other Realms and Territories, Queen, Head of the Commonwealth,  
Defender of the Faith.

To all to whom these presents shall come, Greeting:

**Know ye** that We do by these presents, for Us, Our heirs and successors, in consideration of the sum of  
**Nine hundred and four & 50/100** Dollars to Us paid, give and grant unto

**RODERICK LAVERNE MILLIKEN**

his heirs and assigns

All that Parcel or Lot of Land situate in **PEACE RIVER** District,  
and more particularly described on the Map or Plan hereunto annexed and coloured red, and numbered **Lot Two thousand four  
hundred and forty-four (2444)**

on the Official Plan or Survey of the said Parcel or Lot in the Province of British Columbia, to have and to hold the said  
Parcel or Lot of Land, and all and singular the premises hereby granted, with their appurtenances, unto the said

**RODERICK LAVERNE MILLIKEN**

his heirs and assigns for ever:

PROVIDED NEVERTHELESS that it shall at all times be lawful for Us, Our heirs and successors, or for any person or persons acting in that behalf by Our  
or their authority, to resume any part of the said lands which it may be deemed necessary to resume for making roads, canals, bridges, towing-paths, or other works of  
public utility or convenience; so, nevertheless, that the lands so to be resumed shall not exceed one-twentieth part of the whole of the lands aforesaid, and that no  
such resumption shall be made of any lands on which any buildings may have been erected, or which may be in use as gardens or otherwise for the more convenient  
occupation of any such buildings:

PROVIDED also that it shall at all times be lawful for Us, Our heirs and successors, or for any person or persons acting under Our or their authority, to enter  
into and upon any part of the said lands, and to raise and to get thereout any minerals, precious or base, including coal, petroleum, and any gas or gases, which may  
be thereupon or thereunder situate, and to use and enjoy any and every part of the same land, and of the easements and privileges thereto belonging, for the purpose  
of such raising and getting, and every other purpose connected therewith, paying in respect of such raising, getting, and use reasonable compensation.

PROVIDED also that it shall be lawful for any person duly authorized in that behalf by Us, Our heirs and successors, to take and occupy such water  
privileges, and to have and enjoy such rights of carrying water over, through, or under any parts of the hereditaments hereby granted, as may be reasonably required

for mining or agricultural purposes in the vicinity of the said hereditaments, paying therefor a reasonable compensation to the aforesaid

**RODERICK LAVERNE MILLIKEN**

his heirs and assigns:

PROVIDED also that it shall be at all times lawful for any person duly authorized in that behalf by Us, Our heirs and successors, to take from or upon any  
part of the hereditaments hereby granted, without compensation, any gravel, sand, stone, lime, timber, or other material which may be required in the construction,  
maintenance, or repair of any roads, ferries, bridges, or other public works:

PROVIDED also that all highways, within the meaning of the *Highway Act*, existing over or through said lands at the date hereof shall be exempted from  
this grant.

— PROVIDED also that this Grant is issued and accepted on the understanding that the Grantor assumes no  
obligation whatsoever to provide access to the said land.

— PROVIDED also that this Grant is issued and accepted on the understanding that the holder of same  
shall have no right nor claim for compensation by reason of the land or any portion thereof being sub-  
merged or damaged by erosion or otherwise affected by flooding.

In testimony whereof, We have caused these Our Letters to be made Patent, and the Great Seal of OUR PROVINCE OF BRITISH

COLUMBIA to be hereunto affixed: WITNESS, His Honour **JOHN ROBERT NICHOLSON, P.C., O.B.E., LL.D., LL.B.**

Lieutenant-Governor of Our said Province, at Our Government House, in Our City of Victoria, this **Third**

day of **September**, in the year of our Lord one thousand nine hundred and **Sixty-eight**

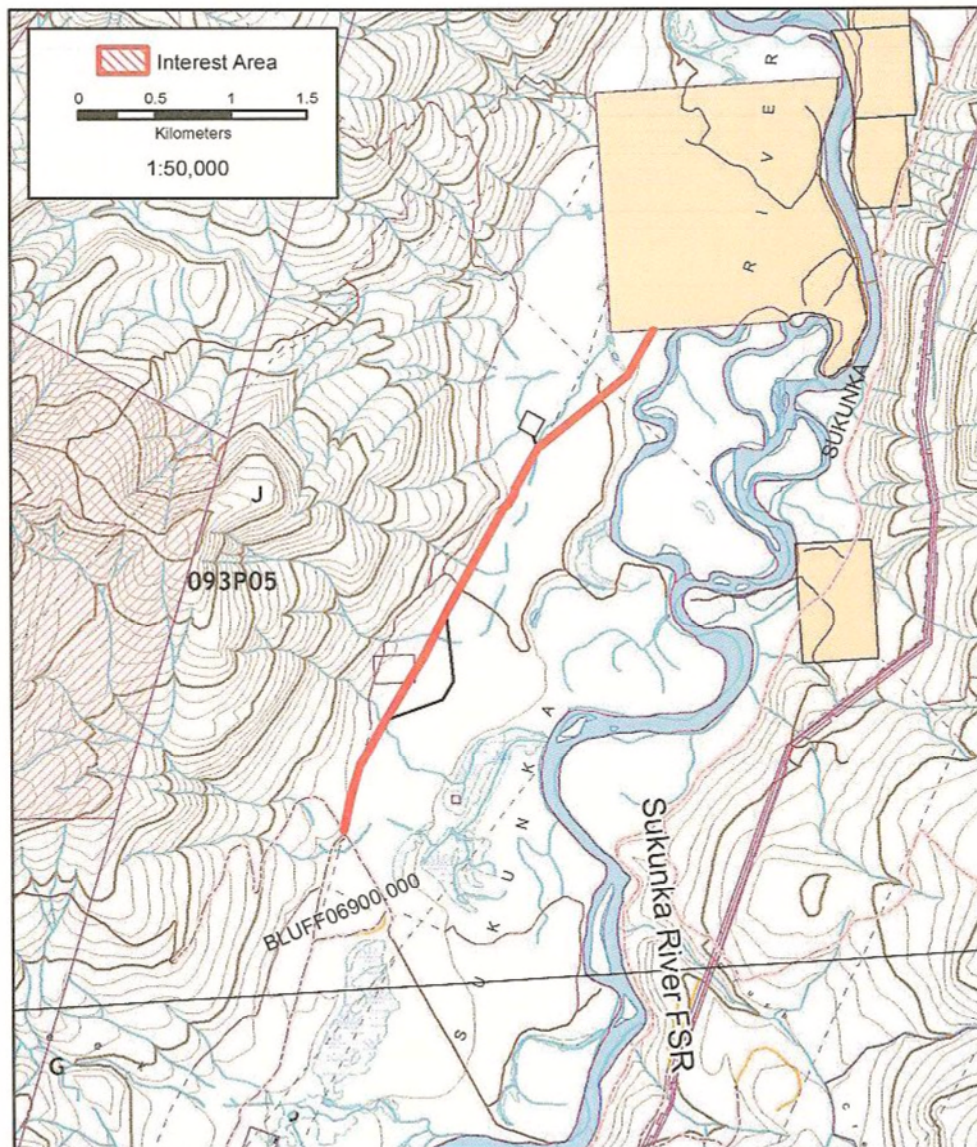
and in the **Seventeenth** year of Our Reign.

By Command.



## LEGAL DESCRIPTION SCHEDULE

THAT PARCEL OR TRACT OF UNSURVEYED CROWN LAND IN THE VICINITY OF THE SUKUNKA RIVER (WITHIN UNITS 16, 17, 25, 26, 35, 36, 44 & 45, BLOCK J, 93-P-05), PEACE RIVER DISTRICT, CONTAINING 8.04 HECTARES, MORE OR LESS.

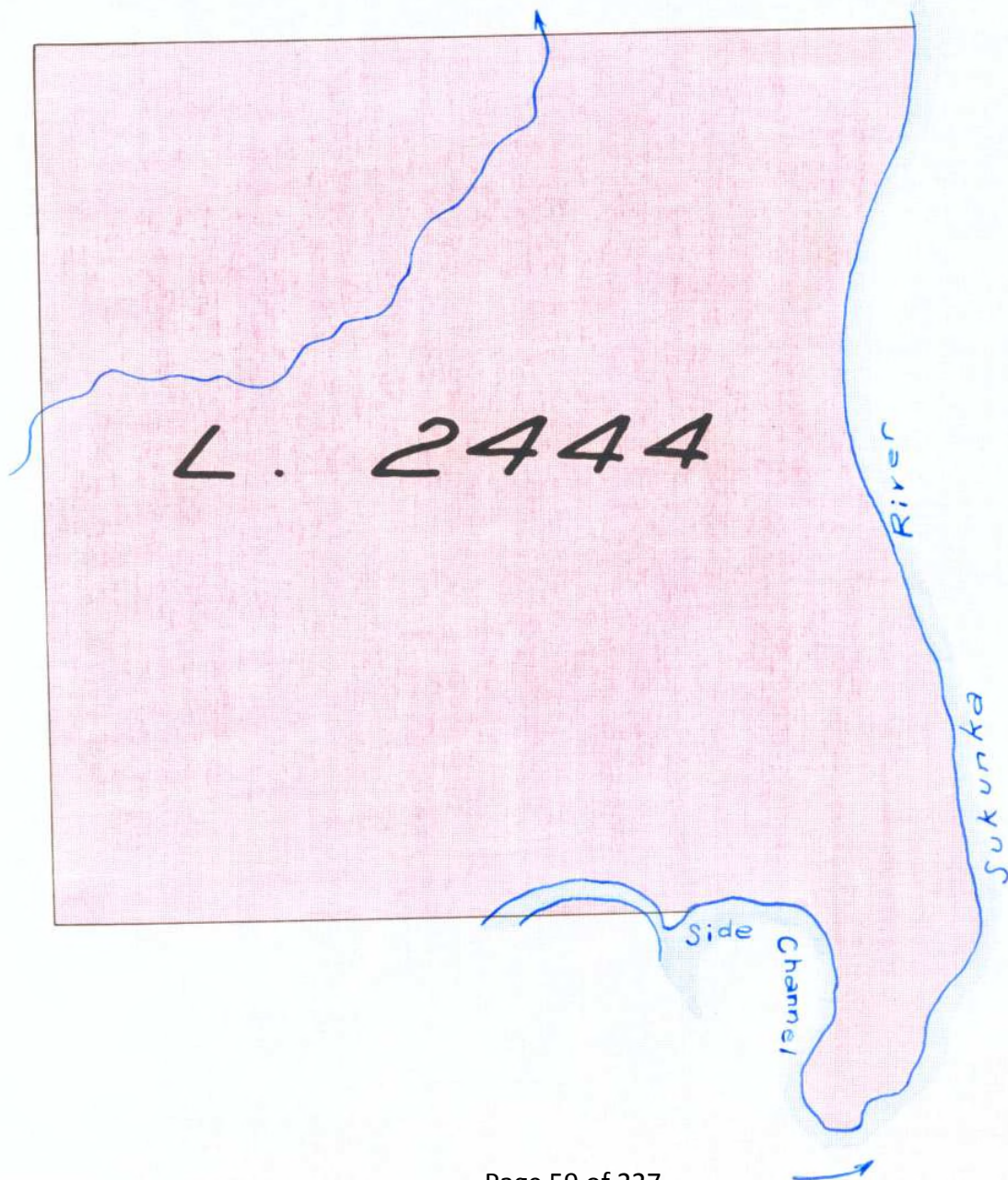






PEACE RIVER DISTRICT  
Roderick Laverne Milliken

Scale, One Inch = 1000 Feet







104727

May





▨ - 1<sup>st</sup> Commercial planting    ■ - Test orchard  
▨ - De stamped for 2<sup>nd</sup> Commercial planting



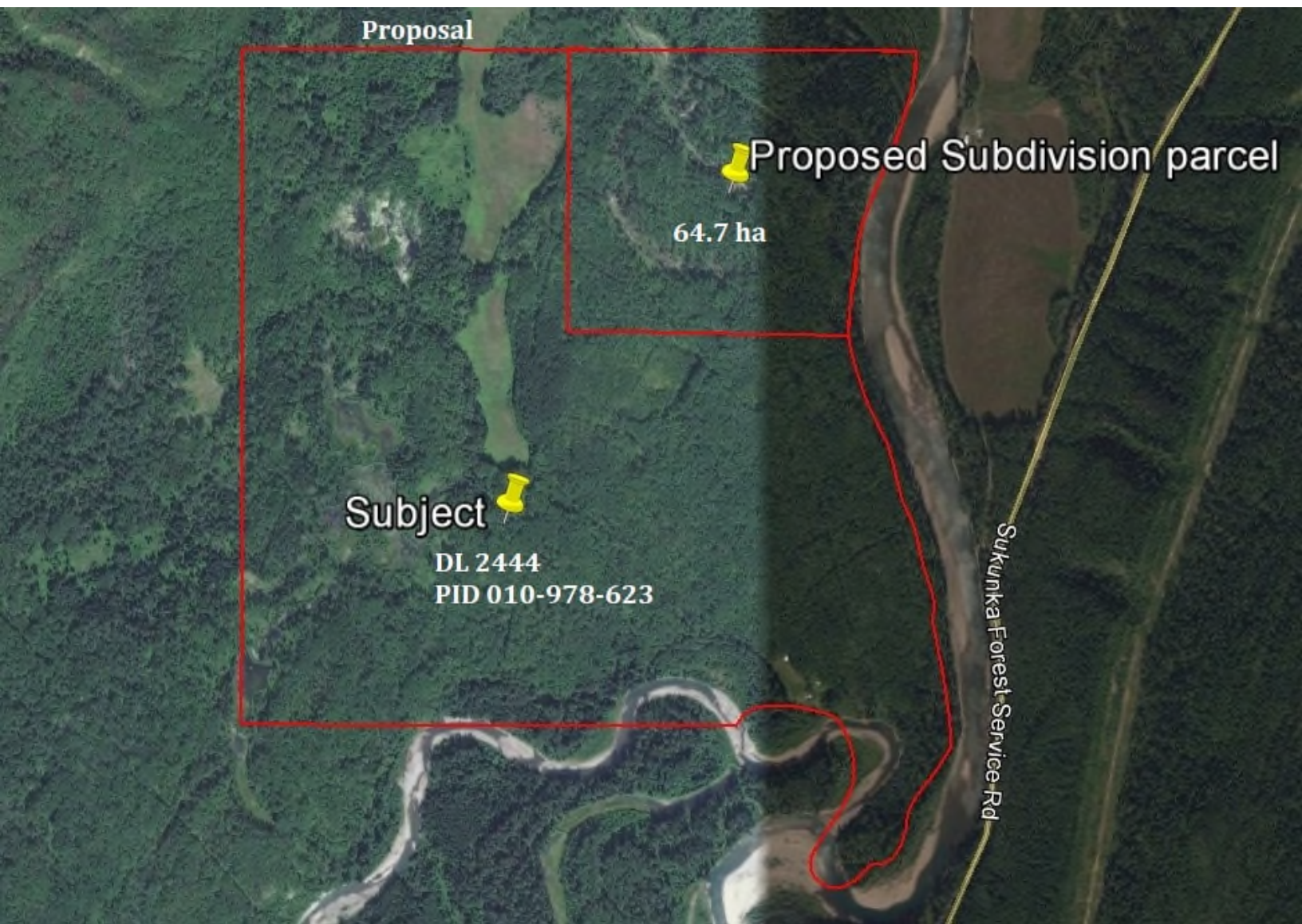
ORchard

Water pipes / Irrigation

- 1 - Gravity feed
- 2 - pump
- 3 - pump













iMapBC Mapping

### Legend

Surface Ownership - Tantali

0 0.73 1.47 km

1: 36,112

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Datum: NAD83

Projection: WGS\_1984\_Web\_Mercator\_Auxiliary Sphere

### Key Map of British Columbia







## Surrounding land uses





## PEACE RIVER REGIONAL DISTRICT

### Memorandum

TO: Dan Rose, Director of Electoral Area E  
FROM: Kole Casey, South Peace Land Use Planner  
DATE: May 25, 2020  
RE: **PRRD File No. 20-008-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

#### COMMENTS

Response requested by June 8, 2020

No comment

☐

I am in favor of this application.

Dan Rose

Director

May 27, 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) 785-1125 Email: prrd.fsj@prrd.bc.ca





# REPORT

To: Chair and Directors

Report Number: DS-BRD-029

From: Tyra Henderson, Corporate Officer

Date: June 10, 2020

**Subject: Application for Exclusion from the ALR, PRRD File No. 20-003-ALREx, ALC ID 60120**

---

## **OPTIONS: [Corporate Unweighted]**

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

## **BACKGROUND/RATIONALE:**

### **Proposal**

To exclude a 4.1 ha (10.1 ac) portion of the subject property from the Agricultural Land Reserve in order to continue using the land as a rural water treatment and dispensing terminal. The use is currently permitted through a Non-Fam Use approval from 2018 (ALC ID 56832, ALC Resolution #196/2018). If this application is successful, the applicant intends to subdivide the 4.1 ha portion and transfer its ownership to the water terminal corporation.

### **File/Site Details**

Owner: Thomas & Tanza Stahl  
Agent: Thomas Stahl  
Area: Electoral Area B  
Location: Montney  
Legal: SW ¼ of Section 22 Township 85 Range 20 W6M Peace River District  
PID: 013-507-311  
Civic Address: 14472 Stoddart Creek Road  
Lot Size: 64.7 ha (159.8 ac)

### **Official Community Plan (OCP)**

Pursuant to PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009, the subject property is designated Agriculture. Section 3.2.2 of the OCP states the principal uses of land in the Agriculture designation should generally be agricultural, compatible with agriculture, and/or businesses complementary to agriculture. Non-agricultural uses should be directed away from agricultural areas to land with the appropriate designation. However, Section 11.1 states that the PRRD's goal is to ensure that infrastructure, services and utilities meet the needs of residents. Section 11.3 states that the Regional Board may work cooperatively with residents to consider the feasibility of new water systems. Section

11.3.1 Policy 13 states that Public Utility Uses, as defined by the Bylaw, are permitted throughout the plan area.

Therefore, the water treatment and dispensing terminal is both consistent and inconsistent with the OCP.

**Land Use Zoning**

Pursuant to PRRD Zoning Bylaw No. 1343, 2001, the property is zoned A-2 (Large Agricultural Holdings Zone). Although water treatment and dispensing terminal is not listed as a permitted use in the A-2 Zone, it fits the definition of Public Utility Use, which is permitted in all zones by Section 24 of the Bylaw.

Therefore, the water treatment and dispensing terminal uses comply with the zoning regulations.

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

**Comments from the Public**

The PRRD received one letter from a member of the public about the proposed exclusion on June 10, 2020. In the letter, the member of the public asked for more information about the plans for the property, including potential effects on the environment and community.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board support ALR Exclusion application 20-003-ALREx (ALC ID 60120), to exclude a 4.1 ha portion of the property identified as PID 013-507-311, 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.

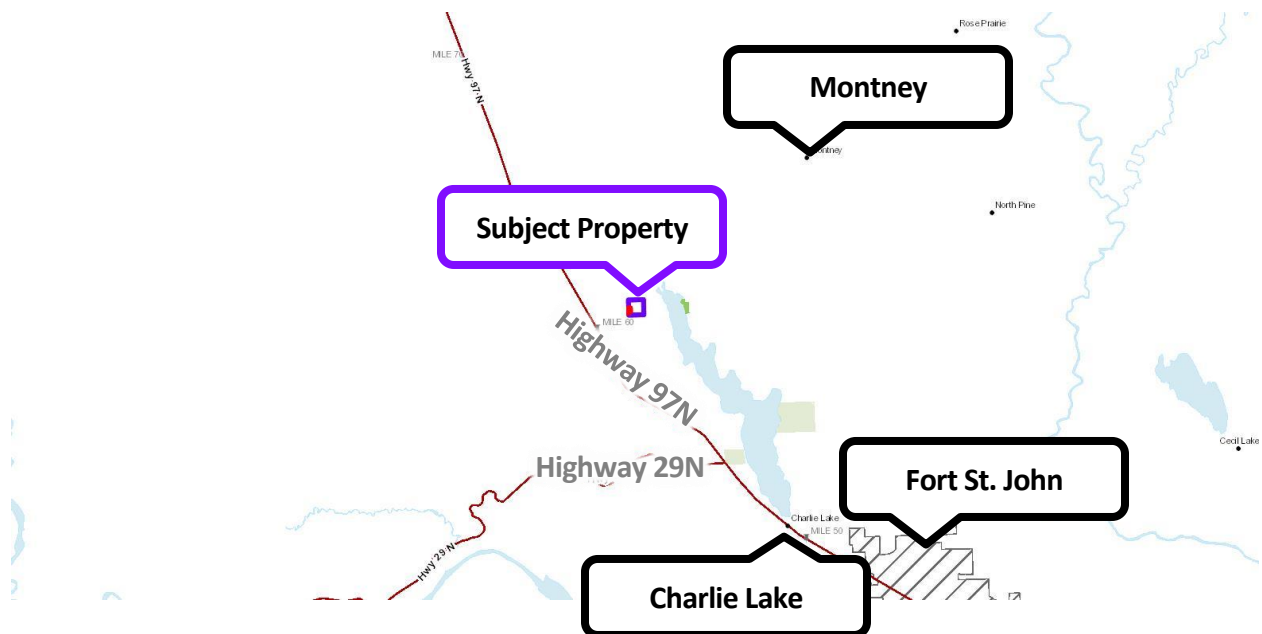
**Attachments:**

1. Maps
2. ALC Application (ALC ID 60120)
3. Comments from the Public

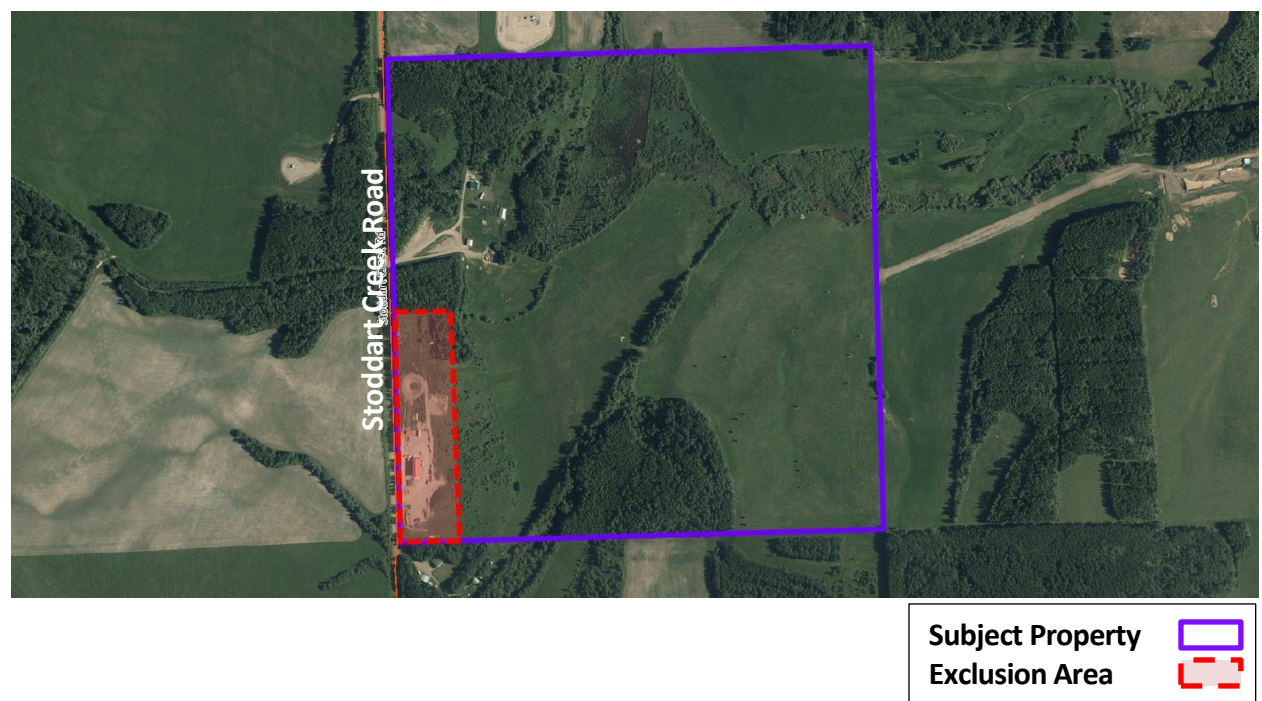
**Comments from Electoral Area Director:**

The Director called on June 3, 2020 and verbally indicated that this application was okay to move forward.

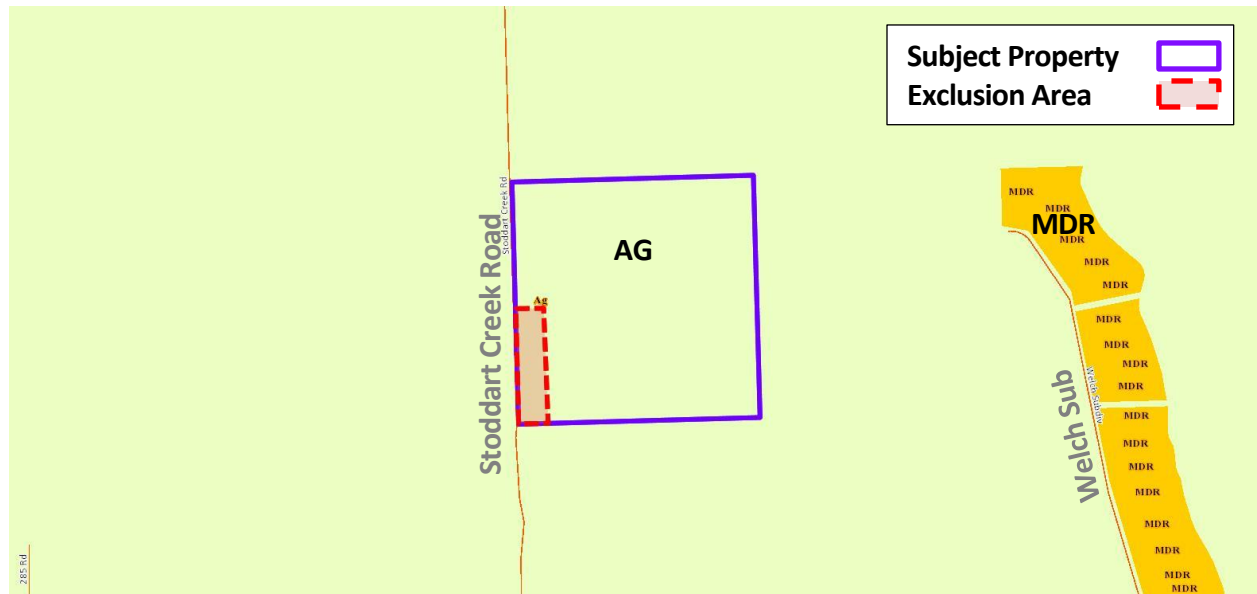
**Location:** Montney area



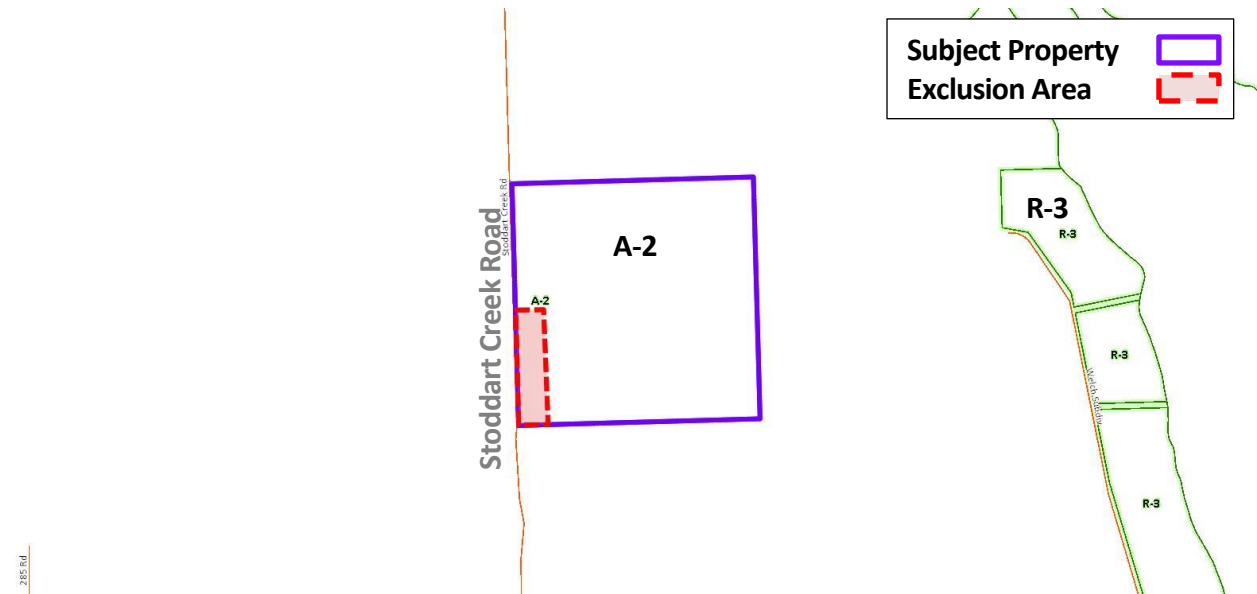
## Aerial imagery



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

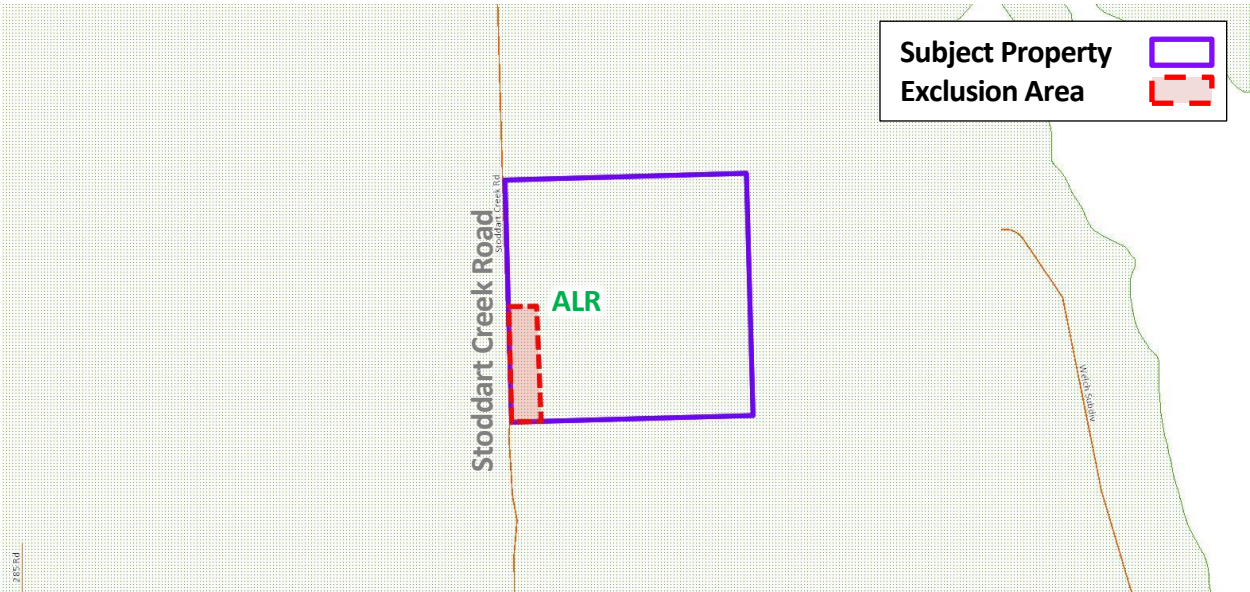


PRRD Zoning Bylaw No. 1343, 2001: Large Agricultural Holdings Zone (A-2)

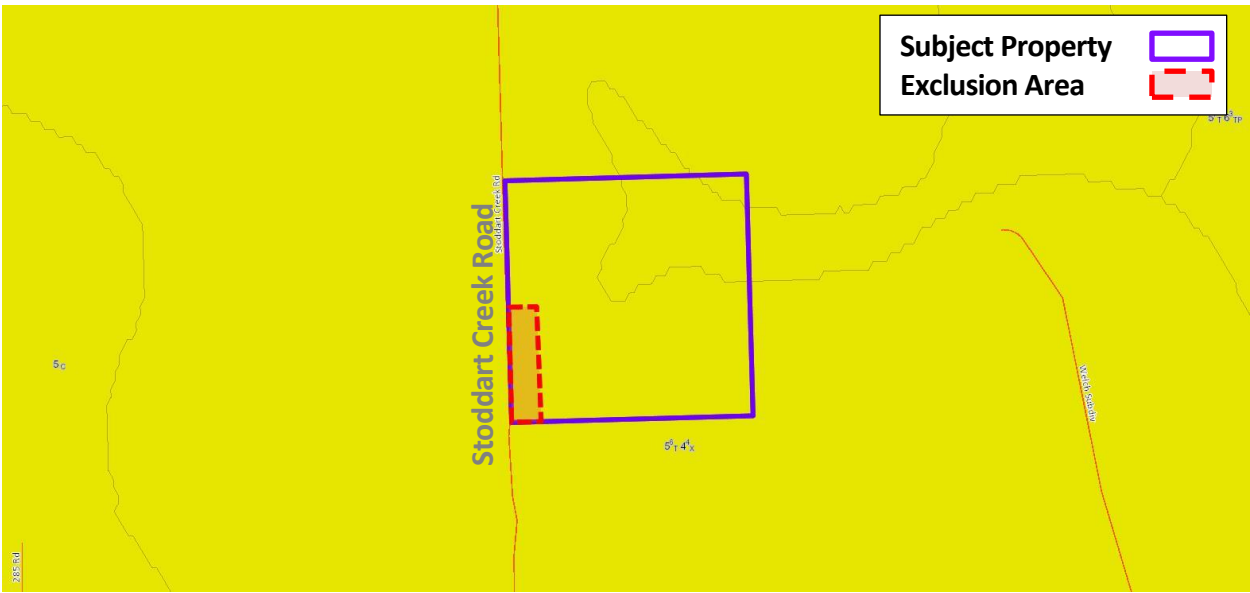




Agricultural Land Reserve: Within



CLI Soil Classification: 5<sup>6</sup>T<sup>4</sup>W & 5<sub>C</sub>



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 60120

**Application Status:** Under LG Review

**Applicant:** Thomas H Stahl , Tanza Elin Stahl

**Agent:** Thomas H Stahl

**Local Government:** Peace River Regional District

**Local Government Date of Receipt:** 05/08/2020

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

**Proposal Type:** Exclusion

**Proposal:** We (Thomas/Tanza), are requesting exclusion from ALR & subdivide of 10 acres from our personal property. The parcel under request for exclusion/subdivide of 10 acres is fully developed as a centralized, rural water treatment utility and bulk water dispensing terminal, which is open to the public dispensing potable drinking water to rural residents, farmers, potable water haulers, etc.

We emphasize, we have put forward significant investment to develop a water treatment utility & bulk water dispensing terminal on our private land to serve a long term, quality, sustainable supply of potable drinking water. There is an existing Non-Farm-Use (NFU) approval from ALC (laid out as "Non-transferable"), which imposes great restrictions on our business from future success and growth as a water treatment utility. In addition, the land on which the utility operations are situated is currently held in our personal name(s) which has made it extremely challenging for gaining financing approvals from financial institutions and imposes a risk to outside private investors.

Our water license is approved, and GOVERNED/REGULATED, by the Ministry of Forests Land Natural Resource Operations Rural Development (FLNRORD). We inform again, that we have put forward a significant financial investment, with specific focus on water treatment and water dispensing, providing an ESSENTIAL SERVICE to the rural communities, rural residents, farmers, and water haulers who haul potable water.

Therefore we propose exclusion from ALR and subdivide out 10 acres for the business to have it's own designated land title for it's operations, and given the infrastructure is already in place serving the public as a potable water utility, the approval to exclude from ALC and subdivide 10 acres would support cause to build - "stronger, sustainable, rural communities".

An approved exclusion from ALR and subdivide of 10 acres, will provide designated land title for the water treatment and dispensing operations and allow business succession as the business matures in the water utility space.

For business succession, the land, utility and water license is better suited under the business name.

## Agent Information

**Agent:** Thomas H Stahl





## Parcel Information

### Parcel(s) Under Application

- Ownership Type:** Fee Simple  
**Parcel Identifier:** 013-507-311  
**Legal Description:** SW 1/4 OF SEC 22 TP 85 R 20 W6M PEACE RIVER  
**Parcel Area:** 64.7 ha  
**Civic Address:** 14472 Stoddart Creek Road Montney BC V0C 1Y0  
**Date of Purchase:** 05/31/2011  
**Farm Classification:** Yes  
**Owners**

- Name:** Thomas H Stahl



- Name:** Tanza Elin Stahl



---

### Current Use of Parcels Under Application

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

*14414 Stoddart Creek Road - Stoddart Creek Water; a water treatment utility & bulk water dispensing terminal.*

*Requesting exclusion from ALR and subdivide out 10 acres currently being used for Non-Agriculture activities.*

*We (Thomas/Tanza), have put forward a significant investment to develop a water treatment utility & bulk water dispensing terminal, which has an existing Non-Farm-Use (NFU) approval from ALC. The NFU is laid out as Non-transferable, thus restricts our business from future success and growth. As well, the land on which the utility operations is situated is currently in our personal names which has financial lending challenges for banks/private investors. For business succession the land, utility, water license is better suited in the business name therefore we propose exclusion from ALR and subdivide out 10 acres for the water treatment and dispensing operations.*

*14472 Stoddart Creek Road - remaining 150 acres of farm land with home site.*

*please note:*

*property is divided by subsidiary of Coffee Creek and natural drainage water shed areas.*

*The land is rented out.*

11.20 acres in hay  
37 acres as cultivated field  
18 acres as cultivated field  
Some grazing areas as well.

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

14414 Stoddart Creek Road - Stoddart Creek Water; a water treatment utility and bulk water dispensing terminal.

Requesting exclusion from ALR and subdivide 10 acres currently being used for non-agriculture activities.

2017-2019 construction/commissioning of a water treatment utility and bulk water dispensing terminal, 2019-to date water treatment and dispensing potable water on a daily basis to rural residents, and water haulers. Continuous site maintenance and upgrades, graveling of site and civil work in mid to late 2020.

14472 Stoddart Creek Road - farmed land

With exemption of the water utility site/home site, the remainder of our land is farmed by a renter. The renter has made the below outlined areas in hay, grazing and planted pea/oat crops and cultivated land in 2018-2019 and made some fencing repairs.

11.20 acres in hay  
37 acres as cultivated field  
18 acres as cultivated field  
(see site map)

Please note:

The property does have it's challenges, due to low lying wetlands, water shed areas in conjunction with subsidiary of Coffee Creek dividing up the land. There is quite regular flooding in wet years since there are some fairly large low lying areas/water sheds which restrict access to certain areas on the property. However we would like the remainder of the property to remain as agriculture in the ALC and used for farming with exemption the water utility site.

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

14414 Stoddart Creek Road - Stoddart Creek Water Services Inc.

Requesting exclusion from ALR & subdivide 10 acres for the business - Stoddart Creek Water Services Inc

- A significant amount of time, energy and financial resources have been invested into developing a much needed centralized water treatment utility and bulk water dispensing terminal for the rural region.
- Stoddart Creek Water dispenses a superior quality of demineralized potable water to local potable water haulers and rural residents.
- Water treatment utility and bulk water dispensing terminal (website: [www.stoddartcreekwater.com](http://www.stoddartcreekwater.com))
- The water treatment operations are inside a 40' x 100' building located on the site with a bulk water dispensing terminal attached to the building to allow for multiple trucks overhead loading and also smaller individual residential water haulers.
- The business has been in operation since March 20th 2019, certified by Northern Health with Permit to Operate, certified by EOCP as a Water Treatment Utility meeting all drinking water inspections/health authority inspections as a the water treatment utility.
- 2 water wells - approved WSA/FLNRORD water license.
- There is also a sewer lagoon on the property for the water treatment utility operations.
- civil work, gravel and compaction has been done to develop the site.
- water dispensing terminal for light and heavy traffic.

## **Adjacent Land Uses**

## **North**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** cultivated land

## **East**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** hay crop

## **South**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** hay crop, residential

## **West**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** hay crop, grazing

## **Proposal**

### **1. How many hectares are you proposing to exclude?**

*4.1 ha*

### **2. What is the purpose of the proposal?**

*We (Thomas/Tanza), are requesting exclusion from ALR & subdivide of 10 acres from our personal property. The parcel under request for exclusion/subdivide of 10 acres is fully developed as a centralized, rural water treatment utility and bulk water dispensing terminal, which is open to the public dispensing potable drinking water to rural residents, farmers, potable water haulers, etc.*

*We emphasize, we have put forward significant investment to develop a water treatment utility & bulk water dispensing terminal on our private land to serve a long term, quality, sustainable supply of potable drinking water. There is an existing Non-Farm-Use (NFU) approval from ALC (laid out as "Non-transferable"), which imposes great restrictions on our business from future success and growth as a water treatment utility. In addition, the land on which the utility operations are situated is currently held in our personal name(s) which has made it extremely challenging for gaining financing approvals from financial institutions and imposes a risk to outside private investors.*

*Our water license is approved, and GOVERNED/REGULATED, by the Ministry of Forests Land Natural Resource Operations Rural Development (FLNRORD). We inform again, that we have put forward a significant financial investment, with specific focus on water treatment and water dispensing, providing an ESSENTIAL SERVICE to the rural communities, rural residents, farmers, and water haulers who haul potable water.*

*Therefore we propose exclusion from ALR and subdivide out 10 acres for the business to have it's own designated land title for it's operations, and given the infrastructure is already in place serving the public as a potable water utility, the approval to exclude from ALC and subdivide 10 acres would support cause to build - "stronger, sustainable, rural communities".*

*An approved exclusion from ALR and subdivide of 10 acres, will provide designated land title for the water treatment and dispensing operations and allow business succession as the business matures in the water utility space.*

*For business succession, the land, utility and water license is better suited under the business name.*

### **3. Explain why you believe that the parcel(s) should be excluded from the ALR.**

*1. The 10 acre parcel is NOT being used for agriculture related activities, is fully developed and*

*operating as a centralized, rural, water treatment utility & water dispensing terminal, open to the public dispensing potable drinking water.*

*2. We, either a) directly serve the majority of the rural residents in the area who haul their own water (i.e. rural residents have a prepay water account setup with us directly and haul their own potable water), or, b) provide water INDIRECTLY (i.e. rural residents, farmers, etc request our grade of water from 3rd party water haulers given our grade of water is Reverse Osmosis, therefore dependency has been placed on the Stoddart Creek Water Utility to provide an ESSENTIAL SERVICE to the rural communities in this area.*

*3. We have invested significant amounts of financial resources to develop the needed infrastructure to provide an ESSENTIAL SERVICE to the public, are under approved Permit to Operate by Northern Health & certified by EOCP as a water treatment utility.*

*4. For business succession moving forward it is ABSOLUTELY ESSENTIAL for the business to have its own designated land title for its operations, in order to provide a sound foundation to financial institutions from a borrowing perspective as the business further matures in the water utility space.*

*5. The parcel is well suited for a centralized rural water treatment utility & water dispensing terminal; given the long term satisfactory aquifer yields, acceptable raw water qualities for potable water treatment, and a great centralized location to a growing rural population where water characteristics are challenging if not limited in some areas. The water utility infrastructure is centrally located to the majority of rural water users, is already providing drinking water to the public and is an economic benefit for many given the centralized location and demineralized water quality we provide.*

*7. An approved exclusion from ALR and subdivide of 10 acres, will provide designated land title for the water treatment and dispensing operations and allow business succession as the business matures in the water utility space.*

## **Applicant Attachments**

- Agent Agreement - Thomas H Stahl
- Site Photo - Proof of signage at access
- Proof of Signage - 60120
- Proof of Serving Notice - 60120
- Site Photo - proof of signage in terminal room
- Proof of Advertising - 60120
- Proposal Sketch - 60120
- Other correspondence or file information - Water Utility ERP Map
- Professional Report - EOCP Certificate
- Professional Report - Northern Health Permit
- Certificate of Title - 013-507-311

## **ALC Attachments**

None.

## **Decisions**

None.

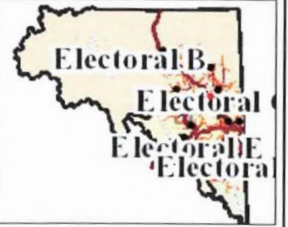




# Peace River Regional District

\* Proposed Exclusion & Subdivide

Stoddart Creek Water



## Legend

- Hwy Mile Marker
- Rural Community
- 911 Civic Address Rural
- 911 Civic Address Municipal
- Regional Park
- Parcels
- Highway
- Municipal Road
  - Hard Surface
  - Gravel
- Rural Road >1:250k
  - Hard Surface
  - Gravel
  - Seasonal
- Driveway
- PRRD\_Sewer\_Systems
  - Sewer Line
  - Water Line
- Streams/Rivers
- Locality
- ☒ Municipal Boundary
- ☐ Regional District Boundary
- DC City
  - Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3
- North Peace Fringe
  - Red: Band\_1
  - Green: Band\_2

1:5,000



254.0 0 127.00 254.0 Meters

NAD\_1983\_UTM\_Zone\_10N  
© Latitude Geographics Group Ltd.

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

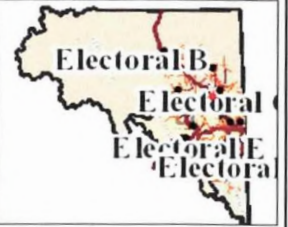
stoddart creek water site





# Peace River Regional District

\* Showing Formed areas



## Legend

- Hwy Mile Marker
- Rural Community
- 911 Civic Address Rural
- 911 Civic Address Municipal
- Regional Park
- Parcels
- Highway
- Municipal Road
  - Hard Surface
  - Gravel
- Rural Road >1:250k
  - Hard Surface
  - Gravel
  - Seasonal
- Driveway
- PRRD\_Sewer\_Systems
  - Sewer Line
  - Water Line
- Streams/Rivers
- Locality
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- DC City
  - Red: Band\_1
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  - Red: Band\_1
  - Green: Band\_2

1: 10,000



508.0 0 254.00 508.0 Meters

NAD\_1983\_UTM\_Zone\_10N  
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

stoddart creek water site



Yard  
for Sjo Idart  
Creek Water  
Services Inc.

Sewer  
lagoon

Traffic

PW#1  
Well

Bulk  
Water  
Dispensing

Traffic

40 100 100 100  
Water Utility  
7 000 000

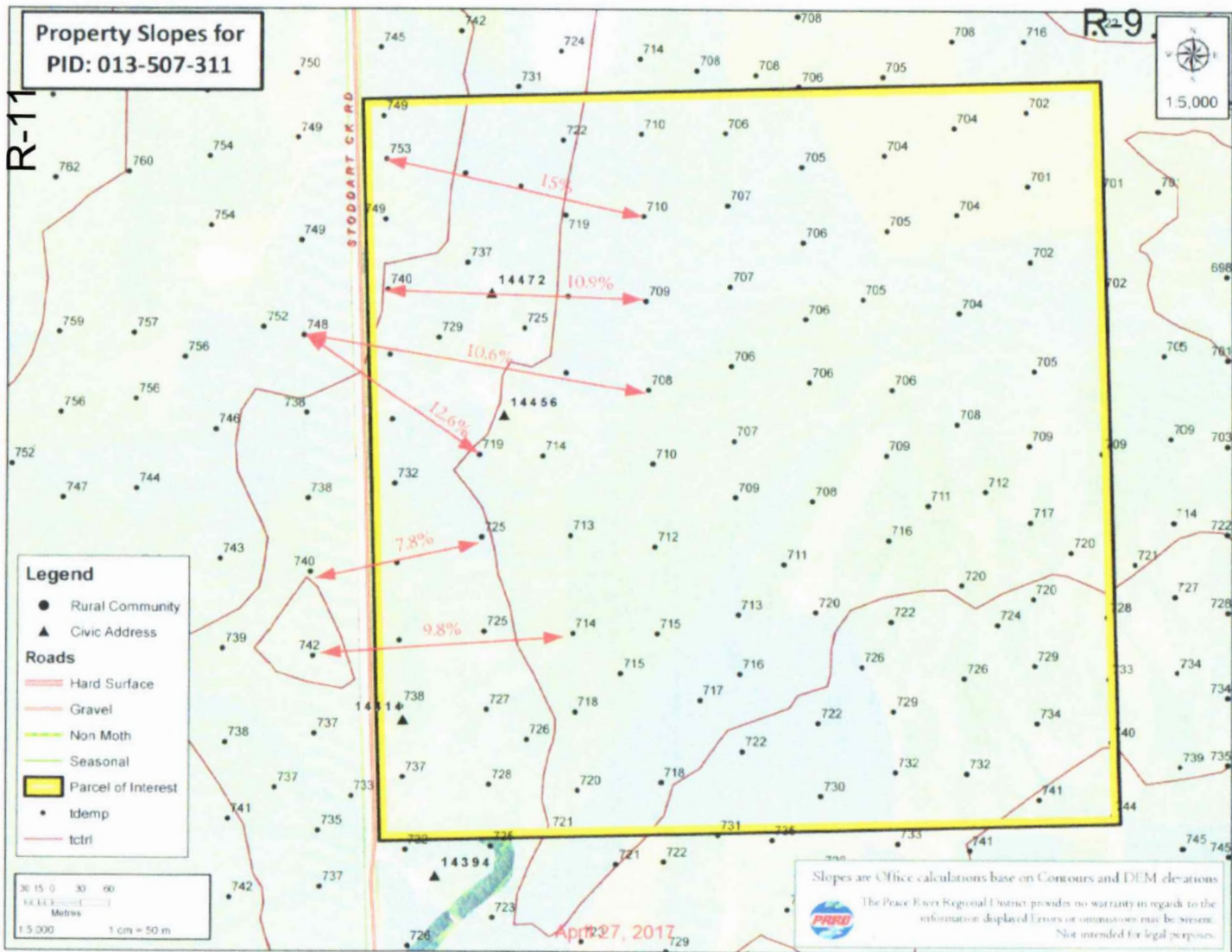
Hydro  
pole

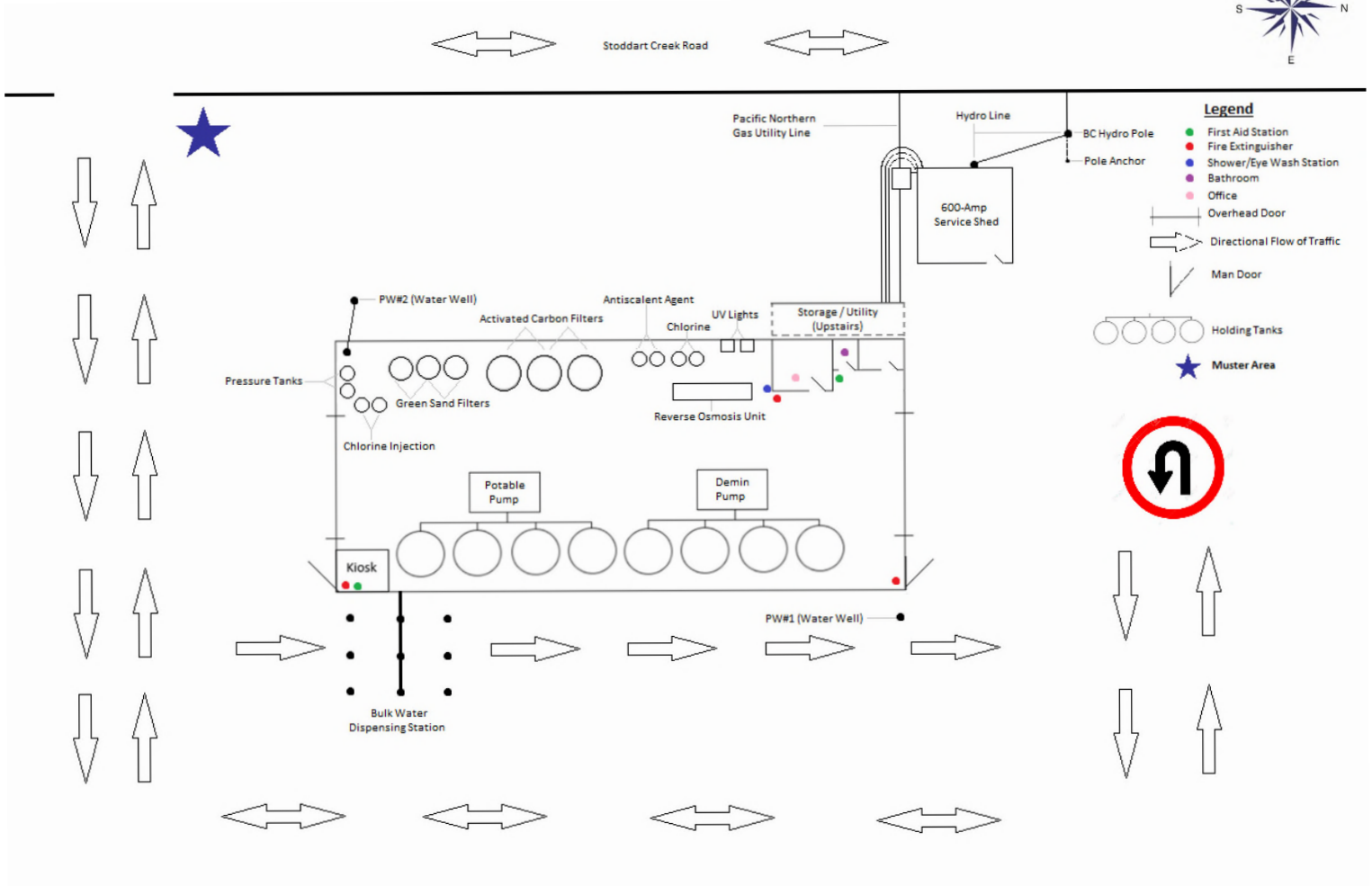
Power  
shed

PW#2  
Well

Traffic

Sjo Idart Creek Road





# PERMIT

## TO OPERATE

### A Drinking Water System with 2-14 Connections

System Name: Stoddart Creek Bulk Water Dispensing Location  
Physical Location : 14414 Stoddart Creek Road  
Montney BC

Owner Name: Stoddart Creek Water Services Inc.

#### Conditions of Permit

- > Clean, disinfect and flush storage tanks at least on an annual basis.
- > Maintain a minimum free chlorine residual of 0.2 ppm throughout the distribution system.
- > Maintain a minimum of one water bacteriology sample per month unless the Environmental Health Officer requests a greater frequency.
- > Maintain an up-to-date Emergency Response Plan.
- > Submit water chemistry data every 3 years, unless the Environmental Health Officer requests a greater frequency.
- > Maintain an activity log and keep it available for inspection.
- > Operator must have successfully completed a Small Water System Operator's course, recognized by Northern Health. Should the system be classified by the Environmental Operators Certification Program (EOCP) the operator must be trained and certified to the level specified by the EOCP.
- > Operator must submit an annual report to Northern Health and make it available to water users. Annual report should include:
  - Summary information for source protection, operator certification, water quality monitoring, long term plan for system improvements (as needed), Emergency Response Plan revision dates, operator education and training that has occurred in the previous year, any emergency situations or events that occurred in the previous year.

21-Dec-2018  
Effective Permit Date

[Redacted Signature]  
Environmental Health Officer

*This permit must be displayed  
in a conspicuous place and is non-transferable*



**northern health**  
the northern way of caring

To whom it may concern,

In regards to SW 1/4 Section 22 Township 85 range 20 W6M Peace River Regional District, excluding land from the ALR that is considered Agro crops or livestock. We feel that a plan for future use should be disclosed before a decision be made, and some of the effects and impacts it will have on the environment and community. We feel that the property is still a great value to ALR and further information should be given to the community about the plans.

Respectfully [REDACTED].



# REPORT

To: Chair and Directors

Report Number: DS-BRD-030

From: Tyra Henderson, Corporate Officer

Date: May 20, 2020

**Subject: Application for Non-Farm Use in the ALR, PRRD File No. 20-008-ALRNFU, ALC ID 60761**

---

## **OPTIONS: [Corporate Unweighted]**

1. That the Regional Board support ALR Non-Farm Use application 20-008-ALRNFU (ALC ID 60761), to establish a new gravel pit on a 4.4 ha portion of the property identified as PID 017-001-463, 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 20-008-ALRNFU (ALC ID 60761), to allow a new gravel pit on a 4.4 ha portion of the property identified as PID 017-001-463, to proceed to the Agricultural Land Commission.

## **BACKGROUND/RATIONALE:**

### **Proposal**

To establish a new 4.4 ha gravel pit on the subject property, 10 m deep, for 10 years, with a total of 500,000 m<sup>3</sup> of material to be removed. An existing gravel pit on the property has been rendered unusable due to a pipeline right-of-way, and is planned to be reclaimed to agricultural standards. Access to the new gravel pit is via the existing gravel pit access, with an extension to the north.

### **File/Site Details**

Owner: Kurt Strachan  
Agent: Skye Blue Solutions Inc.  
Area: Electoral Area E  
Location: Sukunka Valley  
Legal: District Lot 2070 Peace River District  
PID: 017-001-463  
Civic Address: 8125 Hwy 29S  
Lot Size: 137.3 ha (339.2 ac)

### **Official Community Plan (OCP)**

Pursuant to PRRD West Peace Fringe Area Official Community Plan Bylaw No. 2312, 2018, the property is designated Agriculture and Agriculture-Resource. The proposed gravel pit is fully within the Agriculture designation. Section 3.1.2(1) of the OCP states that resource extraction is an acceptable land use within the Agriculture designation.

Therefore, the gravel pit use is consistent with the OCP.

**Land Use Zoning**

Pursuant to Chetwynd Rural Area Zoning Bylaw No. 506, 1986, the property is zoned A-2 (Large Agricultural Holdings Zone). Mining, including gravel extraction and processing facilities, is a permitted use in this zone.

Therefore, the gravel pit use complies with the Zoning Bylaw.

**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.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board support ALR Non-Farm Use application 20-008-ALRNFU (ALC ID 60761), to allow a new gravel pit on a 4.4 ha portion of the property identified as PID 017-001-463, 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):**

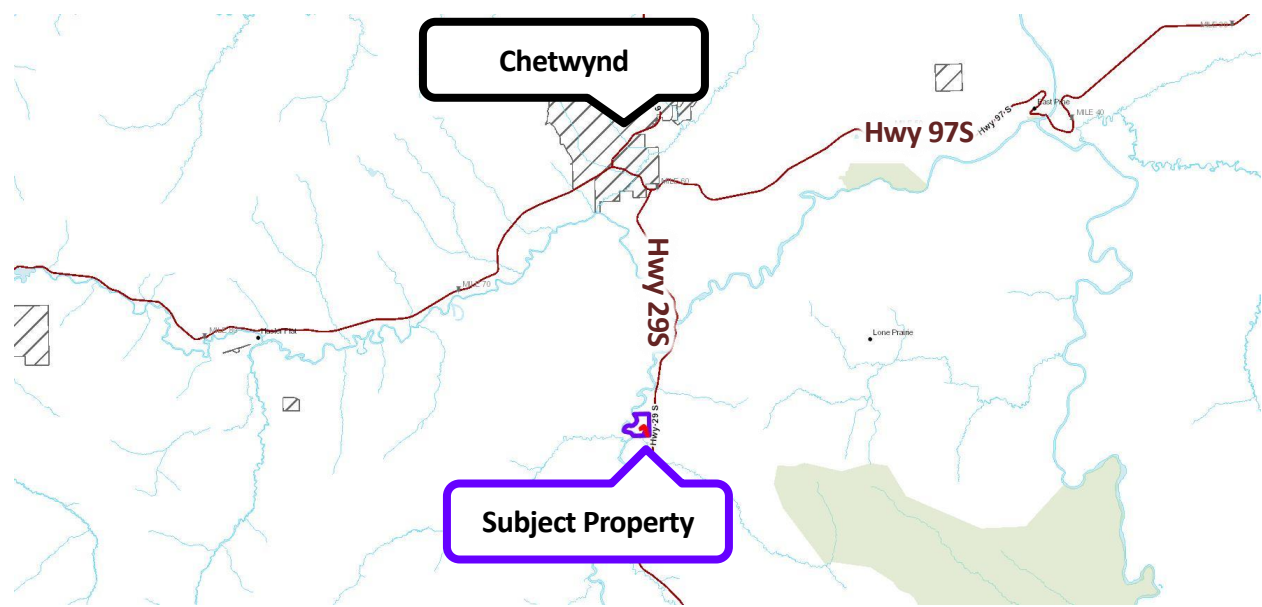
None at this time.

**Attachments:**

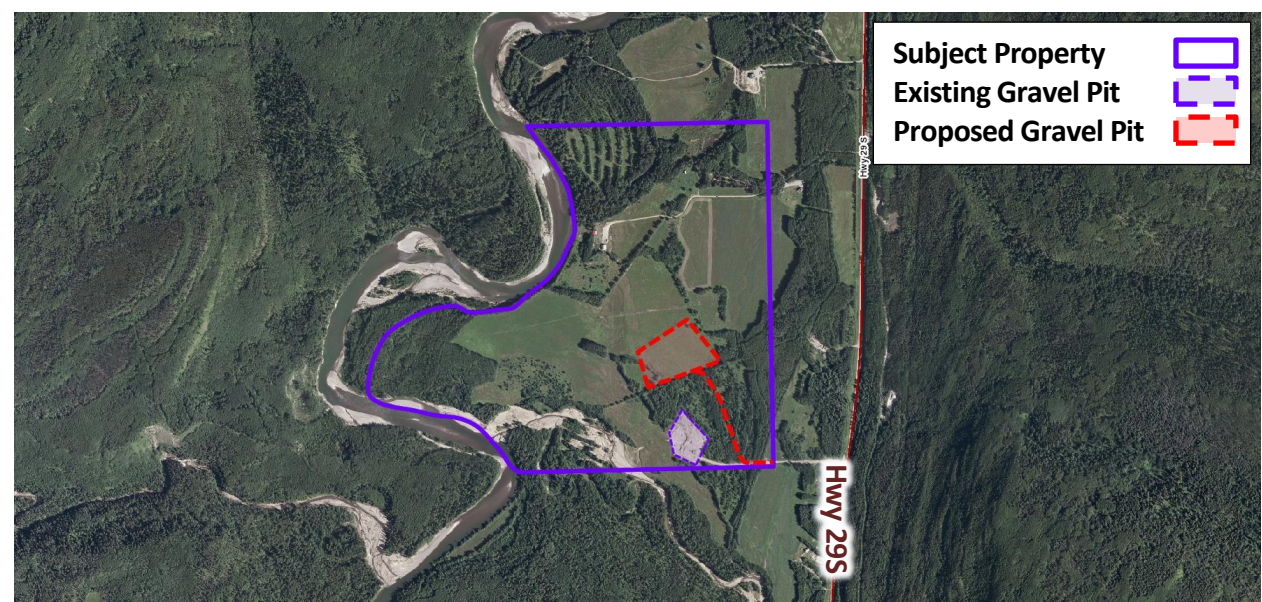
1. Maps
2. ALC Application (ALC ID 60761)
3. Comments from Electoral Area Director



**Location:** Sukunka Valley area



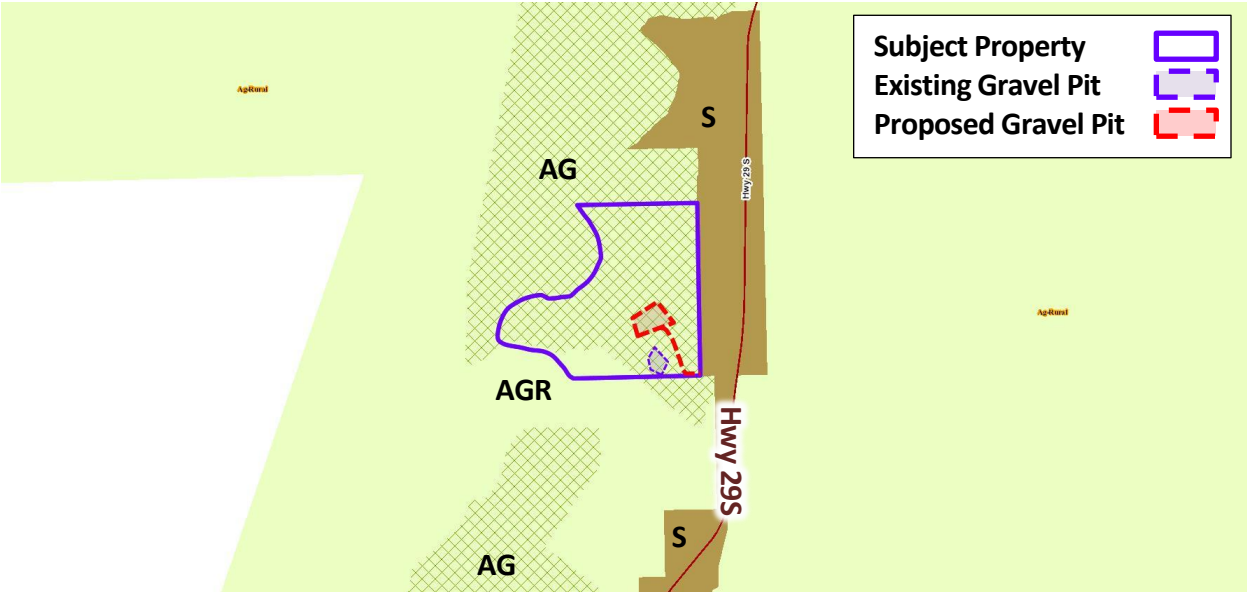
**Aerial imagery**



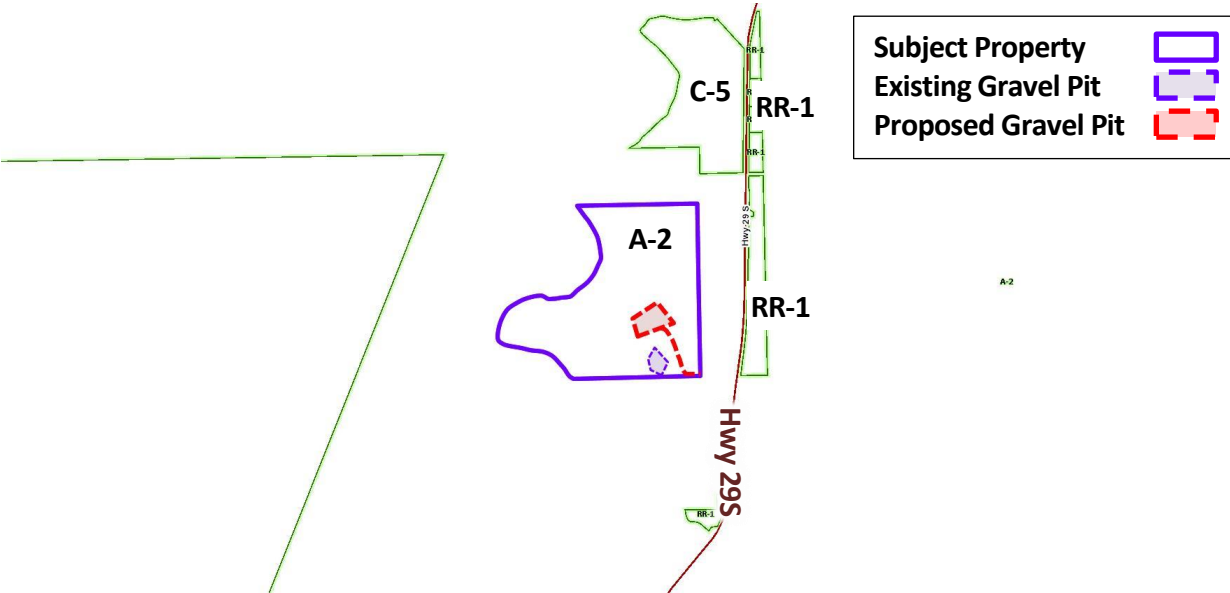


**PRRD West Peace Fringe Area Official Community Plan Bylaw No. 2312, 2018:**

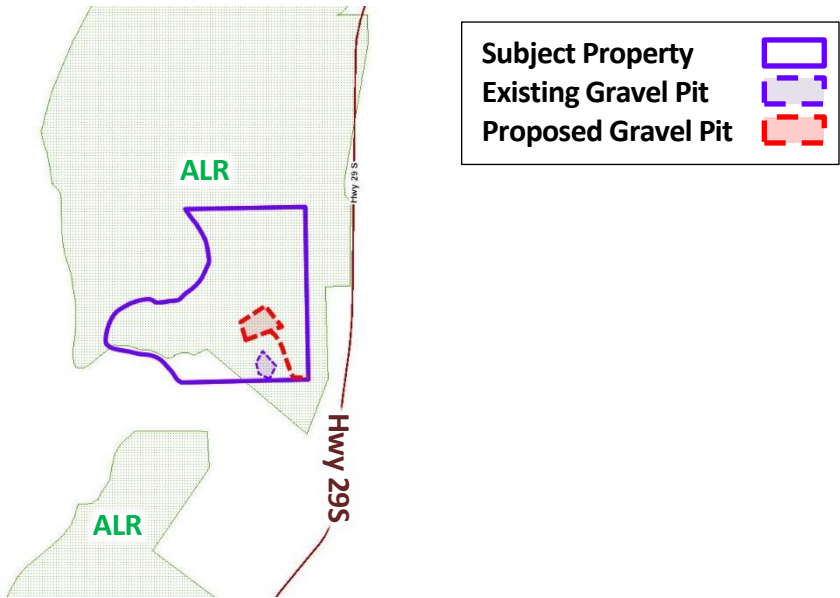
Agriculture (AG) & Agriculture Resource (AGR)



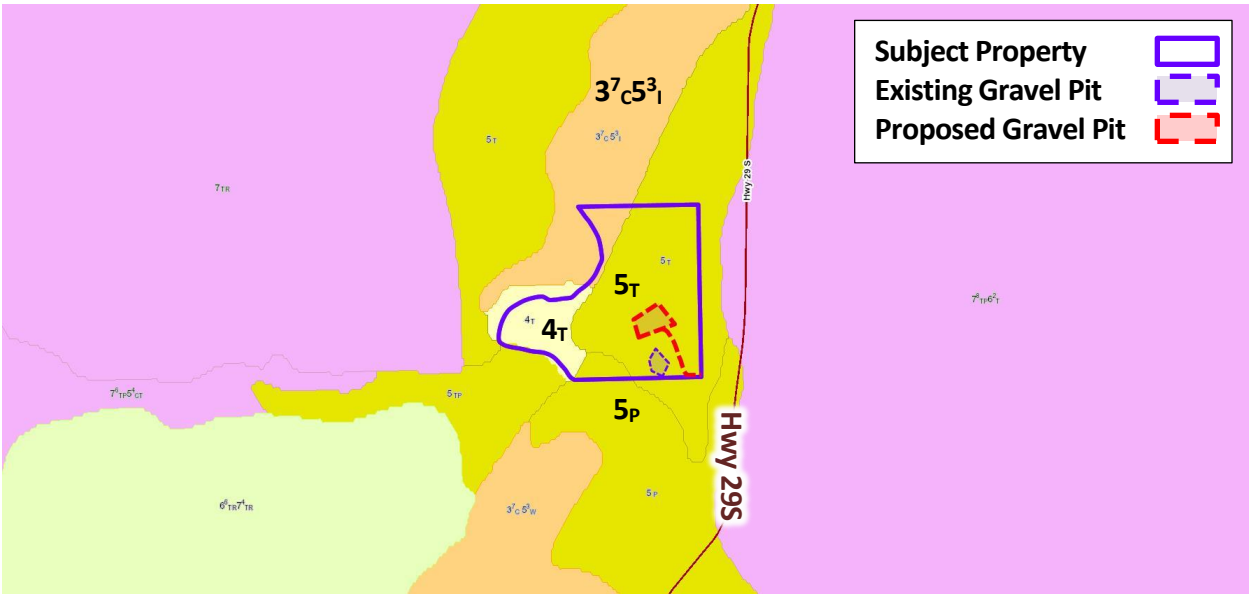
**Chetwynd Rural Area Zoning Bylaw No. 506, 1986: Large Agricultural Holdings Zone (A-2)**



**Agricultural Land Reserve:** Property partially within, proposed gravel pit wholly within



**CLI Soil Classification:** 5<sub>T</sub>, 5<sub>P</sub>, 4<sub>T</sub> & 3<sup>7</sup>C5<sup>3</sup><sub>I</sub>



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 60761

**Application Status:** Under LG Review

**Applicant:** Kurt Strachan

**Agent:** Skye Blue Solutions Inc

**Local Government:** Peace River Regional District

**Local Government Date of Receipt:** 04/28/2020

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

**Proposal Type:** Non-Farm Use (Removal of Soil)

**Proposal:** A gravel pit was approved on this property by the ALC in 2013, and was subsequently operated to supply gravel to many local projects in support of local industry. With profits from the gravel sales, the Owners have been developing the rest of the farmable land on this property. This pit ('Phase 1' pit) has been rendered unusable by the Coastal GasLink project, which has a right-of-way passing through the property and directly through the existing pit footprint. This application is pursuant to the preparation of a replacement pit ('Phase 2' pit) on the property, adjacent to the original pit and within an area of poor quality farmland (high boulders, thin topsoil), to enable continuity of gravel supply to the Owner's local buyers. The volume of material to be removed from the Phase 2 pit is consistent with the previously approved Phase 1 pit numbers.

The Phase 1 pit footprint will be reclaimed by the Coastal GasLink project to agricultural standards. The Phase 2 pit will be operated consistent with MEM requirements and a professional technical reclamation plan.

Access to the pit will use existing access to with a short addition of access road to the area to be mined. As outlined in the reclamation plan, topsoil will be stripped and stockpiled on the edge of the pit for future reclamation upon closure of the pit permit. Where the pit is proposed there are natural vegetation barriers from any neighboring properties. The pit will have a final depth of 10 meters. When the gravel is extracted the land will be sloped back to recreate the original contours and the stockpiled overburden will be spread out to plant grass and return the land to pasture land.

The plan for operation is to operate in daylight hours only no weekends or holidays. Crusher and trucks will run during the day and will gain access through the residents driveway noise will be minimized due to remote locations. In the instance that dust control is needed, the owners have a fully functioning water truck to control spark or dust control. There will be no full time employees or schedule. The product would be loaded out as needed by customers. The pit location is out of line of sight for all neighbors including the resident's home.

## Agent Information

**Agent:** Skye Blue Solutions Inc



## Parcel Information

### Parcel(s) Under Application

- Ownership Type:** Fee Simple  
**Parcel Identifier:** 017-001-463  
**Legal Description:** DL 2070 Peace River District  
**Parcel Area:** 137.9 ha  
**Civic Address:** 8125 Hwy 29S  
**Date of Purchase:** 04/05/2012  
**Farm Classification:** Yes  
**Owners**

- 1. Name:** Kurt Strachan



---

### Current Use of Parcels Under Application

- 1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**  
*80 ac of active hay crop*
- 2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**  
*80 ac (24%) active hay crop, 120 ac (35%) inactive hay crop, 140 ac unsuitable for crop production (boulders)(40%). NOTE: Gravel extraction is proposed on 'unsuitable' land.*
- 3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**  
*Residential development (4ac), pipeline ROW construction (scheduled for completion 2020/2021; restoration to agricultural land)*

### Adjacent Land Uses

#### North

**Land Use Type:** Agricultural/Farm  
**Specify Activity:** Forage crop

#### East

**Land Use Type:** Unused  
**Specify Activity:** Highway 29, forested

#### South

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Forested, some forage crop

**West**

**Land Use Type:** Unused

**Specify Activity:** Sukunka River, forested

## Proposal

**1. Have you submitted a Notice of Work to the Ministry of Energy and Mines?**

*Yes*

**Notice of Work Tracking/Reference Number**

*1641170-201901*

**2. Are you submitting this application as a follow-up to a Notice of Intent (NOI)?**

*Yes*

**Notice of Intent (NOI) ID**

*59862*

**3. What is the purpose of the proposal? Describe any benefits to agriculture that the proposal provides.**

*A gravel pit was approved on this property by the ALC in 2013, and was subsequently operated to supply gravel to many local projects in support of local industry. With profits from the gravel sales, the Owners have been developing the rest of the farmable land on this property. This pit ('Phase 1' pit) has been rendered unusable by the Coastal GasLink project, which has a right-of-way passing through the property and directly through the existing pit footprint. This application is pursuant to the preparation of a replacement pit ('Phase 2' pit) on the property, adjacent to the original pit and within an area of poor quality farmland (high boulders, thin topsoil), to enable continuity of gravel supply to the Owner's local buyers. The volume of material to be removed from the Phase 2 pit is consistent with the previously approved Phase 1 pit numbers.*

*The Phase 1 pit footprint will be reclaimed by the Coastal GasLink project to agricultural standards. The Phase 2 pit will be operated consistent with MEM requirements and a professional technical reclamation plan.*

*Access to the pit will use existing access to with a short addition of access road to the area to be mined. As outlined in the reclamation plan, topsoil will be stripped and stockpiled on the edge of the pit for future reclamation upon closure of the pit permit. Where the pit is proposed there are natural vegetation barriers from any neighboring properties. The pit will have a final depth of 10 meters. When the gravel is extracted the land will be sloped back to recreate the original contours and the stockpiled overburden will be spread out to plant grass and return the land to pasture land.*

*The plan for operation is to operate in daylight hours only no weekends or holidays. Crusher and trucks will run during the day and will gain access through the residents driveway noise will be minimized due to remote locations. In the instance that dust control is needed, the owners have a fully functioning water truck to control spark or dust control. There will be no full time employees or schedule. The product would be loaded out as needed by customers. The pit location is out of line of sight for all neighbors including the resident's home.*

## 4. Proposal dimensions

**Total material removal area (to one decimal place)** *4.4 ha*

**Maximum depth of material to be removed** *10 m*

**Volume of material to be removed** *500000 m<sup>3</sup>*

**Estimated duration of the project** *10 Years*

**5. Has a Professional Agrologist reviewed the project and provided a written report? If yes, please attach the Professional Agrologist report in the "Upload Attachments" section.**

*Yes*

**6. Describe the type of material proposed to be removed.**

*Sand and gravel. No topsoil removal.*

**7. Describe the type of equipment to be used to remove material. If applicable, describe any processing to take place on the parcel(s) and the equipment to be used.**

*Gravel trucks, loaders, excavators, and conveyors will be utilized onsite. A crusher may also be utilized.*

**8. What steps will be taken to reduce potential negative impacts on surrounding agricultural lands?**

*The potential impact to surrounding agricultural land includes dust generation and noise production. In the instance that dust control is needed, the owners have a fully functioning water truck to control spark or dust control. A thick vegetated boundary is maintained between the pit and neighbouring properties for noise mitigation.*

**9. Describe all proposed reclamation measures. If a reclamation plan from a qualified professional is required, please summarize the reclamation and attach the full plan in the "Upload Attachments" section.**

*See report, attached.*

*When the gravel is extracted the land will be sloped back to recreate the original contours and the stockpiled overburden will be spread out to plant grass and return the land to pasture land.*

## **Applicant Attachments**

- Agent Agreement - JODY WATSON
- Agrologists Report - 60761
- Proposal Sketch - 60761
- Site Plan / Cross Section - 60761
- Other correspondence or file information - Letter from Owner
- Certificate of Title - 017-001-463

## **ALC Attachments**

None.

## **Decisions**

None.





# K+J Strachan Pit - Rev B



**Legend**

- Hwy Mile Marker
- Rural Community
- 911 Civic Address Rural
- 911 Civic Address Municipal
- Regional Park
- Parcels
- Highway
- Municipal Road
  - Hard Surface
  - Gravel
- Rural Road >1:250k
  - Hard Surface
  - Gravel
  - Seasonal
- Driveway
- PRRD\_Sewer\_Systems
  - Sewer Line
  - Water Line
- Streams/Rivers
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  - ☒ Municipal Boundary
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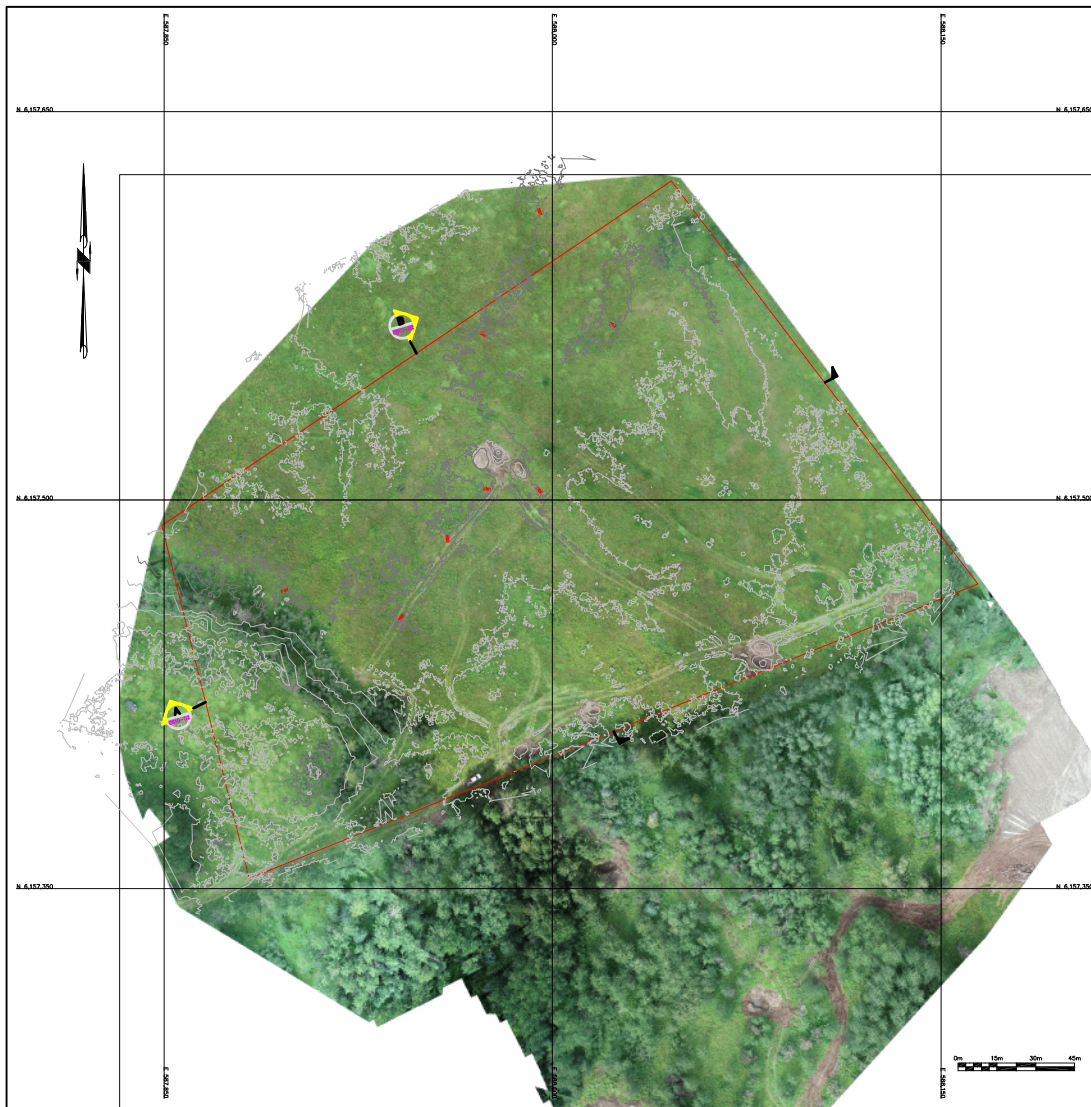
1: 5,000

254.0 0 127.00 254.0 Meters

NAD\_1983\_UTM\_Zone\_10N  
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

**Notes**



### Legend

Contour (1m) \_\_\_\_\_  
 Contour (5m) \_\_\_\_\_  
 Proposed Area \_\_\_\_\_

Proposed Pit Area = 4.43 ha

Survey Notes: - Horizontal coordinates are in UTM (Zone 10 NAD83)  
 - Elevations are orthometric (CGVD28 HT 2.0)  
 - Background image from drone flight is for reference only



Prepared For:

KPA Oilfield Services

Drawn By: Z.S.C.

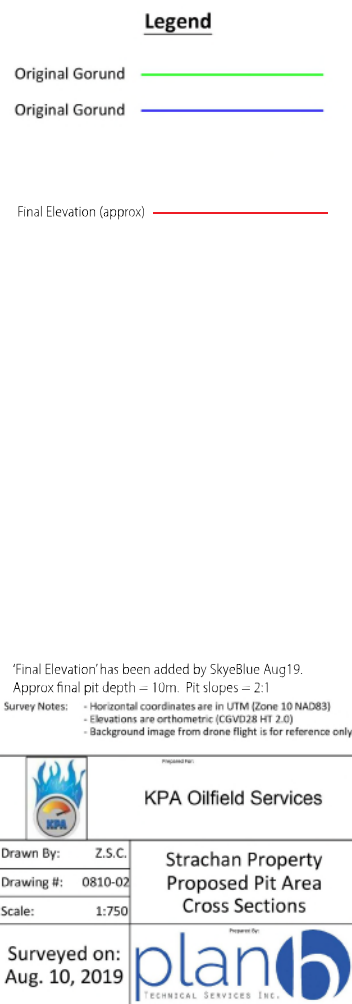
Drawing #: 0810-01

Scale: 1:1500

Strachan Property  
 Proposed Pit Area  
 Overview

Surveyed on:  
 Aug. 10, 2019

Prepared By:  
**planb**  
 TECHNICAL SERVICES INC.





April 22, 2020

Agricultural Land Commission  
201 - 4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
ATTN: Tory Lawson  
VIA EMAIL: alc.north@gov.bc.ca

**RE: K+J Strachan Pit – Phase 1 Closure (ALC File: 53201)**

As detailed within our recent application (NOI, ALC File 59862), our approved pit ('Phase 1 Pit', ALC File 53201) located at 8125 Highway 29 has been rendered unusable due to the construction of the Coastal GasLink Project – which has a right-of-way alignment directly through the pit. We are requesting permission to relocate the gravel pit on our property to an adjacent 'Phase 2' location.

We understand from the Decision Document (File 59862) that the ALC had concerns over lack of reporting pertaining to the use and layout of the Phase 1 pit. We express our apologies for misinterpreting the approval documents, and we were unaware that reporting was required. As the Phase 1 Pit no longer exists, we hope to be able to supply the following information pertaining to its use and operation, to satisfy ALC requirements:

- The area of gravel extraction within the Phase 1 pit was limited to 2ha. Some ground disturbance occurred around the pit boundary to facilitate safe operation.
- All available topsoil (very limited) was salvaged and we kept the stockpile vegetated. The soil stockpile was located near the pit perimeter during operation. Prior to the pipeline construction, we relocated the soil to the vicinity of the proposed Phase 2 pit for use in future reclamation.
- The overburden stockpile remained at the pit perimeter, for use in construction of the pipeline ROW.
- The aggregate extraction depth did not reach the design depth that was approved within our original application. We estimate the maximum depth was approximately 5 m at the east end, and 3-4 m at the west end.
- We did not import any fill material during pit operation.
- We practiced manual management of invasive plants at the pit location, disturbed areas, and throughout our fields on the property.
- Only the access trail as shown on the approval documents was utilized during pit operation.
- A treed buffer area was maintained along our property line to limit dust, but we did not have significant dust generation from the pit.
- A final professional closure report was not completed prior to the pipeline construction, however if required we will have a report prepared following completion of the pipeline through the pit footprint to document the area's reclamation.
- Extraction commenced immediately following the approval from ALC (2014).

**RE: K+J Strachan Pit – Phase 1 Pit Closure  
Agricultural Land Commission**

Following completion of the gasline project, we have been assured by Coastal GasLink that our property (including the Phase 1 pit footprint) will be restored to agricultural land use standards. We do not have any further details of their reclamation plan at this time.

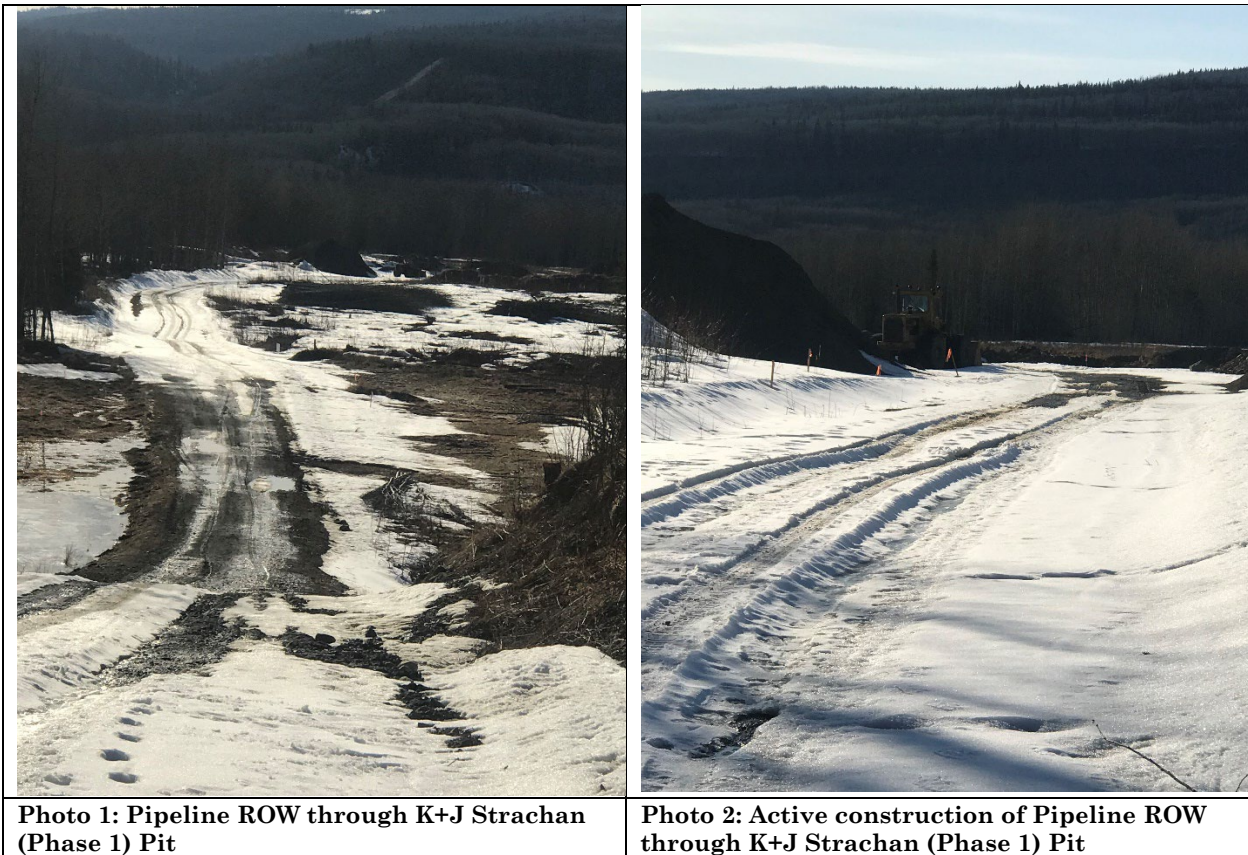
Gravel from our property pit has been utilized within many local projects, and supports local industry. As our approved Phase 1 pit has been rendered unusable by the Coastal GasLink project, we are trying to follow all appropriate processes to ensure the ALC has approved and is aware of the precise location of gravel extraction activities on our property. The Phase 2 pit will be operated consistent with MEM requirements and a professional technical reclamation plan, as detailed within our application.

We hope that this letter provides adequate information to accommodate the closure of our Phase 1 pit file, and supports our Phase 2 pit application.

Sincerely,

Kurt Strachan

**PHOTOS:**





## PEACE RIVER REGIONAL DISTRICT

### Memorandum

TO: Dan Rose, Director of Electoral Area E  
FROM: Michael Blatz, North Peace Land Use Planner  
DATE: May 22, 2020  
RE: **PRRD File No. 20-008-ALRNFU – Application for Non-Farm Use 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 Non-Farm Use application concerning Kurt Strachan.

#### COMMENTS

Response requested by June 5, 2020

No comment ☐

I have no objections to this proposal.

\_\_\_\_Dan Rose\_\_\_\_ June 2, 2020\_\_\_\_  
Director 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) 785-1122 Email: prrd.fsj@prrd.bc.ca





# REPORT

To: Chair and Directors

Report Number: DS-BRD-032

From: Tyra Henderson, Corporate Officer

Date: May 21, 2020

**Subject: Application for Subdivision within the ALR, PRRD File No. 20-009 – ALRSUB, ALC ID 60796**

---

## **OPTIONS: [Corporate Unweighted]**

1. That the Regional Board support ALR Subdivision application 20-009-ALRSUB (ALC ID 60796), to subdivide the property identified as PID 027-088-821 into three  $\pm$  2 ha lots, and authorize the application to proceed to the Agricultural Land Commission.
2. That the Regional Board respectfully refuse authorization for ALR Subdivision application 20-009-ALRSUB (ALC ID 60796), to subdivide the property identified as PID 027-088-821 into three  $\pm$  2 ha lots, to proceed to the Agricultural Land Commission.

## **BACKGROUND/RATIONALE:**

### **Proposal**

To subdivide the subject property into three  $\pm$  2ha lots. Two of the proposed lots would be sold, the third would continue to be owned by the applicant and remain their principal residence.

### **File/Site Details**

Owner: Darlene & William Smith  
Area: Electoral Area D  
Location: Briar  
Legal: Lot 2 of Section 14, Township 78, Range 14, W6M, PRD, Plan BCP30281  
PID: 027-088-821  
Civic Address: 181 East Pouce Road  
Lot Size: 6.4 ha (15.8 ac)

### **Official Community Plan (OCP)**

Pursuant to PRRD South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012, the property is designated Rural Neighbourhood. Section 6.3.2 of the OCP states the principal uses of land in the Rural Neighbourhood designation will be generally limited to residential and agriculture, subject to zoning regulations. Parcels within the Rural Neighbourhood designation should have a minimum parcel size of 1.6 ha.

Therefore, the subdivision proposal is consistent with the OCP.

**Land Use Zoning**

Pursuant to PRRD Zoning Bylaw No. 1343, 2001, the property is zoned R-5 (Residential 5). Agriculture and a dwelling unit(s) are allowed on the subject property. The minimal parcel size in the R-5 zone is 4 ha.

Therefore, should the ALC approve the proposed subdivision, a zoning amendment would be required.

**Fire Protection Area**

The property is outside all fire protection areas.

**Mandatory Building Permit Area**

The property is within the Mandatory Building Permit Area.

**Development Permit Areas**

The property is outside all Development Permit Areas.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board support ALR Subdivision application 20-009-ALRSUB (ALC ID 60796), to subdivide the property identified as PID 027-088-821 into three  $\pm$  2 ha lots, 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.

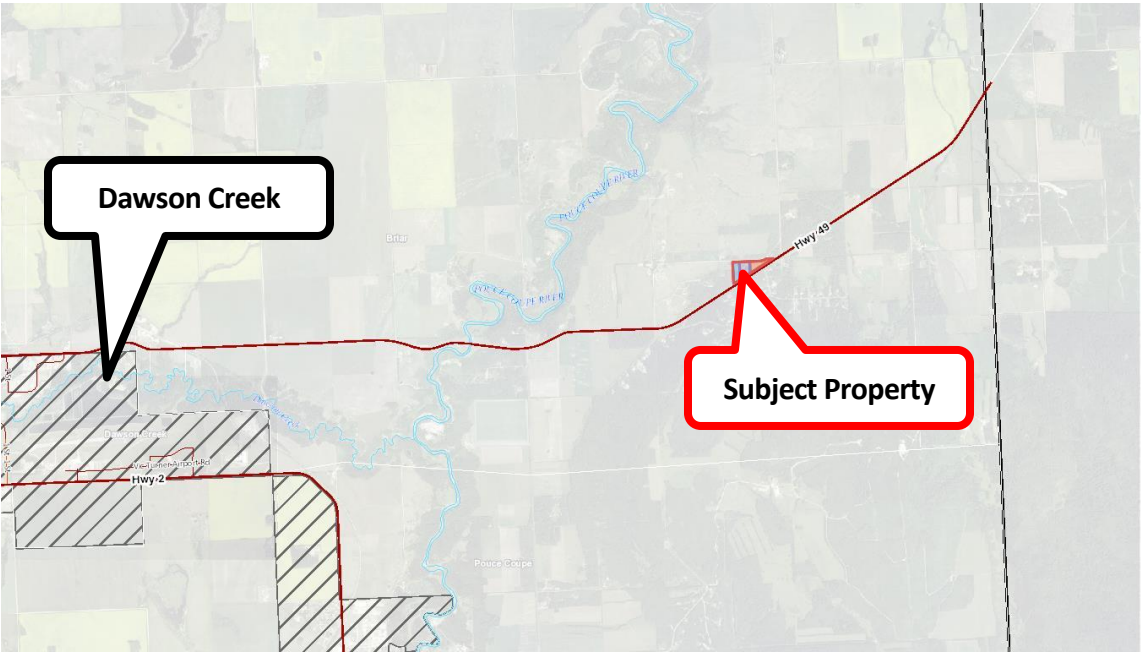
**OTHER CONSIDERATION(S):**

None at this time.

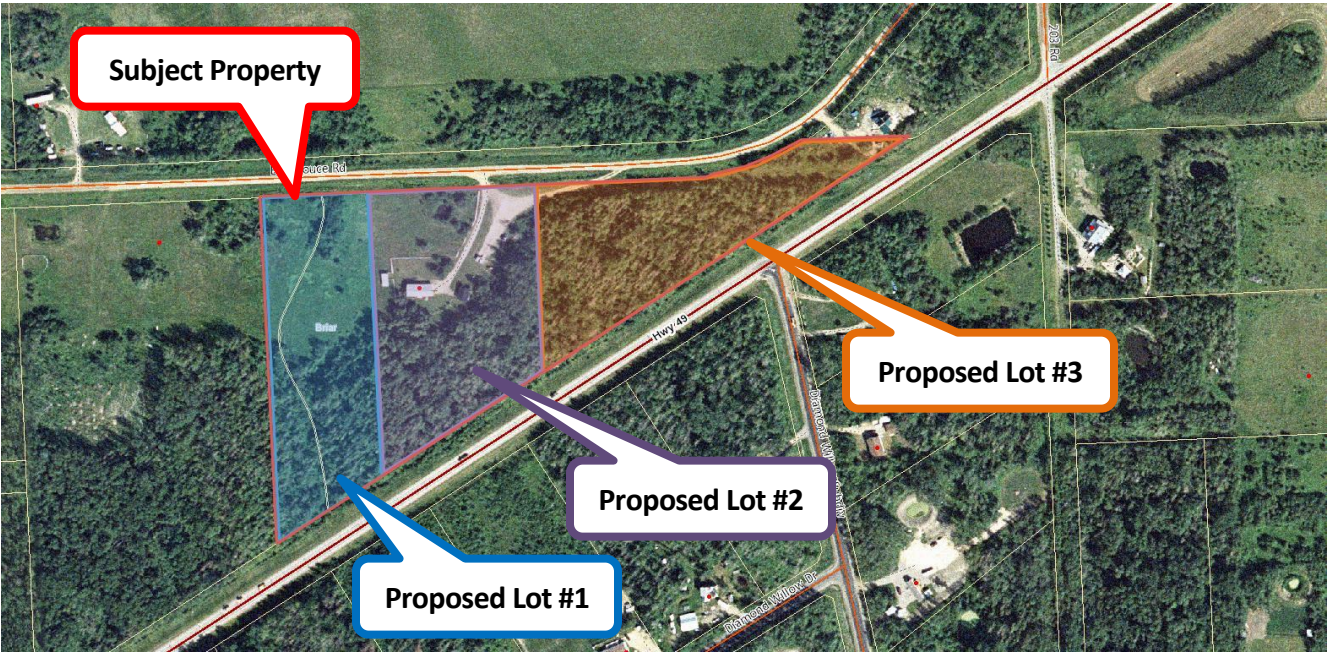
**Attachments:**

1. Maps
2. ALC Application (ALC ID 60796)
3. Comments from Electoral Area Director

**Location:** Briar area



**Aerial imagery**

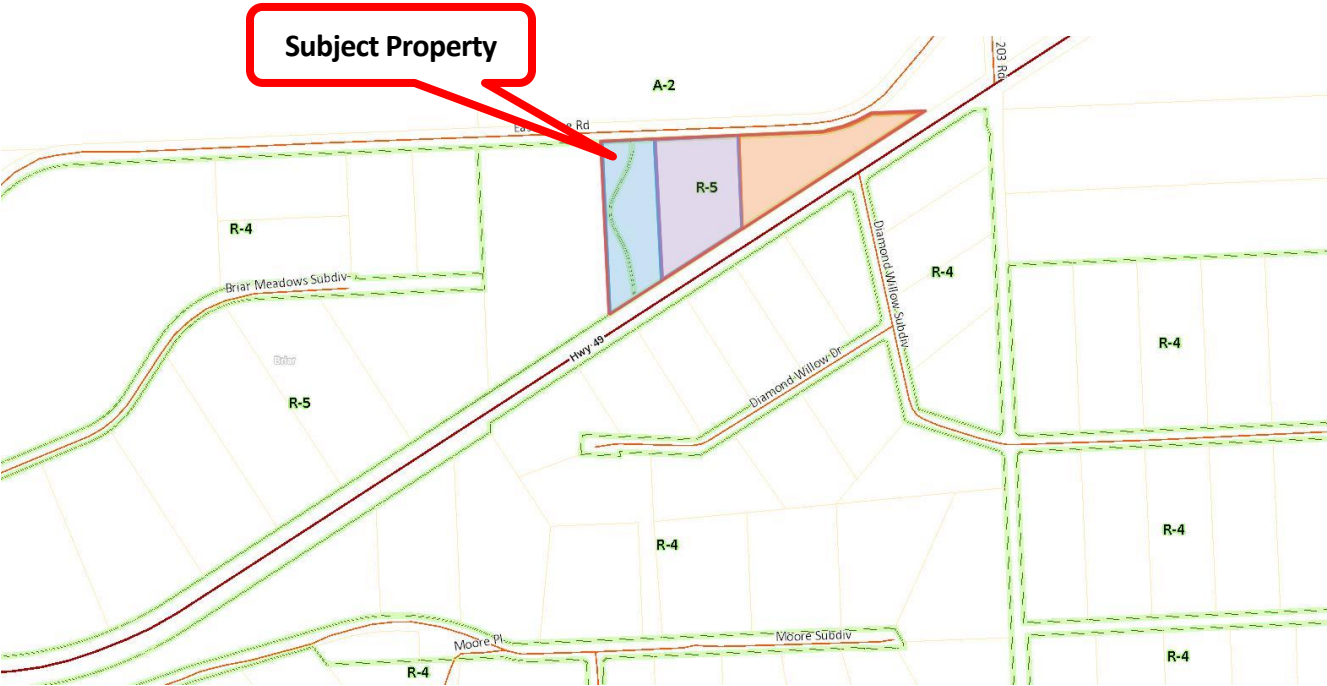




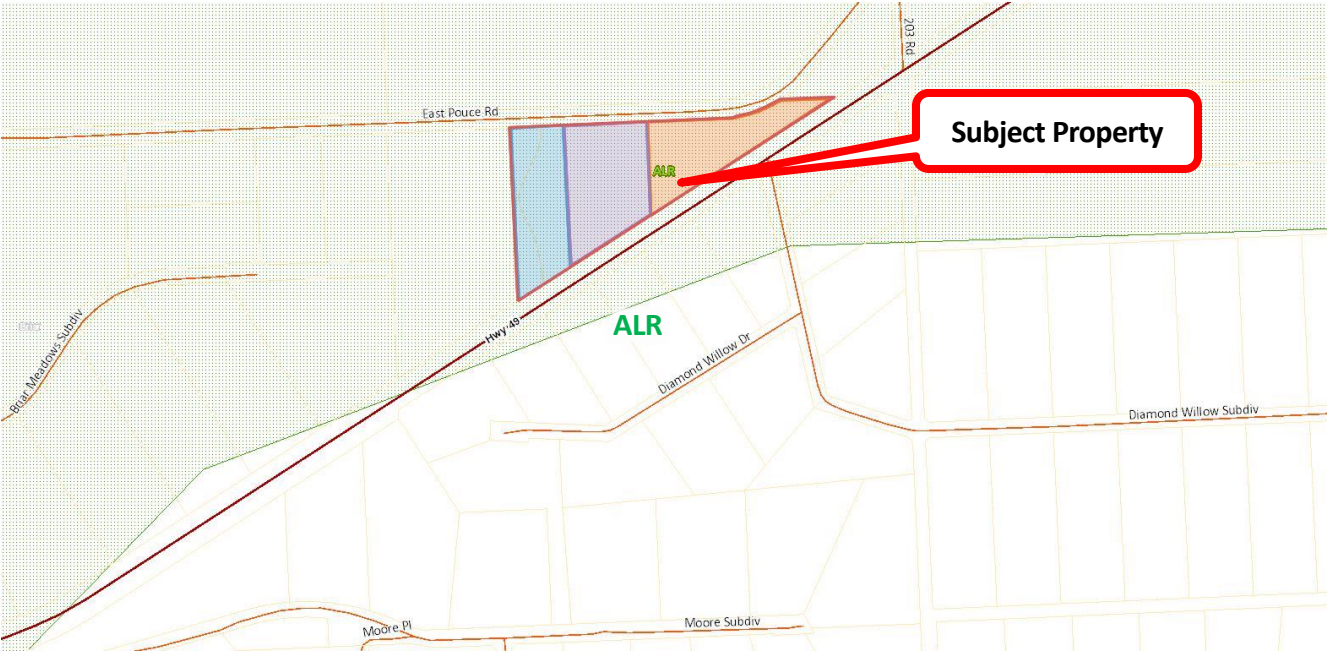
**South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012: Rural Neighbourhood**



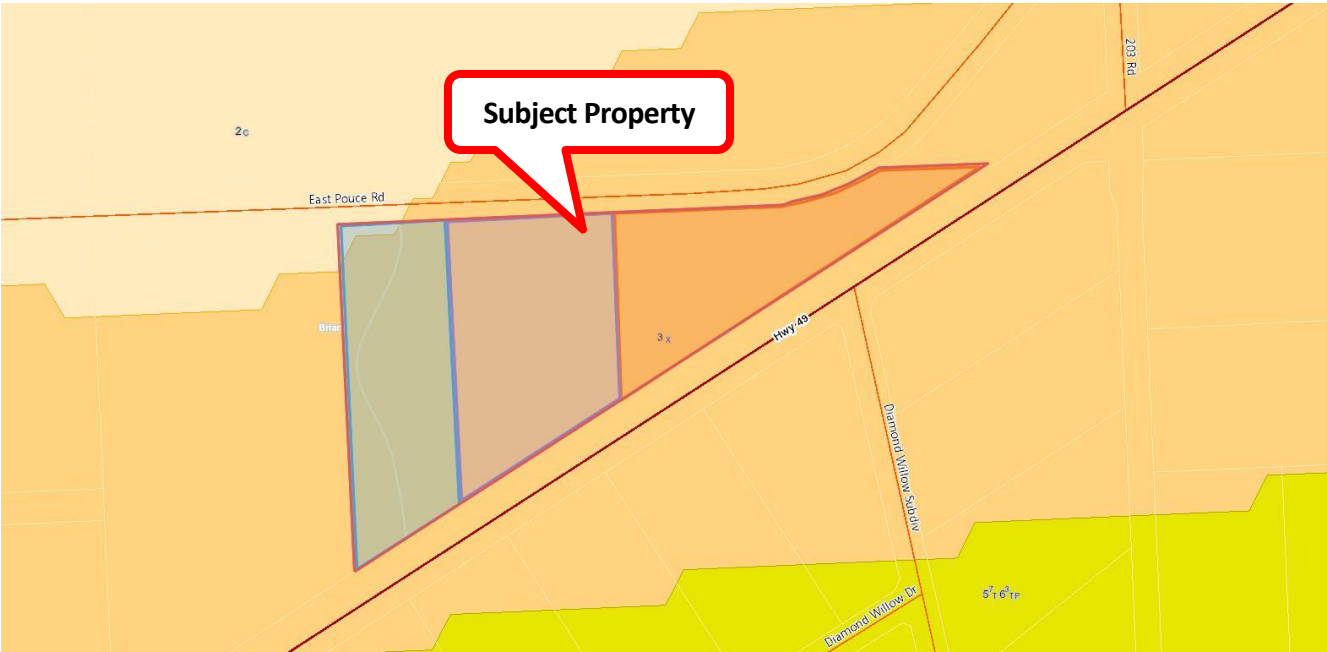
**PRRD Zoning Bylaw No. 1343, 2001: Residential 5 Zone (R-5)**



**Agricultural Land Reserve: Within**



**CLI Soil Classification: 3<sub>x</sub> & 2<sub>c</sub>**



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 60796

**Application Status:** Under LG Review

**Applicant:** William John Dawson Smith , Darlene Josephine Smith

**Local Government:** Peace River Regional District

**Local Government Date of Receipt:** 05/04/2020

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

**Proposal Type:** Subdivision

**Proposal:** To subdivide the 15 acres into three 5 acre parcels. Two parcels will be listed for sale while the third will remain the principle residence of the owners.

**Mailing Address:**

[REDACTED]

**Primary Phone:** [REDACTED]

**Mobile Phone:** [REDACTED]

**Email:** [REDACTED]

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 027-088-821

**Legal Description:** L 2 SEC 14 TP 78 R 14 W6M PEACE RIVER PL BCP30281

**Parcel Area:** 6.4 ha

**Civic Address:**

**Date of Purchase:** 06/07/2007

**Farm Classification:** No

**Owners**

1. **Name:** William John Dawson Smith

**Address:**

[REDACTED]

**Phone:** [REDACTED]

**Cell:** [REDACTED]

**Email:** [REDACTED]

2. **Name:** Darlene Josephine Smith

**Address:**





**Phone:** [REDACTED]

**Email:** [REDACTED]

---

### **Current Use of Parcels Under Application**

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

*No agriculture*

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

*No agricultural improvements*

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

*Residential home*

### **Adjacent Land Uses**

#### **North**

**Land Use Type:** Unused

**Specify Activity:** Treed land

#### **East**

**Land Use Type:** Unused

**Specify Activity:** Treed land

#### **South**

**Land Use Type:** Unused

**Specify Activity:** Treed land

#### **West**

**Land Use Type:** Unused

**Specify Activity:** Treed land

### **Proposal**

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

2.1 ha

2.1 ha

2.2 ha

**2. What is the purpose of the proposal?**

*To subdivide the 15 acres into three 5 acre parcels. Two parcels will be listed for sale while the third will remain the principle residence of the owners.*

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

*The land is non-farmable*

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

*No. The land is non-farmable.*

**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.**

*No*

**Applicant Attachments**

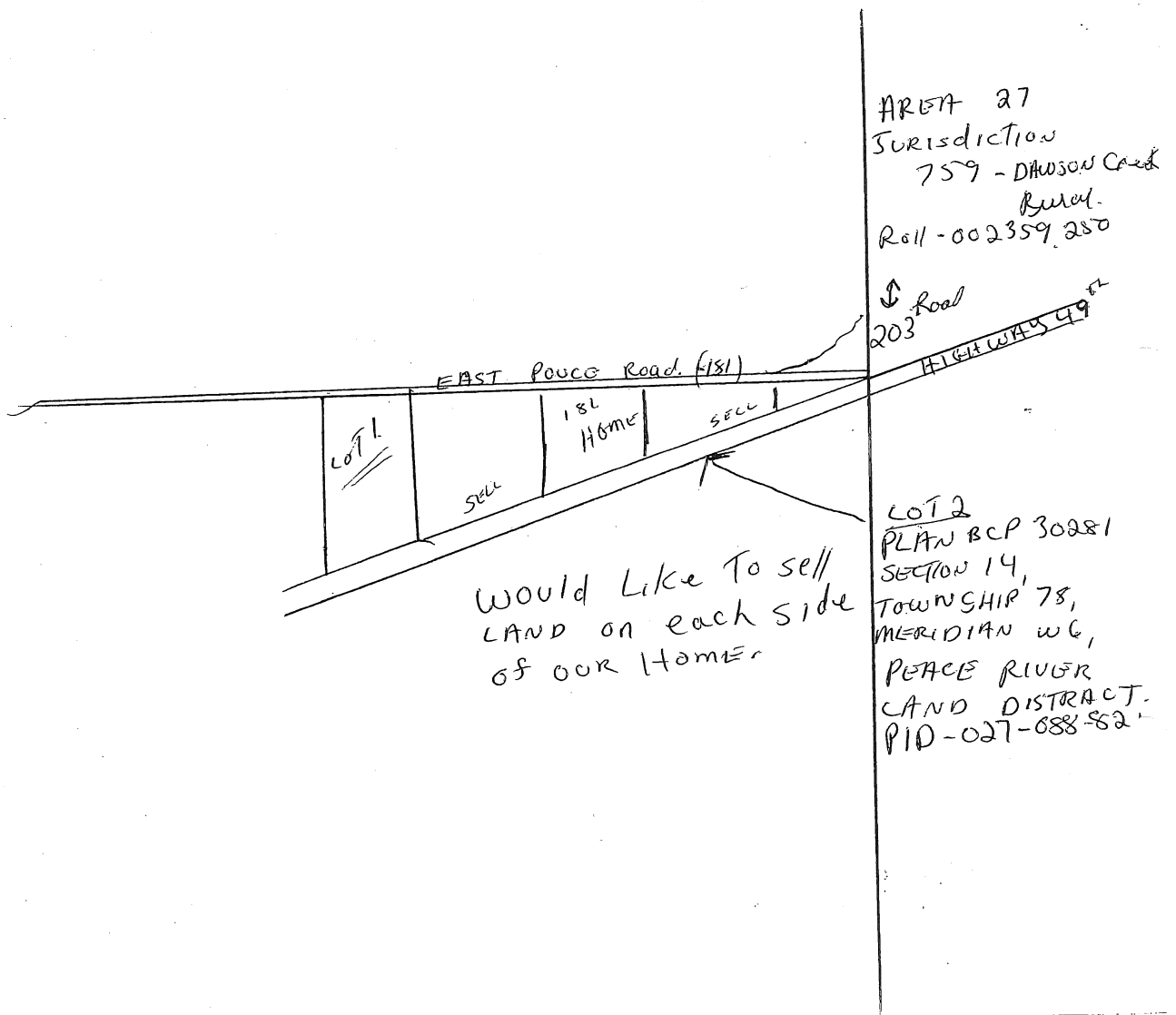
- Agent Agreement - Higson Law Corporation
- Proposal Sketch - 60796
- Certificate of Title - 027-088-821

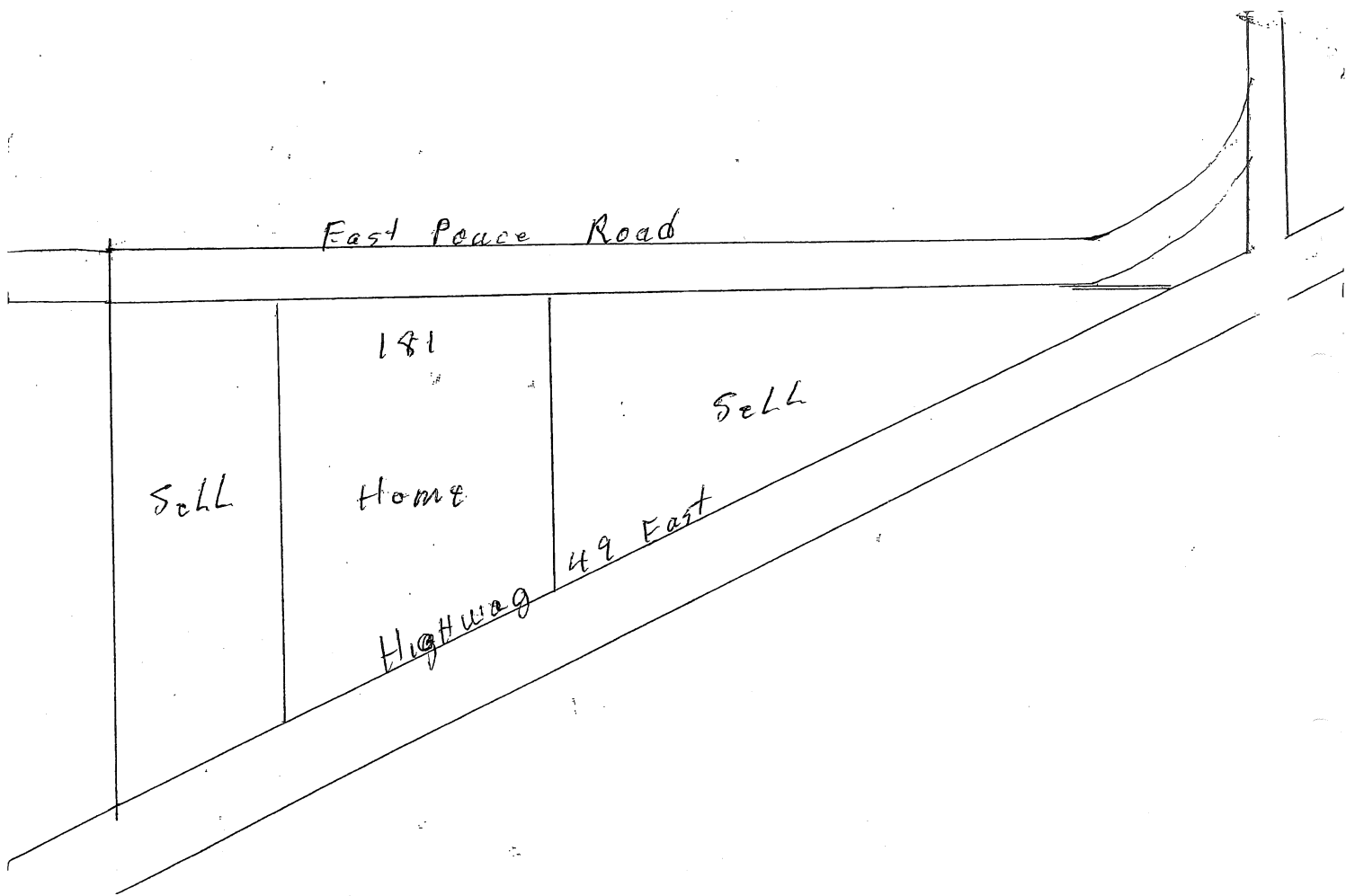
**ALC Attachments**

None.

**Decisions**

None.







# PEACE RIVER REGIONAL DISTRICT

## Memorandum

TO: Leonard Hiebert, Director of Electoral Area D  
FROM: Kole Casey, South Peace Land Use Planner  
DATE: May 25, 2020  
RE: **PRRD File No. 20-009-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

### COMMENTS

Response requested by June 8, 2020

No comment

☐

Hello,

I agree with the proposed application. It is in a rural neighbor hood and is consistent with the surrounding area.

Leonard Hiebert *L. Hiebert*  
Director

June 8, 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) 785-1122 Email: prrd.fsj@prrd.bc.ca



# REPORT

To: Chair and Directors

Report Number: DS-BRD-033

From: Tyra Henderson, Corporate Officer

Date: May 19, 2020

**Subject: Application for Non-Farm Use within the ALR, PRRD File No. 20-006-ALRNFU, ALC ID 60716**

---

## **OPTIONS: [Corporate Unweighted]**

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

## **BACKGROUND/RATIONALE:**

### **Proposal**

To allow access to the PRRD's Dawson Creek Solid Waste Transfer Station and all associated services (i.e. attendant building, scale, and recycling areas), which is located within the City of Dawson Creek immediately south of the subject property.

### **File/Site Details**

Owner: Peace River Regional District  
Area: Electoral Area D  
Location: Dawson Creek  
Legal: Block A of District Lot 3967 and of the SE ¼ of Section 13 Township 78 Range 15 W6M  
Peace River District  
PID: 016-768-850  
Civic Address: 829 Highway 49  
Lot Size: 3 ha (7.5 ac)

### **Official Community Plan (OCP)**

Pursuant to PRRD South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012, the property is designated Agriculture. Section 5.1.2 of the OCP states the principal uses of land in the Agriculture designation should generally be agricultural, compatible with agriculture, and/or businesses complementary to agriculture. However, the uses fit the definition of Public Utility Use, which are permitted in all designations, as stated in Section 11.7.1(a).

Therefore, the uses are 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). The uses are not permitted uses in this zone. However, the uses fit the definition of Public Utility Use, which are permitted in all zones, as stated in Section 24(a).

Therefore, the uses comply with the zoning regulations.

**Fire Protection Area**

The property is within Dawson Creek 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.

**ALTERNATIVE OPTIONS:**

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

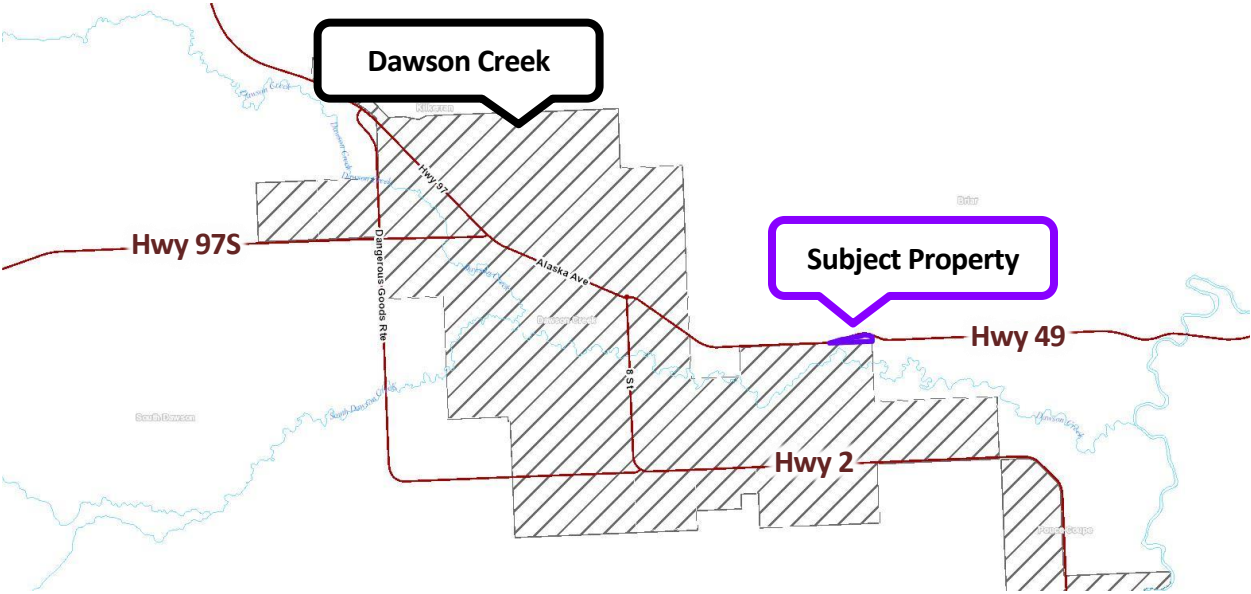
**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Maps
2. ALC Application (ALC ID 60716)
3. Comments from Electoral Area Director

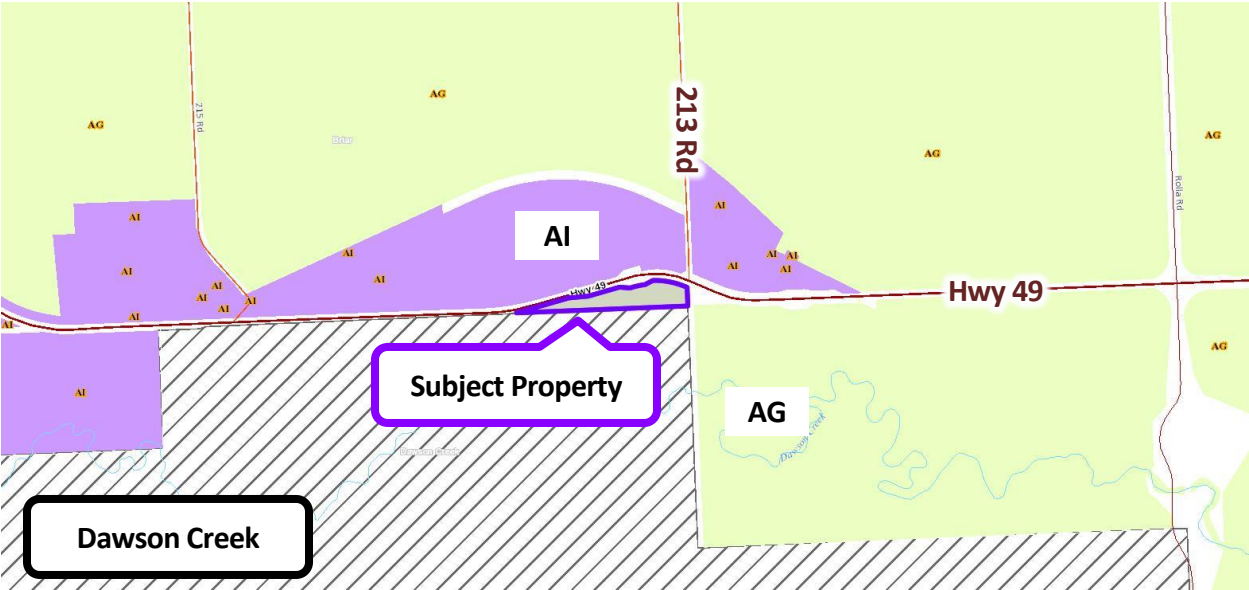
**Location:** Dawson Creek area



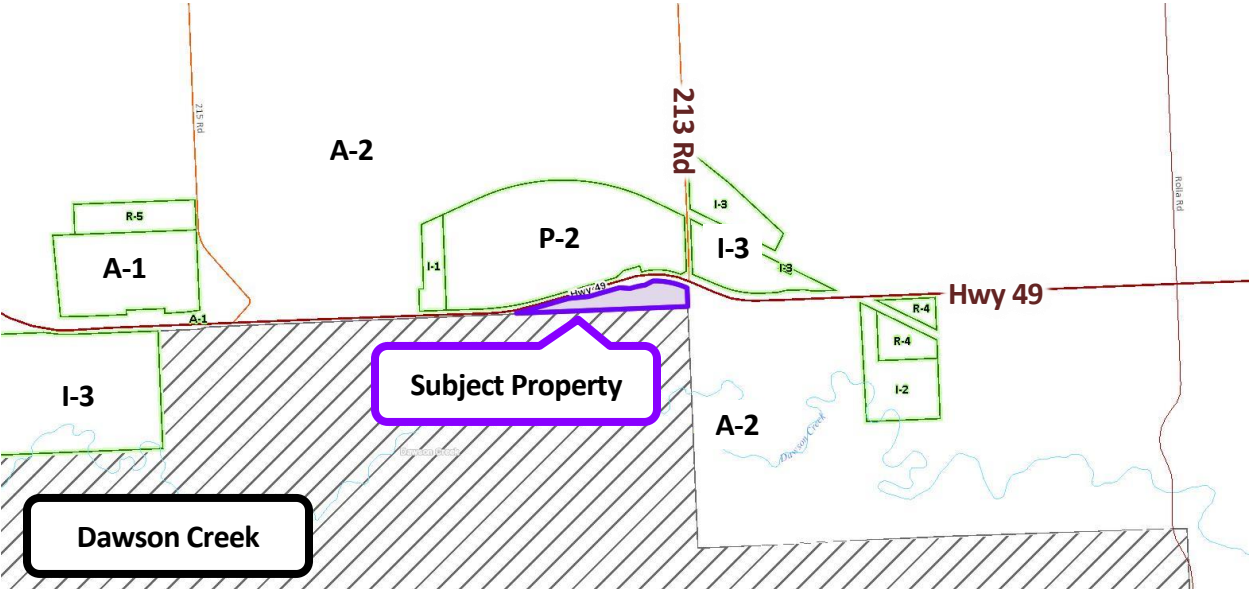
**Aerial imagery**



**PRRD South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012: Agriculture (AG)**

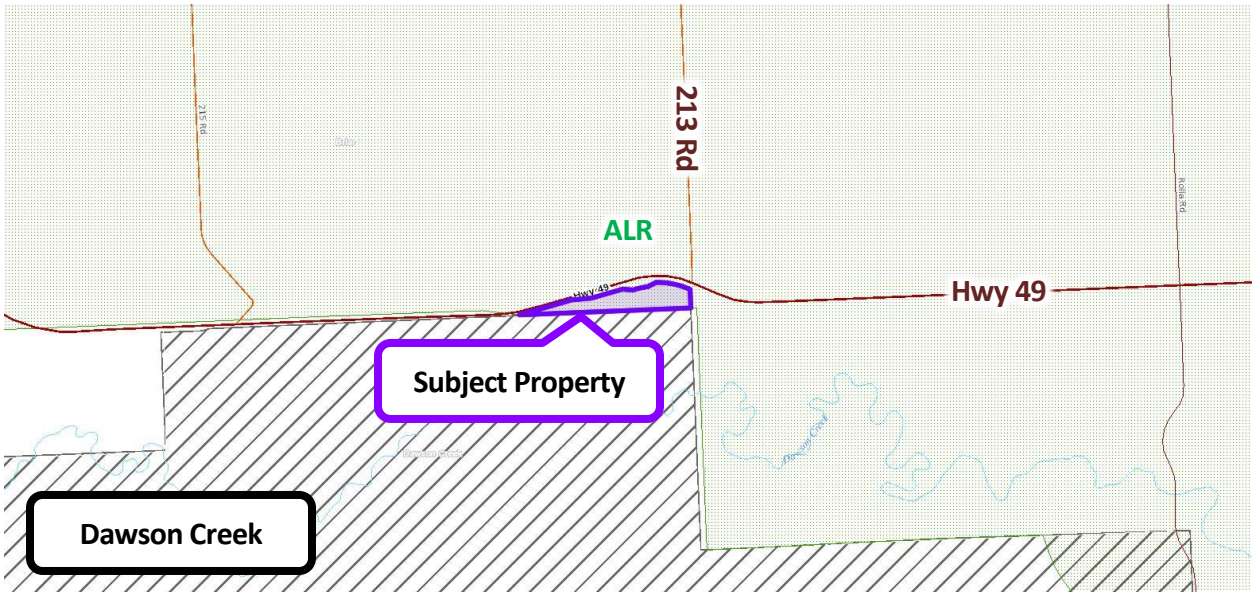


**PRRD Zoning Bylaw No. 1343, 2001: Large Agricultural Holdings Zone (A-2)**

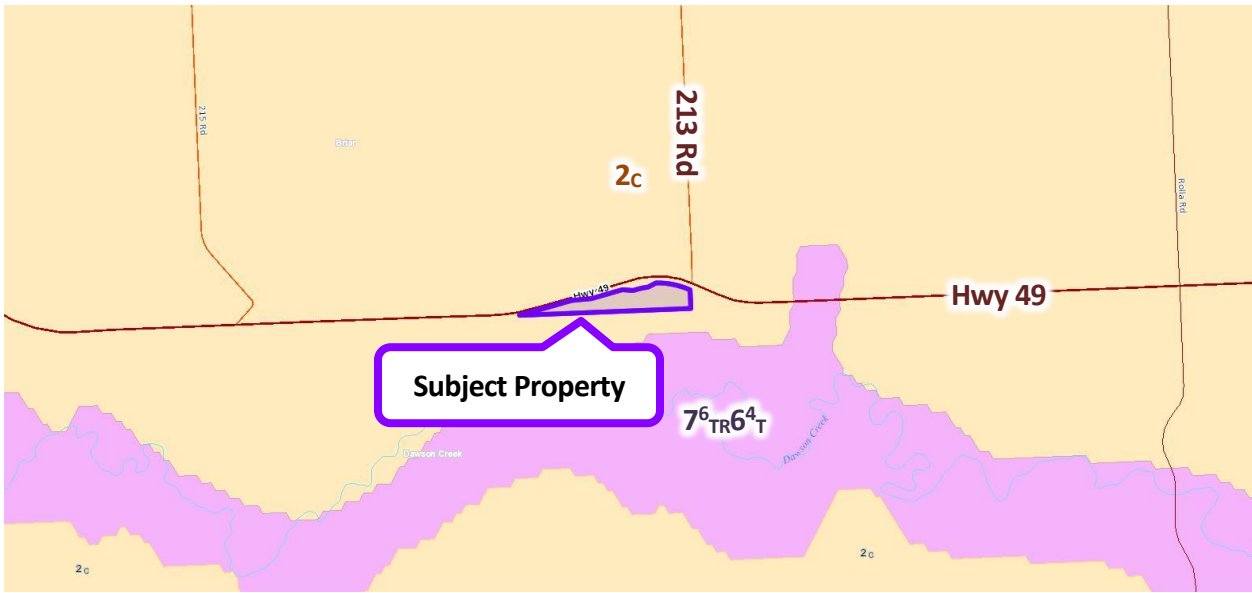




Agricultural Land Reserve: Within



CLI Soil Classification: 2<sub>c</sub>





# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 60716

**Application Status:** Under LG Review

**Applicant:** Peace River Regional District

**Agent:** Peace River Regional District

**Local Government:** Peace River Regional District

**Local Government Date of Receipt:** 04/22/2020

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

**Proposal Type:** Non-Farm Use

**Proposal:** The purpose of the proposal is to apply for non-farm use with the ALR to continue to provide access and services related to operating a solid waste transfer station.

The property in question, provides access the solid waste transfer station which is on the adjacent property to the south (see the attached Proposal Sketch). The property to the south was formally a landfill which closed in 2003 and then became a solid waste transfer station. Additionally the attendant building, scale, and recycling area are sited on this property.

## Agent Information

**Agent:** Peace River Regional District

**Mailing Address:**

1981 Alaska Avenue

Dawson Creek, BC

V1G 4H8

Canada

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 016-768-850

**Legal Description:** BK A OF DL 3967 & OF THE SE 1/4 OF SEC 13 TP 78 R 15 W6M PEACE RIVER

**Parcel Area:** 3 ha

**Civic Address:**

**Date of Purchase:** 08/11/1998

**Farm Classification:** No

**Owners**

1. **Name:** Peace River Regional District

**Address:**

1981 Alaska Avenue

Dawson Creek, BC

V1G 4H8

## **Current Use of Parcels Under Application**

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

*There is currently no agriculture that takes place on the parcel.*

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

*There are no agricultural improvements to be made on the parcel.*

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

*The property in question (PID #016-768-850) is currently used to provide access the solid waste transfer station which is on the adjacent property to the south. Additionally, the attendant building, scale, and recycling area are sited on this property.*

## **Adjacent Land Uses**

### **North**

**Land Use Type:** Civic/Institutional

**Specify Activity:** Parcels are zoned as P-2 Civic, Assembly and Institutional Zone and I-3 Agricultural Industrial Zone

### **East**

**Land Use Type:** Industrial

**Specify Activity:** Industrial Business

### **South**

**Land Use Type:** Transportation/Utilities

**Specify Activity:** Solid Waste Transfer Station (previously Landfill) and City of Dawson Creek Sewer Lagoons and Regional Airport

### **West**

**Land Use Type:** Unused

**Specify Activity:** Forested area

## **Proposal**

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

*3 ha*

### **2. What is the purpose of the proposal?**

*The purpose of the proposal is to apply for non-farm use with the ALR to continue to provide access and services related to operating a solid waste transfer station.*

*The property in question, provides access the solid waste transfer station which is on the adjacent*



*property to the south (see the attached Proposal Sketch). The property to the south was formally a landfill which closed in 2003 and then became a solid waste transfer station. Additionally the attendant building, scale, and recycling area are sited on this property.*

**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.**

*This proposal could not be accommodated on lands outside of the ALR. This area was selected to provide access to the solid waste transfer station, which is located on the adjacent property to the south.*

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

*This proposal supports the agricultural community by providing waste diversion and recycling services in close proximity thereby reducing travel for such services.*

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

*No*

## **Applicant Attachments**

- Agent Agreement - Peace River Regional District
- Proposal Sketch - 60716
- Other correspondence or file information - Incorporated Certificate
- Certificate of Title - 016-768-850

## **ALC Attachments**

None.

## **Decisions**

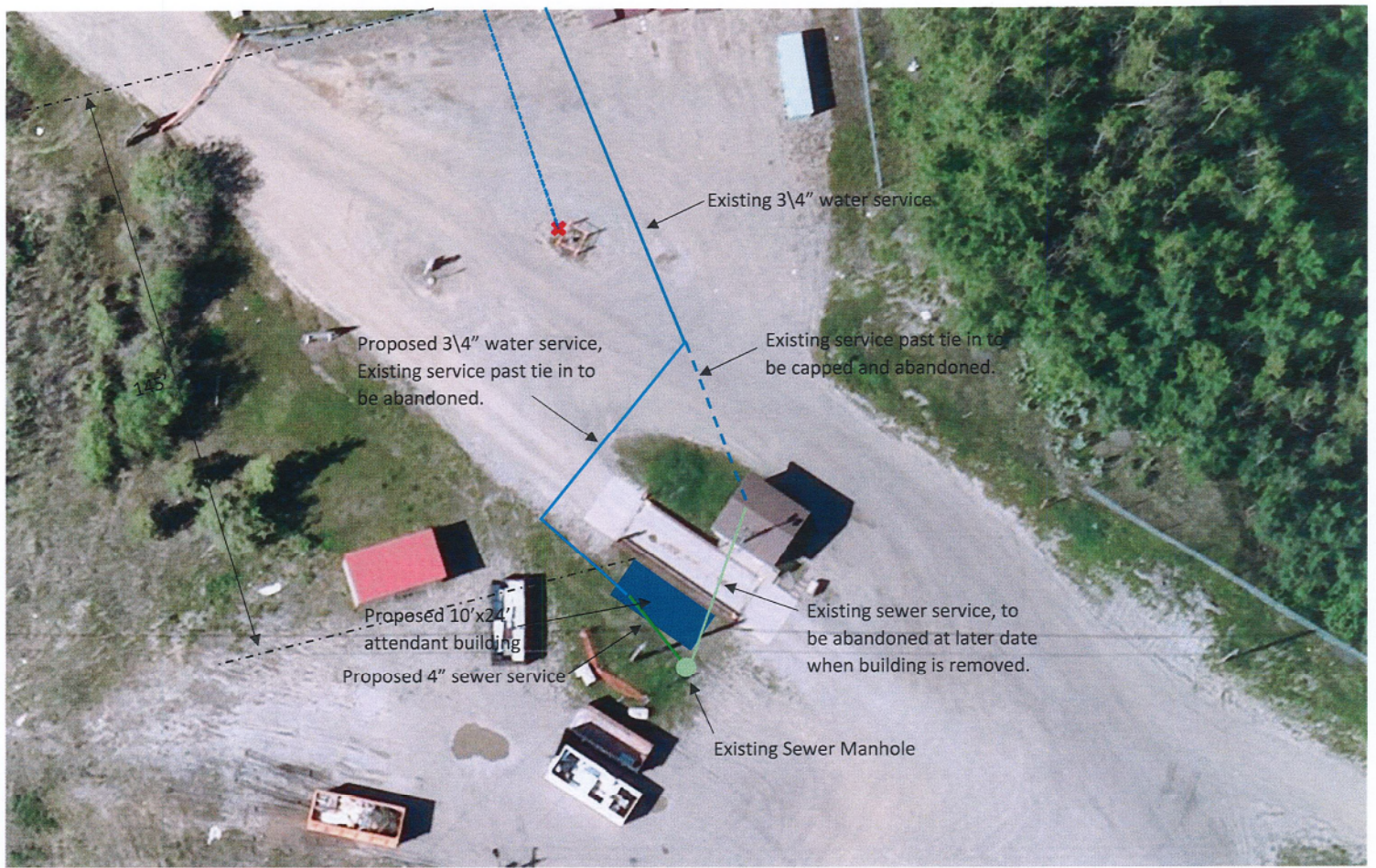
None.

**Proposal Sketch – PID# 016-768-850**



829 Hwy 49 (PID #016-768-850)

Adjacent Property: Currently Solid Waste  
Transfer Station (Previously a Landfill)



Building is set back 145' from property line





## PEACE RIVER REGIONAL DISTRICT

### Memorandum

TO: Leonard Hiebert, Director of Electoral Area D  
FROM: Michael Blatz, North Peace Land Use Planner  
DATE: May 22, 2020  
RE: **PRRD File No. 20-006-ALRNFU – Application for Non-Farm Use 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 Non-Farm Use application concerning the PRRD.

#### COMMENTS

Response requested by June 5, 2020

No comment ☐

Hi Micheal,  
I don't have any concerns with the application.  
I would like to see exactly where the access is to be as I don't see it on the diagrams.

Leonard Hiebert  
Director

June 8, 2020  
Date

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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



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-037

From: Crystal Brown, Electoral Area Manager

Date: June 17, 2020

Subject: UBCM Resolution – Ranching Concerns

---

## **RECOMMENDATION: [Corporate Unweighted]**

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

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

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

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

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

## **BACKGROUND/RATIONALE:**

On March 26, 2020, the Regional Board passed the following resolution:

### *MOVED, SECONDED, and CARRIED*

That the Regional Board refer the correspondence dated March 5, 2020, from Dan Davies, MLA for Peace River North, regarding the management of ranching issues by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MoFLNRORD), to staff; further, that staff work with the Electoral Area Directors to draft a resolution to the Union of BC Municipalities regarding the gaps in services provided by MoFLNRORD as they pertain to ranching, as indicated by MLA Davies.

Local Range Tenure holders in the region have experienced a number of issues regarding their tenure. Decisions by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MoFLNRORD) don't seem to be made in a timely manner and the process seems to lack clarity.

In 2019, a decision by the MoFLNRORD on authorization to install a fence was outstanding for more than 180 days, creating a problem containing cattle to the tenure area for the 2020 grazing season.

Range burning applications have been changed, making it impossible for a tenure holder to fill out, and expensive to have done by a professional. In January 2019, a burn plan was filed for maintenance burning of traditionally burned areas in the range tenure. The burn plan followed requirements discussed with Wildfire Services BC and covered all aspects that were required for burn plans in the past. Range maintenance burning has been regularly and successfully conducted on this tenure for decades and has been maintaining carrying capacity for livestock, as well as contributing to biodiversity and forage available to wildlife. A rejection letter of the filed plan was received several months after the burn window. This comes at great cost to the tenure holder. Range maintenance burning is an important tool of range management.

Range Use Plans (RUP) for existing tenures, which must be submitted upon expiry of previous RUP's are now unnecessarily difficult and burdensome to complete.

Local office procedures are threatening a tenure holder's ability to stock the range at previously approved rates until a new tenure inventory can be completed. This is an internal issue within MoFLNRORD, and should not create a hardship for the tenure holder.

MoFLNRORD is allowing natural cattle movement barriers to be removed by logging companies but not requiring or allowing fencing to be put in its place, creating hardship for the tenure holder, and going against Forest Practice code.

**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):**

If approved by the Regional Board, the resolution will be forwarded to UBCM for consideration.

**OTHER CONSIDERATION(S):**

The deadline for resolutions submitted directly to UBCM is June 30, 2020.





# REPORT

To: Chair and Directors

Report Number: ADM-BRD-007

From: Tyra Henderson, Corporate Officer

Date: June 16, 2020

**Subject: Regional Grant-in-Aid & Economic Development Grants Workshop**

---

## **RECOMMENDATION: [Corporate Unweighted]**

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

## **BACKGROUND/RATIONALE:**

At the May 7<sup>th</sup> Regular Board Meeting, the Board approved the following resolution:

*MOVED, SECONDED, and CARRIED*

That the Regional Board be provided with a report on options for administering Regional Grant-in-Aid at a future Committee of the Whole meeting that can accommodate the physical presence of all Directors, including options for the Regional Grant-in-Aid Policy, possible updates to Peace River Regional District letters patent, and/or bylaw options.

At the June 11, 2020 Board meeting, the Board further resolved to hold a workshop to discuss the three identified funding recipients that met the policy threshold dictating evaluation for service establishment (more than three years, and more than \$50,000 in operational funding), administration of regionally funded grants, and the possibility of an economic development function applicable to the electoral areas only.

*MOVED, SECONDED, and CARRIED*

That the Regional Board evaluate the hockey events that receive funding from the PRRD, to inform the consideration of the establishment of a service function in the region; further, that a workshop be held for the Regional Board to consider the administration of regionally funded grants, and to review and discuss the completed evaluations of PRRD funded hockey events, STARS, the Tumbler Ridge Museum Foundation, and the Tumbler Ridge Global Geopark Society.

*MOVED, SECONDED, and CARRIED*

That the Regional Board include consideration of the establishment of an economic development function, pertinent to the Electoral Areas only, in the upcoming workshop on the administration of regionally funded grants.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
  - ☒ Comprehensive Policy Review
- ☒ Partnerships
  - ☒ Collaboration with Local and First Nations governments

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-035

From: Kelsey Bates, Deputy Corporate Officer

Date: June 16, 2020

**Subject: Anti-Racial Discrimination and Anti-Racism Policy & Amended Staff Code of Conduct**

---

The following motion was deferred from the June 11, 2020 Regional Board Meeting and is being presented to the Regional Board for its consideration:

## **RECOMMENDATION #1 (ON THE FLOOR): [Corporate Unweighted]**

RD/20/06/20

MOVED Director Rose, SECONDED Director Bertrand,

That the Regional Board repeal the following policies:

- a) Chairman Title
- b) Interim Social Media Use
- c) Photocopying
- d) Respectful Workplace
- e) Impairment in the Workplace

and adopt the amended Staff Code of Conduct Policy, which addresses expectations on personal social media use, expands on non-compliance, and encompasses the policies listed above for repeal.

*\*Note - the policy proposed for adoption, should this motion be approved, differs from the policy that was attached to the June 11, 2020 agenda slightly; the definition of discrimination has been updated to match the definition suggested by legal and included in the Anti-Racism Policy.*

## **RECOMMENDATION #2: [Corporate Unweighted]**

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

## **BACKGROUND/RATIONALE:**

At the June 11, 2020 Board Meeting, the Board considered amendments to the Staff Code of Conduct Policy. After some discussion, the following resolution was made:

*MOVED, SECONDED, and CARRIED*

That the Regional Board defer consideration of Resolution No. RD/20/06/20 until such time as it has been provided with an amended version of the Staff Code of Conduct Policy that includes mandatory anti-racial discrimination training for staff.

With legal support, staff have drafted an Anti-Racial Discrimination and Anti-Racism Policy that addresses anti-racism expectations and training to complement the Staff Code of Conduct and the

Directors Code of Conduct, for the Regional Board’s consideration. The definition of discrimination within the Staff Code of Conduct has also been updated to reflect the definition in the Anti-Racial Discrimination and Anti-Racism Policy.

In the attached amended Staff Code of Conduct, new clauses are highlighted in yellow. In the attached policies for repeal, the pieces that are incorporated in the amended Staff Code of Conduct are also highlighted in yellow.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

**FINANCIAL CONSIDERATION(S):**

There will be costs associated with training for staff and elected officials, which are undetermined at this time.

**COMMUNICATIONS CONSIDERATION(S):**

If approved, the amended Staff Code of Conduct Policy and the Anti-Racial Discrimination and Anti-Racism Policy will be distributed to staff through internal communication methods. New staff will be required to review the policies as part of the PRRD’s orientation process, and they will receive anti-racism refresher training thereafter.

Elected Officials will be provided with the Anti-Racial Discrimination and Anti-Racism training as part of the orientation process each term.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Amended Staff Code of Conduct
2. Draft Anti-Racial Discrimination and Anti-Racism Policy

**Attachments for Repeal:**

1. Chairman Title Policy - Original
2. Interim Social Media Use Policy - Original
3. Photocopying Policy - Original
4. Respectful Workplace Policy - Original
5. Impairment in the Workplace Policy - Original

**Staff Code of Conduct**

Department	Administration	Policy No.	
Section	Human Resources	Date Approved by Board	
Repeals	0340-20-17 Chairman Title 0340-20-22 Code of Conduct Employees 0340-20-37 Social Media Use 0340-20-51 Photocopying 0340-20-59 Respectful Workplace 0340-20-75 Impairment in the Workplace	Board Resolution #	

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

Repealed		Board Resolution #	
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**1. Purpose**

- 1.1 The purpose of the Staff Code of Conduct Policy is to recognize that individuals have the right to be treated by supervisors, coworkers, elected officials and the public with respect in the workplace.
- 1.2 The purpose is not to restrict the rights of staff, but rather, to assist in creating a [positive work environment](#) by establishing standards that allow staff to work in a professional and productive atmosphere at the Peace River Regional District (PRRD).
- 1.3 The standards established in this policy are intended to reinforce the responsibilities of all parties in achieving and maintaining a [positive work environment](#).
- 1.4 This policy is meant to augment the Collective Agreement and Exempt Staff Policy where required.

**2. Scope**

- 2.1 This Policy applies to all individuals that are employed by the PRRD, including but not limited to full-time, part-time, temporary, seasonal and union employees.
- 2.2 The responsibility for creating and maintaining a [positive work environment](#) rests with all persons sharing the work place. The PRRD in exercising its responsibilities, as the employer will endeavor, at all times, to provide a [positive work environment](#).



### 3. Definitions

- 3.1 *Bullying/Harassment*: refers to conduct that may be verbal, non-verbal, physical, deliberate or unintended, unsolicited or unwelcome, as determined by a reasonable person. This behavior may be part of one event or a series of events. Behaviour includes, but is not limited to:
- i. Actions or comments that are directed at no person in particular but that create an intimidating, demeaning, or offensive work environment.
  - ii. Any objectionable comment, act, or display that demeans, belittles, compromises, or causes personal humiliation or embarrassment and any act of intimidation or threat.
  - iii. Offensive behaviours.
- 3.2 *Discrimination*: refers to the unjust or prejudicial treatment of different categories of people based on race, colour, ancestry, place or origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political belief, or conviction of a criminal or summary conviction offence unrelated to employment.
- 3.3 *Drugs*: this term includes narcotics and illegal drugs, cannabis whether used or obtained legally or illegally, legal prescriptions, over-the-counter medications and drugs that cause or have the potential to cause impairment and render an employee not [fit for duty](#).
- 3.4 *Fit for Duty*: refers to the physical and mental state that allows individuals to perform their job safely and effectively. Not under the influence of any illicit [drug](#), alcohol, illegal or legal cannabis, or medication that will hinder job performance or compromise the safety of the staff member or others.
- 3.5 *Legal Cannabis*: All employees must understand that cannabis can be an impairing [drug](#) even if it is legal and that using it at work or coming to work while under the influence of or intoxicated by cannabis renders them not [fit for duty](#) in violation of this policy.
- 3.6 *Positive Work Environment*: refers to a work environment that is free from offensive remarks, materials, or behavior, in which professional and productive working relationships are maintained, and in which staff provide courteous and efficient service to the community in a friendly and professional manner.
- 3.7 *Threatening Behaviour*: intentional behavior that would cause a person of ordinary sensibilities fear of injury or harm. It can include acts of aggression such as yelling at a coworker, pounding on desks, slamming doors, blocking or cornering, and/or sending threatening voicemails, e-mails, or other written threats. Behavior is not considered threatening if the person receiving it only finds the behavior to be rude or offensive.
- 3.8 *Violence*: refers to the use of physical force on an individual that causes or could cause injury, and includes an attempt or threatened use of force.
- 3.9 *Workplace*: refers to all locations, physical and virtual, in which PRRD business is being carried out. This includes, but is not limited to, PRRD offices and buildings, during business travel, work-related social gatherings, virtual/internet communications, or any other locations that may have





impact on the work relationships, environment, or performance of any person to whom this policy applies.

#### 4. Policy

- 4.1 The PRRD recognizes that staff have the right to be treated by supervisors, coworkers, elected officials, and the public with respect while in the workplace.
- 4.2 The PRRD will not, and employees should not, condone behavior in the workplace that is unacceptable and likely to undermine work relationships or productivity.
- 4.3 **Impairment in the [Workplace](#)**
  - a. See [Schedule A](#).
- 4.4 **Addressing Board Members**
  - a. Staff are to refer to and/or address the Chair of the PRRD Regional Board as “Chair [surname]”.
  - b. Staff are to refer to and/or address the Vice-Chair of the PRRD Regional Board as “Vice Chair [surname]”.
  - c. Staff are to refer to and/or address all PRRD Directors as “Director [surname]”.
- 4.5 **Political Influence**
  - a. No staff member shall use the prestige of their position on behalf of any political party, nor shall such staff member promise an appointment of any PRRD position as a reward for any political activity.
- 4.6 **Dress Code**
  - a. Staff shall dress in attire appropriate for the staff member’s position, having regard to the nature of the staff member’s work and the importance of maintaining a professional work environment and image.
- 4.7 **Outside Employment/Remuneration**
  - a. Staff may engage in outside employment and carry on business or receive public funds for personal activities provided that it does not place demands inconsistent with the staff member’s job, and, in particular, that:
    - i. it does not interfere with the performance of the staff member’s duties;
    - ii. it does not constitute a conflict of interest; and,
    - iii. it does not involve the unauthorized use of PRRD premises, services, equipment, information, or supplies which the staff member has access to by virtue of the staff member’s employment at the PRRD.
    - iv. Staff engaged in outside employment must inform their supervisor of their other position(s).
- 4.8 **Conflicts of Interest**
  - a. The PRRD recognizes the right of public service staff to be involved in activities as citizens of the community, but staff must keep their role as private citizens separate and distinct from their responsibility as public service staff and avoid conflict-of-interest situations. This also includes virtual conflicts of interest on social media platforms and the internet. Refer to [Schedule B and C](#) for more information.



- b. Staff shall not accept a gift, favor, or service from an individual, organization, or corporation, in excess of a \$100 value, where the gift would, or might appear to, improperly influence the staff member in the performance of their duties. No staff member shall provide gifts, favours, or services to others where this might appear designed to improperly influence others in their relations with the PRRD. Staff shall not accept gifts from vendors outside of the parameters established in the PRRD Procurement Policy.
- c. Staff who exercise a regulatory, inspectional or other discretionary control over others shall, whenever possible, disqualify themselves from dealing with relatives. Where it is not possible to avoid the exercise of discretionary powers in these circumstances, the matter must be brought to the attention of the Chief Administrative Officer (CAO) for a decision on to how to proceed.

#### 4.9 Confidentiality

- a. Staff must safeguard information contained in the records of the PRRD against improper access, and may disclose it only to persons having a lawful right to such information.
- b. When a staff member is in doubt as to whether certain information is confidential, no disclosure shall be made without first asking a supervisor or department head.
- c. Staff shall not use confidential information obtained through their employment with the PRRD to further any private interests or as a means of making personal gains.

#### 4.10 Public Relations

- a. Staff are expected to conduct themselves in a friendly, courteous and professional manner when dealing with the public in person or online. In the small number of cases when a member of the public may become abusive or persistently rude, staff may advise the person that if the behavior continues, the conversation will be terminated.
  - i. The PRRD's expectation is that the member of the public should be given the opportunity to cease this behaviour. If they are rude, the employee should not be rude back, but should be firm and explain that they are trying to help the person.
  - ii. The employee should attempt to end on a constructive and positive note. If this is not possible, it is appropriate to ask your supervisor for assistance
- b. Staff are reminded that they continue to act as representatives of the PRRD outside business hours and should always consistently represent the PRRD and themselves with professionalism, using the PRRD's Staff Code of Conduct as a benchmark.

#### 4.11 Unacceptable Conduct

- a. The following list contains examples of the types of conduct, which the PRRD views as unacceptable and deserving of discipline, up to and including dismissal. This list is not exhaustive of the types of conduct that may give rise to discipline or dismissal.
  - i. Engaging in offensive behavior, swearing, or using obscene or abusive language while on PRRD premises or while on duty.
  - ii. Harassment or disrespect of fellow staff. [See Schedule D.](#)
  - iii. Discourteous, rude, aggressive, or disrespectful comments or actions towards the public or PRRD clients.



- iv. Fighting, threatening, or intimidating others, or provoking or instigating a fight while on duty. For more information refer to [Schedule D](#).
- v. Refusal to follow instructions from a supervisor or any member of management without reasonable cause.
- vi. Knowingly or negligently engaging in unsafe work habits, including violating safety rules or practices and endangering the safety of people while performing work.
- vii. Purposefully not being truthful.
- viii. Engaging in poor work habits, including:
  - Stopping work or leaving the work area during work hours without notifying and obtaining permission from the supervisor or person in charge. This does not apply to emergency situations.
  - Repeated interruption of another staff member's work for reasons unrelated to the performance of the duties or responsibilities of either staff member.
  - Overstaying a leave of absence without prior written approval.
  - Being absent from work or failing to report to work without reasonable cause and without notifying the supervisor or person in charge.
- ix. Deliberate or willful destruction or damage of property, equipment, machinery, or tools belonging to the PRRD or fellow staff members.
- x. Theft of property belonging to the PRRD or fellow staff members.
- xi. Knowingly falsifying records of the PRRD.
- xii. Unauthorized use of any PRRD equipment, machinery, or tools.
  - Minimal photocopying and printing for personal use is permitted on breaks and lunch hour, with advance approval from the exempt supervisor.
- xiii. Conducting personal business or personal matters unrelated to the staff member's duties and responsibilities during work hours, exclusive to lunch hour and coffee breaks. This does not apply to emergency situations. **Please refer to the PRRD Acceptable Use Policy (AUP) for more information.**
- xiv. Possession of dangerous weapons or illegal items while on duty.
- xv. Engaging in illegal conduct on PRRD premises while on duty.
- xvi. Using, possessing, consuming, or being under the influence of illegal drugs and/or alcohol while on duty. See [Schedule A](#).

#### 4.12 Non Compliance

- a. **Any staff member who does not comply with this policy may be disciplined. Disciplinary action taken is at the discretion of management, but will be commensurate with the**



**gravity of non-compliance and other relevant considerations.** Disciplinary action for non-compliance with this policy may range from a warning to termination of employment.

- b. All employees have a right to report verbally, or in writing, any evidence of breach of the standards set out in this policy. Reports should be submitted to the employee's direct supervisor or to the Human Resources Office. Employees have a responsibility not to be frivolous or vindictive in making such reports.
- c. Supervisors have an ongoing responsibility to respond immediately to stop any activity in the work place which undermines this policy, whether or not there has been a complaint.

#### 4.13 Amendments

- a. This policy may be amended or revised at any time by the PRRD at its discretion. Staff will be notified of significant amendments and revisions to this policy.

*\* NOTE: It is vital that every PRRD staff member read through this entire document carefully. If there is anything that you do not understand, it is your responsibility to ask your manager to explain before you sign this policy.*

Affiliated Procedure(s)	Respectful Workplace Procedures Bullying and Harassment Complaint Form
Affiliated Policies	Acceptable Use Policy Procurement Policy Exempt Staff Policy Collective Agreement (CUPE Local 2403)

**Disclaimer: Federal and Provincial Acts, Legislation and Law supersede this policy.**



### Schedule A: Impairment in the Workplace

It is the Peace River Regional Districts expectation that all employees report [fit for duty](#). Employees who use or are impaired by [drugs or alcohol](#) while at work endanger not only themselves but others. This organization recognizes that addiction to [drugs or alcohol](#) is a serious health problem. The intent of this Schedule of the Staff Code of Conduct Policy is to accomplish the health and safety goal in a manner that is fair and consistent with employees' accommodation rights under [discrimination](#) laws. The ultimate goal is not to punish but help employees identify and get help for their substance abuse so that everyone can be healthy, safe and productive at work.

1. Staff are to report [fit for duty](#) for scheduled and unscheduled work.
2. Staff shall advise their supervisor(s) or Department Heads whenever they witness behavior that raises concerns about a coworker's [fitness for duty](#).
3. The management team shall assist and accommodate staff who voluntarily disclose substance dependence.
4. Staff needing rehabilitation for substance abuse shall be encouraged to seek professional care and support through the Employee Assistance Program or similar programs available.
5. Staff who refuse to cooperate in rehabilitation and/or who continue to present as safety risks to themselves and/or others shall be subject to disciplinary action, up to and including dismissal.
6. Staff are considered not [fit for duty](#) while under the influence of [legal](#) or [illegal cannabis](#), and are not permitted to use cannabis at work or come to work while under the influence of or intoxicated by cannabis.
7. Staff who attend not [fit for work](#) due to use of [drugs](#) or alcohol shall be asked by their supervisor to leave the workplace. Safe transportation options will be available for any individual unfit for operating a vehicle on their own. The incident shall be reported to the management team immediately.
8. Disciplinary investigations may be opened at any time to check whether a staff member is engaged in substance abuse or otherwise in violation of their [fitness for duty](#) obligations under this policy in response to:
  - a. complaints or concerns by coworkers, supervisors, heads of departments, customers, or the public;
  - b. involvement in safety incidents, including near misses;
  - c. arrests for impaired driving, [drug](#) offences, and similar violations; and/or
  - d. other indications that the staff member has substance abuse issues or is otherwise not [fit for duty](#).

**Schedule B: PRRD Online and Social Media Use**

1. All Peace River Regional District social media sites are subject to management approval prior to development.
2. Social media postings are created and managed by the Communications Manager and/or designated staff.
3. All posts made to the PRRD social media and website should reflect the PRRD values, mission, vision, and goals. When possible, posts should link back to the appropriate PRRD website pages.
4. Staff may remove any PRRD social media site articles and comments made that contain any of the following forms of content:
  - a. Comments not topically related to the particular social medium article being commented upon.
  - b. Profane language or content.
  - c. Content that promotes, fosters, or perpetuates [discrimination](#) on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, and/or sexual orientation.
  - d. Sexual content or links to sexual content.
  - e. Solicitations of commerce.
  - f. Conduct or encouragement of illegal activity.
  - g. Information that may tend to compromise the safety or security of the public, public systems, PRRD Directors, or PRRD staff.
5. The PRRD reserves the right to restrict the ability to comment or remove any content that is deemed in violation of this policy or any applicable law. If any content is removed based on the established guidelines, a copy of the content removed, the time, date, and identity of the poster is to be retained.
6. All reasonable measures will be taken to protect the PRRD, Regional Board, and staff from [harassment](#) via social media and the PRRD website.
  - a. Measures may include advising the messenger that the message is not condoned, the message is not condoned and will be removed, and/or the message is considered [harassment](#) and offensive, and will be removed.
  - b. Other steps may be taken to contact the social media channel to report the harassing behavior with the intent of having the harasser's account terminated.
  - c. If any of the above steps are taken, a copy of the message(s), time and dates, and the identity of the messenger is to be retained.
7. When posting to the PRRD social media accounts while representing the PRRD, staff are:
  - a. to be transparent, open, and honest with the public;





- b. to be helpful and friendly when commenting or replying to the public;
  - c. to only write information that is known – assumptions and promises that cannot be kept are not appropriate;
  - d. to get approval from department managers for responses;
  - e. to correct mistakes and notify the Communications Manager and/or the Department's General Manager immediately of the mistake and course of action taken;
  - f. to perform grammar and spelling checks prior to publishing posts, and ensure all posts are written in plain language;
  - g. not to post comments containing offensive or inappropriate language, personal or confidential information, political views, or religious views;
  - h. not to post commentary, content, videos, or images, that are defamatory, pornographic, proprietary, harassing, and/or libelous, and that reflects negatively on the PRRD; and
  - i. not to post confidential information or make commitments on behalf of the PRRD.
8. Staff must respect all laws, including fair use of copyrighted materials. DO NOT unlawfully download, use, reproduce, distribute or communicate information, software, videos, images, or any other form of intellectual property protected by copyright.



### Schedule C: Personal Online and Social Media Presence

All PRRD staff will govern themselves in accordance with these four simple guidelines of appropriate “online” conduct:

1. Use common sense and courtesy
2. Have integrity – be transparent
3. Protect PRRD’s image, brand and yourself
4. Be respectful

It is crucial that all staff keep in mind that when online, whether using PRRD tools and/or during business hours or not, that you are representing the PRRD; the organization’s people, work, and values.

#### Expectations

PRRD staff , including all contract employees, are encouraged to participate in the online social media space; however, they are urged to do so properly, using sound ethical judgment and common sense and must adhere to the following:

1. DO NOT use social media in a manner that is or might be seen to be disparaging, defamatory, incendiary, discriminatory or harassing to others.
2. Be mindful of what you post on social media as once it is on the internet it is there forever, no matter if you delete it. Social Media is not secure or private. Once you post information in any form (text, video, picture, etc.) you may lose control over how that information is used or disseminated. Posts can be taken out of context, re-worded, or misrepresented from their original intent and quickly re-distributed to a variety of unintended audiences.
3. Be consistent with your duty to the PRRD, including acting in the PRRD’s best interests and not in a manner that conflicts with PRRD’s mission, objectives and reputation or which might expose PRRD to criminal or civil liability.
4. NEVER represent yourself or the PRRD in a false or ambiguous way. All statements must be true and not misleading, so refrain from posting unsubstantiated or speculative information. If you’re unsure, then simply DO NOT post it.
5. Never misrepresent that you are accessing or using social media on behalf of PRRD (including expressing opinions or views as being on behalf of PRRD or using or reproducing the PRRD logo or PRRD copyrighted material).
6. Use common sense and common courtesy. Ensure that you are not violating the PRRD’s confidentiality, or those of your colleagues, clients, and/or consultants.
7. When commenting on official PRRD posts from your personal social media account, make clear that the views being expressed are your own and not affiliated with the PRRD.



8. If you see something that has been posted/shared online relating to PRRD or any of its staff that you deem inaccurate or offensive, please DO NOT engage in any online communication to try and mitigate or correct the situation. Report this concern immediately to your supervisor and the Communications Manager or designate.
9. DO NOT use social media in such a way that it interferes with or negatively affects the productivity or efficiency of the PRRD workplace, its business operations or computer systems (including accessing corrupted links, malware, and computer viruses).
10. Never comment on anything that, to the best of your knowledge and understanding, relate to legal matters, litigation, or any parties the PRRD may be in litigation with.
11. Never participate in social media when the topic being discussed may be considered a crisis situation. Even anonymous comments may be traced back to you and/or PRRD's IP address. Refer all social media activity around crisis topics to the Communications Manager or designate; and
12. When in doubt, ALWAYS ask before you post!

**Monitoring of Access and Use**

Staff should be aware that the PRRD may monitor and record the access and use of social media including personal accounts, and the access and use of its systems and resources. The PRRD will only monitor and record such access and use when there is, in the PRRD's view, good cause or legal obligation to do so. The PRRD will ensure any monitoring or recording is limited to what is reasonably required in the circumstances. "Good cause" includes the need to protect the security and functionality of the PRRD's computer systems, to fulfill the PRRD's duties and obligations, to detect staff wrongdoing, to comply with legal process and to protect the rights or property of the PRRD. No staff member of the PRRD should have any reasonable expectation of privacy as to usage of the PRRD owned systems and/or resources.



### Schedule D: Respect in the Workplace

1. This policy applies to face-to-face and electronic communications, such as email or social media.
2. The PRRD welcomes diversity and is committed to ensure that all staff will be treated in a fair and respectful manner.
3. The PRRD will not tolerate [bullying, harassment, discrimination, violence](#), or [threatening behavior](#) where engaged in by PRRD Directors, coworkers, supervisors, department heads, officers, contractors, or the public.
4. Notwithstanding this policy, every person who experiences [harassment](#) continues to have the right to seek assistance from the British Columbia Human Rights Tribunal, Worksafe BC, the BC Office of the Ombudsperson, or other similar source, even when steps are being taken under this policy.
5. All incidents of [bullying and harassment](#) must be reported immediately to a supervisor verbally and in writing through the completion and submission of a Workplace Bullying and Harassment Complaint Form (unless otherwise specified in the Collective Agreement for Union staff).
6. Should a staff member not wish to complete a complaint form, the person receiving the complaint will diarize the details of the incident for future consideration should it happen again. To confirm, no action will be taken if a complaint form has not been completed (unless otherwise specified in the Collective Agreement for Union staff).
7. Where the supervisor is the alleged bully, the Department Head, or if required, human resources or the Chief Administrative Officer will assist in receiving/following up on incidents/reports.
8. Most investigations at the PRRD will be conducted internally with the supervisor, human resources, union representative, or other designate being the lead investigator. A worker representative from the safety committee may also be involved. In complex or sensitive external investigations, an external investigator may be involved.
9. The PRRD will keep all records pertaining to investigations and findings in a secure and confidential manner.
10. Any staff member who conducts any behaviours that violate this policy will be subject to appropriate disciplinary action, up to and including dismissal.
11. Any staff member who misuses this policy by making a false complaint in bad faith will be disciplined, up to and including dismissal, and may be liable for defamation and libel.

**ANTI-RACIAL DISCRIMINATION AND ANTI-RACISM**

Department	Board	Policy No.	
Section	General	Date Approved by Board	
Repeals		Board Resolution #	

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

Repealed		Board Resolution #	
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**1. Purpose**

This Policy is intended to demonstrate the Peace River Regional District's (PRRD) commitment to conducting the day-to-day operations and governance in an anti-discriminatory and anti-racist manner and environment. The implementation of this Policy is a public commitment that the PRRD will continue to make best efforts to ensure that all who work and interact with the PRRD are able to do so in an environment and manner free of [racism](#) and [racial discrimination](#).

**2. Scope**

- 2.1 This Policy applies to all employees and elected officials of the PRRD.
- 2.2 This Policy applies to the interpretation and application of current and new bylaws, regulations, policies, procedures, contracts, procurements and activities carried out by the PRRD, all of which will be required to be compliant with the principles and particular requirements specified within this Policy.
- 2.3 The scope of this Policy includes all aspects of the PRRD's activities, including its working environment, procurement, services, meetings and various public events. In addition, this scope will include ongoing relationships with individuals, businesses, community groups and contractors as well as with other local governments and public and private bodies.

**3. Definitions**

- 4.1 *Barrier*: An overt or covert obstacle which must be overcome for equality and progress to be possible.
- 4.2 *Bias*: A subjective opinion, preference, prejudice, or inclination, often formed without reasonable justification, which influences the ability of an individual or group to evaluate a particular situation objectively or accurately.
- 4.3 *Cultural Racism*: The full adoption by an individual or group of the culture, values and patterns of a different social, religious, linguistic or national ethos, resulting in the diminution or

elimination of attitudinal and behavioural characteristics of the original individual or group. Can be voluntary or forced.

- 4.4 *Discrimination*: Means the differential treatment of an individual or group, on the basis of prejudice, stereotypes or the [Prohibited Grounds of Discrimination](#) set out in provincial human rights legislation. Discrimination may be intentional or unintentional, conscious or unconscious. Discrimination can result in one individual or group having an advantage over another and can cause an individual or group to be excluded from activities which they ought to have the right to be included in.
- 4.5 *Diversity*: A term used to encompass the acceptance and respect of various dimensions including race, gender, sexual orientation, ethnicity, socio-economic status, religious beliefs, age, physical abilities, political beliefs, or other ideologies.
- 4.6 *Environmental Racism*: A systemic form of [racism](#) in which toxic wastes and dangerous and toxic facilities are located into or near marginalized communities, such as [People of Colour](#), [Indigenous Peoples](#), working class, and poor communities, often causing chronic illness and change in their lifestyle due to pollution of lands, air and waterways.
- 4.7 *Inclusive Language/Inclusion*: The deliberate selection of vocabulary that avoids explicit or implicit exclusion of particular groups and that avoids the use of false generic terms, usually with reference to gender. Making diverse members of society or an organization feel valued and respected.
- 4.8 *Indigenous Peoples*: Means the communities, peoples, and nations that have a historical continuity with pre-invasion, pre-settler, or pre-colonial societies that developed on their territories, as distinct from the other societies now prevailing on those territories (or parts of them). The original inhabitants of Canada who lived here for millennia before explorers arrived from Europe.
- 4.9 *Individual Racism*: Racist assumptions, beliefs and behaviours that stem from conscious and unconscious personal prejudice.
- 4.10 *Institutional Racism (Systemic Discrimination)*: The institutionalization of [discrimination](#) through policies and practices which may appear neutral on the surface but which have an exclusionary impact on particular groups. This occurs in institutions and organizations, including government, where the policies, practices and procedures (e.g. employment systems – job requirements, hiring practices, promotion procedures, etc.) exclude and/or act as [barriers](#) to racialized groups.
- 4.11 *People of Colour*: Non-White racial or ethnic groups; generally used by racialized peoples as an alternative to the term “visible minority.” The word is not used to refer to [Indigenous peoples](#), as they are considered distinct societies under the Canadian Constitution. When including [Indigenous peoples](#), it is correct to say “[people of colour](#) and [Indigenous peoples](#).”
- 4.12 *Prohibited Grounds of Discrimination*: Race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity, gender expression, age of a person or class of persons.





- 4.13 *Racial Discrimination*: Means any distinction, exclusion, restriction or preference based on race, colour, descent, or national or ethnic origin, which nullifies or impairs the recognition, enjoyment or exercise of human rights and fundamental freedoms in the political, economic, social, cultural or any other field of public life.
- 4.14 *Racism*: A belief that one group is superior to others performed through any individual action, or institutional practice which treats people differently because of their colour or ethnicity. This distinction is often used to justify [discrimination](#). There are many types of racism: Institutional, Systemic, and Individual.

#### 4. Policy

##### 5.1 Principles

- a. The PRRD recognizes the [diversity](#) of the community and believes that all members of the community including, but not limited to, residents, elected officials, employees, volunteers, visitors of colour, and [Indigenous Peoples](#) have the right to live, work, do business and play in an environment that asserts and supports their fundamental rights, personal worth and human dignity.
- b. The PRRD acknowledges and recognizes the existence of [racism](#) in the community in all its forms, including [Cultural](#), [Environmental](#), [Institutional](#), [Systemic](#) and [Individual](#).
- c. The PRRD is committed to breaking down [barriers](#), deconstructing [biases](#) and fostering and promoting an [inclusive](#), respectful and welcoming environment for all, one that is free from [racial discrimination](#) and [racism](#).
- d. The PRRD acknowledges its role and responsibility in protecting every person's right to be free from [racial discrimination](#) and [racism](#).
- e. The PRRD is further committed to respecting and upholding the vision and principles of British Columbia's Human Rights Code and the implementation of the Calls to Action of the Truth and Reconciliation Commission.

##### 5.2 Board of Directors Responsibilities

Board Members will:

- a. take leadership to model [inclusive](#) behaviour and [language](#) and not participate in [racist](#) or [racially discriminatory](#) conduct;
- b. support, promote and foster the [principles](#) of this Policy in all their work and interactions;
- c. report incidents of [racial discrimination](#) or [racism](#) experienced or witnessed, immediately to the CAO (or their designate) or the Chair (or their delegate);
- d. cooperate and participate in good faith in any investigation under this Policy; and
- e. maintain the confidentiality of all involved in a complaint under this Policy.



### 5.3 PRRD Management Responsibilities

PRRD Management will:

- a. ensure that the workplace and the business of the local government is free from [racial discrimination](#) and [racism](#) and ensure the [principles](#) of this Policy are reflected in the execution of their duties, operational policies and practices within their area of responsibility;
- b. model [inclusive](#) behaviour and [language](#) and not participate in [racist](#) or [racially discriminatory](#) conduct;
- c. support, promote and foster the [principles](#) of this Policy in all their work and interactions and ensure that Management is trained on this Policy and is implementing it;
- d. train Board members on this Policy at the beginning of each term of office and provide refresher training thereafter. Training should be meaningful, interactive and involve group work where participants can work through various case studies highlighting appropriate and inappropriate behaviour;
- e. provide all new employees this Policy at the commencement of their employment and provide refresher training thereafter. Training should be meaningful, interactive and involve group work where participants can work through various case studies highlighting appropriate and inappropriate behaviour;
- f. report incidents of [racial discrimination](#) or [racism](#) experienced or witnessed, immediately to a supervisor, the CAO (or their Deputy or designate) or the Chair (or their delegate);
- g. listen to any complaint, treating it sensitively, seriously and confidentially;
- h. when appropriate and required, provide a timely, thorough, confidential and objective investigation of any allegation and answer any complaints in accordance with this Policy;
- i. if necessary or appropriate, appoint an independent third-party investigator to investigate allegations or complaints when required under [section 5.9](#);
- j. subject to procedures referred to in [section 5.9](#), review the findings and recommendations and determine, in consultation with Human Resources, Management, legal counsel and/or Board, as applicable, the outcome and the appropriate action to be taken, which may include education, training or disciplinary action, dependent upon the results;
- k. maintain the confidentiality of all involved in a complaint under this Policy;
- l. cooperate and participate in good faith in any investigation under this Policy; and



#### 5.4 Employees

Employees:

- a. must not engage in [racial discrimination](#) or [racism](#) and conduct oneself and speak in an [inclusive](#) manner;
- b. report incidents of [racial discrimination](#) or [racism](#) experienced or witnessed, immediately to a supervisor, Human Resources, or the CAO (or their delegate);
- c. maintain the confidentiality of all involved in a complaint under this Policy; and
- d. cooperate and participate in good faith in any investigation under this Policy.

#### 5.5 Complainants

Complainants have a right to:

- a. make a complaint and receive a copy of the complaint;
- b. be informed of the status and progress of the investigation;
- c. be informed of a summary of the results of the investigation in writing, including a summary of corrective action that has or will be taken as a result of the investigation;
- d. not be subject to retaliation; and
- e. withdraw a complaint at any time during the procedure; however, depending upon the nature and severity of the allegations, the CAO (or Deputy or designate), or Chair may determine that an investigation is required and the process will continue despite the withdrawal.

#### 5.6 Respondents

Respondents have a right to:

- a. be informed that a complaint has been filed;
- b. be informed of the status and progress of the investigation;
- c. have the allegations provided to any independent investigator;
- d. be informed of the allegations against them and be provided an opportunity to respond; and
- e. be informed of a summary of the results of the investigation in writing.

#### 5.7 Bystanders

- a. Bystanders have the right to not be subject to retaliation because they have participated as a witness; and



- b. bystanders have a responsibility to meet with the investigator and to cooperate in good faith with all those responsible for the investigation of the complaint.

#### 5.8 Investigator

The investigator, if engaged under the process referred to in [section 5.9](#), shall:

- a. have expertise regarding the matters covered under this Policy;
- b. ensure the Respondent is informed of the allegations;
- c. ensure all parties involved have been informed of their rights and responsibilities;
- d. interview the parties concerned and any witnesses;
- e. collect all pertinent information;
- f. recommend a mediation process where appropriate;
- g. prepare a written report;
- h. ensure the investigation is completed in a timely fashion taking into account particular circumstances; and
- i. maintain confidentiality.

#### 5.9 Complaint Process

All members of the Board of Directors, management, and employees of the PRRD have a responsibility to treat all complaints under this Policy seriously and to investigate all complaints of [racism](#) and [racial discrimination](#) pursuant to the complaint procedures set out in the:

- a. PRRD's Staff Code of Conduct Policy (Respect in the Workplace);
- b. Union Collective Agreement; and
- c. PRRD's Directors Code of Conduct Policy.

#### 5.10 Remedies

- a. Any individual covered by this Policy, who is found to have engaged in, or known about and took no action to report or stop [racial discrimination](#) or racist behaviour contrary to this Policy may be subject to appropriate action depending up on the severity of the misconduct. The range of appropriate remedy may include, but is not limited to, the following:
  - i. Oral and/or written apology from the Respondent and/or PRRD.
  - ii. Any administrative change that is appropriate (i.e.: job site or position transfer; no contact for a period of time, temporary or permanent changes to reporting structures or work assignments).



- iii. Coaching.
  - iv. Counselling.
  - v. Training or education.
  - vi. Re-orientation to this Policy and its purpose.
  - vii. Discipline up to and including termination of employment for just cause.
  - viii. Termination of contract for service or of a volunteer opportunity.
- b. In the case of an elected official, sanction by Board (including but not limited to censure, removal from appointments, referral to police or legal action).
  - c. If the Respondent is not covered by this Policy, the PRRD will take any and all steps reasonable and necessary to remedy the substantiated complaint to protect the Complainant from future harm.

#### 5.11 Unsubstantiated Complaints

If an investigator finds insufficient evidence to support the Complainant's allegations, the investigator will submit that finding. There will be no record of the complaint on the Complainant's or Respondent's file and there will be no sanction to anyone concerning the incident. A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more.

#### 5.12 No Reprisals or Retaliation

- a. Any reprisal or retaliatory action that is related, in any way, to the circumstances noted above against a Complainant (or person closely related to or associated with the Complainant), Bystander, Respondent, elected official or employee responsible for implementing this Policy and procedure, who in good faith:
  - i. makes a complaint alleging [racial discrimination](#) or [racism](#);
  - ii. identifies or opposes a practice that they reasonably believe to constitute [racial discrimination](#) or [racism](#);
  - iii. implements or participates in an investigation, proceeding or hearing under this Policy or pursuant to any applicable statutory complaint process;violates this Policy and will not be tolerated.
- b. Any officer or employee covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause or legal action.
- c. Any elected official covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to Board consideration of appropriate



sanctions, which may include censure, removal from appointments, referral to police or legal action.

#### 5.13 Vexatious Allegations and Complaints

Any individual covered by this Policy who makes an allegation or complaint under this Policy that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate action set out in sections [5.12. b.](#) or [5.12 c.](#), as applicable.

#### 5.14 Limitations

This Policy articulates the position of the PRRD and demonstrates its support and commitment to an environment that is free of [racial discrimination](#) and [racism](#). It is not intended to supersede or replace the other processes available to individuals or groups wishing to pursue avenues of formal complaint or redress under other PRRD policies.

Affiliated Polices	Directors Code of Conduct Staff Code of Conduct (Respect in the Workplace)
Referenced Documents	Union Collective Agreement





Department: Administration

## POLICY STATEMENT

### POSITION TITLE

The term “Chair” shall be used in referring to the person elected to the Chair of the Regional Board in minutes, documents and orally. The term “Vice Chair” shall be used where appropriate.

(Adopted January 9, 1998)



## POLICY STATEMENT

### Interim Social Media Policy

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Peace River Regional District departments may consider using social media tools to reach a broader audience. The PRRD encourages the use of social media to further the goals of the PRRD and the missions of its departments, where appropriate.

The Peace River Regional District has an overriding interest and expectation in deciding what is "spoken" on behalf of the PRRD on social media sites. This policy establishes guidelines for the interim use of social media until such time as a full communications plan is completed.

#### General

1. The PRRD website will remain the PRRD's primary and predominant internet presence.
2. All Peace River Regional District social media sites will be subject to approval by the manager of that department before they are developed.
3. The best, most appropriate Peace River Regional District uses of social media tools generally fall into two categories:
  - As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
  - As marketing/promotional channels which increase the PRRD's ability to broadcast its messages to the widest possible audience.
4. Wherever possible, content posted to Peace River Regional District social media sites should contain links directing users back to the PRRD's official websites for in-depth information, forms, documents or online services necessary to conduct business with the PRRD.
5. As is the case for PRRD web site, designated PRRD employees will continue be responsible for the content and upkeep of any social media sites their department may create.
6. Wherever possible, all Peace River Regional District social media sites shall comply with all appropriate Peace River Regional District policies and standards.
7. Any content maintained in a social media format that is related to PRRD business, including a list of subscribers and posted communication, is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media.

## Interim Social Media Policy

- continued -

8. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between PRRD departments and members of the public.
9. The following guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

Peace River Regional District social media site articles and comments containing any of the following forms of content shall not be allowed:

- Comments not topically related to the particular social medium article being commented upon;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Sexual content or links to sexual content;
- Solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems
- The PRRD reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

10. The PRRD will approach the use of social media tools as consistently as possible.
  - All new social media tools proposed for PRRD use will be approved by the CAO and/or Corporate Officer and the appropriate department's manager.
  - Administration of Peace River Regional District social media sites will be assigned to the designated PRRD employees.
  - The designated PRRD employees will maintain a list of social media tools which are approved for use by PRRD departments and staff.
  - The designated PRRD employees will maintain a list of all Peace River Regional District social media sites, including login and password information.
  - The designated PRRD employees will inform the department manager of any new social media sites or administrative changes to existing sites.
  - The designated PRRD employees must be able to immediately edit or remove content from social media sites.

## Peace River Regional District **INTERIM** Social Media Standards

At this time the following social media tools may be put in use by the PRRD departments:

- Facebook
- YouTube
- Twitter

### Facebook

Facebook is a social networking site. Businesses and governments have joined individuals in using Facebook to promote activities, programs, projects and events. This standard is designed for the PRRD departments looking to drive traffic to the PRRD website and to inform more people about PRRD activities. As Facebook changes these standards may be updated as needed.

1. Type of 'pages'
  - The staff will create 'pages' in Facebook not 'groups.' Facebook 'pages' offer distinct advantages including greater visibility, customization and measurability.
  - For 'type' description, choose 'government.'
2. Boilerplate
  - The Web site committee will provide input into the PRRD Facebook page's image, consisting of a picture and the PRRD logo.
  - If comments are turned on, the Wall page should include a link to a Comment Policy tab with the following disclaimer:  
"Comments posted to this page will be monitored. The PRRD reserves the right to remove inappropriate comments including those that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, promote illegal activity, promote commercial services or products or are not topically related to the particular posting."
3. Link to the PRRD
  - A link to PRRD website will be included on the Info page.
  - Department and project pages should be page favorites of other PRRD Facebook pages.
4. Page naming
  - Page name should be descriptive of the department.
  - Departments will choose carefully with consideration for abbreviations, slang iterations, etc.
5. Page administrators
  - A successful page requires "babysitting." The department manager and assigned staff is responsible for monitoring the Facebook page. Posts should be approved by the manager or a designated alternate.
  - The department staff is responsible for making sure content is not stale.
6. Comments and Discussion Boards
  - Comments to the Wall generally will be turned off but may be allowed.
7. Style
  - PRRD Facebook pages will be based on a template that includes consistent existing branding.
  - Departments will use proper grammar and standard AP style, avoiding jargon and abbreviations.
  - Facebook is more casual than most other communication tools but still represents the PRRD at all times.

8. Applications

- There are thousands of Facebook applications. Common applications can allow users to stream video and music, post photos, and view and subscribe to RSS feeds. While some may be useful to the page's mission, they can cause clutter and security risks.
- An application should not be used unless it serves a business purpose, adds to the user experience, and comes from a trusted source.
- An application may be removed at any time if there is significant reason to think it is causing a security breach or spreading viruses.

9. Archive

- Each Facebook page will be set up in conjunction a PRRD designated e-mail account.
- Content from Facebook needs to be retained as a record needs to be printed and maintained for records management purposes.

**YouTube**

YouTube is a video-sharing website on which users can upload, share, and view videos. These videos can be imbedded into websites and other social media tools. The PRRD may provide access to and distribution of online video through YouTube to further the goals of the PRRD and the missions of its departments.

Key objectives for video content should meet one or more of the follow goals:

- provide information about PRRD services,
- showcase the PRRD and community events,
- explore PRRD issues and highlight outstanding individuals and organizations that contribute to the Peace River Regional District.

**Twitter**

Twitter is a micro blogging tool that allows account holders to tweet up to 140 characters of information to followers. By procuring and maintaining Twitter accounts, PRRD departments can communicate information directly to their Twitter followers, alerting them to news and directing them to the PRRD website or Facebook page

Twitter accounts shall serve three primary purposes:

- Get emergency information out quickly
- Promote PRRD sponsored events
- Refer followers to content hosted at PRRD website



## POLICY STATEMENT

### PHOTOCOPYING

The Regional District provides photocopying on a very limited basis for non-profit organizations receiving financial support from the Regional District. As well, personnel can make use of the photocopiers for personal use, providing payment is made and the copying is done on personal time. Photocopying rates are detailed in Bylaws 832 and 902.





## POLICY STATEMENT

### RESPECTFUL WORKPLACE POLICY

#### **Purpose**

In addition to current Provincial legislation (the Workers Compensation Act), in 2012 WorkSafe BC developed policies that mandate the creation and maintenance of a respectful, harassment free workplace. This internal policy will apply to all Regional District employees, supervisors, and employed contractors and was developed to comply with provincial legislation.

#### **Policy - attached**

Adopted by Board: *October 7, 2015 / Resolution No. RD/15/10/27*



PEACE RIVER REGIONAL DISTRICT

# Peace River Regional District

## Respectful Workplace Policy

DEPARTMENT: Administration/ Human Resources

DATE: September 2015

diverse. vast. abundant.

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## INTRODUCTION

The Peace River Regional District, (PRRD), is committed to fostering a harassment-free workplace where all employees are treated with respect and dignity.

Workplace bullying and harassment is an issue of growing concern. It can take many forms, including verbal aggression, personal attacks, and other intimidating or humiliating behaviors. If workplace bullying and harassment is not addressed, it can lead to lost productivity, anxiety, and, occasionally, suicidal thoughts or actions.

## PURPOSE

The purpose of this policy and program is to assist in developing a working environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to address harassment and bullying, should it arise, in the knowledge that their concerns will be dealt with appropriately and fairly. The Program outlines procedures to be followed by the PRRD if a member of staff feels they are being harassed or bullied in the course of their work or as a result of their employment.

## POLICY

The PRRD welcomes diversity and is committed to ensure that all staff will be treated in a fair and respectful manner. Bullying and harassment are not acceptable or tolerated in the workplace. All incidents must be reported and investigated immediately.

## SCOPE

This Policy applies to all individuals working for the PRRD. The PRRD will not tolerate bullying, harassment, discrimination or violence where engaged in by fellow employees, managers, officers, Board members, or contract service providers of the corporation. It applies to face-to-face and electronic communications, such as email or social media. Further, this policy does not apply to persons or outside agencies not working or affiliated with the PRRD, such as members of the public. Should an incident of this nature occur the PRRD's code of conduct and violence in the workplace legislation would apply.

Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the British Columbia Human Rights Commission, even when steps are being taken under this policy.

This Policy is intended to supplement any other requirements imposed by applicable legislation. If any part of it is in conflict, then legislation takes precedence.

## DEFINITIONS

**Bullying/Harassment** Any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Bullying and harassing behavior can include:

- Verbal aggression, insults or threats
- Humiliating initiation practices or hazing
- Spreading malicious rumors
- Calling someone derogatory names
- Vandalizing personal belongings
- Isolation and/or exclusion from work-related activities

The above list is not exclusive and harassment can also take place on the grounds of a person's age, religion, or any other characteristic protected under Human Rights.

Bullying and harassing behavior does not include:

- Expressing differences in opinion
- Offering constructive feedback, guidance or advice about work-related behavior
- Reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (eg. Managing a worker's performance, taking reasonable disciplinary actions, assigning work)

**Complainant** Someone who makes a complaint or files a formal objection

**Education** Knowledge acquired by learning and instruction

## DEFINITIONS CON'T

External Investigator	Someone outside the organization hired to investigate an incident
Internal Investigator	Someone within the organization assigned or designated to investigate an incident
Respondent	One who responds or is in the position to defend his/her position
Supervisor	A person who over sees, instructs or directs workers in the performance of their duties. This could be a Manager, Supervisor, Foreman, or Coordinator.
Target	Person who is the focus of bullying/harassment
Worker	A person employed to perform a function or duty. For the purposes of this Program, worker means any permanent, temporary, casual, contract and student workers, managers and supervisors.
Workplace	Workplace is not confined to the offices and buildings where business of the PRRD is being carried out. Harassment can occur during or after working hours, on or off PRRD property. Harassment can occur during business travel, work-related social gatherings, through internet communications, or any other locations where the prohibited conduct may have a subsequent impact on the work relationship, environment or performance of any person to whom this policy applies.



## RESPONSIBILITIES

### Senior Management

- Support and endorse the workplace bullying and harassment program
- Ensure time and resources are available to conduct training, investigations etc.
- Complete all appropriate forms to document any incidents of bullying or harassment
- Assist in the investigation of any incidents of bullying or harassment where necessary or required
- Not engage in bullying or harassment of workers, supervisors or other managers

### Managers/Supervisors/Foremen

- Apply and comply with this program
- Inform and train workers on this program
- Ensure bullying/harassment is never endorsed or engaged in
- Take steps to prevent bullying and harassment
- Promote the process to report incidents and complaints of bullying and harassment
- Complete all appropriate forms to document any incidents of bullying or harassment
- Assist in the investigation of any incidents of bullying/harassment where necessary or required
- Not engage in bullying or harassment of workers, other supervisors or managers

### Workers

- Apply and comply with the employer's policies and procedures on bullying and harassment
- Report bullying and harassment observed or experienced in the workplace
- Complete all appropriate forms to document any incidents of bullying or harassment
- Not engage in bullying or harassment of other workers, supervisors, or managers

### Investigators

- Gather all required information to conduct a full and comprehensive investigation
- Complete investigations in a confidential manner and free of bias
- Provide follow up and recommendations to assist in eliminating reoccurrence

## PROGRAM

This program includes:

- A. Procedures for reporting incidents of bullying/harassment (COMPLAINANT)
- B. Procedures for investigating incidents of bullying/harassment (EMPLOYER)
- C. Appeal Procedure
- D. Training
- E. Record Keeping
- F. Annual Review
- G. Disciplinary Action

### A. PROCEDURES FOR REPORTING INCIDENTS OF BULLYING/HARASSMENT (COMPLAINANT)

- 1. All incidents of bullying/harassment must be reported immediately to a supervisor verbally and in writing. A *Workplace Bullying and Harassment Complaint Form* is to be completed. A sample is shown in Appendix A.
- 2. Where the supervisor is the alleged bully, the department head or, if required, human resources or the CAO will assist in receiving/following up on incidents/reports.

### B. PROCEDURES FOR INVESTIGATING INCIDENTS OF BULLYING/HARASSMENT (EMPLOYER)

The process for investigating incidents and complaints of workplace bullying and harassment will be:

- Ensure workplace harassment complaint form is fully completed and submitted
- Undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- Fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- Sensitive to the interests of all parties involved, and maintain confidentiality
- Focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- Incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

#### 1. Investigator selection

Most investigations at the PRRD will be conducted internally. Depending on the situation, the supervisor, Human Resources, union representative or other designate will be the lead investigator. A worker representative from the safety committee may also be involved. In complex or sensitive situations, an external investigator may be hired. (Appendix B)

## PROGRAM CON'T

### 2. Incident Review

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then the PRRD will not investigate further, and will determine what corrective/follow up action to take, if necessary.

Documents to be reviewed may include:

- Workplace Bullying and Harassment Complaint Form
- Emails or social media evidence
- Notes
- Photographs
- Physical evidence like vandalized objects

### 3. Follow up

All investigations of alleged bullying and harassment will be followed up and documented. Follow up will include a description of corrective actions, a time frame, and a means for dealing with adverse symptoms. The complainant(s) will be advised of the outcomes and options available. These could include assistance programs, training and discipline.

Documents to be completed:

- Workplace Bullying and Harassment Complaint Form

## C. APPEAL PROCESS

Should either complainant or respondent wish to appeal any outcome of the investigation, they are free to do so.

- An appeal must be made in writing without unreasonable delay, no later than 30 days after the decision.
- Full details on the reason for appealing the decision must be provided, clearly explaining why there is a disagreement on the decision.
- Every effort must be made to follow the current corrective actions while the appeal is reviewed.
- An appeal meeting will be arranged to discuss the appeal and, where possible, other participants may be included in the discussion (different senior manager, unbiased 3rd party, union, etc).
- A final decision will be provided in writing within one week of the appeal meeting.

## PROGRAM CON'T

### D. TRAINING

Training for supervisors and workers will include the following:

- How to recognize bullying and harassment
- How staff who experience or witness bullying and harassment should respond
- Procedures for reporting, and how the employer follows up with incidents or complaints of bullying and harassment
- Documents/form review

Training will occur as required and will be included in orientation.

### E. RECORD KEEPING

The PRRD expects that staff experiencing or witnessing suspected/alleged bullying and harassment to complete the Workplace Bullying and Harassment Complaint Form. (Appendix A). The PRRD will keep all records pertaining to investigations and findings in a secure and confidential manner. Should the employee not wish to complete a complaint form, the person receiving the complaint will diarize the details of the incident for future consideration should it happen again. To confirm, no action will be taken if a complaint form has not been completed.

### F. ANNUAL REVIEW

This program and these procedures will be reviewed annually. All workers will be advised and educated on this policy and program when they are hired, through the new employee orientation process.

### G. DISCIPLINARY ACTION

Any employee who violates this Policy will be subject to appropriate disciplinary action up to and including dismissal in accordance with this Policy.

Or

Any employee who misuses this policy by making a false complaint in bad faith will be disciplined, up to and including discharge and may also be liable for defamation and libel.

IMPLEMENTATION DATE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_

## COMPLAINANT INFORMATION

POSITION:

DATE:

## NAME(S):

## PERSONAL STATEMENT

- Names of all parties involved
- Any witnesses to the incident(s)
- Location, date and time of the incident(s)
- Details about the incident(s) (behavior and/or words used)
- All other relevant information

[illegible]

Date:

## APPENDIX B

WORKPLACE BULLYING AND HARASSMENT INVESTIGATION FORM	
COMPLETED BY THE INVESTIGATOR	
INVESTIGATOR INFORMATION	
NAME(S):	POSITION(S):
DEPT:	DATE:
DOCUMENT REVIEW	
List all documentation reviewed (emails, notes, photographs, physical evidence etc.)	
INTERVIEWS	
PERSON INTERVIEWED (Name, position)	
SITUATION DESCRIPTION (include dates, words actions) and impact (humiliated, intimidated etc.)	
PERSON INTERVIEWED (Name, position)	
SITUATION DESCRIPTION (include dates, words actions) and impact (humiliated, intimidated etc.)	
PERSON INTERVIEWED (Name, position)	
SITUATION DESCRIPTION (include dates, words actions) and impact (humiliated, intimidated etc.)	
OUTCOMES	
Based on the investigation, did workplace bullying and harassment occur?    Yes    No	
Reason(s) for this conclusion:	
Follow up with complainant/respondent. Include corrective actions, time frame, training opportunities etc.	



**IMPAIRMENT IN THE WORKPLACE**

Department	Administration	Policy No.	0340_70_75
Section	Human Resources	Date Approved by Board	September 27, 2018
Replaces		Board Resolution #	RD/18/09/17(27)

Amended		Date Approved by Board	
		Board Resolution #	
Repealed		Date Approved by Board	
		Board Resolution #	

**1. Purpose**

It is the Peace River Regional Districts expectation that all employees report fit for duty. Employees who use or are impaired by drugs or alcohol while at work endanger not only themselves but others. This organization recognizes that addiction to drugs or alcohol is a serious health problem. The intent of this Policy is to accomplish the health and safety goal in a manner that is fair and consistent with employees' accommodation rights under discrimination laws. The ultimate goal is not to punish but help employees identify and get help for their substance abuse so that everyone can be healthy, safe and productive at work.

**2. Definitions**

**2.1 Fit for Duty:** Physical and mental state that allows individuals to perform their job safely and effectively. Not under the influence of any illicit drug, alcohol, cannabis or medication that will hinder job performance or compromise the safety of the employee or others.

**2.2 Safety Sensitive Job:** A position that has a direct and substantial impact on the health and safety of the employee, other workers, customers, visitors, the public, property and/or the environment. This includes jobs that require the employee to operate motorized vehicles, equipment, machinery or handle any material as determined by this organization.

**2.3 Scope:** This Policy applies to all individuals that are employed by this organization, including but not limited to full-time, part-time, temporary, seasonal, contractors, union employees and volunteers.

**2.4 Drugs:** This term includes narcotics and illegal drugs, cannabis whether used or obtained legally or illegally, legal prescriptions, over-the-counter medications and drugs that cause or have the potential to cause impairment and render an employee not fit for duty.

**2.5 Legal Cannabis:** All employees must understand that cannabis can be an impairing drug even if it is legal and that using it at work or coming to work while under the influence of or intoxicated by cannabis renders them not fit for duty in violation of this policy.



### 3. Policy

- 3.1 Employees shall report fit for duty for scheduled and unscheduled work.
- 3.2 The management team shall assist and accommodate employees who voluntarily disclose substance dependence.
- 3.3 Employees needing rehabilitation for substance abuse shall be encouraged to seek professional care and support through the Employee Assistance Program or similar programs available.
- 3.4 Employees shall advise their supervisors or managers whenever they witness concerns about a co-worker's fitness for duty.
- 3.5 Employees who attend not fit for work due to use of drugs or alcohol shall be asked by their supervisor to leave the workplace. Safe transportation options will be available for any individual unfit for operating a vehicle on their own. The incident shall be reported to the management team immediately.
- 3.6 Employees who refuse to co-operate in rehabilitation and/or who continue to present as safety risks to themselves and others shall be subject to disciplinary action up to and including termination in accordance with the Employee Relations established procedures.
- 3.7 The possession, use, distribution or sale of drugs, alcohol and paraphernalia on any workplace premises or during employer sponsored activities is prohibited. –Note: Addressed in Events Policy

Disciplinary investigations may be opened at any time to check whether an employee is engaged in substance abuse or otherwise in violation of his/her fitness for duty obligations under this policy in response to:

- Complaints or concerns by co-workers, supervisors, customers or the public.
- Involvement in safety incidents including near misses.
- Arrests for impaired driving, drug offences and similar violations.
- Other indications that the employee has substance abuse issues or is otherwise not fit for duty.

Affiliated Procedure	None.
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# REPORT

To: Chair and Directors

Report Number: ADM-BRD-036

From: Trevor Ouellette, IT Manager

Date: June 16, 2020

**Subject: RFQ Award 28-2020 'PRRD Internet Provider'****RECOMMENDATION: [Corporate Weighted]**

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

**BACKGROUND/RATIONALE:**

On May 11, 2020, the Peace River Regional District issued an RFQ for qualified Internet companies to provide managed Internet service for the Dawson Creek office and the Fort St. John office. They were also asked to provide unmanaged Internet service for the Charlie Lake Fire Hall, Charlie Lake Wastewater Plant and the Dawson Creek warehouse.

The PRRD received two proposals from Shaw Communications and TELUS Communications.

TELUS Communications provided the lowest bid.

	Shaw	TELUS
<b>Mandatory Requirements</b>		
Submission Form (Appendix B)	✓	✓
Pricing (Appendix C)	✓	✓
Service Area Coverage 100% (Appendix D)	✓	✓
Total Score	69.00	100.00
<b>PROPOSAL COST (Excluding Tax)</b>	<b>\$307,800.00</b>	<b>\$69,876.00</b>

The new contract will provide PRRD with an approximate 5-time increase in bandwidth capacity. As more cloud-based services and reliance on video streaming increases, this increase in capacity is required.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

☒ Organizational Effectiveness

☒ Responsive Service Delivery

**FINANCIAL CONSIDERATION(S):**

The cost for providing internet to the PRRD over the past three years (2017-2020) was \$148,536. The new contract will result in savings of \$78,660 (53% cost reduction).

The Charlie Lake Fire Department will see substantial cost reduction because PureFibre “unmanaged” internet is now available in the Charlie Lake area.

**COMMUNICATIONS CONSIDERATION(S):**

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



# REPORT

To: Chair and Directors

Report Number: CS-BRD-008

From: Trish Morgan, General Manager of Community Services

Date: June 12, 2020

**Subject: North Peace Leisure Pool Feasibility Study Terms of Reference**

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## **RECOMMENDATION #1: *[Corporate Unweighted]***

That the Regional Board establish a select committee for the North Peace Leisure Pool Feasibility Study project, and authorize the development of a Terms of Reference for the Regional Board's consideration at a future meeting.

## **RECOMMENDATION #2: *[Corporate Weighted]***

That the Regional Board authorize all Commissioners (both elected officials and non-elected appointed Commissioners) to be invited to attend all future meetings regarding the North Peace Leisure Pool Feasibility Study project.

## **BACKGROUND/RATIONALE:**

At the June 2, 2020 meeting of the North Peace Leisure Pool Commission the following resolution was passed:

*MOVED, SECONDED, and CARRIED*

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.

The project started in 2017 and includes participation from Electoral Areas B and C, the City of Fort St John and the District of Taylor. The project is through the Regional Recreation function and not the North Peace Leisure Pool function; as such, from time to time, it has been unclear whether the entire North Peace Leisure Pool Commission (including non-elected commissioners) or just elected officials should be included in meetings regarding the critical stages of the feasibility study. The development of a Terms of Reference would help to clarify this matter.

## **ALTERNATIVE OPTIONS:**

1. 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 the feasibility study. Approximately \$100,000 remains in that fund to complete the project.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

Should the Board approve the establishment of a select committee, it will need to appoint members to the committee once the Terms of Reference have been developed.

Attachments:

1. May 27, 2020 Report to the North Peace Leisure Pool Commission



# REPORT

To: North Peace Leisure Pool Commission

From: Trish Morgan, General Manager of Community Services

Date: May 27, 2020

**Subject: North Peace Leisure Pool Replacement Update**

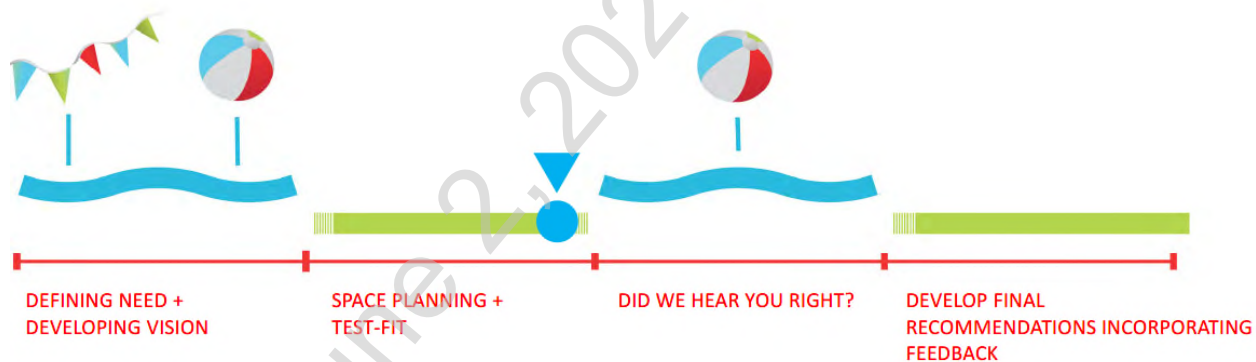
## RECOMMENDATION:

That the North Peace Leisure Pool Commission receive the following report entitled "North Peace Leisure Pool Replacement Project" dated May 27, 2020 for information.

## BACKGROUND/RATIONALE:

At the beginning of March the Commission was provided with an update on the plans to move forward with North Peace Leisure Pool Replacement Project. Unfortunately due to COVID-19 plans have changed but progress is slowly being made.

On May 6, 2020 staff from the Regional District and City of Fort St John met to discuss the status of the project. The next steps in the project is to conduct a second round of public consultation. In the first round of the public engagement, a number of pop-up events were held around the North Peace to meet and talk with residents about the project.



As a result of COVID-19 the second round of public engagement will likely include more online or electronic participation. Staff are currently working to identify the different methods that could be used to engage the communities, such as:

- Host online public events to collect, feedback, build excitement, and gain support for the project. This could be done in a 'town hall' forum using social media.
- Creation of an online and in-person short-form survey focused on identifying community priorities for uses/spaces related to project costs.
- Create standalone displays and arrange to have them displayed in locations around the communities to drive people to the survey.



- Create a factual video that easily explains the project, what we've learned, the options on the table and that encourages people to take the survey.
- Reach out via email to the stakeholders engaged in the first round of the study, encouraging them to also take the survey or to provide written comments.
- Complete a statistically valid telephone survey for each jurisdiction that mirrors the survey to ensure geographic representation.
- Advertise the engagement using social media channels, PRRD Engage page, Energeticcity.ca web banner, radio and newspaper (if appropriate), webpages, etc.

It is important to note that a date has not yet been set for the second round of public engagement. Staff will work through the summer to ensure that materials, surveys, etc. are developed so that engagement activities are ready to be launched once there is more economic stability. It is important to consider that there many people currently out of work and that will affect how they feel about possibly raising taxes for a new facility. We need to be sensitive to our communities' economic situation as we move forward with public engagement.

### **Tentative Timeline**

#### **June/July 2020**

- Complete engagement plan with identified strategies and tactics
- Develop engagement materials

#### **August 2020**

- Review where communities are at with respect to economic recovery and determine if engagement can move forward in the fall of 2020

#### **TBD 2020/2021**

- Conduct public engagement
- Complete final report
- Present report to elected officials

### **ALTERNATIVE OPTIONS:**

1. That the North Peace Leisure Pool Commission provide further direction.

### **STRATEGIC PLAN RELEVANCE:**

- ☒ Partnerships
- ☒ Collaboration with Local and First Nations governments

### **FINANCIAL CONSIDERATION(S):**

In 2018, \$200,000 was requisitioned for the feasibility study. Approximately \$100,000 remains in that fund to complete the project.

### **COMMUNICATIONS CONSIDERATION(S):**

As described above.

**OTHER CONSIDERATION(S):**

none

Rec'd at the June 2, 2020 NPLP Commission Mtg



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-012

From: Tyra Henderson, Corporate Officer

Date: June 4, 2020

**Subject: Section 57 Notices: PID 024-899-283 and PID 012-097-624**

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## **RECOMMENDATION #1: [Corporate Unweighted]**

That whereas the Building Inspector has provided a recommendation to the Corporate Officer according to Section 57(1)(b) of the *Community Charter* that a notice be placed on the title of the property identified as PID 024-899-283 regarding construction of 3 dwellings, 2 additions to an accessory building and 20 storage containers without building permits and contrary to the PRRD Building Bylaw; and

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

That the Board require the Corporate Officer, as authorized by Section 57 of the *Community Charter* and Section 302 of the *Local Government Act*, to place a notice on title to the property identified as PID 024-899-283 regarding construction of 3 dwellings, 2 additions to an accessory building and 20 storage containers without building permits and contrary to the PRRD Building Bylaw.

## **RECOMMENDATION #2: [Corporate Unweighted]**

That whereas the Building Inspector has provided a recommendation to the Corporate Officer according to Section 57(1)(b) of the *Community Charter* that a notice be placed on the title of the property identified as PID 012-097-624 regarding construction of a dwelling and accessory buildings without a building permit and contrary to the PRRD building bylaw regulations; and

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

That the Board require the Corporate Officer, as authorized by Section 57 of the *Community Charter* and Section 302 of the *Local Government Act*, to place a notice on title to the property identified as PID 012-097-624 regarding construction of a dwelling and accessory buildings without a building permit and contrary to PRRD Building Bylaw.

**BACKGROUND/RATIONALE:**

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

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

The building inspector has provided separate background information in the attached memos summarizing the history of the construction/placement of the structures on each of these properties.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board receive the report titled "Section 57 Notice on Title- PID 024-899-283 and PID 012-097-624" dated June 4, 2020 for information.
2. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

In addition to legal fees in the approximate amount of \$143.00 per property, a filing fee of \$74.87 is paid to the Land Title and Survey Authority for registration of the notice on the title.

**COMMUNICATIONS CONSIDERATION(S):**

As required by the *Local Government Act*, a letter was sent to the owners of the properties via registered mail advising that the Board would consider placement of a Section 57 notice on the title to the property on June 25, 2020 and providing the owners with the opportunity to address the Board prior to its decision.

None of the property owners expressed a desire to speak to the Board prior to the Board considering placement of notices on the titles to their properties.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Memo from Building Inspector titled "Notice on Title- PID 024-899-283".
2. Memo from Building Inspector titled "Notice on Title- PID 012-097-624".



# MEMO

To: Tyra Henderson, Corporate Officer

Date: May 11, 2020

From: Devon Bacon, Building Inspector

Subject: Notice on Title- PID 024-899-283

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## RECOMMENDATION:

That a notice be filed in the Land Title Office, in accordance with Section 57 (1)(b) of the *Community Charter* and Section 302 c) of the *Local Government Act*, against the title of Lot A, Section 36, Township 83, Range 18, W6M, PRD, Plan PGP 46205. (The Property) disclosing that 3 dwellings, 2 additions to an accessory structure and 20 storage containers on the property were constructed without building permits.

## BACKGROUND/RATIONALE:

**911 Civic:** 5943 242 Road; **PID:** 024-899-283; **Folio:** 760-008308.010; **Landowner:** [REDACTED];

**Legal Land Description:** Lot A, Section 36, Township 83, Range 18, W6M, PRD, Plan PGP 46205.

**November 23, 2018-** an application for a building permit for a modular on pilings was submitted. Landowner authorization was also received.

**November 27, 2018-** the BEO sent an email to the applicant requesting more information required as part of the application. The information that was submitted indicated there was another dwelling on the property and that the intention was to convert the existing dwelling to a greenhouse. A second building permit would be required for this change of occupancy.

**November 2018- September 2019-** attempts by the BEO and the NP Land Use Planner to obtain more information required for the applications were not successful, the applicant did not return calls or emails.

**May 14, 2019-** Building Inspection and Bylaw Enforcement staff began a review structures that require a Notice on Title- *Community Charter Section 57*. The focus was on construction that had an expired building permit or had commenced without a permit and landowners either were not co-operating with staff to correct the situations or the construction has progressed such that inspections are no longer possible.

**November 4, 2019-** The BEO became aware that the modular home that was the subject of the application in 2018 was now on the property. Further investigation by the BEO found that a second manufactured home had been placed on the property without a building permit, several storage containers were placed without building permits, 2 additions were constructed on a shop used for a business called S & S Turbine Services without a building permit and that the initial construction of this shop was subject to a Stop Work Notice on January 8, 1999. DVP No. 30.00 was issued on November 23, 2000 for 3200ft<sup>2</sup> of accessory building floor area. This was to correct the excess square footage that was caused when Lot 2 and Lot 3, Block 2 Section 36, Township 83, Range 18, W6M, PRD PI 12215 were consolidated to create Lot A, Section 36, Township 83, Range 18, W6M, PRD, Plan PGP 46205.

Building permits would not have been issued for all the dwellings, additions and storage containers as they exceed the maximum number of dwellings and/or accessory building floor area permitted on the property. In addition the business is not permitted on the property as it does not meet the regulations of a Home Based Business. The BEO issued Bylaw Notice Enforcement Ticket No. PRRD 00159 for the failure to obtain building permits.

**November 2019-April 2020-** attempts by the BEO and the NP Land Use Planner to obtain more information required for the applications were not successful, the applicant did not submit all the required information.

**April 30, 2020-** sent an email giving until May 8, 2020 to submit all the information required to be able to issue the building permit for his modular home.

**May 11, 2020-** A Section 57 is recommended as staff are unable to issue the required building permits due to restrictions imposed by the zoning and building bylaw regulations.

Attachments:

1. Photos of the dwellings and accessory buildings that are the subject of this report.
2. Map showing location of this property.













# Peace River Regional District

8-May-2020

**PID:** 024899283  
**Roll Number:** 760-008308.010  
**Legal Description:** LOT A SECTION 36 TOWNSHIP 83 RANGE 18 WEST OF THE 6TH MERIDIAN  
PEACE RIVER DISTRICT PLAN PGP46205

## Parcel Size

2.41 Hectares      5.96 Acres



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



# MEMO

To: Tyra Henderson, Corporate Officer

Date: May 8, 2020

From: Devon Bacon, Building Inspector

Subject: Notice on Title- PID 012-097-624

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## RECOMMENDATION:

That a notice be filed in the Land Title Office, in accordance with Section 57 (1)(b) of the *Community Charter* and Section 302 c) of the *Local Government Act*, against the title of Lot 5, Block 5, Section 2, Township 84, Range 19, W6M, PRD, Plan 15012. (The Property) disclosing that the dwelling and 3 accessory buildings on the property were constructed without building permits.

## BACKGROUND/RATIONALE:

**911 Civic:** 12268 Oak Ave; **PID:** 012-097-624; **Folio:** 760-010044.000; **Landowner:** [REDACTED]; **Legal Land Description:** Lot 5, Block 5, Section 2, Township 84, Range 19, W6M, PRD, Plan 15012.

**October 29, 2018-** The BEO received a complaint about a shed located within the mandatory parcel line setback on the west side.

**November 6, 2018-** The BEO spoke to BC Land Surveyors from McElhaney who confirmed that corner pins on the West side of this property had been recently placed and are considered accurate to within millimeters.

**January 25, 2019-** The BEO and the BI located the pins with a metal detector and determined that the shed was 20.5 inches into the mandatory interior side parcel line setback.

**May 14, 2019-** Building Inspection and Bylaw Enforcement staff began a review of structures that require a Notice on Title- *Community Charter Section 57*. The focus was on construction that had an expired building permit or had commenced without a permit and landowners either were not co-operating with staff to correct the situations or the construction has progressed such that inspections are no longer possible.

**June 29, 2019-** The landowner received a letter giving a July 31, 2019 deadline to move the shed out of the parcel line setback. The landowner refused and contacted the Director of Electoral Area "C" resulting in the BEO being asked to put enforcement on hold.

**July 17, 2019-** Conducting further investigation of PRRD records, the BEO determined that there were no building permits for any of the 4 structures on this property and that each of the structures required a building permit.

**April 16, 2020-** The Electoral Area "C" Director authorized the file to be re-activated.

**May 8, 2020-** A Section 57 is recommended as staff have confirmed that none of the structures (3 sheds and a dwelling) on the property were constructed or placed with a building permit. One of the sheds was placed between April 13, 2018 and November 6, 2018. Building permits for some of the accessory structures may have been refused had they been applied for, as it appears that the existing structures may exceed the maximum accessory building floor area permitted on this parcel.

Attachments:

1. Photos of the dwelling and accessory buildings that are the subject of this report.
2. Map showing location of this property.





PID 012-097-624







# Peace River Regional District

8-May-2020

**PID:** 012097624  
**Roll Number:** 760-010044.000  
**Legal Description:** LOT 5 BLOCK 5 SECTION 2 TOWNSHIP 84 RANGE 19 WEST OF THE 6TH MERIDIAN PEACE RIVER DISTRICT PLAN 15012

## Parcel Size

0.20 Hectares      0.50 Acres



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



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-011

From: Tyra Henderson, Corporate Officer

Date: June 23, 2020

Subject: Notice of Closed Session – June 25, 2020

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## **RECOMMENDATION: [Corporate Unweighted]**

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

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

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

## **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):** N/A

**COMMUNICATIONS CONSIDERATION(S):** N/A

**OTHER CONSIDERATION(S):** N/A

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



### 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"> <li>• Q4 2019</li> <li>• 2019</li> <li>• 2019</li> </ul>
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"> <li>• 2019</li> <li>• 2019</li> <li>• 2020</li> <li>• 2022</li> <li>• 2022</li> </ul>





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

## 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

North Peace Fall Fair  
Meeting Minutes  
June 10<sup>th</sup>, 2020

Meeting called to order at 7:00 by Gerald, 17 members were present. No additions to the agenda - motion to approve by Roger, seconded by Gail - carried.

Motion to approve the minutes from March 10<sup>th</sup>, by Roger seconded Kevin - carried.

**Treasurers Report:** Report was handed out to everyone, Chequing \$13,222.82, Savings \$69,491.89. Note: the travel and entertainment amount is outstanding amount for sending people down to the conference.

**Correspondence:** No correspondence.

**Old Business:**

Grants & Aids - We did get some of the money that we requested from Grants & Aids, some of our projects are going to be on hold due to the Covid-19 Restrictions. We did get \$5,000 from the City of Fort St. John.

Fall Fair Bursary - Amanda (Mandy) Willms will be receiving the Fall Fair Bursary.

Trade Show - We have cancelled our spot at the trade show for this year.

Kitchen Upgrades - have been put on hold.

Missing Fair Book - Bonnie has the missing Fair Book. Bonnie also mentioned that Adeline Kelly has all the fair books from the beginning. She will be taking on the project off framing them. Anyone interested in helping should contact Bonnie.

**New Business:**

2020 Fall Fair - the fair will be cancelled this year due to the PRRD and BC Government Restrictions, motion was put forward by Roger and seconded by Heath. Will possibly look into doing a community picnic should things improve.

Ground Rentals Report - Diana stated that most weddings and events have been cancelled, however there are some in late August and September. It was decided that we decide next month about the August wedding. Won't be able to have bathrooms open, because of sanitizing regime.

General Maintenance and Farming of the grounds - grass cutting, building up roads, ruts repair, ect. In order to go ahead, will need approval from PRRD, everyone must bring own tools/equipment.

Tractor Pull area needs major repairs, discussions on how to proceed, motion to have Dave to get more information about what dirt work that needs to get done - approved by Jim, seconded by Kevin.

Ribbons – Discussion about ribbon inventory, it was agreed that Melanie would do a ribbon inventory and top up for next year.

Work Bees – Discussion on when work bees should start, it was agreed that it will be on an individual basis until next meeting due to weather and covid restrictions.

Julie suggested that we look into created an outdoor pavilion for vendors and outdoor events. Lorna put a motion that Julie and Heath chair a planning committee, approved by Jim, seconded by Kevin.

Website – Jim working on security issues with old website.

Roger asked if he and a dozen of ham radio enthusiasts could do a communication black out on June 27-28. Discussion on whether it could go ahead, it was decided that it was a no go.

Meeting adjourned at 8pm

Next meeting at the Fair Grounds July 14<sup>th</sup>

Brad Sperling and the TRRD

Thank you for your support of  
free dumping fees from June 1-14th  
at the North Peace Regional  
Landfill for Charlie Lake Residents.

With the free dumping you have  
provided it reduces financial costs  
to the CLCS and hopefully it will  
encourage more Charlie Lake  
Residents to participate in the  
community cleanup.

Your generous and continued  
support of the Charlie Lake  
Conservation Society is  
greatly appreciated!!

Thanks again from the  
Members of the  
Charlie Lake Conservation  
Society

June 12, 2020



**From:** MFA <[mfaemail@mfa.bc.ca](mailto:mfaemail@mfa.bc.ca)>

**Sent:** Monday, June 15, 2020 12:04 PM

**Subject:** Update to Members: Semi-Annual Meeting

**Importance:** High

Dear Members of the Authority,

Over the past two months, the MFA has seamlessly fulfilled its various lending and investment roles for BC's local government while providing stability for our Members amid the evolving COVID-19 crisis. During these past critical weeks, the MFA's role has involved securing our sources of funding and responding to new Provincial measures being implemented for our local government stakeholders. In addition, we have re-doubled our focus on applying prudent risk management practices to our pooled fund products and our own operations.

In March, when we communicated with our Members with an electronic informational and resolution package in lieu of our in-person Annual General Meeting, we had anticipated an election of the Board of Trustees and Chair would be possible in September at the usual MFA meeting to be held in-person in conjunction with the annual UBCM Convention. In response to UBCM's recent announcement cancelling its in-person conference, the MFA will not be hosting the usual in-person Semi-Annual Meeting of the Members.

We therefore suggest that we piggy-back on UBCM's work on setting up a virtual Convention for September. In particular, we intend on calling a virtual Semi-Annual Meeting on September 21 or 25, where capital borrowing and other decisions will be made virtually or via teleconference.

At the September meeting, we also expect to hold elections for the positions of Trustees, Chair and Vice Chair for an abbreviated term ending at the 2021 Annual General Meeting. You will be notified of the exact time and date as well as specific election procedures which will be developed prior to our Semi-Annual Meeting. We have recently received legal advice confirming the overall approach.

We are committed to supporting BC's local government system while ensuring financial success and stability for our Members in this new environment. We thank you for your hard work in supporting your communities during this uncertain time and look forward to receiving any comments.

Kind regards,

Malcolm Brodie, Chair

Phone – 604-276-4123

Email – [mbrodie@richmond.ca](mailto:mbrodie@richmond.ca)

Al Richmond, Vice-Chair

Phone – 250-395-0841

Email – [arichmond@cariboord.bc.ca](mailto:arichmond@cariboord.bc.ca)



**Municipal Finance  
Authority of BC**

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Victoria, BC V8Z 0B9

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## **New Seismic Data Now Available for Northeast BC's Kiskatinaw Area**

**Vancouver, BC – June 17, 2020** – New data from a dense array of sensors to monitor ground motion (seismicity) in British Columbia's Northeast Region is now available for download through a major international seismicity database.

Earlier in 2020 a closely spaced network of seismometers, which measure seismicity, were installed as part of the Geoscience BC funded *Understanding and Mitigating Induced Seismicity Risk in the Kiskatinaw Area, BC* project. A 91-day embargo gives project partners time to analyze the data before it is released to the public. The first data from March 2020 is now available for download through Incorporated Research Institutions for Seismology (IRIS), an international seismological data hub.

The project is one of a [series of four research projects launched in December 2019](#) to further investigate how and why, in certain circumstances, earthquakes can be caused by hydraulic fracturing during natural gas development.

The network consists of 13 sites with seismograph equipment installed and operated by Canadian seismic monitoring technology leader Nanometrics. All of these have seismometers that measure often imperceptible ground vibrations. In addition, two sites have co-located accelerometers, which can measure larger ground accelerations that are more perceptible. The network is located within the [Kiskatinaw Seismic Monitoring and Mitigation Area](#) (KSMMA), which was designated by the BC Oil and Gas Commission (OGC) in 2018 to “investigate a series of low-level seismic events” arising from natural gas development in the area. The KSMMA is between Fort St John and Dawson Creek.

University of Calgary Department of Geoscience professor and project lead Dr. David Eaton said: “This world-class system is creating new public data that the research team will use to create models to inform regulatory practice and to improve natural gas operations in BC’s Northeast Region.”

The status of the seismograph network can be viewed [here](#).

IRIS data download requests by researchers are usually processed in a few minutes via the IRIS BREQ\_FAST Request Form [here](#).

The research team is using the data to:

- improve calibration of the ground-motion prediction equations to inform work in the area and update previous studies;
- research fault response to hydraulic fracturing and kinematics of fault rupture; and
- provide seismic data to the public, operators and regulators.

Data from the seismographs is initially expected to conclude in July 2021, when project funding is complete, but plans are in place to extend the operations for an additional year subject to other sources of funding.

The new network complements an OGC widely spaced array that monitors regional seismicity patterns. It is part of a collaboration with Natural Resource Canada's Pacific Geoscience Centre, and can be viewed [here](#).

### **Accessing Data**

The Geoscience BC website project page includes details on how to download data from IRIS, which is released on a 24-hour rolling basis at 00:00 UTC, following the 91-day embargo period.

[View project page](#)

### **About Geoscience BC**

Geoscience BC generates independent, public geoscience research and data about British Columbia's minerals, energy and water resources. This advances knowledge, informs responsible development, encourages investment and stimulates innovation.

Our collaboration with the resource sectors, academia, communities, Indigenous groups and government develops and shares unbiased and credible earth science research and data.

Geoscience BC is a not for profit society incorporated under the BC *Societies Act*.

Visit [www.geosciencebc.com](http://www.geosciencebc.com) or follow us @GeoscienceBC to find out more.

### **For more information, please contact:**

Richard Truman  
Geoscience BC  
604-662-4147/778-929-1662  
[truman@geosciencebc.com](mailto:truman@geosciencebc.com)



# PEACE RIVER REGIONAL DISTRICT

## Building Permit Report for May 2020

### Current Month

BUILDING INSPECTION AREA	# of Permits	Value of Permits
<b>Chetwynd vicinity</b> (Portion of Electoral Area 'E')		
S/F Dwelling	1	\$244,320
<b>Dawson Creek vicinity</b> (Area 'D' & portion of Area 'E')		
Shop	1	\$135,000
<b>Fort St. John vicinity</b> (Areas 'B', 'C' and portion of Area 'E')		
Manufactured Home	2	\$ 15,000
Shop	1	\$100,000
<b>Monthly Total</b>	<b>5</b>	<b>\$494,320</b>

YEAR TO DATE		West Peace	South Peace	North Peace
S/F Dwelling	# of permits	1	1	4
	Value	\$244,320	\$200,000	\$711,800
Manufactured Home	# of permits		1	4
	Value		\$5,000	\$45,000
Garage/shop	# of permits		2	3
	Value		\$175,320	\$320,000
Commercial	# of permits	1		
	Value	\$105,000		
Industrial / Utility	# of permits			
	Value			
Institutional/Recreational	# of permits			
	Value			
Total Number of Building Permits				<b>26</b>
Year to Date Total				<b>\$1,806,440</b>

diverse. vast. abundant.

**From:** Dickinson, Sara <[Sara.Dickinson@bcogc.ca](mailto:Sara.Dickinson@bcogc.ca)>

**Sent:** Thursday, June 18, 2020 8:36 AM

**To:** Chair Brad Sperling

**Cc:** Rauscher, Tarilee

**Subject:** Orphan Well Designations

Good Morning Chair Sperling,

I want to provide some additional information following your call with the Commissioner yesterday and specific to the bulletin the BC Oil and Gas Commission released regarding a recent decision to designate an additional 413 orphan sites. This increases the number of orphans from 357 to 770.

The designations have been in the works for more than a year as Ranch Energy was in Receivership.

The sites are largely owned by Ranch but permitted to a company called Predator.

Some key highlights:

- B.C. has a robust legislative regime for managing Orphan sites under the Oil and Gas Activities Act and the Commission's Comprehensive Liability Management Plan (CLMP);
- The CLMP is based on full site restoration within 10 years of declaration – the addition of the 413 sites can be accommodated within the 10 year program;
- The restoration of orphans is 100% funded through an annual levy on the oil and gas industry; and
- The recently announced Federal funding for an Orphan Reclamation Program provides a one time investment of \$15 million to accelerate orphan restoration here in B.C. – but does not change the fact the core program is funded through industry.

What this means:

- The Commission has a comprehensive plan to ensure risks on orphan sites are prioritized for immediate attention, and once risks are addressed, we implement large, area-based decommissioning and restoration programs for timely closure.
- The Commission's first priority is to ensure infrastructure is deactivated and left in a safe state. After that, we work to prioritize large-scale decommissioning programs for specific areas. As wells are abandoned and equipment is removed from sites, we can focus on delivering restoration programs to return agricultural land and forested areas to an acceptable state.
- The orphan program currently has sufficient funding to restore these sites over the next 10 years, and plans are in place to complete significant decommissioning and restoration work over fiscal 2020/21.
- The Commission has implemented a new levy to collect \$15 million per year from industry to ensure the timely restoration of orphan sites. We have made significant progress on orphan sites that existed prior to the Ranch insolvency.
- The Commission will be communicating with affected land owners to outline compensation processes, as well as what to expect as we carry out the restoration of the site. Please see the attached FAQ for land owners.
- When a site has been designated an orphan and the land owner is no longer receiving rental payments from the previous permit holder under the surface lease agreement, the Commission may, under section 46 of the Oil and Gas Activities Act, provide compensation to a land owner that is owed rental payments for an orphan site.
- The Commission plans and executes work on orphan sites based on a consideration of relevant factors, including safety, protection of the environment, local needs, and efficient use of equipment and other resources required to restore sites.



- There is a new nomination portal that was just opened on June 15<sup>th</sup> that will further allow land owners and local government to nominate orphan sites for priority consideration. Please visit our website to access this tool at: <https://www.bcogc.ca/how-we-regulate/restore-reclaim-sites/>

We are working on ensuring all relevant information regarding restoration is available through our [new website](#). Stay tuned for more over the next few months.

Should you have any questions or concerns, please do not hesitate to contact me.

Regards,  
Sara.



**Sara Dickinson**  
Vice President, Strategic Engagement  
[Sara.Dickinson@bcogc.ca](mailto:Sara.Dickinson@bcogc.ca)



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## **Ranch Energy Court Decision June 2020**

In 2019, the Court approved the transfer of 414 oil and gas sites owned by Ranch Energy Inc. to Erikson National Energy Inc. The approved transaction closed on June 12, 2020, leaving 404 unsold assets under Ranch ownership. The Commission will designate the remaining sites owned by Ranch Energy as “orphans”, which is a designation the Commission gives to wells and associated operating areas when an operator is insolvent or can’t be located. The designation allows site clean-up and restoration work to be done by the Commission. The work is paid for from the industry-funded Orphan Site Reclamation Fund. There is no direct cost to B.C. residents.

### **Frequently Asked Questions**

**1. How many orphan sites is the Commission responsible for?**

With the addition of the sites from Ranch Energy, the total number of orphans is 770 – 56 of which have been substantially restored.

**2. If I have one (or more) of these orphans on my property, what happens next?**

The Commission will communicate with affected land owners to outline compensation processes, as well as what to expect as we carry out the restoration of the site.

**3. If I have one (or more) of the Erikson Energy sites on my property, what happens next?**

A land owner can expect communication from the new company. Authority for right of entry and rental payments for these sites are under the purview of the Surface Rights Board, and land owners are encouraged to contact the Board if they have not heard from the new company in a reasonable period of time.

**Will I get rental payments owed to me? And who will pay?**

When a site has been designated an orphan and the land owner is no longer receiving rental payments from the previous permit holder under the surface lease agreement, the Commission may, under section 46 of the Oil and Gas Activities Act, provide compensation to a land owner that is owed rental payments for an orphan site.

For more information on compensation, visit the “[Land Owners and Compensation](#)” page under “[Orphan Site Management](#)” on the [bcogc.ca](#) website.

**4. How long is it going to take to return the land back to where it was before the wells were drilled and operating?**

Restoration of orphan sites, including all decommissioning, soil replacement, and planting, may take 10 years. However, many sites may be completed much sooner.

**5. What is the process for restoration work? What happens first and when?**

The Commission's first priority is to ensure infrastructure is deactivated and left in a safe state. After that, we work to prioritize large-scale decommissioning programs for specific areas. As wells are abandoned and equipment is removed from sites, we can focus on delivering restoration programs to return agricultural land and forested areas to an acceptable state.

**7. Will I be able to plant crops there again? Will the soil be safe?**

The Commission's [Certificate of Restoration](#) process ensures environmental quality of soils and groundwater meets an acceptable standard before soils are replaced and seeding occurs. We also implement requirements for soil quality and quantity for land in the Agricultural Land Reserve (ALR) in accordance with an agreement with the Agricultural Land Commission.

**8. What if there's a lien on an oil and gas site on my property? Who pays the property taxes?**

Property taxes for oil and gas sites are not the responsibility of the land owner.

**9. How can you guarantee there will be enough money in the orphan fund?**

The Commission has implemented a new levy to collect \$15 million per year from industry to ensure the timely restoration of orphan sites. We have made significant progress on orphan sites that existed prior to the Ranch insolvency. The Commission has a comprehensive plan to ensure risks on orphan sites are prioritized for immediate attention, and once risks are addressed, we implement large, area-based decommissioning and restoration programs for timely closure.

**10. How will you prioritize which sites are restored first?**

The Commission plans and executes work on orphan sites based on a consideration of relevant factors, including safety, protection of the environment, local needs, and efficient use of equipment and other resources required to restore sites.

**11. What about land in the ALR that has Ranch assets on it? What's happening to those?**

The Commission's Certificate of Restoration process ensures environmental quality of soils and groundwater meets an acceptable standard before soils are replaced and seeding occurs. We also implement requirements for soil quality and quantity for ALR land in accordance with an agreement with the Agricultural Land Commission.

**PEACE RIVER REGIONAL DISTRICT  
Solid Waste Committee Meeting Minutes**

DATE: June 4, 2020

PLACE: Regional District offices, Dawson Creek, BC

PRESENT: Director Rose, Electoral Area 'E' – Committee Chair  
Director Sperling, Electoral Area 'C' - ex officio  
Director Goodings, Electoral Area 'B' – *(via teleconference)*  
Director Bumstead, City of Dawson Creek  
Director Zabinsky, City of Fort St. John

Staff

Shawn Dahlen, Chief Administrative Officer  
Paulo Eichelberger, General Manager of Environmental Services  
Loryn Day, Solid Waste Coordinator  
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 11:05 am

**Directors Notice of New Business:**

Director Goodings Plant sale at Cecil Lake Transfer Station  
Director Bumstead Update - curbside recycling  
Director Rose Update - Vermicomposting project

**ADOPTION OF THE AGENDA:**

MOVED by Director Bumstead, SECONDED by Director Zabinsky,  
that the Solid Waste Committee agenda for the June 4, 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. **Adoption of the Minutes**
  - 4.1 Solid Waste Committee Meeting Minutes of April 30, 2020
5. **Business Arising from the Minutes**
6. **Delegation**
7. **Correspondence**
8. **Reports**
  - 8.1 June 4, 2020 - Contract Award RFQ 22-2020 – Decommissioning of Bulky Pits at PRRD Transfer Station Sites Phase 1
  - 8.2 June 4, 2020 – Contract Award RFQ 23-2020 – Recycling Sheds
  - 8.3 June 4, 2020 – Contract Award 27-2020 – Bessborough Landfill Leachate/Landfill Works
  - 8.4 June 4, 2020 - Contract Award RFP 12-2020 – NPRLF 2020 LFG Stage 2 Phase 2
  - 8.5 June 4, 2020 – North Peace Regional Landfill Bio-Sul Production Agreement
  - 8.6 June 4, 2020 – Chetwynd Landfill Phase B Closure Update
9. **New Business**
  - 9.1 Plant sale at Cecil Lake Transfer Station
  - 9.2 Update - curbside recycling
  - 9.3 Update - Vermicomposting project
10. **Items for Information**
  - 10.1 Solid Waste Committee Terms of Reference
11. **Adjournment**

CARRIED.

**MINUTES:**

4.1 SWC Mtg Min. of Apr 30, 2020      MOVED by Director Zabinsky, SECONDED by Director Bumstead,  
That the Solid Waste Committee Meeting Minutes of April 30, 2020 be adopted.

CARRIED.

**Business Arising from the Minutes:**

Item 9.1 re:      This year, with the COVID-19 pandemic, it appears more major renovations are taking place by the  
Spring cleanup      amount of demolition waste. Did the Committee envision demolition/commercial waste being part  
of free dumping? Staff noted that tonnages received during spring clean up are tracked and will be  
reported to the Committee. It was felt there is a need to make a distinction between community  
clean up and commercial/construction waste.

Staff clarified that the Spring Clean-up Campaign and Community clean up events are separate.  
Spring Clean-up events take place during the two week period while community clean-up programs  
can take place any time of the year. Organizations designate a point of contact to fill out the Disposal  
Fee Waiver Request Form (Board approved Policy 0340-60-13) and submit for approval prior to their  
community cleanup event.

**REPORTS:**

8.1 re: Contract      Currently, three of seven Tier 1 Transfer Sites utilized “bulky pits” for handling bulky waste items.  
Award – Bulky Pits      These sites are Cecil Lake, Kelly Lake and Rose Prairie. In the fall of 2018, representatives from the  
Ministry of Environment and Climate Change Strategy visited the sites and inquired on the operation  
of the pits. The PRRD was advised that in order to continue using these pits a more prominent  
separation between where the water gathers and where the waste is deposited would need to be  
established. Additionally, the bulky pits were not specifically noted in the site permits, as a result the  
permits would have to be amended in order to continue using the pits.

In 2019 it was determined that the pits would be decommissioned and capped. As an alternative  
tipping rails and 40 yard bins will be utilized to manage the bulky waste. The project has been split  
into 2 phases – Phase 1 2020 construction of ramps and tipping rails; Phase 2 2021  
decommissioning/closing of bulky pits.

Staff issued a Request for Quotation for the works and received six bids. Through evaluation,  
Chapman Industries was the recommended proponent for the project. The Company is based in  
Vernon, and plans on using local subcontractors for this project.

MOVED by Director Zabinsky, SECONDED by Director Bumstead,  
That the Solid Waste Committee recommends that the Regional Board award RFQ 22-2020,  
“Decommissioning of Bulky Pits at PRRD Transfer Station Sites Phase 1”, for construction of ramps  
and lock block retaining wall for installation of 40 Yard bulky material bins and completion of  
associated site works to Chapman Industries Ltd. at a cost of \$335,797.06 (excluding GST); further,  
that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the  
PRRD.

CARRIED.

MOVED by Director Goodings, SECONDED by Director Bumstead,  
That the following item be diarized:  
Upon completion of the decommissioning of the bulky waste pits at Rose Prairie and Cecil Lake, that  
staff conduct a review of the two sites to determine if the properties would be suitable for  
subdivision and subsequent sale to market if the properties are deemed no longer required for  
Regional District operations.

CARRIED.

**REPORTS:** (continued)

8.2 re: Contract  
Award – Recycling  
Sheds

In 2019, Recycle BC (RBC) advised the Regional District of operational changes to its program. The major change was moving from a collection system that previously utilized a combined roll off bins and mega bags to a strictly mega bag system. At this time it was proposed to invest in 14'x32' storage sheds at the transfer station sites, having nine buildings for the designated depot sites, leaving the three satellite depot sites as is to reduce budgeted infrastructure costs. The sheds will provide a singular collection point for all 7 streams of recyclables collected, as well as, provide a weather-proof storage location of up to 18 full mega bags.

A Request for Quotation (RFQ) was issued to secure the best pricing for nine 14'x32' sheds to be used to house the 7 streams of recyclables collected at Tier 1 and Tier 2 transfer stations. Nine bids were received. Through the evaluation process, Northern Portables was the preferred proponent.

MOVED by Director Goodings, SECONDED by Director Zabinsky,  
That the Solid Waste Committee recommends that the Regional Board award RFQ 23-2020, "Recycling Sheds", for the supply of 9 – 14'x32'x9 sheds to rural transfer stations to Northern Portables at a cost of \$115,200.00 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

8.3 re: Contract  
Award – BBLF  
Leachate and LF  
works

As Phase 1 of the Bessborough landfill started to approach its design capacity, plans for the construction of Phase 3 began. Phase 3 will provide storage for 199,500m<sup>3</sup> of material and is estimated to provide 5.88 years of landfilling. In 2018 staff placed a tender for the construction of phase 3 however, due to the pricing received, it was determined that the project would be split into two parts.

1. Phase 3A Construction & Phase 1A Cover & Phase 2 Cover
2. Phase 3B Construction & Phase 1B Cover

Phase 3A construction and Phase 1A & 2 closure was tendered and constructed in 2019, leaving Phase 3B Construction & Phase 1B Cover to be completed in 2020.

Additionally in 2018, a Leachate Management Plan was developed for the landfill. The plan provided methods for collection, treatment, and disposal for leachate generated on the site. The leachate management system was slated for construction in 2020. With the initial timelines this would have given the site a year between capital projects. However, due to the construction of Phase 3 being both delayed and split, the construction season for 2020 would have potentially seen 2 capital projects at the site.

With concerns of the short construction season, it was decided to combine Phase 3B construction with the leachate management works rather than delaying leachate works to 2021. By combining the projects in the same year under the same contract a reduction in constructions was anticipated. As the consulting engineer for the design and QA/QC was the same for both projects. Staff issued a tender to secure the best pricing, resulting in six bids being received. Through the evaluation process, OCL Industries was the preferred proponent.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,  
That the following resolution be forwarded to the Regional Board for consideration, coupled with an explanation as to why the lowest bid was not accepted during the tendering process:  
That the Solid Waste Committee recommends that the Regional Board award RFP 27-2020, "Bessborough Landfill: Leachate Pond, Phase 1B Closure and Phase 3B Expansion" for construction of a leachate pond and associated works; Phase 1A closure including final cover, passive gas vents, and perimeter ditches; Phase 3B expansion including leachate collection system, berms; extensions of existing roads and associated ditches and culverts, to OCL Industrial Services Ltd. at a price of \$2,961,628.05 excluding taxes; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.



**REPORTS:**

**8.4 re: Contract  
Award – Landfill  
Gas Expansion**

The North Peace Regional Landfill contains a Landfill Gas Collection and Control System (GCCS) which mitigates the impacts of landfill gas generated from breakdown of the garbage mass in the landfill by incineration/reuse of methane. Under the Landfill Gas Regulation, a site needs to maximize the amount of methane captured as per its design plan via placement of piping into the waste at various stages of landfill development. Expansion of the field adds to the capacity of methane gas capture which will benefit the total volume available for potential reuse/flaring. The site has 4 stages in which this construction takes place. A Request for Proposal to expand the next stage (Stage 2) of the landfill gas field was issued resulting in 4 bids being submitted. Through the evaluation process, Knappett Industries Ltd. was identified as the preferred proponent.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,  
That the Solid Waste Committee recommends that the Regional Board award RFP 12-2020, "North Peace Regional Landfill 2020 LFG Stage 2 Phase 2", to Knappett Industries Ltd., for construction of the landfill gas expansion Stage 2, for \$268,998.50, excluding GST; further, that the Chair and Chief Administrative Officer be authorized to sign the purchase agreement on behalf of the PRRD.

CARRIED.

**8.5 re: Bio-Sul  
Production  
Agreement**

Bio-Sul is a material created by blending finished compost with elemental Sulphur. It is used as a nutrient treatment in the agricultural industry, particularly in Saskatchewan.

On August 18, 2018 the composting division of Green for Life (GFL) began the Soil Amendment production of Bio-Sul on the composting pad at the North Peace Regional Landfill (NPRLF). At this time, GFL brings truckloads of compost to the NPRLF from other composting sites they operate in Alberta. The material is stockpiled and blended with elemental Sulphur. Once blended and screened, the material leaves the NPRLF and heads to markets in Saskatchewan.

A draft agreement was created in 2018 for the production of Bio-Sul at the NPRLF. The agreement outlined that GFL would use the composting pad for blending operations while the Regional District would receive a revenue of \$5/tonne for the finished material that leaves the site. To date, 30,892.5 metric tonnes of material has been moved through the site. This equates to a revenue of \$154,462.

The agreement was never finalized back in 2018. Therefore, the operation is working under the current landfill contract that expires July 31, 2020. Staff would like ratify the original 2018 agreement which will include an additional clause citing a term of one year extending from August 1, 2020 to July 31, 2021. During this term, staff will issue a Request for Proposal (RFP) for composting services to secure a composter for future operations. As part of the RFP, Bio-Sul Amendment will be included in the scope of work as per the current Composting Operations Manual for the site.

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

CARRIED.

**8.6 re: Chetwynd  
Landfill Phase B  
update**

In 2019, the Chetwynd Landfill Phase B Closure project was awarded for \$1,428,773. While the project was underway, the prime construction contractor defaulted, prompting a claim on the performance bond for the contract by the Regional District. To complete the project, it was decided that two contracts would be established:

1. Contract #1 – Earthworks
  - a. All outstanding line items from the original contract (minus the liner install).
  - b. This contract was retendered.
2. Contract #2 – Liner Installation
  - a. Installation of the liner and landfill gas piping.
  - b. Sole-source to the subcontractor under the previous prime contractor.

**REPORTS:**  
(continued)

8.6 re: Chetwynd  
Landfill Phase B  
update

Discussions between the project engineer, Sperling Hansen (SHA), and previous liner subcontractor, Western Tank & Lining (WTL) confirmed that they would hold their original contract price for installation of the liner materials in 2020. Therefore, Contract #2 was kept separate as WTL had already provided the material which remains on site at the Chetwynd Landfill. SHA will perform quality assurance and supervision for both contracts in order to complete the project. The PRRD is responsible for the cost of the work up to the original contract price of \$1,428,773 and any overages will be paid out by Trisura to a maximum of the bond amount of \$714,387. It is expected that the project will be substantially completed by August 15, 2020, and with total completion by September 30, 2020.

MOVED by Director Bumstead, SECONDED by Director Zabinsky,  
That the report providing an update on the status of the Chetwynd Landfill Phase B Closure retender process be received and forwarded to the Regional Board for information.

CARRIED.

**NEW BUSINESS:**

9.1 re: Cecil Lake  
Transfer Station

MOVED by Director Goodings, SECONDED by Director Zabinsky,  
That the May 15, 2020 letter received from the Nor' Pioneer Women's Institute regarding the plant sale at the Cecil Lake Transfer Station be received for discussion.

CARRIED.

A Plant Swap, organized by the Nor'Pioneer Women's Institute (WI) took place at the Cecil Lake Transfer Station resulting in a letter forwarded to the transfer station contractor Tervita Corporation advising that due to not following proper approval process, in light of the COVID-19 pandemic, the WI would not be allowed to continue with their public outreach. Public Health orders need to be followed to ensure the health and safety of the attendant and public are maintained. It was felt that the current approval process was lengthy and needs to be uncomplicated:

- Forward request to Area Director to hold an event on PRRD lands/sites;
- Area Director forwards request to Solid Waste Committee;
- Solid Waste Committee forwards recommendation to Regional Board;
- Regional Board approves or denies.

MOVED by Director Goodings, SECONDED by Director Bumstead,  
That the Solid Waste Committee recommends to the Regional Board that a letter be forwarded to Tervita Corporation, with a copy to the Nor' Pioneer Women's Institute, clearly explaining:

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

CARRIED.

9.2 re: curbside  
recycling

The City of Dawson Creek will be undertaking an audit of its curbside recycling over the next three weeks in the hopes of reducing contamination levels being experienced.

9.3 re:  
vermicomposting

Vermicomposting pilot project underway at the North Peace Regional Landfill. Staff undertook public outreach to obtain material – food, mixed paper, and bio-solids from the Charlie Lake sewer. Project is being monitored. It is anticipated that a similar project will take place at the Bessborough Landfill in the spring of 2021.

Committee Report

MOVED by Director Goodings, SECONDED by Director Zabinsky,  
That the recommendations from the Solid Waste Committee meeting of June 4, 2020 be recommended to the Regional Board for approval.

CARRIED.

The Chair adjourned the meeting at 12:30 p.m.

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Director Rose,  
Chair – Solid Waste Committee

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Suzanne Garrett,  
Corporate Services Coordinator

**NOTICE OF REQUEST FOR REVIEW**  
***Freedom of Information and Protection of Privacy Act***

June 24, 2020

**To: The Applicant**

Tyra Henderson  
Corporate Officer  
Peace River Regional District  
By Email [tyra.henderson@prrd.bc.ca](mailto:tyra.henderson@prrd.bc.ca)

**To: The Public Body (Ministry of Energy,  
Mines and Petroleum Resources)**

Melissa Boyd  
FOI Specialist  
Information Access Operations  
By Email [IAOResourceTeam@gov.bc.ca](mailto:IAOResourceTeam@gov.bc.ca)

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The applicant has requested that this Office (“OIPC”) review the public body’s decision to withhold information under section 15 of the *Freedom of Information and Protection of Privacy Act* (“FIPPA”) in response to the applicant’s request of December 19, 2019 under section 5 of FIPPA. As required by section 54 of FIPPA, I am enclosing a copy of the applicant’s request for review for the public body.

**OIPC Procedure**

We opened this case as of April 27, 2020 and have assigned it to Senior Investigator Monique LeBlanc. The investigator will conduct a mediation of the request for review. The intent of the mediation process is to facilitate a settlement of the issues and to ensure that the applicant has received access to all records to which the applicant is entitled under FIPPA. If the parties are unable to reach a settlement, we may hold an inquiry. The investigator has the delegated authority to decide whether or not all or part of a matter should proceed to inquiry. If an inquiry is held, an adjudicator will decide the issues in dispute and issue an order.

**Records in Dispute**

I request that the Ministry of Energy, Mines and Petroleum Resources produce an **unsevered** copy of the records in dispute to the attention of Senior Investigator Monique LeBlanc. Please prepare the records as follows:

1. The pages of disputed records must be numbered clearly.
2. Information that has been severed and withheld must be highlighted, boxed or otherwise clearly marked to show that it has been withheld or severed.

3. The section number (and subsection where applicable) of FIPPA that is relied upon for each severance must be clearly indicated next to the withheld information.
4. We also request public bodies, wherever practicable, to provide a table listing the records in dispute by record or page number and listing the section of FIPPA applied by record or page number.

Please forward a copy of the records in dispute to the OIPC within 15 business days of the date of this letter.

As records often contain personal information or other sensitive information, the OIPC suggests that electronic records be sent using a secure method of transmission. Sending unencrypted records by email attachment is not considered a secure method of transmission. Files attached to an email should be encrypted and sent to **info@oipc.bc.ca**. Files can also be encrypted and saved on mobile storage devices such as flash drives or DVDs, and sent by post or courier. The encryption key should be sent by a different method.

If sending paper records ensure the method of delivery includes the ability to track the package through the delivery process.

If you are attempting to send a large volume (10-20MB) of records by email our firewall may reject it. Please ask us about our secure file transfer application for large files.

### **Contact Information**

If you have questions regarding this office's review and other processes, please see our FIPPA Guide to OIPC Processes, available on our website at <http://www.oipc.bc.ca/guidance-documents/1599>.

Please address future correspondence to Senior Investigator Monique LeBlanc. You may contact Senior Investigator LeBlanc directly at (250)387-0354, or by using the toll-free Enquiry BC phone line, which is (604) 660-2421 if you are calling from the Greater Vancouver area, or 1-800-663-7867 if you are calling from elsewhere in the province. A telephone operator will transfer your call free of charge.

Sincerely,

Ania Kokas  
Case Review Officer

Encl.



## PEACE RIVER REGIONAL DISTRICT

April 27, 2020

Information and Privacy Commissioner  
PO Box 9038 Stn Prov Govt  
4<sup>th</sup> Floor, 947 Fort Street,  
Victoria, BC V8W 9A4

**Via Fax: (250) 387-1696**

Dear Sir/Madam:

**Re: Request for Review – FOIPPA Request to Province - File EMP-2019-98491**

The Board of the Peace River Regional District would like to request the Information and Privacy Commissioner to review the February 28, 2020 decision from the Ministry of Citizens Services to withhold “all relevant reports related to the Old Fort Landslide”, pursuant to section 15 (Disclosure harmful to law enforcement) of the *Freedom of Information and Protection of Privacy Act*.

We have enclosed:

- a) A copy of the Peace River Regional District’s original request;
- b) A copy of Ministry of Citizens Service’s response

The Regional Board was disappointed that no information held by the Province was able to be shared, as there are residents in the vicinity of the slide who often ask if the cause of the slide is known, and if the mining operation above the slide is going to recommence. There are some properties that remain under evacuation alert and order due to the landslide, and the PRRD is interested in fully understanding the situation in order to be able to consider lifting these alerts.

If you have any questions or require additional information, please direct your written response to Tyra Henderson, Corporate Officer at [tyra.henderson@prrd.bc.ca](mailto:tyra.henderson@prrd.bc.ca) or by fax to (250) 784-3201.

Yours truly,

*Tyra Henderson*

Tyra Henderson  
Corporate Officer

Enc.

c. Melissa Boyd, FOI Specialist, [IAOResourceTeam@gov.bc.ca](mailto:IAOResourceTeam@gov.bc.ca)

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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](mailto:prrd.dc@prrd.bc.ca)  
☐ Box 1003, 401 St. John's Ave, Dawson Creek, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1127 Email: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)



ARCS: 292-30  
File: EMP-2019-98491

February 28, 2020

Sent via email: tyra.henderson@prrd.bc.ca

Tyra Henderson  
Peace River Regional District  
Box 810, 1981 Alaska Ave.  
Dawson Creek BC V1G 4H8

Dear Tyra Henderson:

**Re: Request for Access to Records**  
***Freedom of Information and Protection of Privacy Act (FOIPPA)***

I am writing further to your request received by the Ministry of Energy, Mines and Petroleum Resources. You narrowed your request on January 17, 2020 through email with Melissa Boyd. Your request is for:

*All relevant reports related to the Old Fort Landslide.*

Please be advised the records you requested are withheld in their entirety pursuant to section 15 (Disclosure harmful to law enforcement) of FOIPPA. A complete copy of FOIPPA is available online at:

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00)

Your file is now closed.

If you have any questions regarding your request, please contact Melissa Boyd, the analyst assigned to your request, at 778 698-2867. This number can be reached toll-free by calling from Vancouver, 604 660-2421, or from elsewhere in BC, 1 800 663-7867 and asking to be transferred to 778 698-2867.

.../2



You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

A handwritten signature in dark ink, appearing to read "M Boyd". The signature is fluid and cursive, with the first letter "M" being large and prominent.

Melissa Boyd, FOI Specialist  
On behalf of Matthew Prodan, Manager  
Resource Team, Information Access Operations

Enclosures



## PEACE RIVER REGIONAL DISTRICT

December 19, 2019

Information Access Operations  
Ministry of Citizens' Services

Via Email: [FOI.Requests@gov.bc.ca](mailto:FOI.Requests@gov.bc.ca)

Dear Sir/Madam:

**Re: *Freedom of Information and Protection of Privacy Act*  
Request for Access to Records**

The Board of the Peace River Regional District, at its meeting held on November 28, 2019, passed the following resolution:

"That the Regional Board submit a Freedom of Information request to the Province of BC and all Ministries involved in the Old Fort Landslide event Requesting all relevant reports, statistics and assessments related to the Old Fort Landslide."

Please direct your written response to Tyra Henderson, Corporate Officer at [tyra.henderson@prrd.bc.ca](mailto:tyra.henderson@prrd.bc.ca) or by fax to (250) 784-3201.

Please contact me by phone at 250-784-3216 or [tyra.henderson@prrd.bc.ca](mailto:tyra.henderson@prrd.bc.ca) if you have any questions in this regard or if you require anything further.

Yours truly,

Tyra Henderson  
Corporate Officer

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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](mailto:prrd.dc@prrd.bc.ca)  
☐ 9905 100 St, Fort St John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1129 Email: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)