



PEACE RIVER REGIONAL DISTRICT

Regional Board Meeting Revised Agenda

November 7, 2024, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC

	Pages
*1. ELECTION OF 2024/2025 CHAIR AND VICE-CHAIR	
2. CALL TO ORDER	
3. ADOPTION OF AGENDA	
4. GALLERY COMMENTS OR QUESTIONS	
5. ADOPTION OF MINUTES	
*5.1 Committee of the Whole Draft Meeting Minutes for October 17, 2024	4
*5.2 Regional Board Draft Meeting Minutes for October 17, 2024	9
6. BUSINESS ARISING FROM THE MINUTES	
7. DELEGATIONS	
7.1 Jet Boat Racing Canada Re: 2025 World Jet Boat Championship Alana Bergeron, Marketing Coordinator	18
8. CORRESPONDENCE	
8.1 Letter from Community Futures Re: Letter of Support Request (NDIT)	21
8.2 Letter from Community Futures Re: Letter of Support Request (REDIP)	31
8.3 Letter from Young Life Dawson Creek Re: Letter of Support Request	33
8.4 Letter from North Central Local Government Association Re: Mental Health and Addictions Accord	34
9. REPORTS	
9.1 Members of the Legislative Assembly, DR-BRD-087	38
9.2 Solid Waste Committee – Recommendations from Meeting held on October 24, 2024, ENV-BRD-212	39
9.3 Seniors Aging in Place Support Services Contract Extension 2025-2027, FN-BRD-306	43
9.4 North Peace Regional Park – Feasibility Study Recommendations, CS-BRD-352	45

9.5	Contract Amendment – RFP 42-2021 Rolla Dike Decommissioning Design and Plan, ENV-BRD-214	106
9.6	Contract Award – ITT 14-2024 Charlie Lake Lift Station Repairs, ENV-BRD-213	108
9.7	2024 Updating Municipal Waste Hauling Agreements, ENV-BRD-211	110
9.8	Development Variance Permit No. 24-010, DS-BRD-438	120
9.9	Contract Extension – RFP 57-2023 Regional Climate Resiliency Plan, DS-BRD-436	135
10.	BYLAWS	
10.1	Emergency Management Bylaw Amendment – Removal of Maximum Requisition, ADM-BRD-545 <i>(For consideration of first three readings)</i>	137
10.2	Revenue Anticipation Borrowing Bylaw No. 2564, 2024, FN-BRD-305 <i>(For consideration of first three readings and adoption)</i>	145
11.	NEW BUSINESS	
12.	APPOINTMENTS	
12.1	2024 Board Appointments List	148
13.	CONSENT CALENDAR	
13.1	Regional Growth Strategy – Project Update, DS-BRD-437	155
13.2	Items Previously Release from Closed Board Meeting- October 17, 2024, ADM-BRD-540	181
13.3	Solid Waste Committee Draft Meeting Minutes of October 24, 2024	182
13.4	Chetwynd Public Library Regular Board Meeting Minutes of September 24, 2024	186
13.5	Letter from RCMP Dawson Creek Detachment Re: Policing Report for September 2024	189
13.6	Northern Health Think Tank Event	192
14.	STRATEGIC PLAN	
14.1	2023 - 2026 Strategic Plan	205
15.	COMMUNICATIONS UPDATES	

15.1 Spencer Tuck Regional Park Re: Public Engagement

The Peace River Regional District (PRRD) has started a design study to identify and plan for enhancements to safety, accessibility and overall appeal of Spencer Tuck Regional Park – 6565 Lakeshore Drive, Moberly Lake. The study will examine challenges such as traffic flow, parking, washrooms and boat launch access. It will also evaluate the best course of action to either repair or replace the boat launch. After completing the study, a plan will be developed to address the current and future needs of park visitors and other interest groups.

How to Participate

- **Online Survey:** Share your thoughts with us from October 25 to November 24
- **In-Person Open House:** Drop by Moberly Lake Elementary School (6531 Lakeshore Drive) on November 16 from 1pm to 3pm.
- **Virtual Open House:** Join us online on November 19 at 6pm or November 23 at 10am. Details on registration will be provided soon.

15.2 Days of Remembrance - Statement from the Chair 223

16. CHAIR'S REPORT

16.1 Chair's Report 224

17. NOTICE OF MOTION

18. MEDIA QUESTIONS

19. RECESS TO CLOSED SESSION

19.1 Notice of Closed Board Meeting – November 7, 2024, ADM-BRD-542 225

20. ADJOURNMENT



PEACE RIVER REGIONAL DISTRICT

COMMITTEE OF THE WHOLE MEETING MINUTES

October 17, 2024, 10:00 a.m.

**Pomeroy Hotel and Conference Centre
11308 Alaska Road, Fort St. John, BC**

Directors Present:

Chair Sperling, Electoral Area C
Vice-Chair Hiebert, Electoral Area D
Director Courtoreille, District of Chetwynd
Director Dober, City of Dawson Creek
Director Hansen, City of Fort St. John
Alternate Director Graham, Electoral Area B (via Zoom)
Director Krakowka, District of Tumbler Ridge
Director Quibell, District of Hudson's Hope
Director Rose, Electoral Area E
Director Taillefer, District of Taylor
Director Veach, Village of Pouce Coupe
Director Zabinsky, City of Fort St. John

Staff Present:

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Roxanne Shepherd, Chief Financial Officer
Kari Bondaroff, General Manager of Environmental Services
Kevin Clarkson, General Manager of Community Services
Ashley Murphey, General Manager of Development Services
Joanne Caldecott, Deputy Corporate Officer
Kari Barber, Financial Services Manager
Ryan Kirkham, Protective Services Manager
Trevor Ouellette, IT Manager
Annette Andrews, Communications Manager
Jody Schmidt, Investment Officer
Olivia Lundahl, Electoral Area Officer
Carmen Willms, Legislative Services Clerk/Recorder

Delegations:

TC Energy/Coastal GasLink

Heather Desarmia, Team Lead, Community Relations
Sian Weaver, Manager of Socio-Economics

PSD Citywide

Israr Ahmad, Director, Integrated Product Development
Peter Paine, Senior Manager, Financial Advisory Services

1. CALL TO ORDER

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



2. ADOPTION OF AGENDA

CW/24/10/01 (17)

MOVED Director Hansen

SECONDED Director Krakowka

That the Committee of the Whole adopt the October 17, 2024 meeting agenda:

- 1. CALL TO ORDER
- 2. ADOPTION OF AGENDA
- 3. GALLERY COMMENTS OR QUESTIONS
- 4. DELEGATIONS

4.1 TC Energy/Coastal GasLink Re: Update on Coastal GasLink and Review of Socio-Economic Impacts in the Region

4.2 PSD Citywide Re: Asset Management Update

- 5. REPORTS
- 6. MEDIA QUESTIONS
- 7. ADJOURNMENT

CARRIED

Director Hiebert, Electoral Area D and Director Courtoreille, District of Chetwynd joined the meeting at 10:01 a.m.

3. GALLERY COMMENTS OR QUESTIONS

4. DELEGATIONS

4.1 TC Energy/Coastal GasLink Re: Update on Coastal GasLink and Review of Socio-Economic Impacts in the Region

Director Veach, Village of Pouce Coupe joined the meeting at 10:04 a.m.

Heather Desarmia, Team Lead, Community Relations and Sian Weaver, Manager of Socio-Economics for TC Energy delivered a presentation titled "Coastal GasLink Socio-economic Overview" which included the following information:

- Introduction of Scott Priddle, Area Manager, NEBC for TC Energy
- About TC Energy
- About South Bow
- Project Overview
- 2024 Peace Region Summer Construction
- Coastal GasLink Public Awareness and Operations
- SEEMP Implementation 2024 Highlights Socio-Economic E M Plan.
- Education and Training
- Contact information for Coastal GasLink and TC Energy

A question-and-answer period ensued and included:

- Whether health services were eligible for the scholarships provided by TC Energy. The presenters explained that the scholarships were mainly focused on Science, Technology, Engineering and Mathematics (STEM) nationally. They noted that several bursaries are available for northern post-secondary institutions, which include nursing and other specialties.

4.1 TC Energy/Coastal GasLink Re: Update on Coastal GasLink and Review of Socio-Economic Impacts in the Region (Cont'd)

- The capacity of the Coastal GasLink pipeline when it is fully operational. The presenters explained that the capacity would be 2.1 billion cubic feet (f³)/day.
- What effect the Cedar LNG floating terminal in Kitimat would have on pipeline capacity when it came online. The presenters explained that Cedar LNG would increase the flow by 0.5 billion f³/day which would require additional compression. They further explained that TC Energy would construct a compression station in the area which would require a 400-metre pipeline component and metering facility in late 2025.
- The maximum capacity of the Coastal GasLink pipeline. The presenters explained that the maximum capacity of the pipeline was up to 5.1 billion f³/day. They noted that when all of Phase One, Phase Two, and the Cedar LNG project were completed, the flow would equal approximately 5 billion f³/day.
- The engagement between TC Energy and other pipeline companies to facilitate apprenticeship opportunities. The presenters explained that TC Energy works through associations with unions and construction, but not in an organized fashion with other companies.
- The lack of compensation for the long-term effects in communities after the Coastal GasLink construction, including roads, infrastructure, and water systems.
- The timeline of Phase Two of the Coastal GasLink project. The presenters explained that TC Energy was waiting on LNG Canada for the final investment decision and were undergoing basic consultation to support regulatory requirements. They explained that the construction timeline would depend on whether construction was staggered, and that one facility takes approximately two years to construct.
- An update on taxation provided to British Columbia and the Peace River Regional District. The presenters explained that approximately \$5 million would be allocated to the Peace River Regional District out of the \$26 million to be paid in property taxes, once the Coastal GasLink is in operation.

The Chair thanked the TC Energy Delegation for their presentation, and they left the meeting.

4.2 PSD Citywide Re: Asset Management Update

Israr Ahmad, Director, Integrated Product Development and Peter Paine, Senior Manager, Financial Advisory Services of PSD Citywide delivered a presentation titled "Corporate Asset Management Plan 2024" which included the following information:

- Project Overview
 - Project Background and Process
- Key Findings from the Asset Management Plan
 - Asset Classification
 - Replacement Cost

Directors questioned the number provided for the replacement cost of the Solid Waste Department. The presenter explained that the replacement cost was for the physical assets (infrastructure) on site and not an evaluation of the land.

4.2 PSD Citywide Re: Asset Management Update (Cont'd)

The presentation continued with the Key Findings from the Asset Management Plan – Asset Condition:

- Asset Condition
- Forecasted Replacement Needs

Directors questioned whether the municipalities used as examples in the Forecasted Replacement Needs were from British Columbia. The presenter explained that the municipalities shown were from Ontario, as they are the only province that mandates local governments to report on their asset management.

The presentation continued with the Key Findings from the Asset Management Plan – Financial Analysis and Strategy:

- Financial Analysis and Strategy
- Infrastructure Backlogs

Directors questioned whether the Closing Annual Deficit included the annual operating figure of a facility or simply the asset. The presenter explained that the dollar figure referred solely to the needs of the infrastructure, such as rehabilitations, replacements, maintenance and life-cycle activities. The presenter confirmed that only assets with a deficit were included in the Closing Annual Deficit list.

The presentation continued with Recommendations.

Directors questioned the amount of investment needed to keep the Asset Management Plan relevant. The presenters explained that municipalities may need to hire staff to update asset management data. Directors questioned whether being a forerunner with Asset Management was a disadvantage financially compared to local governments who were slower to adopt an Asset Management Plan. The presenters explained that the Asset Management field had grown substantially in the past 10 years and that relying on government grants to fund them was unsustainable, that adoption of Asset Management may require infrastructure levies and taxes, and that the level of adoption was up to the Board. They also explained that there was required legislative reporting from the province of British Columbia and that there was a risk that the province would take away funding which could cause an immediate impact on taxpayers who did not have a sustainable stream of funding.

The Recommendations portion of the presentation continued and finally ended.

After the conclusion of the presentation, a question-and-answer period ensued and included:

- The origin of Asset Management. The presenters explained that in the 1950s and 1960s, governments were able to spend a lot of money building up infrastructure and expectations of residents but did not set aside money for replacement due to a lack of long-term thinking and forecasting technology.
- The importance of communication with constituents regarding Asset Management. The presenters explained that elected officials needed to have important conversations with constituents regarding the levels of service they were accustomed



4.2 PSD Citywide Re: Asset Management Update (Cont'd)

to receiving, the costs of the assets that provided those services, and whether there were any compromises acceptable to them.

- The disadvantages of upgrading assets. The presenters explained that replacing an asset with something bigger and better would increase the level of service and the funding needed to manage that asset.
- Whether the infrastructure of the health care within the Peace River Regional District, such as hospitals, were included in the portfolio. The presenters explained that they were not, but the health care infrastructure could be added in the scope of a future Asset Management Plan if the Board requested it.

The Chair asked staff what the next steps regarding the Asset Management Plan were. Staff explained that the Asset Management Plan report would come forward at the next Board Meeting, and would be a living document that would help make the Regional District's infrastructure sustainable and affordable.

The Chair thanked the PSD Citywide Delegation for their presentation.

7. ADJOURNMENT

The Chair adjourned the meeting at 11:35 a.m.

CERTIFIED a true and correct copy of the Minutes of the Peace River Regional District's Committee of the Whole meeting held on October 17, 2024 at the Pomeroy Hotel and Conference Centre, 11308 Alaska Road, Fort St. John BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer



PEACE RIVER REGIONAL DISTRICT

REGIONAL BOARD MEETING MINUTES

October 17, 2024, 10:00 a.m.
Pomeroy Hotel and Conference Centre
11308 Alaska Road, Fort St. John, BC

Directors Present:

Chair Sperling, Electoral Area C
Vice-Chair Hiebert, Electoral Area D
Director Courtoreille, District of Chetwynd
Director Dober, City of Dawson Creek
Director Hansen, City of Fort St. John
Alternate Director Graham, Electoral Area B
Director Krakowka, District of Tumbler Ridge
Director Quibell, District of Hudson's Hope
Director Rose, Electoral Area E
Director Taillefer, District of Taylor
Director Veach, Village of Pouce Coupe
Director Zabinsky, City of Fort St. John

Staff Present:

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Roxanne Shepherd, Chief Financial Officer
Kari Bondaroff, General Manager of Environmental Services
Kevin Clarkson, General Manager of Community Services
Ashley Murphey, General Manager of Development Services
Joanne Caldecott, Deputy Corporate Officer
Kari Barber, Financial Services Manager
Ryan Kirkham, Protective Services Manager
Trevor Ouellette, IT Manager
Jody Schmidt, Investment Officer
Annette Andrews, Communications Manager
Olivia Lundahl, Electoral Area Officer
Cody Roberts, Building Inspector III
Carmen Willms, Legislative Services Clerk/Recorder

1. CALL TO ORDER

The Chair called the meeting to order at 11:35 a.m.

2. ADOPTION OF AGENDA

RD/24/10/01 (17)

MOVED Director Krakowka

SECONDED Director Hiebert

That the Regional Board adopt the October 17, 2024 Board Meeting Agenda:



- 2. ADOPTION OF AGENDA (Cont'd)**
 - 1. CALL TO ORDER**
 - 2. ADOPTION OF AGENDA**
 - 3. GALLERY COMMENTS OR QUESTIONS**
 - 4. ADOPTION OF MINUTES**
 - 4.1 Committee of the Whole Draft Meeting Minutes for October 3, 2024
 - 4.2 Regional Board Draft Meeting Minutes for October 3, 2024
 - 5. BUSINESS ARISING FROM THE MINUTES**
 - 6. DELEGATIONS**
 - 7. CORRESPONDENCE**
 - 7.1 Letter from Tumbler Ridge Museum Foundation Re: Letter of Support Request
 - 8. REPORTS**
 - 8.1 2025 UNBC MD Undergraduate Program - Authorization to Participate, DR-BRD-085
 - 8.2 Emergency Support Services - Agreements, CS-BRD-348
 - 8.3 Regional Structural Protection Unit – TC Energy Build Strong Grant Opportunity, CS-BRD-351
 - 8.4 Designation of Rural Fire Investigators/Inspectors, CS-BRD-350
 - 8.5 Non-Farm Use within the ALR, PRRD File No. 24-011 ALR NFU, DS-BRD-434
 - 8.6 Section 57 Notice - PID 029-166-748, DS-BRD-420
 - 8.6.a. Section of Regional Board Minutes from September 12, 2024 Re: David Huggins Presentation
 - 8.7 Contract Extension – RFP 26-2019 Financial Audit Services, FN-BRD-303
 - 8.8 North Pine Television Rebroadcasting Services Asset Disposal, ENV-BRD-208
 - 9. BYLAWS**
 - 9.1 Termination of Function 525 – North Pine TV Rebroadcasting, ADM-BRD-538
 - 9.2 Function 225 – Kelly Lake Community Centre Service Bylaw Amendment, ADM-BRD-539
 - 10. NEW BUSINESS**
 - 11. APPOINTMENTS**
 - 11.1 2024 Board Appointments List
 - 12. CONSENT CALENDAR**
 - 12.1 Cosens Farms Ltd. Section 57 Update – PID 014-328-089, DS-BRD-435
 - 12.2 Regional Zoning Bylaw Project Update, DS-BRD-433
 - 12.3 2024 Third Quarter Financial Update, FN-BRD-302
 - 12.4 Chetwynd Public Library Regular Board Meeting Minutes of May 28, 2024
 - 12.5 Northeast BC Accessibility Committee Meeting #12 Minutes of September 12, 2024
 - 12.6 Letter from Union of BC Municipalities Re Community Works Fund Payment For 2024/2025
 - 13. STRATEGIC PLAN**
 - 13.1 2023 - 2026 Strategic Plan
 - 13.2 Strategic Plan Staff Update - October 17, 2024
 - 14. COMMUNICATIONS UPDATE**
 - 15. CHAIR'S REPORT**
 - 16. NOTICE OF MOTION**
 - 17. MEDIA QUESTIONS**
 - 18. RECESS TO CLOSED SESSION**
 - 18.1 Notice of Closed Board Meeting – October 17, 2024, ADM-BRD-537
 - 19. ADJOURNMENT**

CARRIED

- 3. GALLERY COMMENTS OR QUESTIONS**



4. ADOPTION OF MINUTES

4.1 Committee of the Whole Draft Meeting Minutes for October 3, 2024

RD/24/10/02 (17)

MOVED Director Krakowka

SECONDED Director Hiebert

That the Regional Board adopt the Committee of the Whole Meeting minutes of October 3, 2024.

CARRIED

4.2 Regional Board Draft Meeting Minutes for October 3, 2024

RD/24/10/03 (17)

MOVED Director Veach

SECONDED Director Krakowka

That the Regional Board adopt the Regional Board Meeting minutes of October 3, 2024.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

The Chief Administrative Officer spoke to Item 7.5 – Letter from North Central Local Government Association Re: Mental Health and Addictions Accord Draft from the October 3, 2024 Regional Board Meeting. He advised the Regional Board that the North Central Local Government Association had informed staff that the Mental Health and Addictions Accord Draft would be delayed, preventing inclusion at the October 17, 2024 Regional Board Meeting however the Accord would be available for the November 7, 2024 Regional Board Meeting.

6. DELEGATIONS

7. CORRESPONDENCE

7.1 Letter from Tumbler Ridge Museum Foundation Re: Letter of Support Request

RD/24/10/04 (17)

MOVED Director Hansen

SECONDED Director Courtoreille

That the Regional Board send a letter of support to the Tumbler Ridge Museum Foundation regarding their application to the Rural Economic Diversification and Infrastructure Program through the Economic Diversification Development Grant Stream to create an Infrastructure Development Plan for 255 Murray Drive in Tumbler Ridge.

CARRIED

Directors noted that the grant amount was not included in the letter from the Tumbler Ridge Museum Foundation.

8. REPORTS

8.1 2025 UNBC MD Undergraduate Program - Authorization to Participate, DR-BRD-085

RD/24/10/05 (17)

MOVED Director Hiebert

SECONDED Director Dober



8.1 2025 UNBC MD Undergraduate Program - Authorization to Participate, DR-BRD-085 (Cont'd)

That the Regional Board authorize all Board members to participate in the 2025 University of Northern British Columbia Northern & Rural Virtual Panel Interviews should they wish to do so.

CARRIED

Directors noted that members of the Board had not participated in this event previously.

8.2 Emergency Support Services - Agreements, CS-BRD-348

RD/24/10/06 (17)

MOVED Director Courtoreille

SECONDED Director Zabinsky

That the Regional Board authorize the investigation of opportunities for Emergency Support Services Service Agreements with the City of Dawson Creek, the City of Fort St. John, the District of Chetwynd, and the District of Taylor.

Directors discussed the advantages of having a Regional approach regarding Emergency Support Services (ESS) to help meet the different needs and alleviate burdens such as capacity and fatigue placed on individual ESS organizations in separate communities.

Amendment:

RD/24/10/07 (17)

MOVED Director Krakowka

SECONDED Director Taillefer

That the Regional Board amend motion RD/24/10/06 (17) to add “further, that a Regional approach to Emergency Support Services be investigated inclusive of all member municipalities.”

CARRIED

Motion as amended:

RD/24/10/06 (17)

MOVED Director Courtoreille

SECONDED Director Zabinsky

That the Regional Board authorize the investigation of opportunities for Emergency Support Services Service Agreements with the City of Dawson Creek, the City of Fort St. John, the District of Chetwynd, and the District of Taylor; further, that a Regional approach to Emergency Support Services be investigated inclusive of all member municipalities.

CARRIED

RD/24/10/08 (17)

MOVED Director Hiebert

SECONDED Director Krakowka

That the Regional Board authorize submittal of a grant application of up to \$40,000 through the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund – Emergency Support Services Equipment and Training to purchase the supplies needed to update six Emergency Support Services (ESS) Level 1 kits, supplies to bolster

8.2 Emergency Support Services - Agreements, CS-BRD-348 (Cont'd)

safety, the purchase of ESS supplies and equipment required to support ESS modernization, and to participate in and host Emergency Support Services training and volunteer recruitment opportunities.

CARRIED

8.3 Regional Structural Protection Unit – TC Energy Build Strong Grant Opportunity, CS-BRD-351

RD/24/10/09 (17)

MOVED Director Hiebert

SECONDED Director Krakowka

That the Regional Board authorize the submission of a grant application to the TC Energy Build Strong Grant Program, for a grant of up to \$91,000 to be used towards the completion of the Regional Structural Protection Unit (SPU Trailer) to enhance wildfire protection resources throughout the region.

Directors confirmed that the trailer was partially built and not yet operational, and that conversations were held with TC Energy at the Union of British Columbia Municipalities Convention where they had expressed interest in supporting the Peace River Regional District to complete the Regional Structural Protection Unit. Staff noted that BC Wildfire would have the ability to utilize the SPU Trailer within the Peace River Regional District for wildfire protection. Directors confirmed liability was covered through insurance.

The Chair called the Question to the Motion.

CARRIED

8.4 Designation of Rural Fire Investigators/Inspectors, CS-BRD-350

RD/24/10/10 (17)

MOVED Director Taillefer

SECONDED Director Zabinsky

That the Regional Board authorize the designation of Rural Fire Investigators/Inspectors be applied to the class of persons referred to as Fire Chiefs, Deputy Fire Chiefs and their designates who provide Fire Protection Services for the Rural Fire Protection Areas including those areas covered under Fire Protection Agreements.

CARRIED

Recess

The Chair recessed the meeting for luncheon at 12:00 p.m.

Reconvene

The Chair reconvened the meeting at 1:00 p.m.

Director Taillefer, District of Taylor, left the meeting at 1:00 pm.

8.5 Non-Farm Use within the ALR, PRRD File No. 24-011 ALR NFU, DS-BRD-434

RD/24/10/11 (17)

MOVED Director Hiebert

SECONDED Director Hansen



8.5 Non-Farm Use within the ALR, PRRD File No. 24-011 ALR NFU, DS-BRD-434 (Cont'd)

That the Regional Board support Agricultural Land Reserve Non-Farm Use Application No. 24-011 ALR NFU (ALC ID: 101922), to convert an old homesite into a gravel storage and loading site, on the property identified as PID: 017-036-135, and authorize the application to proceed to the Agricultural Land Commission.

CARRIED

Director Taillefer, District of Taylor, joined the meeting at 1:02 pm.

8.6 Section 57 Notice - PID 029-166-748, DS-BRD-420

RD/24/10/12 (17)

MOVED Chair Sperling
SECONDED Director Zabinsky

That the Regional Board authorize the Corporate Officer to place a notice on title of the property identified as PID 029-166-748 regarding construction of a detached accessory building, without a building permit and contrary to the PRRD Building Bylaw No. 2131, 2014 pursuant to Section 57 of the *Community Charter* and Section 302 of the *Local Government Act*.

Directors discussed that though the property owner had farm status, the property was not within the Agricultural Land Reserve and all buildings needed to comply with the Building Code bylaws of the Regional District.

The Chair called the Question to the Motion.

CARRIED

8.7 Contract Extension – RFP 26-2019 Financial Audit Services, FN-BRD-303

RD/24/10/13 (17)

MOVED Director Hiebert
SECONDED Director Quibell

That the Regional Board extend the External Financial Auditing Services Contract, RFP 26-2019 with Beswick, Hildebrand, Lund for an additional five-year term from December 20, 2024 to December 19, 2029, at an additional cost over the term of the contract of \$152,570, from \$144,715 to \$297,285; further that the Chair and Chief Administrative Officer be authorized to sign the contract extension on behalf of the Peace River Regional District.

CARRIED

8.8 North Pine Television Rebroadcasting Services Asset Disposal, ENV-BRD-208

RD/24/10/14 (17)

MOVED Alternate Director Graham
SECONDED Director Dober

That upon acceptance of the North Pine Television Rebroadcasting Services Repeal Bylaw by the Inspector, that the Regional Board terminate Statutory Right-of Way PN34976 registered against title to land described as Lot 1, St John Indian Reserve No. 172, Township 85, Range 18, W6M, PRD, Plan 33906, PID: 014-477-629 and seek legal advice on transferring all existing infrastructure to the landowner; further, should the PRRD not obtain legal authority to do so, or the landowner deny the transfer of assets, that options



- 8.8 North Pine Television Rebroadcasting Services Asset Disposal, ENV-BRD-208 (Cont'd)**
for asset disposal and site rehabilitation be brought forward to a future Rural Budgets Administration Committee and Regional Board meeting for funding options.

CARRIED

Directors confirmed that the Peace River Regional District owned two towers specifically for television.

9. BYLAWS

- 9.1 Termination of Function 525 – North Pine TV Rebroadcasting, ADM-BRD-538**

RD/24/10/15 (17)

MOVED Alternate Director Graham

SECONDED Director Zabinsky

That the Regional Board give North Pine Television Rebroadcasting Local Service Area Establishment Repeal Bylaw No. 2559, 2024, to terminate the North Pine TV Service, first three readings.

CARRIED

- 9.2 Function 225 – Kelly Lake Community Centre Service Bylaw Amendment, ADM-BRD-539**

RD/24/10/16 (17)

MOVED Director Hiebert

SECONDED Director Hansen

That the Regional Board give Kelly Lake Community Centre Service Establishment Amendment Bylaw No. 2561, 2024, to expand the scope of the service to allow for operations and **maintenance** of the Kelly Lake Community Centre, and to provide for such operations directly or through indirect or contracted means, first three readings.

CARRIED

10. NEW BUSINESS

RD/24/10/17 (17)

MOVED Director Hiebert

SECONDED Director Krakowka

That the Regional Board approve a new Business Item regarding the North Wind Wellness Centre.

CARRIED

- 10.1 North Wind Wellness Centre**

Director Hiebert provided an update from the North Wind Wellness Centre regarding the funding needed to complete the construction of the new facility. He explained that the proposed facility had received the amount of money needed for completion without reducing the size and scope of the construction. He noted that Isaac Hernandez, Executive Director, thanked the Regional District for their advocacy of the Centre.

11. APPOINTMENTS

- 11.1 2024 Board Appointments List**



12. CONSENT CALENDAR

Chair Sperling asked Directors whether they wished to lift any items from the October 17, 2024 Consent Calendar.

Directors requested that the following item be lifted from the Consent Calendar:

12.1 Cosens Farms Ltd. Section 57 Update – PID 014-328-089, DS-BRD-435

Directors thanked staff for recognizing the removal requirements of the Section 57 on Cosens Farms Ltd. property had been met which brought the property back into compliance and allowed for the removal of the Section 57 Notice on Title. Directors noted the efficacy of using a Section 57 Notice on Title to help bring properties into compliance.

RD/24/10/18 (17)

MOVED

Director Hiebert

SECONDED

Director Krakowka

That the Regional Board receive the October 17, 2024 Consent Calendar.

CARRIED

13. STRATEGIC PLAN

13.1 2023 - 2026 Strategic Plan

The 2023-2026 Strategic Plan was included for the Regional Board’s information.

13.2 Strategic Plan Staff Update - October 17, 2024

The Chief Administrative Officer provided a quarterly update on the Regional Board’s 2023 – 2026 Strategic Plan.

Directors discussed receiving updates on the Strategic Plan for the current year rather than the entire length of the Strategic Plan.

RD/24/10/19 (17)

MOVED

Director Rose

SECONDED

Director Zabinsky

That the Regional Board receive 2023 - 2026 Strategic Plan updates for the current year.

CARRIED

14. COMMUNICATIONS UPDATE

15. CHAIR'S REPORT

The Chair noted that he would provide a report at the next Regional Board meeting.

16. NOTICE OF MOTION

17. MEDIA QUESTIONS



18. RECESS TO CLOSED SESSION

18.1 Notice of Closed Board Meeting – October 17, 2024, ADM-BRD-537

RD/24/10/20 (17)

MOVED Director Hiebert

SECONDED Director Dober

That the Regional Board recess to a Closed Meeting for the purpose of discussing the following items:

Agenda Item	Description	Authority
3.1 & 6.1	Minutes	CC Section 97(1)(b) Closed Minutes, Access to Records
5.1	Awards	CC 90(1)(b) Personal Information

CARRIED

Recess

The Chair recessed the open Regional Board meeting to the Closed Regional Board meeting at 1:18 p.m.

19. RECONVENE AND ADJOURN

The Chair reconvened and adjourned the meeting at 1:32 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 October 17, 2024 at the Pomeroy Hotel and Conference Centre, 11308 Alaska Road, Fort St. John BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer



WHO IS JET BOAT RACING CANADA?

- BC Peace Country River Rats
- Wapiti River Race Club
- Peace River Boating Association
- Hay River Race Club

The World Jet Boat Championship, rotates annually between Canada, the United States, New Zealand, and Mexico. In 2025, the Championship will take place from June 20th to June 30th, 2025.





2025 WORLD JET BOAT CHAMPIONSHIP

Date - June 20-30, 2025

- Hay River, NWT - June 20 - 22
- Grande Prairie, AB - June 26, 27
- Peace River, AB - June 24, 25
- Taylor, BC - 29, 30

Teams compete from Canada, United States, Mexico and New Zealand

LEARN MORE

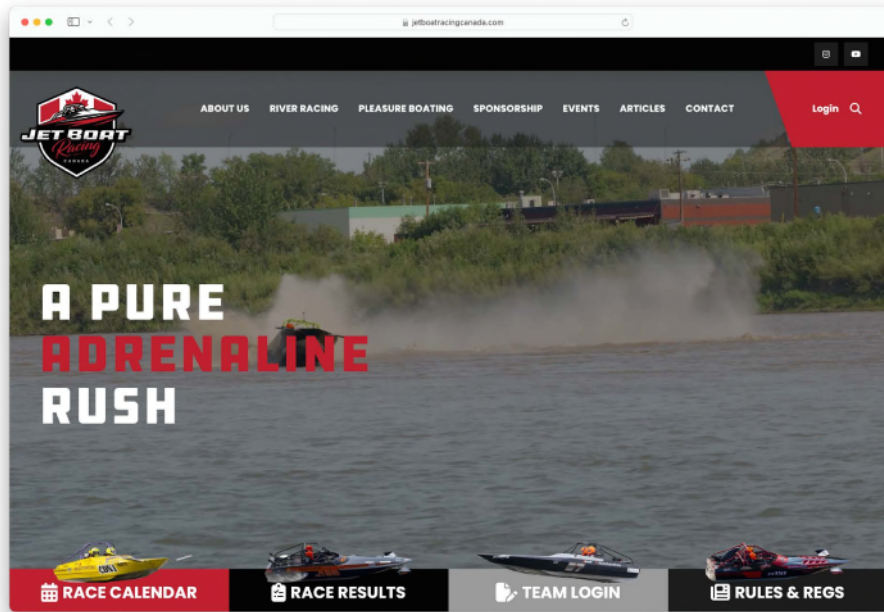


ECONOMIC IMPACT

- Anticipated attendance of 7000 people.
- Anticipating at least 35 teams registered with 10 people per team.
- 18 out of country teams.
- Anticipating at least 1750 overnight stays.



WEBSITE



VISIT US ONLINE!



QUESTIONS





October 16, 2024

Peace River Regional District Regional Board
Peace River Regional District
9505-100 Street, Fort St. John, BC. V1J 4N4

Via email: ashley.murphey@prrd.bc.ca

Re: Request for Support for the LNG Sector Business Development Liaison Program Funding

I am writing on behalf of Community Futures Development Corporation of Peace Liard (CFPL) to respectfully seek your support for our application to the NDIT Healthy Northern Communities Fund for grant funding towards the Business Development Liaison (BDL) Program. The grant submission deadline is October 31st 2024. NDIT will accept support letters after the submission deadline..

The LNG Sector Business Development Liaison Program is a key initiative designed to strengthen small and medium enterprises (SMEs) across Northern British Columbia in preparation for the full-scale operation of the Liquefied Natural Gas (LNG) industry.

The BDL Program aims to address longstanding economic challenges and capitalize on the generational opportunity presented by the LNG sector. In the face of ongoing challenges such as fluctuating commodity prices, environmental pressures, and changing industry dynamics, our SMEs need targeted support to thrive.

This program will create three Business Development Liaison positions over a three-year period, focusing on sustainable business growth, strategic planning, recruitment, and capitalization of equipment within industrial, commercial, and agricultural sectors.

The program will benefit communities across Northeast BC, the Northern Rockies, and First Nations territories by ensuring long-term economic and social sustainability. The project will provide training in project management, procurement, workforce recruitment, and business planning, ensuring that local businesses are well-equipped to meet the needs of the LNG sector and secure their role in the provincial economy for decades to come.

We believe that the successful implementation of this program will result in:

- Robust SME sector growth
- Improved community sustainability
- Reduced reliance on fly-in-fly-out labor

- Long-term economic prosperity for Northern BC and the Province

The total project cost is estimated at \$1,007,348 which will be funded by grants, in kind contributions of staff and administrative support, and through access to other program offerings.

Your support of our application for grant funding will enable us to unlock the full potential of this opportunity and secure long-term benefits for our communities.

We welcome any opportunity to discuss the program further and provide additional details. Please let us know if there are any specific requirements or further documentation needed to support our application.

Thank you for your consideration and for your commitment to regional economic development.

Best Regards



Moira Green
General Manager
Community Futures Peace Liard

Attachment:
Proposal for LNG Sector BDL Program V 1022024

-

2

Proposal

North Peace and Northern Rockies 3 year Business Development Liaison program.

Objective

To provide regional support for community economic development leading up to the full operation of the Liquefied Natural Gas (LNG) industry provincially.

The LNG industry is an economic development opportunity for the Province of British Columbia. But it is a generational opportunity for the small business sector in Northern BC.

In the last two decades the communities of the North have been buffeted by commodity pricing impacts on resource extraction, forestry impacts including mill closures, the mountain pine beetle epidemic, soft wood lumber agreements, the politics of annual allowable cuts, environmental impacts such as the Cariboo restoration programs, the impacts of wild fires, drought, and other natural disasters, a global pandemic, and finally the impacts of the Blueberry River Decision and the Blueberry River Implementation Agreement.

The result is that the SME sector needs significant support to ensure that it is robust and efficient in order to realize the benefit of and ensure the success of the LNG opportunity.

By providing a planned, principled, and sustained program of support for development, growth, and management of the SME sector, the community futures network will help to build community and ensure a vibrant industry and a bright future.

Background

After a decade of planning and construction the LNG industry is ready to start production.

The industry is divided into three segments –

Upstream – this is the initial phase of oil and gas production including exploration, drilling and extraction. Upstream activities are the work of small businesses in Northeast British Columbia. This work includes clearing lands and road accesses, road building, well site preparation, well construction, well commissioning, well decommissioning, environmental services, archeological services, maintenance and mechanical services, equipment sales, service and maintenance, medical services, safety services, legal, accounting and

administrative services. And finally, remediation activities that return all sites and accesses to their original condition. Remediation is a sector that is emergent and growing.

In other words, a whole business community is required to support the provision of raw product to the Midstream portion of the industry.

Midstream – this is the gathering and transmission phase of the industry. Wells are connected to processing plants by a system of pipelines. Product is moved to compressor stations through a system of pipelines and processing plants that strip off natural gas liquids. Or in the case of the Horn River Basin (Fort Nelson) the gas can bypass processing and go straight to compression.

This network of gathering and processing consolidates into large pipelines. The line that has been constructed to move gas to the coast is 48 inches in diameter and 900 kilometers long. We have confirmed contracts to provide gas to this plant for the next 40 years.

Pipeline construction and maintenance is also a sector that is dominated by SMEs. Service companies perform tasks such as pipeline inspection and repair, pipeline right of way maintenance, Pigging and other maintenance activities, and ongoing environmental, and anthropological work.

Downstream – the downstream phase is the end user. In the case of consumer products, you are downstream when the gas arrives at your range or your furnace. The downstream phase of LNG is the arrival, cooling, compression and shipping of the liquified product to our customer. This phase of the industry is also dominated by SMEs. These businesses perform plant maintenance, shipyard, and port operations.

Plan

The proposal is to use the model provided by the Regional Business Liaison program to create three Business Development Liaison (BDL) positions for a period of three years that will focus on the industrial service sectors with a secondary focus on agriculture, retail and commercial sector supports. Emphasis will be placed on sustainable business creation and practices, capitalization of equipment, and sustainable recruitment and retention practices.

The plan will be replicable to the midstream and downstream industry phases in the North Central and Northwest regions of the province.

There are two key differences between this BDL plan and our traditional RBL program:

- the redefinition of stakeholders who will be expanded from the traditional commercial and retail effort to focus on industrial service companies, agrifood service companies, and professional services that serve those sectors
- the focus on business development instead of access to supports for businesses affected by external forces such as wildfire.

The plan will include training offerings for:

- RFP, Tender, quote preparation and response
- Procurement management
- Project management
- Human Resource practices
- Recruitment and Retention of skilled labour
- Planning for Technical and technological improvement
- Strategic planning and iterative implementation planning

Community Futures Offices can support the program through sector specific lending programs and business planning strategies.

Training will be provided by third party suppliers procured by Request for Proposal (RFP) and chosen in a transparent procurement process.

BDL Role

The BDL will meet with business owners and operators to build business plans, strategy and strategic implementation planning. The BDL will connect the business to training, coaching and financial resources.

The BDL's role is to help to build or rebuild business to create long term sustainability by providing training, access to resources, low barrier lending, and long-term strategy development.

Competencies

- Post secondary education in business or community economic development or equivalent experience.
- Familiarity with the natural resource sector – specifically the Oil and Gas industry and / or the Agri Food Sector.
- Willingness and ability to travel to rural and remote communities to meet with business owners and operators.
- Experience creating business plans with associated financial projections
- Experience creating strategic plans and iterative implementation plans

- A genuine interest in people.

Primary Communities

The primary communities the project is focused on are:

- Fort Nelson - Northern Rockies Regional Municipality
- Fort Nelson First Nation
- Prophet River First Nation
- Blueberry River First Nation
- Halfway River First Nation
- Doig River First Nation
- City of Fort St. John.
- Areas B and C of the Peace River Regional District
- South Peace Communities inclusive of Chetwynd, Dawson Creek and the PRRD

All of these communities are within Community Futures Peace Liard's defined service area and are composed of a diverse population that includes First Nations, New Canadians, and Caucasian Canadians.

The Northeast produces 9% of British Columbia's GDP with 2% of the population and has higher median incomes than the rest of the province. These incomes are reliant on the natural resource sector.

Reporting and Success Measurements

Reporting for this project will be modeled on the Regional Business Liaison project completed by the Northern Development Initiative Trust and include:

- Dates
- Community
- Sector
- The business or organization name
- The organization type
- Number of Employees
- New jobs added
- Net jobs over time
- Skill level of roles required
 - Skills analysis of requirements
 - Skills analysis of recruits
- Financial information

** payroll

** net earnings

- A description of the services the business requires
- A description of the supports CFPL can offer
- An identification of the business's primary stressor – forestry, commodity pricing, natural disaster etc.
- A description of supports that were utilized
- Direct and indirect economic impacts
- An impact statement from the business.

Any businesses that participate in the CF lending program will provide metrics such as:

- Lending sector
- Use of proceeds
- Success over time
- Risk rated loans by sector
- Overall health of the portfolio

At the end of the project the BDL will do follow-up interviews to determine the success of the supports provided.

** Provided with permission and disclosed with specific documentation

Basic budget

Proposal for 3 year RBL funding			
	Detail	Annual 3 RBL	3 years
			\$ -
RBL 3 Contractors	\$ 76,000.00	\$ 228,000.00	\$ 684,000.00
travel allocation	\$ 53,716.00	\$ 53,716.00	\$ 161,148.00
Client Training allocation	\$ 21,000.00	\$ 21,000.00	\$ 63,000.00
administration	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00
Sub	\$ 160,716.00	\$ 312,716.00	\$ 938,148.00
GST payable on services	\$ 3,800.00	\$ 11,400.00	\$ 34,200.00
equipment	\$ 25,000.00	\$ 5,000.00	\$ 35,000.00
			\$ 69,200.00
Total Value of project			\$ 1,007,348.00
Funder portion	\$ 1,000,000.00		
Community Futures Peace Liard	\$ 7,348.00		
Total Funding	\$ 1,007,348.00		

A unique project

The Regional Business Liaison concept was first introduced in response to the 2017 wildfire season in the Central Okanagan Region of British Columbia. Real people who showed up in person helped the business community connect with the resources that were available to recover from the impacts of natural disaster.

Since that time the RBL program has been a key response to natural disaster impacts in the forestry sector, tourism sector, and commercial retail sectors.

This proposal is unique in that the RBL concept is being applied as a business development tool.

This proposal will use an RBL style program to "stand up" a whole sector that has been buffeted by economic, political, and environmental impacts for more than a decade.

British Columbia has entered into 40-year supply agreements for the provision of liquified natural gas to international partners. The pipeline that connects Northeast BC to the coast is 900 kilometers long and 48 inches in diameter. The communities of Northeastern BC are expected to fill that pipeline, every day, for the next 40 years.

The LNG opportunity requires a robust service sector to ensure its success. The province of British Columbia and the rest of Canada will benefit from this opportunity for decades to come.

By ensuring that these SMEs are successful, we support the sustainability of Communities in the North and the prosperity of BC.

Advantages

- Strong SME sector
- Increased efficacy and reduced overall operational cost
- Improved community sustainability
- Reduced fly in fly out labour and associated social issues
- Retention and continuity of Community Futures Contractors and Staff
- CF skill development
- Linkage to other programs for tech and export opportunities
- Predictable funding requirements for partner funders
- Long term social and economic benefit to communities and the province.

Disadvantages

- A significant change to current funding practices
- Requirements for enhanced RBL skill sets
- Requirement to commit funding to the future
- Loss of funding in other areas
- Huge project
- Requirement for supporting resources (advocacy)

Action

- Present plan to CFPL team for development, comment and discussion = COMPLETE
- Present plan to CF partners in LNG sector for comment and discussion – IN PROGRESS
- Present plan to industry partners: BCER, Pipeline Association of Canada, CAPP, Pacifican, NDIT, SPMT and anyone else who may be interested.
- Consider requesting CSR funding from industry (North River Midstream, Shell, Petronas etc.)
- Develop the work plan, Class B budget estimates, define KPIs – CLASS C COMPLETE
- Find funding – IN PROGRESS
- Execute



October 16, 2024

Peace River Regional District Regional Board
Peace River Regional District
9505-100 Street, Fort St. John, BC. V1J 4N4

Via email: ashley.murphey@prrd.bc.ca

Re: Request for Support for the LNG Sector Business Development Liaison Program Funding

I am writing on behalf of Community Futures Development Corporation of Peace Liard (CFPL) to respectfully seek your support for our application to the Rural Economic Diversification and Infrastructure Program (REDIP) Forestry Impact Transition Fund for grant funding towards the Business Development Liaison (BDL) Program. The grant submission deadline is October 31st 2024. REDIP will accept support letters after the submission deadline.

The LNG Sector Business Development Liaison Program is a key initiative designed to strengthen small and medium enterprises (SMEs) across Northern British Columbia in preparation for the full-scale operation of the Liquefied Natural Gas (LNG) industry.

The BDL Program aims to address longstanding economic challenges and capitalize on the generational opportunity presented by the LNG sector. In the face of ongoing challenges such as fluctuating commodity prices, environmental pressures, and changing industry dynamics, our SMEs need targeted support to thrive.

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- Long-term economic prosperity for Northern BC and the Province

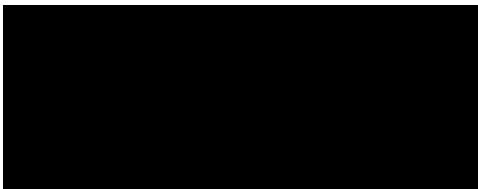
The total project cost is estimated at \$1,007,348 which will be funded by grants, in kind contributions of staff and administrative support, and through access to other program offerings.

Your support of our application for grant funding will enable us to unlock the full potential of this opportunity and secure long-term benefits for our communities.

We welcome any opportunity to discuss the program further and provide additional details. Please let us know if there are any specific requirements or further documentation needed to support our application.

Thank you for your consideration and for your commitment to regional economic development.

Best Regards



Moira Green
General Manager
Community Futures Peace Liard

Attachment:
Proposal for LNG Sector BDL Program V 1022024

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2

Peace River Regional District

Dear Chair Sperling and the Board,

We are reaching out to you today seeking a letter of support. Young Life is one of the last FREE youth programs in Dawson Creek and is a non-profit organization that works one-on-one with youth in Dawson Creek, and the surrounding area. As a volunteer run organization we rely on support and donations from our community, organizations, and local businesses.

Through donations and grants Young Life offers a wide variety of life-on-life mentorship programs and works closely with schools, families, Indigenous communities, and local teens. Our programs focus on building positive relationships and encourage healthy and positive lifestyles amongst our teens.

By building relationships with local youth, we are establishing relationships for life by creating a “family” of support. Since 1991 Young Life has played a pivotal role in the teen community, helping and supporting thousands of local teens in the area.

By providing a support letter to our organization you can show that not only are we supported by the teens in our community, but also our communities highest leaders as well. We would use any letters of support to help us achieve success in our grant applications for grants focused on teens, youth, social services, and community groups.

This year Young Life is seeking financial support for the following programs:

- **YL and Wyldlife Club:** Runs bi-weekly on Tuesdays from 7-9pm- A party with a purpose for teens Grades 6-12
- **Campaigners:** Focuses on leadership skills, personal growth, and giving back to the community through local volunteer-ship.
- **Capernaum:** Focuses on our friends with special needs and disabilities, creating a safe and supportive inclusion.
- **YL Grinds:** Focuses on promoting physical well-being among teens and building relationships.

While our foundation is faith based, we are non-denominational, all-inclusive and welcome all teens and youth from every walk of life. Our focus is positive relationships, supportive mentorship, and healthy friendships; that bring encouragement and joy.

If you would like to learn more about our programs and what we do visit: YLDawsonCreek.ca.

Please forward all letters of support to Bryce Wisekal (Area Director) at bwisekal@younglife.ca or by mail to:

Thank you for your time and considerations.

With gratitude,

Bryce Wisekal

Young Life Dawson Creek Area Director



Young Life Dawson Creek

1400 - 113th Avenue,

Dawson Creek, BC., V1G2Z2



October 18, 2024

To: NCLGA Membership

Re: Mental Health and Addictions Accord

Dear NCLGA Membership,

Please find attached the signatory version of the Mental Health and Addictions Accord (“Accord”) for your potential endorsement. The Accord is a living document aimed at identifying shared principles and actions to promote improvements in mental health and addictions services across Central and Northern British Columbia.

The signing ceremony will be a key part of the [Mental Health and Addictions Symposium](#), being held on November 13-14, 2024, in Prince George, BC. This ceremony will symbolize the collective commitment of signatories to advancing mental health and addictions initiatives across the region. Participating agencies will have the opportunity to be recognized for their leadership and collaboration in this important area.

If your local government is interested in endorsing the Accord, please email Bettina Johnson at bjohnson@nclga.ca with your selection of one of the following options for your response:

- We endorse the Accord and will have a representative available to participate in the signing ceremony at the Mental Health and Addictions Symposium on November 14, 2024, in Prince George, BC. (Please provide the representative’s name by November 6, 2024)
- We endorse the Accord but will NOT have a representative available for the signing ceremony. However, we would like our agency to be acknowledged during the ceremony.
- We are interested in endorsing the Accord but will not have approval in time for the Mental Health and Addictions Symposium. We will provide confirmation at a later date.

If your local government is not able to endorse the Accord before the Symposium, please note that endorsement can be provided at any time following the event. Additionally, the Accord is scheduled for review and an update in 2025, offering further opportunities for input and endorsement. For more information or to discuss further, please feel free to reach out to Bettina Johnson at bjohnson@nclga.ca.

Thank you for considering this important opportunity to join other organizations in advancing collective action to improve mental health and addictions services. Your support and participation are essential in fostering meaningful progress and making a positive impact on the lives of individuals and communities across the region.

Sincerely,



Judy Greenaway
President
North Central Local Government Association

2024 MENTAL HEALTH AND ADDICTIONS ACCORD

We, the undersigned, recognize the urgent and ongoing need to address the mental health and addictions crisis affecting our communities in Central and Northern British Columbia.

We acknowledge the profound impact of mental health and addictions on individuals, families, caregivers, communities, and our society as a whole.

We recognize the inherent dignity of all who live and work in Central and Northern British Columbia, their right to appropriate mental health and addictions services, and the need to work together to improve services and outcomes for those affected by mental health, addictions and their related intersections.

Therefore, we hereby commit to the following principles and actions, working collaboratively and leveraging our collective resources to advance positive solutions:

PRINCIPLES

1. Collaboration and Partnership:

- We acknowledge that addressing mental health and addictions requires a collaborative and dedicated approach, involving government agencies, healthcare providers, community organizations, Indigenous communities, educational institutions, businesses, and individuals with lived experience and their caregivers.

2. Recognition of Complexities Facing Indigenous Communities:

- We recognize that Indigenous communities in Central and Northern British Columbia have complex historical, cultural, geographic, social, and economic dynamics that need to be considered.

3. Recognition of Complexities Facing Local Governments:

- We recognize that local governments face unique complexities, including limited resources, capacity constraints, geographic isolation, and diverse community needs.

4. Recognition of Complexities Facing Central and Northern BC:

- We recognize that Central and Northern British Columbia face regional complexities, such as remote locations, industrial and remote worksites, harsh weather conditions, limited healthcare infrastructure, and socio-economic disparities.

5. Stigma Reduction:

- We recognize that stigma surrounding mental health and addictions often deters individuals from seeking and receiving help and accessing appropriate care in a timely manner.

6. Prevention and Early Intervention:

- We understand the critical importance of prevention and early intervention in addressing mental health and addictions. We recognize while many of the most severe mental illnesses are not preventable, many people can be considerably helped by appropriate and timely treatment.

2024 MENTAL HEALTH AND ADDICTIONS ACCORD

7. Accessible and Culturally Relevant Services:

- We acknowledge the necessity for accessible, culturally relevant mental health and addictions services that meet the diverse and evolving needs of our communities.

8. Community Support and Recovery-Oriented Care:

- We recognize the vital role of community-level supports and services at all stages, alongside timely and accessible recovery-oriented care, in promoting the well-being and recovery of individuals affected by mental health and addictions. We recognize the importance of education on severe mental illness, and the availability of long-term treatment options.

9. Equity and Social Justice:

- We acknowledge that marginalized and underserved populations, including Indigenous communities, racialized groups and 2SLGBTQI+ individuals, face disproportionate levels of mental health and addiction challenges and are more likely to experience poverty and that this reality needs to be addressed.

ACTIONS

1. Information Sharing and Coordination:

- We are committed to sharing information and coordinating efforts to improve the delivery of mental health and addictions services across Central and Northern British Columbia. This includes sharing best practices, data, and resources to enhance service coordination and integration, as well as the collecting and sharing of baseline data to monitor progress on the actions of the Accord.

2. Advocacy:

- We are committed to advocating to the Provincial Government for increased funding, resources, and policy changes that support the timely delivery of mental health and addictions services in our communities. This includes advocating for investments in prevention, education, early intervention, treatment, and long-term recovery supports, as well as for policies that address the social determinants of health.
- We are committed to advocating for education and awareness initiatives to challenge stigma, enhance understanding, and foster empathy and support for all those affected by mental health and addictions.
- We are committed to advocating for prevention and education programs, early screening initiatives, and timely access to intervention services for children, youth, families and caregivers to address mental health and addictions before they escalate.
- We are committed to advocating for the development of services that are accessible, inclusive, and responsive to the cultural and linguistic diversity of all community members in Central and Northern British Columbia.
- We are committed to advocating for the development of local, community-based support services, peer support programs, and diverse recovery-oriented treatment options that empower individuals and their caregivers on their recovery journeys. This includes

2024 MENTAL HEALTH AND ADDICTIONS ACCORD

promoting social integration and community connection as vital in recovery-oriented treatment. We commit to advocating for solutions that address systemic inequities, promote social justice, and ensure that efforts to address the mental health and addictions crisis are inclusive, respectful, and equitable for all community members.

3. Shared Vision for Central and Northern BC:

- We are committed to advocating for the development of a shared vision for Central and Northern British Columbia, identifying supports needed in smaller communities, and advocating for increased funding and policy changes.

CONCLUSION

In signing this Mental Health and Addictions Accord, we affirm our dedication to working collaboratively and advocating for positive change to address the mental health and addictions crisis in Central and Northern British Columbia. We support this Accord as a living document with flexibility to evolve into the future.

We pledge to uphold the principles of collaboration, cultural safety, equity, and prevention as we work towards a future where all residents can thrive in body, mind, and spirit.

Signed,

Representatives of Indigenous Governments

Name, Title, Agency

Name, Title, Agency

Name, Title, Agency

Representatives of Organizations

Name, Title, Agency

Name, Title, Agency

Name, Title, Agency

Representatives of Local Governments

Name, Title, Agency

Name, Title, Agency

Name, Title, Agency

Individual Representatives

Name, Community

Name, Community

Name, Community



DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-BRD-087

From: Brad Sperling, Electoral Area C Director

Date: November 7, 2024

Subject: Members of the Legislative Assembly

PURPOSE / ISSUE:

To congratulate the new Members of the Legislative Assembly (MLAs) for the Peace River North and South, and to thank the former MLAs from the Peace River North and South for their service.

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board authorize that a letter be forwarded to Jordan Kealy to offer congratulations on his election success as the new Member of Legislative Assembly (MLA) for Peace River North.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board authorize that a letter be forwarded to Larry Neufeld to offer congratulations on his election success as the new Member of Legislative Assembly (MLA) for Peace River South.

RECOMMENDATION #3: [Corporate Unweighted]

That the Regional Board authorize that a letter be forwarded to Dan Davies, thanking him for his service as the former Member of the Legislative Assembly (MLA) of Peace River North.

RECOMMENDATION #4: [Corporate Unweighted]

That the Regional Board authorize that a letter be forwarded to Mike Bernier, thanking him for his service as the former Member of Legislative Assembly (MLA) for Peace River South.

STRATEGIC PLAN RELEVANCE:

Not Applicable to Strategic Plan



REPORT

To: Chair and Directors

Report Number: ENV-BRD-212

From: Solid Waste Committee

Date: November 7, 2024

Subject: Solid Waste Committee – Recommendations from Meeting held on October 24, 2024

The following recommendations from the Solid Waste Committee meeting held on October 24, 2024 are presented to the Regional Board for consideration:

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board accept the “2025 Solid Waste Department Strategic Plan”, which provides an overview of the services provided through the Solid Waste Function and the 2025 Work Plan, for implementation in 2025.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board primarily investigate the land adjacent to the existing Chetwynd Landfill (Area B), for the suitability of an expanded landfill location and in the event that the landfill expansion be undesirable, the secondary site (Area A) located 4 km north along Don Phillips Way, past the existing landfill be further investigated.

RECOMMENDATION #3: [Corporate Weighted]

That the Regional Board approve the addition of a full-time unionized position, Environmental Services Clerk, allocated 100% to the Solid Waste Function within the 2025 Financial Plan; further, that the Regional Board give pre-budget approval for the position so that the position can be posted as soon as possible.

RECOMMENDATION #4: [Corporate Unweighted]

That the Regional Board approve an update to the Solid Waste Coupon Program currently consisting of four coupons valued at \$13.75 each in waived fees per residential property to twelve coupons valued at \$3.75, lowering the value of each coupon to the minimum fee charged at attended solid waste sites.

BACKGROUND/RATIONALE:

The draft minutes of the Solid Waste Committee meeting held on October 24, 2024 are provided on the Consent Calendar of this meeting agenda.

Recommendation #1

Please [click here](#) to access the Committee Agenda, please see Item 8.1 to review the report.

The Solid Waste Department Strategic Plan was created as a guiding document to reflect the goals, priorities and objectives of the PRRD Board. The report was reviewed by the Public and Technical

Stakeholder Committee at its October 4, 2024 meeting. The Committee provided no further comments or revisions to the Strategic Plan.

Approval of the Strategic Plan and its associated work plan provides a clear roadmap for 2025, aligning the efforts of staff with their goals, priorities and objectives of both the Regional Board and the Regional Solid Waste Management Plan.

Recommendation #2

Please [click here](#) to access the Committee Agenda, please see Item 8.1 to review the report.

The Chetwynd Landfill manages approximately 12% (12,000 tonnes) of the waste generated in the PRRD annually. As per the 2023 annual report for the landfill, it is anticipated that all the available airspace will be used by the end of 2030, meaning the landfill will no longer be able to accept waste. As a result, waste that is currently directed to the Chetwynd Landfill, originating primarily from Electoral Area E and Chetwynd will need to go to a new landfill, ideally also located in the Chetwynd area, for disposal.

Recommendation #3

Please [click here](#) to access the Committee Agenda, please see Item 8.2 to review the report.

The Environmental Services Department currently oversees approximately 151 contracts and agreements. In 2024 the department conducted 29 requests for proposals for contract work to be completed. Looking into 2025, the department is estimated to be undergoing close to \$15,275,000 in capital project work alone pending the adoption of the 2025 Financial Plan, plus the continued investigation into two new service functions. All of these items, plus the designated functions, require sufficient staffing.

Recommendation #4

Please [click here](#) to access the Committee Agenda, please see Item 8.4 to review the report.

At its July 20, 2023 meeting the Regional Board passed a resolution authorizing staff to develop a business case to revise the Coupon Program to promote increased waste diversion activities. Currently the coupon program provides the opportunity for four coupons to be utilized by residential properties in the region to dispose of up to 1,000 kg (\$55.00) of waste free of charge. Each coupon is valued up to a maximum of \$13.75 (250 kg) and users can use one or more coupons per transaction depending on weight.

The proposed revision of the coupon program in 2025 is to shift from four transactions of \$13.75 each to 12 transactions of \$3.75 each. Lowering the value of each coupon to the minimum fee charged at attended solid waste sites supports more frequent visits of smaller loads seen in typical day to day use. This approach provides a residential property a total of \$45 (818 kg) in waived tipping fees as opposed to the previous value of \$55 (1,000 kg).

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Asset and Infrastructure Management
- Human Resource Management

FINANCIAL CONSIDERATION(S):

Recommendation #1 – the Solid Waste Function 500 2025 budget will reflect the 2025 Solid Waste Department Strategic Plan and associated work.

Recommendation #2

In 2023, the contract for engineering services to assist the PRRD through the process of siting a new landfill was awarded to Tetra Tech Canada Inc. at a cost of up to \$1,100,000 over a five-year period. Between June 8, 2023 and September 13, 2024, \$112,925.86 has been spent on the project leaving \$987,074.17 remaining.

In November 2023, the PRRD secured \$1133,000 through the Province’s Growing Communities Fund to be allocated to the project. These funds will continue to be used for the engineering services required for the feasibility study, Regional Solid Waste Management Plan Update, Permitting and Design Work.

Recommendation #3

All wage implications are based on the 2023 wage rates which are subject to change upon formal acceptance and sign-off of the new CUPE 2403 Collective Agreement.

As part of the 2025 Solid Waste Financial Plan, this position would add \$83,680 in wages and benefits to the wage allocations. General wage allocations for 2025 are based on the tracked time spent on SW sites and activities in 2023.

In 2026 and beyond, the wage allocation for this position will be dispersed amongst all Environmental Services functions based on operational requirements.

Recommendation #4

Each year coupons are generated for every residential property in the region. There are approximately 25,000 residences in the PRRD which means that 300,000 coupons will be created in 2025 representing potentially \$1,125,000 in waived tipping fees if the full value of every coupon was used.

In 2024, coupons were mailed to 1,573 residences with another 317 residences calling in to request coupons for the year.

COMMUNICATIONS CONSIDERATION(S):

Recommendation #1 – Upon adoption by the Regional Board, the 2025 Solid Waste Department Strategic Plan will be posted to the PRRD website for access by the public.

Recommendation #2 – Consultation with stakeholders, including First Nations, District of Chetwynd, BC Ministry of Environment and Climate Change Strategy and 23 adjacent landowners (within a 1 km radius

of Area B) will be broadened to the entire PRRD region as part of the Regional Solid Waste Management Plan update, to include the remaining six member municipalities and four Electoral Areas.

Recommendation #3 – None at this time.

Recommendation #4 – As part of the revision, a communication plan will be developed to inform the public of the coupon program and their upcoming changes. Inserts for the tax notices will be created and mailed with the PRRD tax notices and will be shared with member municipalities and First Nations for distribution to their residents through their communication portals. In addition, the PRRD website will be updated, and social media posts will be created in 2025 to better inform residents of the Coupon Program.

OTHER CONSIDERATION(S):

Recommendation #1 and #2 – None at this time.

Recommendation #3 – One current SW Coordinator position is vacant due to maternity leave and has been posted as term position until December 31, 2025. The second coordinator position is currently posted for a full-time recruit. For 2025 the clerk position is recommended to be 100% focused on SW activities.

Recommendation #4 – None at this time.



REPORT

To: Chair and Directors

Report Number: FN-BRD-306

From: Financial Administration

Date: November 7, 2024

Subject: Seniors Aging in Place Support Services Contract Extension 2025-2027

RECOMMENDATION: [Corporate Weighted]

That the Regional Board authorize a three-year contract extension with the Dawson Creek Society for Community Living for the 'Seniors Aging in Place Support Services Program' at a cost of \$6,253,509 (excluding taxes) from January 1, 2025 to December 31, 2027, further that the Chair and Chief Administrative Officer be authorized to sign the amendment on behalf of the PRRD.

BACKGROUND/RATIONALE:

In 2021, the Regional Board adopted Seniors Aging in Place Support Services Establishment Bylaw No. 2444, 2021 to provide, through direct or contracted means or the provision of grant-in-aid to a registered not-for-profit society, or health authority, or any community agency that employs health professionals, in-home support services to rural seniors. In May of 2022, the Regional District entered a contract with the Dawson Creek Society for Community Living (DCSCL) to provide these services. The contract is set to expire December 31, 2024.

It has been confirmed that the Peace River Regional District is not obligated to procure such services through open procurement since the trade agreements will not apply. Article 504(11)(h) of the Canadian Free Trade Agreement provides that the procurement of health and social services is not subject to open-procurement requirements. The New West Partnership Trade Agreement provides a similar exception in Part V(C)(2).

Given Dawson Creek Society for Community Living's (DCSCL) experience with the program, it is in the best interest of the Peace River Regional District to renew the agreement with this organization. Continuing the partnership with DCSCL ensures business continuity and guarantees that the needs of the seniors are met without interruption. Their established relationship with the community and deep understanding of the seniors' needs will enable the PRRD to maintain the high standard of service required to help seniors reside in their homes for an extended period.

There are no changes to the scope of services provided under this agreement. However, there are pricing increases and projected number of services provided increases. All other terms will remain consistent with those previously established, ensuring both financial stability and continued quality of care for the seniors in our community.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

The following table details the cost per service and projected number of services provided for 2025 to 2027.

	2023		%chg	2024		2025	%chg	2026	%chg	2027	%chg
	Actuals	PROJECTED		2025	%chg						
Unit Cost per Meal	28.88	32.22	11.57%	33.12	2.79%	34.28	3.50%	35.48	3.50%		
Unit Cost Per Housekeeping Visit	214.50	230.00	7.23%	238.05	3.50%	246.38	3.50%	255.01	3.50%		
Unit Cost per Snow Removal Visit	300.00	300.00	0.00%	310.50	3.50%	321.37	3.50%	332.62	3.50%		
Projected # of Meals Delivered	11,164	12,516	12.11%	13,375	6.86%	16,050	20.00%	19,260	20.00%		
* Projected # of Housekeeping Visits	2,012	2,930	45.63%	4,004	36.66%	4,810	20.13%	5,746	19.46%		
** Projected # of Snow Removals	154	288	87.01%	825	186.46%	990	20.00%	1,200	21.21%		
Projected PRRD Billing Meals	322,416	403,266	25.08%	442,980	9.85%	550,194	24.20%	683,345	24.20%		
Projected PRRD Billing Housekeeping	431,574	673,900	56.15%	953,152	41.44%	1,185,088	24.33%	1,465,287	23.64%		
Projected PRRD Billing Snow Removal	46,200	86,400	87.01%	256,163	196.48%	318,156	24.20%	399,144	25.46%		
Total Projected PRRD Billing (Annual)	800,190.32	1,163,565.52		1,652,294.70		2,053,438.10		2,547,776.26			
Total Projected PRRD Billing 2025-2027								6,253,509.06			

Meal costs will increase 2.79% in 2025 and 3.5% in 2026 and 2027. Housekeeping and Snow removal costs will increase 3.5% in 2025, 2026, and 2027.

The number of services provided is projected to increase considerably. However, the PRRD only pays for the number of services actually provided.

COMMUNICATIONS CONSIDERATION(S):

Contract will be issued to Dawson Creek Society for Community Living upon approval.

OTHER CONSIDERATION(S):

None at this time.



REPORT

To: Chair and Directors

Report Number: CS-BRD-352

From: Community Services

Date: November 7, 2024

Subject: North Peace Regional Park – Feasibility Study Recommendations

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board review the recommendations presented in the “North Peace Regional Park Master Plan” which provide guidance for decision making related to the North Peace Regional Park in the following focus areas:

- Facility Development – Focus Area 1 (Recommendations A to O);
- Program Development – Focus Area 2 (Recommendations A to E); and
- Service Delivery Enhancements – Focus Area 3 (Recommendations A to I);

further, that an implementation plan for future park development and improvement be prepared based on the recommendations in the North Peace Regional Park Master Plan that allows for consideration of each recommendation individually on a project-by-project basis and that the implementation plan be presented to the Regional Parks Committee who will recommend action to the Regional Board.

BACKGROUND/RATIONALE:

The North Peace Regional Park, also known as the North Peace Fall Fairgrounds, (the Park) is a beloved community asset that is well known as the home of the North Peace Fall Fair. The Park is owned by the Peace River Regional District (PRRD) and operated by the North Peace Fall Fair Society (the Society).

A Master Plan for the Park has been created to provide high-level guidance in making decisions related to the facility that best meet the needs of the community and include asset management and risk management considerations. The project entailed conducting extensive community and partner engagement and review of applicable plans, strategies and reports. The recommendations in this report relate to the ongoing operations, maintenance, and capital improvements. Implementation of the plan will take up to 10 years to action and will require annual monitoring and strategic resourcing.

On January 11, 2024, the Board passed the following resolution;

MOVED, SECONDED and CARRIED,

That the Regional Board approve that the Board Chair work with the Area ‘B’ Director, PRRD staff, and the North Peace Fall Fair Society once the feasibility studies have been completed to determine the future of the North Peace Regional Park.

A meeting was held with the Society, Area B Director, Area B Alternate Director, and Board Chair on October 15, 2024, to receive the draft Master Plan presentation, and to discuss the implementation of the plan. This meeting resulted in consensus from the attendees that;

- The Park should be transitioned from a regionally funded park to an Area B funded community park to reflect the special importance of the facility to Area B residents;
- The Park should continue to be operated by the North Peace Fall Fair Society and that the Society’s scope should include ensuring access, public programming, rentals, events, maintenance, adherence to regulatory requirements, provision of input to the PRRD for capital development and contribute generally towards the implementation of the plan.
- The existing Use and Occupancy Agreement be updated to reflect the commitments of each party to the Park and;
- Implementation of the plan be developed in association with the North Peace Fall Fair Society to clearly identify the annual priorities, funding strategy, operations, and site-wide capital plan.

Staff recommended that operating model options, facility, program, and service delivery considerations within this plan are adopted, prioritized for implementation and brought back to the Regional Parks Committee for recommendation to the Board in November 2025, which will provide guidance on the strategic direction of the North Peace Regional Park for the lifespan of the implementation plan and beyond. Approval of the North Peace Regional Park Master Plan will provide staff with foundational direction for the Park. Some of the recommendations outlined below are targeted and required, while others are for consideration. As such, detailed costing will continually be brought back to the Board for approval on a per project basis.

Report recommendations are broken into three categories, including Facility Development, Program Development, and Service Delivery Enhancements. A summary of the recommendations below can be found starting on page 63 of the report. The recommendations below are intended to improve the operations and management of the grounds as a whole. Should the plan be adopted, some of the recommendations are intended to be completed by the Society, should they continue to operate, such as development of a safety plan, expansion of programming and rentals, improvement of record keeping, and development of a fundraising plan. Targeted recommendations and their associated responsibility for implementation have been further defined in the tables below, for reference. It should also be noted that specific opportunities to advance the below recommendations, in many cases, may serve as opportunities for a shared approach through project partnership with the operating society.

Focus Area 1 - Facility Development		Responsibility
1.A.1	Consider upgrading the Adeline Kelly Building to a public occupancy building (study)	PRRD
1.B.1-3	Study options to address water needs on-site	PRRD
1.C.1	Develop a safety plan	Society
1.D.1	Replace and Enhance the Playground	PRRD
1.E.1	Upgrade the electrical system	PRRD
1.F.1	Accessibility enhancements	PRRD
1.G.1-2	Upgrade animal barns	PRRD
1.H.1-2	Improve capacity to host weddings	PRRD
1.I.1	Develop a perimeter trail	PRRD
1.J.1	Consider upgrading the Pineview Hall	PRRD
1.K.1	Improve Camping Facilities	PRRD
1.L.1	Repurpose the baseball field into accessible parking	PRRD

1.M.1	Develop an asset management plan	PRRD
1.N.1-	Remove buildings that are at the end of their useful life	PRRD
1.O.1-2	Enhance destination and directional signage	PRRD

Focus Area 2 – Program Development		Responsibility
2.A.1	Continue to host the Fall Fair and 4-H Achievement Days	Society/PRRD
2.B.1-2	Expand public programming	Society/PRRD
2.C.1-2	Expand agricultural programming	Society/PRRD
2.D.1-2	Expand rentals	Society/PRRD
2.E.1-4	Enhance interpretive elements	Society/PRRD

Focus Area 3 – Service Delivery Enhancements		Responsibility
3.A.1	Invest resources to support implementation	PRRD/Society
3.B.1	Update the Use and Occupancy License Agreement	PRRD/Society
3.C.1	Enhance communication and collaboration	PRRD/Society
3.D.1	Develop an operational plan	Society
3.E.1-2	Improve record keeping	Society
3.F.1	Develop a fundraising plan	Society
3.G.1-2	Improve marketing	Society
3.H.1	Review zoning	PRRD
3.I.1-2	Future planning and evaluation	PRRD/Society

Following the meeting on October 15, 2024, the Society provided the attached letter stating their initial preferences and support for the plan, which includes in summary:

- Support to transition to a Community Park (Area B Funded), and continue to have the property Society operated;
- Capital Priority #1 - Adeline Kelly building upgraded with a kitchen;
- Capital Priority #2 - Potable water;
- Concern #1 – Logistics of public access, as recommended in the report;
- Request to the Regional District to consider a position (staff or contracted) to work with the Society to manage the Park; and
- Request to create a 3–5-year plan.

As above, the stated capital priorities for the Society for the long-term operations of the grounds are to upgrade the Adeline Kelly Building from Farm Storage classification to a Public Occupancy classification, and to establish potable water appropriate for the grounds.

At a very high level estimation, the capital cost for these two projects could be up to \$4,500,000, based on similar projects investigated at the PRRD over the last number of years. Should the entire cost of these capital projects be requisitioned in one year (based on 2024 assessment) the impact to taxpayers is shown below. Tax rates have been shown if the requisition comes from the Regional Parks function or the Community Parks – Area B function. The requisition amount of \$4,500,000 through the Regional Parks function is significantly over the requisition limit for this function.

	Tax Rate Per \$1,000 of Requisition	Tax Rate per \$230,000 assessed value (Average Residential Assessment in Area B)
Area B – Community Parks	\$0.4426	\$101.80
Regional Parks	\$0.1416	\$32.57

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

The report outlines some costs related to the implementation of the plan. Based on high level cost estimates received as part of the capital improvement recommendations and previous investigations on site, the plan may cost up to \$7,175,000 in capital improvements to implement. These are capital costs only, and operating costs are not yet known. The cost estimates below do not include costs related to project development, engineering or architectural and will need to be determined. Of course, the costs listed could vary based on the approved scope of the project – for example, if the animal barns are determined to be repaired, the cost could be much less than if the animal barns were rebuilt.

Building/Asset	Capital Upgrade Suggested	Estimated Cost
Adeline Kelly	Upgrade to A2 from F2, including kitchen	\$500,000 not including engineering/architectural design
Potable water onsite	Explore options to drill new well and provide water treatment or install extra cisterns for potable water provision	\$500,000 to \$4 million
Playground	Replace and enhance	\$350,000
Electrical	Upgrade electrical site-wide, install additional lighting throughout for safety	\$50,000 (estimate \$500-\$1000 per pole, plus wiring, trenching, new panels, etc.)
Accessibility	Accessible washroom, more accessible seating and hard surface paths	\$500,000
Animal barns	Upgrades and safety considerations for deteriorating buildings, including foundations and roof material/eaves	\$1 million (if barns need to be constructed rather than repaired)
Develop a perimeter trail	Develop a trail that goes around the exterior of the grounds (estimated 1,500m)	\$225,000

Pineview Hall	Upgrade foundation and safety systems	\$150,000
Improve Camping Facilities	Formalized camping areas, picnic tables and fire pits in approved areas.	\$150,000
Repurpose Baseball Field into Accessible Parking	Remove the baseball field and add accessible parking spots in its place.	\$50,000
Remove Buildings at the end of their useful life	Assess and remove any buildings that are not in safe condition.	\$150,000
Enhance Destination and Directional Signage	New Park signage, fire safety plan signage, maps, etc.	\$50,000

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

Transition of Park from Regional to Community

A key purpose of this report was to identify whether the site is more appropriately funded through a regional function or a community function, and if it was possible to transition these grounds from a Regional facility to a Community Facility.

The land in question is dedicated as a Regional District Park but may be classified as either a Regional Park or a Community Park, by way of resolution by the Regional Board. The important distinction between a Community Park and Regional Park is in how the operations, maintenance and/or capital improvements are funded. Should the Board choose to consider these grounds as a Community Park, funding would be requisitioned from Area B, and not through a Region wide service as is currently the case.



Authorization to provide a Community Park service is currently granted through a Supplementary Letters Patent, which needs to be updated to a Community Park Establishment Bylaw. This may happen before or after the Park is funded through Area B.

Attachments:

1. NPFFS – Letter to PRRD - Feasibility Study - October 2024
2. NPFFS – Use and Occupancy License Agreement – March 2020
3. North Peace Regional Park Master Plan - October 29, 2024

North Peace Fall Fair Society
Box 6634, PO Main
Fort St. John, BC V1J 4J1



 North Peace Fall Fair
 North_Peace_Fall_Fair
 www.northpeacefallfair.com

October 22, 2024
Peace River Regional District
Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Attention: Chair Brad Sperling

RE: North Peace Regional Park Master Plan, Sept 24, 2024

Dear Chair Sperling.

The Fall Fair Board has reviewed the information provided by Expedition Management Consulting and cautiously feel the best option for the continuance of the Fair is Option #1 Community Park, Society Operated. We need to discuss the expectations of both the NPFFS and the PRRD as it is not explained clearly in the study.

Our concerns are the following:

We agree that the number one issue going forward to the success of the Park is the completion of the Adeline Kelly Building to an public assembly facility which should include a kitchen so the function of the building can be multipurpose. Please provide us with the information that the NPFFS needs to make this happen in partnership with the PRRD.

We also agree that the second most important item is potable water. We were able to manage this year by having it hauled, this is not an ideal solution. We would like to know how this issue can be rectified.


Regular public access. We are concerned with the logistics and liability around this recommendation.

Operational infrastructure, management capacity and financial resources to manage the agreement. Would the PRRD create a position for an individual who would work with the society to manage the park?

We would appreciate the opportunity to develop a 3-to-5-year business plan with the PRRD to make these improvements as well as others.

We look forward to continuing our partnership. Our main desire is to see the grounds being used to promote and educate the public in all aspects of the agricultural sector through the Annual Fall Fair and numerous activities. We believe that the park is the ideal venue for that to continue as has for the past 77 years.

Yours sincerely and respectfully,


Bruce D. Christensen
President, North Peace Fall Fair Society

USE AND OCCUPANCY LICENCE AGREEMENT

BETWEEN:

PEACE RIVER REGIONAL DISTRICT

Box 810
1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

(hereinafter called the "District")

ON THE FIRST PART

AND:

NORTH PEACE FALL FAIR SOCIETY

Society Registration No. S-0014739

(hereinafter called the "Society")

OF THE SECOND PART

WHEREAS the District is the registered owner in fee simple as those lands and premises located in the Peace River Assessment District in the Province of British Columbia and more particularly known and described as:

Lot 1, Section 6, Township 86, Range 18, West of the 6th Meridian, Peace River District, Plan 31310 and shown on Appendix "A" which is attached to and forms part of this Agreement.

(the lands and premises are hereinafter collectively called the "Facility and Grounds")

AND WHEREAS the Society wishes to use and occupy the Facility and Grounds to accommodate recreational and social events and other public recreation activities appropriate to the venue for the benefit of the Community.

NOW THIS AGREEMENT WITNESSES that, in consideration of the premises and the covenants hereinafter contained, the parties hereto covenant and agree, each with the other, as follows:

1. Term

- (a) The District hereby agrees to grant the Society a licence to use and occupy the Facility and Grounds for a period of five (5) years and commencing with the 7th day of March, 2020 to and including the 7th day of March, 2025 (the "Term") unless earlier terminated or extended as provided in this Agreement.
- (b) Upon expiry of the Term, the Agreement may be renewed by confirmation in writing by the parties for one additional five (5) year term provided all obligations of the Agreement are met by the Society.
- (c) The use and occupancy granted in this Agreement shall apply to the Facility and Grounds only.

2. Fees

In return for the use and occupancy of the Facility and Grounds, the Society will pay the District a fee of “\$1.00” in each year of the Term, the receipt and sufficiency of which is hereby acknowledged by the District.

3. Use

- (a) The Society shall use the Facility and Grounds primarily for the purpose of hosting an annual fall fair, and may also use or allow others to use the Facility and Grounds for private or community social gatherings such as weddings and family reunions (“Special Events”), provided that where the Society is allowing others to use the Facility and Grounds, section 4 of this Agreement applies.
- (b) The Society shall act as stewards of this community access to ensure all obligations under this Agreement are met by other groups or members of the general public that use the Facility and Grounds.

4. Facility Rental and Use Agreements

- (a) Subject to section 3(a) the Society may, without the consent of the District, enter into a Facility and Grounds Use Agreement, so long as the term of each Facility and Grounds Use Agreement is for a duration of not more than fifteen (15) days per calendar month.
- (b) The Society shall require any person or group (“Applicant”) requesting to use the Facility and Grounds to enter into a formal Facility and Grounds Use Agreement in the form attached as Appendix ‘B’ to this Agreement.
- (c) The Society may refuse to permit any person or group to use the Facility and Grounds if the person or group has an unpaid account in respect of the use of the Facility and Grounds, or if the Society or the District considers that the proposed use would not comply with the restrictions in this Agreement.
- (d) The Applicant may serve or allow for the service of alcohol in the Facility and Grounds during Special Events if the Applicant:
 - i. Obtains party alcohol liability insurance in accordance with s. 16(d);
 - ii. Obtains all required liquor and business licenses and permits and complies with the terms thereof and with all applicable laws, regulations, and orders of government authorities having jurisdiction, and has ensured that every person serving alcohol at the event has successfully completed an alcohol service training program; and
 - iii. Upon request from the District, from time to time and with reasonable notice, provides evidence of having met the requirements under (i) and (ii) above.
- (e) Pursuant to s. 115 of the *Liquor Control and Licensing Regulation*, as amended, the District grants the Society and/or Applicant permission to hold Special Events where alcohol may be served. The Society and/or Applicant acknowledge and agree that permission granted hereto in no way negates the releases and indemnities provided for in this Agreement or in Appendix ‘B’ to this Agreement. The Society and/or the

Applicant further acknowledge and agree that it/they release and indemnify the District against all claims whatsoever related to the serving of alcohol in the Facility and Grounds.

5. Donations and Rental Fees

- (a) The Society may accept donations related to and charge fees for access to the Facility and Grounds, as long as the proceeds go towards maintenance of the Facility and Grounds, the purchase of related equipment, or capital reserve funds for the Society.
- (b) The Society may charge rental fees and collect damage deposits for public use of the Facility and Grounds. A copy of the current fee schedule shall be provided to the District. Rental fees may be amended by the Society upon written approval from the Chief Administrative Office of the District, upon which approval the fee schedule may be amended and shall be provided to the District.

6. Facility Conditions

- (a) The Society accepts that use and occupancy of the Facility and Grounds is on an “as is” condition and acknowledges that the District has not made any representations, warranties, or agreements as to the condition of the Facility and Grounds including its suitability for the Society’s purposes.
- (b) The Society accepts responsibility and the cost of remediation for any damage, including environmental damage, resulting from the Society’s use of the Facility and Grounds.
- (c) No waste, as defined under the *Environmental Management Act* (British Columbia) as amended or replaced from time to time, may be brought onto the Facility and Grounds by the Society, and the Society will ensure that no waste is brought onto the Facility and Grounds by any Applicant.

7. Posted Notices

- (a) The Society will post, and keep posted, on or in the Facility and Grounds any notice in regard to this Agreement that the District may require.
- (b) The Society will allow the District to post, and will keep posted on or in the Facility and Grounds, any notice that the District may desire.

8. Improvements

- (a) If the Society intends to do any of the following work on the Facility and Grounds, it shall obtain the prior written consent of the District:
 - i. any building construction or renovation work that requires a building permit under the District’s Building Bylaw No. 2131, 2014; or
 - ii. any land clearing or alteration.
- (b) No consent given under 8(a) shall relieve the Society from the requirement to obtain a Building Permit and any other necessary permits from the applicable authority (ies) before commencement of work.
- (c) The Society may, at any time during the Term, or within six months of termination of this Agreement or such other date as the parties may agree to (the “Removal Date”),

remove any improvements made to the Facility and Grounds by the Society during the Term, but after the Removal Date the improvements shall become the property of the District free and clear of all liens, costs or charges, and the Society shall indemnify and save harmless the District from any and all liability whatsoever for such liens, costs, and charges.

9. Maintenance

- (a) The Society shall, during the Term, maintain and preserve the Facility and Grounds in good order and not permit any garbage or objectionable material, as determined by the District at its sole discretion, to accumulate in or about the Facility and Grounds.
- (b) The Society shall repair and maintain the Facility and Grounds in a safe, clean and sanitary condition befitting buildings and lands used by the public and shall make safe, clean and sanitary any portion of the Facility and Grounds or any improvement that the District may direct by notice in writing to the Society.
- (c) If the Society fails to keep the Facility and Grounds as required in this Agreement the District may take the necessary steps either through own forces or contracted services to restore the Facility and Grounds to the condition required by this Agreement, and may recover any reasonably incurred costs for the restoration from the Society.

10. Payment for Service

The Society shall hold all service and utility accounts for the Facility and Grounds in its name and, without limiting the generality of the foregoing, shall pay for all electricity, water, sewage, garbage pick-up and other services of any kind supplied to the Facility and Grounds. Any such accounts shall be kept in good standing at all times.

11. Termination

- (a) Should the Society default on any of the covenants contained in this Agreement, the District may terminate this Agreement and retake possession of the Facility and Grounds should the Society fail to rectify such default within ten (10) days of being given notice to do so by the District.
- (b) This Agreement may be terminated by either party upon giving sixty (60) days' written notice of its intention to so terminate. Upon termination, no amount will be owed by the District to the Society due to the termination.
- (c) The Society is not entitled to compensation for losses, loss of market value, relocation costs or other costs due to the termination of this Agreement.
- (d) If this Agreement is terminated under any circumstances then the Society will, if required by the District in its sole discretion, remove all property belonging to the Society, and will return the Facility and Grounds to a condition satisfactory to the District all at the Society's own expense and within such period as may be specified by the District.

12. Right of Entry & Inspections

- (a) The District, including its officials, officers, employees, agents or representatives, may enter the Facility and Grounds at any time for the purposes of inspection or to access equipment and services necessary for operation of the other assets on the Facility and Grounds. Notice will be provided to the Society of the planned entry as soon as possible and preferably prior to accessing the Facility and Grounds.
- (b) The Society will ensure that the District is provided a current set of keys to access the Facility and Grounds at any time.

13. Encumbrances

- (a) This Agreement is for a licence only and does not create nor shall it be deemed to create any property interest in favour of the Society.
- (b) The Society shall not mortgage, charge, or otherwise encumber its interests under this Agreement on title to the Facility and Grounds.

14. Assignment

Except as outlined in Section 4 above, the Society shall not assign nor sublet this Agreement except with the written consent of the District.

15. Release and Indemnity

- (a) The Society releases the District and its elected officials, officers, employees, agents and others from and against all demands and claims, which the Society may have, now or in the future, in relation to this Agreement, the Facility and Grounds or the Society's or an Applicant's use or occupancy of the Facility and Grounds.
- (b) The Society will indemnify and save harmless the District, its elected officials, officers, directors, employees, agents and shareholders from and against any and all losses, claims, costs, expenses, damages, liabilities, causes of action, actions, suits and judgments including all costs of defending or denying the same, and all costs of investigation, monitoring, remedial response, removal, restoration or permit acquisition and including all solicitor's fees and disbursements in connection therewith which at any time may be paid or incurred by or claimed against the District, its officers, directors, employees, agents and shareholders arising, directly or indirectly, out of:
 - i. any breach of any obligation set forth in this Agreement to be observed or performed by the Society;
 - ii. any act, omission, or negligence of the Society, its members, officers, directors, employees, agents, contractors, subcontractors, subtenants, licensees, invitees or others for whom it is responsible;
 - iii. any damage to property occasioned by the Society's use and occupation of the Facility and Grounds or any injury to person or persons, including death, resulting at any time from the Society's use and occupation of the Facility and Grounds; or a user group (Applicant) being granted access to the Facility and Grounds through a required rental agreement; or

- iv. the granting of this Agreement.
- (c) The release and indemnities in this Agreement shall survive any termination of this Agreement.

16. Insurance

- (a) The Society, at the Society's cost, will obtain and keep in force throughout the existence of this Agreement, general liability insurance against claims for personal injury, death or property damage occurring upon or in or about the Facility and Grounds, in an amount of not less than \$3,000,000 per accident or occurrence and otherwise with an insurer and with a deductible and on terms satisfactory to the District and shall name the District as additionally insured ("Insurance Policy"). The Society will deliver to the District upon execution of this Agreement a copy of the Insurance Policy and will deliver to the District proof of coverage at the beginning of each year of this Agreement.
- (b) The Insurance Policy shall provide that it is not terminable or alterable without the giving of 30 days' written notice to the District.
- (c) The Society will ensure that every Applicant will have appropriate general liability insurance as required in the form attached as Appendix 'B' to this Agreement.
- (d) In the event that alcohol is served during Special Events, the Society will ensure that the Applicant obtains, party alcohol liability insurance in an amount of not less than \$5,000,000 per accident or occurrence, or such greater amount as may be required by the Regional District from time to time, naming the Peace River Regional District as additionally insured. Upon request by the District at any time, the Society will deliver to the District, at the beginning of each year of this Agreement, proof of coverage for each of the Special Events that occurred in the previous year where alcohol was served.
- (e) The Society will ensure that all contractors and employees retained by the Society for work at the Facility and Grounds shall have WorkSafe BC coverage, unemployment compensation coverage any other coverage required by law and appropriate liability insurance (minimum \$2,000,000.00). The Society will deliver to the District upon execution of this Agreement a copy of the said insurance coverage.
- (f) The Society acknowledges that the District may not carry contents insurance in respect of the Facility and Grounds and hereby releases the District from any claims the Society might otherwise make for damage to any goods or equipment the Society may store on the Facility and Grounds during the Term.

17. Compliance with Laws and Regulations

- (a) The Society shall, in the operation, maintenance and improvements of the Facility and Grounds, comply with all Local Government, Provincial, and Federal legislation.

18. Nuisance

- (a) The Society shall not cause nor permit to be caused any act or thing to be done at the Facility and Grounds which is, or would constitute a nuisance to, the owners or occupiers of any lands or premises adjoining the Facility and Grounds, or in the vicinity

of the Facility and Grounds, or to the public in general and shall release and indemnify and save harmless the District from any liability therefore.

- (b) All invasive plant infestations found on the District property are to be reported to the District immediately by the Society.
- (c) The District will tend to invasive plant treatments on all District owned and occupied lands. As such, a District Contractor will be mechanically and/or chemically treating invasive plants up to a maximum of three times per year at the cost of the District.
- (d) No chemical treatment of invasive plants is to be conducted by the Society at any time.

19. Cessation of the Society

Should the Society, at any time during the Term, cease to exist as a registered society, then and in that event, its right of use and occupancy and any other rights hereunder shall be forthwith terminated. Upon termination under this Section, the assets of the Society shall be chargeable for any liability remaining unpaid at such time to the District, including any cost related to returning the Facility and Grounds to its original state.

20. No Partnership or Joint Venture

Nothing contained in this Agreement shall be deemed or construed by the parties nor by any third party, as creating the relationship of principal and agent or partnership or of joint venture between the parties or as giving the Society any power or authority to bind or act as an agent of the District in any way.

21. Succession

This Agreement will remain in effect after its expiration date to facilitate negotiations for renewal of the Agreement. This succession will be considered a temporary, month-to-month arrangement and continue to be subject to all terms of this Agreement. If a suitable arrangement cannot be reached within a reasonable amount of time, the District has the right to terminate this Agreement.

22. Notices

- (a) Any notice, report or other document that either party may be required or may wish to give to the other must be in writing, unless otherwise provided for, and will be deemed to be validly given to and received by the addressee, if served personally, on the date of such personal service or, if delivered by mail, fax or email fourteen (14) days from the date sent. Either party may, from time to time, advise the other by notice in writing, of any change of address of the party, giving such notice and from and after the giving of such address specified therein this shall, for the purpose of this paragraph, be conclusively deemed to be the address of the party giving such notice.
- (b) The addresses for delivery will be as follows:

Peace River Regional District

PO Box 810
1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
c/o Chief Administrative Officer
Phone: (250)784-3200
Fax: (250)784-3201
Email: prrd.dc@prrd.bc.ca

North Peace Fall Fair Society

RR #1 Site 16 Comp 56
Fort St John, BC V1J 4M6
c/o: Bruce Christensen
Phone: (250)787-2202
Email: b&cchristensen@telus.net

23. Entire Agreement

This Agreement shall be deemed to constitute the entire Agreement between the District and the Society with respect to the matter hereof and shall supersede all previous negotiations, representations, and documents in relation hereto made by either party to this Agreement.

24. Peaceful Surrender

- (a) The Society, its assignees or subleases, shall not commit waste upon the Facility and Grounds and at the expiration or earlier termination of this Agreement, or extensions hereof, if extended, will peaceably surrender possession to the District in good order and repair, normal wear and tear and damage by casualty and condemnation excepted, and at the Districts request, in addition to removing all the Society's trade fixtures and equipment, the Society shall remove all non-structural alterations and improvements, provided that removal of any such items including trade fixtures and equipment shall be done in a manner as to minimize damage to the Facility and Grounds and the Society, and shall immediately repair any such damage caused by the removal of such items and/or the installation and presence of such items and modifications to the Facility and Grounds to accommodate such installation. The terms of this Section shall survive the termination or expiration of this Agreement.
- (b) The Society will, at the expiration of the Term, or sooner if the Agreement is terminated as provided herein, immediately remove all of its property, make good any damage caused by the removal and surrender the Facility and Grounds in a peaceable way to the District in a clean condition in as good condition as it received the Facility and Grounds.

25. Waiver

- (a) A waiver is effective only if it is in writing.
- (b) No waiver by either party of any breach by the other party of any of its covenants, obligations and agreements will be a waiver of any subsequent breach or of any other covenant, obligation or agreement, nor will any forbearance to seek a remedy for any breach be a waiver of any rights and remedies with respect to such or any subsequent breach.

26. Miscellaneous

- (a) Nothing in this Agreement affects the right of the District to exercise its powers within its jurisdiction.
- (b) Time is of the essence.
- (c) This Agreement shall be governed by the laws of the Province of British Columbia.
- (d) If any portion of this Agreement is held at any time invalid by a court of competent jurisdiction, the invalid portion and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.
- (e) The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit, or enlarge the scope of any provision of the Agreement.
- (f) In this Agreement, wherever the singular or masculine is used, it shall be construed as if the plural or feminine or body corporate as the case may be, had been used where the context of the parties hereto so require.
- (g) This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors and assigns.

IN WITNESS WHEREOF the parties have duly executed this agreement as of the day and year written below.



Chair

PEACE RIVER REGIONAL DISTRICT

March 12, 2020

Date

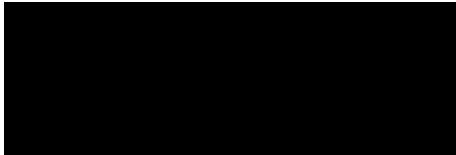


Shawn Dahlen – Chief Administrative Officer

PEACE RIVER REGIONAL DISTRICT

March 12/20

Date



Signing Officer - *President*

North Peace Fall Fair Society

Mar 10/20

Date

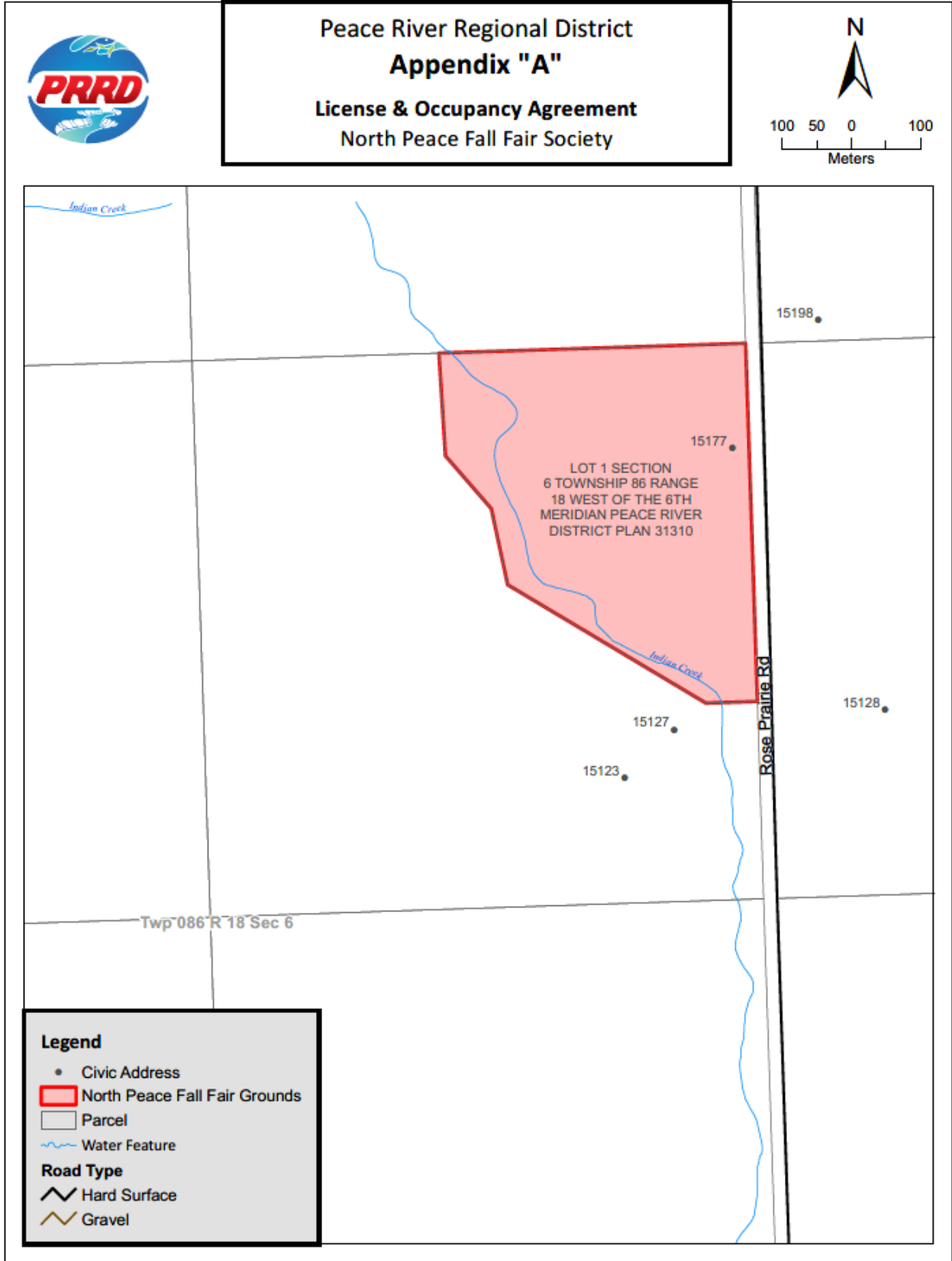
Bruce D. Christensen

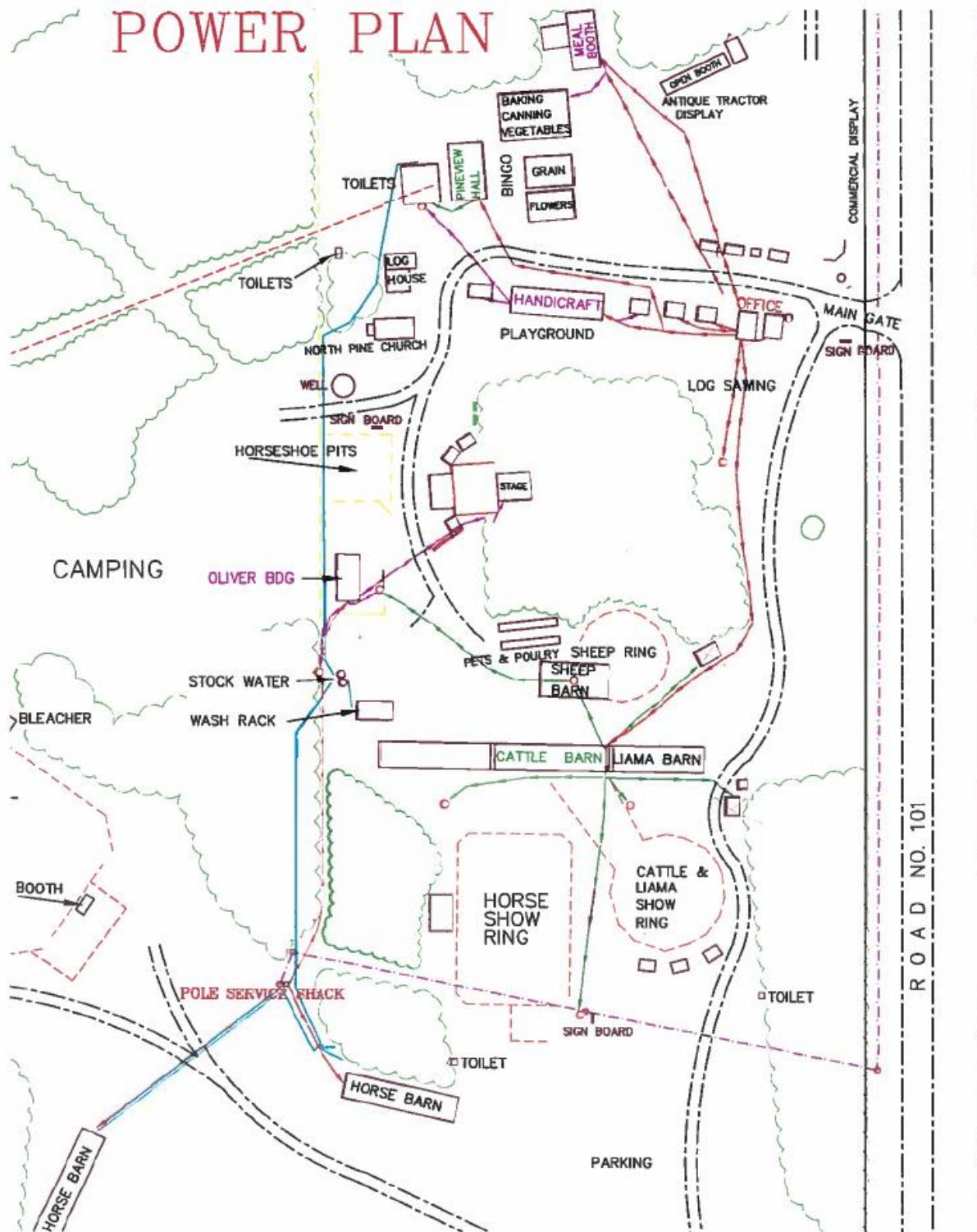
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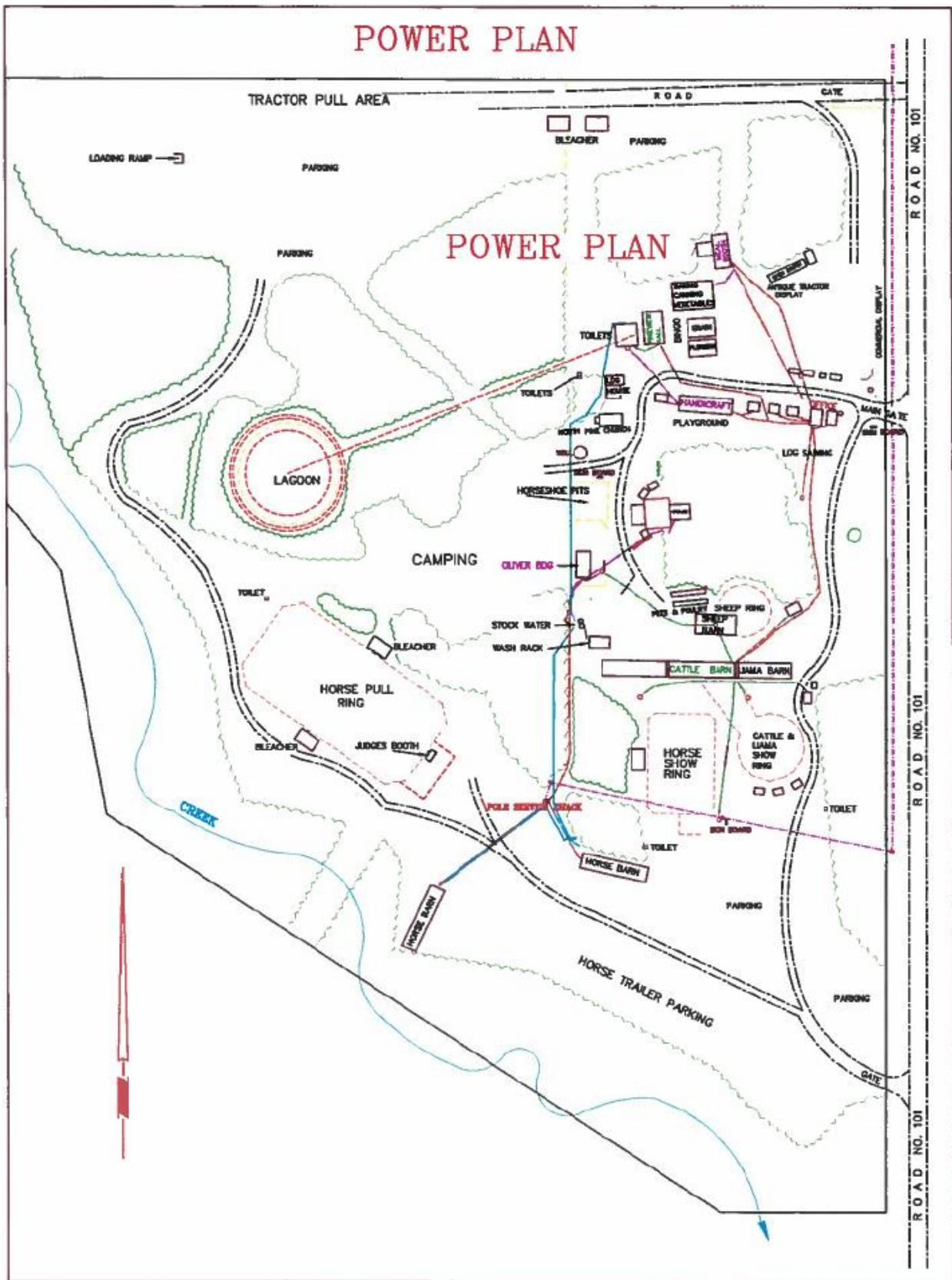
Appendix 'A' – Map of Location

Appendix 'B' – Facility and Ground Use Agreement & Application Form / Fee Schedule

Appendix 'A' – Map of Location







Appendix 'B'**NORTH PEACE FALL FAIR FACILITY RENTAL AGREEMENT****FACILITY AND GROUNDS USE AGREEMENT & APPLICATION FORM****Rules Governing the Use of the Facility and Grounds**

1. The Applicant must sign and date this Facility and Grounds Use Agreement before deemed to have been granted permission to use the Facility and Grounds.
2. The Applicant agrees to use the Facility and Grounds only for the purpose listed and for no purposes other than public recreation (including such events as weddings, birthday parties, community suppers, funerals, etc.) and short-term education and training.
3. The Applicant agrees that the North Peace Fall Fair Society may terminate this Agreement if the Applicant fails to comply with this Agreement or any of the Rules Governing Use of Facilities and Grounds.
4. The Applicant agrees that there will be no firearms, paintball guns or archery equipment allowed on the Facilities and Grounds.
5. The Facility/Grounds shall be used in a manner compatible with public health, welfare and safety and the applicant shall not allow the Facilities/Grounds to be used for any violence, crime or disorderly conduct.
6. Prior to being provided access to, use or occupancy of the Facility and Grounds, the Applicant will provide the Society evidence of general liability insurance in the amount of \$3,000,000.00) naming the Peace River Regional District and North Peace Fall Fair Society as additionally insured.
7. The Applicant will not permit liquor on the premises unless prior approval has been granted by the Society, which approval shall only be given if the following conditions are met:
 - a) alcohol is only being allowed for personal consumption in the camping area, and is purchased and consumed for personal use; or
 - b) in the event of a special occasion, a valid liquor license is in effect and the Applicant has purchased party alcohol liability insurance in the amount of \$5,000,000.00 naming the Peace River Regional District and North Peace Fall Fair as additional insureds.
8. The Applicant is responsible for pick-up of litter (including pet litter) and debris during and after the event and shall leave the Facility and Grounds and surrounding areas in a clean, tidy and undamaged condition.
9. The Applicant (including friends, guests, invitees or spectators using the Facility and Grounds) is expected to act in a considerate and sportsmanlike manner. Abusive language or inconsiderate behaviour which is found to be objectionable may result in the cancellation of Facility and Grounds use.
10. The Peace River Regional District or the North Peace Fall Fair Society reserve the right to cancel or alter the Facility and Grounds usage should conditions arise that necessitate scheduling changes.

11. The Peace River Regional District or the North Peace Fall Fair Society reserve the right to deny any rental application.
12. No potable water or paper will be provided to the Applicant.
13. If there is a Provincial or Regional Fire Ban there will be no fires allowed anywhere on the Facilities and Grounds. Otherwise fires are ONLY permitted at designated fire pits.
14. Smoking only in designated smoking areas.
15. North Peace Fall Fair Society shall be permitted to drop in on any function to ensure that the rules are being followed and members could be on site during the function to do repairs to the Facilities and Grounds but will not interfere with scheduled activities.
16. Any buildings locked or boarded up must not be opened by the Applicant or their guests. Failure to do so may result in cancellation of the rental agreement.
17. Use of freezers, refrigerators, and electricity may be available upon request and may be subject to fees.
18. Tables and benches found inside the buildings must be put back in the same building when finished with them.
19. If the grounds are rented to two different parties on the same weekend, the first party must check-out the following day by 10:00am.
20. It is the responsibility of the Applicant to ensure the Facilities and Grounds are in good condition and free from hazards (glass, obstructions, etc.). If a hazard does exist, please notify the North Peace Fall Fair Society first and if not remediated then the Peace River Regional District.

Waiver and Indemnity Clause

The Applicant acknowledges and covenants to use the Facility and Grounds at its own risk and agrees that the Peace River Regional District and the North Peace Fall Fair Society has made no warranties or representations respecting the suitability or condition of the premises.

The Applicant agrees that releases and saves harmless the Peace River Regional District and the North Peace Fall Fair Society, and their officers, elected officials, employees, servants, agents, heirs, successors and assigns from and against all demands and claims, which the Applicant may have, now or in the future, in relation to this Application, the Facility and Grounds or the Applicant's use or occupancy of the Facility and Grounds.

The Applicant further indemnifies and saves harmless the Peace River Regional District and the North Peace Fall Fair Society, and their officers, elected officials, employees, servants, agents, heirs, successors and assigns from and against any and all losses, claims, costs, expenses, damages, liabilities, causes of action, actions, suits and judgments including all costs of defending or denying the same, and all costs of investigation, monitoring, remedial response, removal, restoration or permit acquisition and including all solicitor's fees and disbursements in connection therewith which at any time may be paid or incurred by or claimed against the District, its officers, directors, employees, agents and shareholders arising, directly or indirectly, out of:

- v. any breach of any obligation set forth in the Application or through a required rental agreement to be observed or performed by the Applicant;
- vi. any act, omission, or negligence of the Applicant, its members, officers, directors, employees, agents, contractors, subcontractors, subtenants, licensees, guests, invitees or others for whom it is responsible;
- vii. any damage to property occasioned by the Applicant's use and occupation of the Facility and Grounds or any injury to person or persons, including death, resulting at any time from the Applicant's use and occupation of the Facility and Grounds; or
- viii. the granting of a rental agreement to be observed or performed by the Applicant.

The release and indemnities in this Waiver and Indemnity Clause shall survive any termination of the Applicant's use and occupation of the Facility and Grounds.

Applicant Signature

Date

FACILITY USE AGREEMENT

LOCATION: North Peace Fall Fair Facilities and Grounds

APPLICANT INFORMATION	
Organization:	Representative Name:
Email:	Phone:
Mailing Address:	
City:	Postal Code:
FACILITY USE INFORMATION	
Event Name <i>(if applicable)</i>	No. of Participants:
Dates Requesting Use:	
Event Start Time:	Event End Time:
Provide a brief description of event:	
Map/Sketch of Location and Layout of Use <i>(if applicable)</i> ATTACHED [] Yes	
Damage Deposit Paid: \$ _____	Date of Damage Deposit
INSURANCE & LICENSES	
Minimum \$3,000,000 Liability Insurance: ATTACHED [] Yes	
Minimum \$5,000,000 Party Alcohol Liability Insurance: ATTACHED [] Yes [] Not Applicable	
Insurance names The North Peace Fall Fair Society and the Peace River Regional District as additional insureds? [] Yes	
Special Events Permit or Beer Garden Liquor License: [] Yes [] Not Applicable	
# of Individuals with Serving It Right []	
Emergency Plan ATTACHED [] Yes	# of Licensed First Aid Attendants On Site []

RENTAL FEES

	Fee	Total
<input type="checkbox"/> Damage Deposit	\$2,500 flat fee deposit	_____
<input type="checkbox"/> Fairgrounds Use Fee	\$150/day x _____ days =	_____
<input type="checkbox"/> Adeline Kelly Hall	\$150/day x _____ days =	_____
<input type="checkbox"/> Kitchen Use Fee	\$50/day x _____ days =	_____
<input type="checkbox"/> Washroom Use Fee	\$50/day x _____ days =	_____
TOTAL FEES OWED:		<input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/>

CLEANING/REPAIRS/REPLACEMENT FEES

All costs for damages and repairs will be deducted from the damage deposit. Should the extent of repairs or replacement of damaged buildings/land/property exceed the damage deposit rate, the Applicant will be responsible for additional costs. The following fees will be deducted from the damage deposit if not cleaned by the renter at the end of use:

- Washroom cleaning charge \$300 flat fee
- Kitchen cleaning charge \$500 flat fee
- Fairgrounds cleaning charge \$300 flat fee
- Adeline Kelly Hall cleaning charge \$200 flat fee
- Garbage removal \$200 flat fee
- Damage to tables, benches, etc. actual replacement costs
- Damage to property/lands/buildings actual repair or replacement costs

CHECKLIST MUST BE COMPLETED BEFORE/AFTER

I understand and acknowledge the fees noted above and agree to abide by the “Rules Governing the Use of the Facility” on page 1:

Applicant Name (please print)

Date

Applicant Signature

North Peace Fall Fair Representative Name (please print)

Date

North Peace Fall Fair Representative Signature



North Peace Regional Park Master Plan

Final: October 29, 2024



PEACE RIVER
REGIONAL DISTRICT

expedition
MANAGEMENT CONSULTING

North Peace Regional Park Master Plan | October 29, 2024

expedition
MANAGEMENT CONSULTING

October 29, 2024

Bryna Casey
Community Services Manager
Peace River Regional District
Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Dear Ms. Casey,

Please find enclosed the North Peace Regional Park Master Plan. It has been a pleasure working with the Project Steering Committee to develop this important report. We look forward to hearing about your successes in implementation.

If you have any questions or require clarification on the attached report, please feel free to contact me at 780-266-7888.

Sincerely,



Justin Rousseau, Managing Director
Expedition Management Consulting Ltd.



North Peace Fall Fair
Photo Credit: North Peace Fall Fair Facebook



Straw Bale
Photo Credit: North Peace Fall Fair Facebook



Table of Contents

- 1 Introduction 1
- 2 Analysis 4
 - The North Peace Regional Park 5
 - Programming Analysis 6
 - Site and Facility Analysis 7
 - Operational Analysis 9
 - The PRRD Regional District Park System 10
 - Strategic Alignment Analysis 10
 - SWOT Analysis 11
- 3 Community Engagement Results 12
- 4 Case for Change 15
- 5 Vision and Outcome Statements 17
- 6 Operational Framework 19
- 7 Focus Areas 25
 - 1. Facility Development 26
 - 2. Program Development 37
 - 3. Service Delivery Enhancements 41
- 8 Conclusion 46
- Appendices 48
 - Appendix A – Expanded Strategic Alignment Analysis 49
 - Appendix B – Engagement Communication Metrics 50
 - Appendix C – Expanded Engagement Results 53
 - Appendix D – Capital Project Evaluation Criteria and Process for NPRP 62
 - Appendix E – Summary of Recommendations 64
 - Appendix F – References 68



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Tractors at the North Peace Fall Fair
Photo Credit: North Peace Fall Fair Facebook



1

Introduction

Introduction

The North Peace Regional Park (the Park) is a beloved community asset that is well known by residents as the home of the North Peace Fall Fair. The Park is owned by the Peace River Regional District (PRRD) and operated by the North Peace Fall Fair Society (the Society). The PRRD is committed to fostering the maintenance and development of this asset and setting a future vision for the Park informed by the community. To assist in achieving this commitment, the PRRD has completed a Master Plan for the Park. The Plan will provide guidance to the PRRD in making decisions related to the facility that best meet the needs of the community.

Process

The North Peace Regional Park Master Plan had five interconnected phases as described next.



Project Team

The Project Steering Committee was established to oversee the study and provide input and feedback at key junctures. The plan was developed by Expedition Management Consulting.

Project Team	
Organization	Representatives
Peace River Regional District	Kevin Clarkson – General Manager of Community Services Bryna Casey – Community Services Manager Jennifer Bell – Parks and Rural Recreation Coordinator
Consultant Team (Expedition Management Consulting Ltd.)	Justin Rousseau – Managing Director Maxwell Harrison – Senior Associate Cassandra Gilmore – Associate Breanna Hives – Graphic Designer



Spectators at North Peace Fall Fair
Photo Credit: North Peace Fall Fair Facebook

2

Expedition Management Consulting Ltd.

North Peace Regional Park Master Plan | October 29, 2024

Overview of Research

A variety of primary and secondary research activities were conducted to develop the Plan. Primary research was completed through a community survey, input workshops with residents, community groups, staff, 4-H Leadership, and the Society, interviews, and an in-person site tour. Secondary research was conducted through reviews of applicable plans, strategies, and reports, as well as reviews of agricultural societies and agriculturally focused park spaces in British Columbia and Alberta.

1. Surveys Administered:

- Community Input Survey (592 responses)

2. Meetings Conducted:

- Project Steering Committee Meetings
Dates: February 15, March 15, March 27, May 3, July 10, and July 30, 2024.
- Society Input Workshop
Date: March 19, 2024
- Digital Community Input Workshop
Date: April 2, 2024
- In-Person Community Input Workshops
Dates: April 3, 2024 (Dawson Creek) and April 4, 2024 (Fort St. John)
- In-Person Site Tour and Discussion with PRRD and the Society
Date: April 4, 2024
- PRRD Board of Directors Interviews
Date: April, 2024
- Staff Input Workshop
Date: April 26, 2024
- 4-H Clubs Leadership Input Workshop
Date: June 18, 2024
- Society and Area Directors Feedback Session
Date: October 15, 2024

3. Stakeholders Engaged (through workshops, interviews, and/or survey):

11 different stakeholder groups and 3 PRRD Departments participated in the engagement process.

Community Groups and Businesses:

- Beaton Community 4-H Club
- C Graham Works
- North Peace District 4-H
- North Peace Fall Fair Society
- North Peace Ride for the Disabled
- North Peace Spinners & Weavers Guild
- Peace Equestrian Park
- Prespatou 4-H Club
- Riding Coach (volunteer)
- Silver Willow 4-H Club
- Tractor Pull

Peace River Regional District Departments:

- Community Services
- Environmental Services
- Development Services

4. Documents Reviewed

- Strategies, plans, and other documents from the District.
- Report, statistics, surveys, and planning documents from stakeholders.
- Frameworks and policies from provincial and national sources.

3

2

Analysis

4

The North Peace Regional Park

The North Peace Regional Park, also known as the North Peace Fall Fair Grounds, is approximately 43 acres in size and is located at 15177 Rose Prairie Road. The Park is 22 kilometers north of Fort St. John and is a 20-minute drive from the city. Designated as a regional park in 1979, it is most well known for hosting community agricultural events, including the North Peace Fall Fair and 4-H Achievement Days. The Park is a treasured community asset enjoyed by a diverse group of people. Some of the buildings on site date back to 1890, which adds to its historical significance.

Since its establishment, the Park has functioned to serve community needs in the region.¹ The facility plays a significant role in fostering interest in agricultural pursuits through its unique agricultural amenities and well-attended events. The Park also acts as a hub for community connection where residents can come together to strengthen relationships and create memories. The site provides a critical link between the past and the present.

“

“The Fall Fair is the main community event we attend each year. We see many friends and reconnect to the community and the incredibly hard-working people who keep this farming community going. This is such a valuable and important place for young people to be embraced by the community for their skills and accomplishments.”

– Survey Respondent



North Peace Fall Fair
Photo Credit: Energetic City

5

Programming Analysis

The main activity hosted at the Park is the annual North Peace Fall Fair. The Fair was originally established in 1947, which means it is celebrating its 77th year in 2024. This is a remarkable achievement! The Fair offers activities for all ages, including tractor pulls, a tractor parade, a showcase of livestock including swine, sheep, goats, horses, and cattle, log sawing contests, and horseshoe games. Additionally, it features exhibitions of crops, fruits, vegetables, baking, artwork, and photography. The Fair also offers a variety of entertainment including live music, children’s activities such as petting zoos, face painting, and talent shows.² The North Peace District 4-H Achievement Days is another important community event that is hosted at the North Peace Regional Park. In 2022, the grounds were the venue for a wedding, two reunions, and a company function.³

“The North Peace Fall Fair celebrates our heritage, teaches the younger generation about important life skills, brings the community together, and showcases artisans.”
– Survey Respondent

Use of the site is fairly limited overall and there is no public access for drop-in/spontaneous use. This situation is driven by facility deficiencies (see next section for more details), but also a lack of focus on expanding community use. There is opportunity to expand public programming as well as rentals if key structures can be made publicly accessible and potable water becomes available.

Most activity at the site occurs during the summer and fall season. No programming happens during the winter season. There may be an opportunity to explore introducing additional programming of the Park in the shoulder seasons.

Spotlight on the North Peace Fall Fair

The North Peace Fall Fair runs annually on the third weekend in August. The Fair is a major event in the region that attracts over 6,000 locals and visitors. Fairgoers are treated to a variety of enjoyable agricultural and entertainment activities. There are several food options, including a full course meal on Saturday evening at “Dine in the Pines”. The Fair concludes with a family dance.⁴ The North Peace Fall Fair is deeply cherished by the community. It provides an opportunity for people to come together and create lasting memories. The Fair has a longstanding tradition with rich history. It is an event that thousands of residents look forward to each year.



Spotlight on 4-H Achievement Days

4-H Clubs from across the North Peace host their annual Achievement Days at the Park. This event allows members to showcase and celebrate their agricultural prowess. The two-day event features shows and sales that participants of all ages can enjoy. The 2024 event line up included swine, sheep, dog, alpaca, and beef projects.⁵



Photo Credits (top-bottom): North Peace Fall Fair Facebook, North Peace District 4-H Facebook

“4-H Achievement Days have been a fond memory for myself and now my kids. We look forward to the event and spending time with family and friends every year.”
– Survey Respondent

6

Expedition Management Consulting Ltd.

Site and Facility Analysis

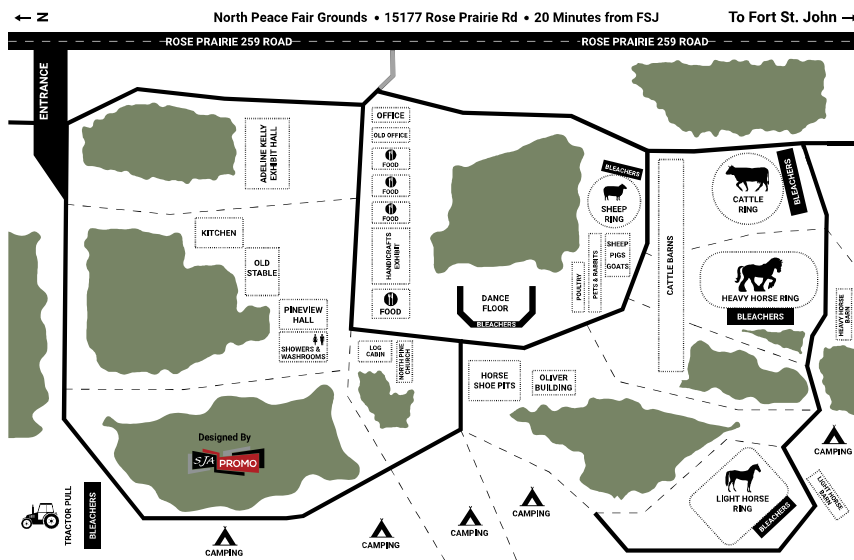
The North Peace Regional Park is a truly unique place in the region. It is characterized by its largely naturalized landscape with outcroppings of trees throughout. A creek flows along the west side and Rose Prairie Road runs along the east side. The site is surrounded by agricultural land, and it offers attractive views of the beautiful North Peace.

The Park has a variety of structures and amenities spread throughout the grounds. These include the Adeline Kelly building, Pineview Hall, 4-H building, adult handicraft building, livestock barns, log cabin, dining hall and kitchen and a church. There are also storage buildings, a baseball field, horseshoe pits, playground, informal camping areas, outdoor pens and performance areas, concession stands, and washroom facilities. Figure 1 provides a conceptual map of the site that shows where facilities are located on the site.



7

Figure 1. Conceptual Site Map of the North Peace Regional Park



According to a Structural Condition Assessment and BC Fire Code Assessment completed by McElhanney in 2023, most buildings on site are in fair to poor condition. Although, several important buildings have significant issues that limit their use.⁶ Structures that are not meeting current building or fire code standards include the Pineview Hall, office, Adult Handicraft Building, kitchen and dining hall concession stands, judging booths, log house, church, stage, 4-H building, storage sheds, pole barns and washrooms. Importantly, the Adeline Kelly building is currently not approved for public occupancy.

There is a lack of potable water on site which requires the operator to truck water onto the site.

Operational Analysis

The North Peace Regional Park is operated by the North Peace Fall Fair Society through a Use and Occupancy Agreement put in place by the Peace River Regional District. Having the site managed by a community organization such as the Society instills a sense of local ownership over this important community asset. Community involvement in operations also fosters pride and passion for the Park. During the engagement process, participants often mentioned that they appreciate how operations are community led.

The current agreement describes the intended use of the Park as being for the annual Fall Fair event and that it may be rented for private or community gatherings, such as weddings and reunions. The agreement also specifies that the park operator is responsible for maintaining and preserving the grounds in good order and ensuring facilities are kept in a safe, clean, and sanitary condition. Should the operator wish to undertake any land alterations, construction, or renovations, written consent from the PRRD is required. The operator must also comply with all Local Government, Provincial and Federal legislation (e.g. permitting, health requirements, etc.).⁷

The Society invests a considerable amount of resources towards maintaining the site. Their volunteers have spent many hours upkeeping the site over its many decades of operation. For example, simply mowing the entire site in preparation for the Fall Fair can take someone up to three full days to complete.⁸ The Society also accepts donations and in-kind support from the community that helps toward maintaining the site.

The PRRD provides funding to support the maintenance and improvement of the Park through grants. The PRRD does not provide ongoing grant to operate the site but does provide funding for property insurance and project-based funding.

There is a need for the PRRD to provide enhanced oversight, guidance, and support to the park operator. Opportunities to enhance the clarity of the operating agreement in terms of expectations, roles, and responsibilities should also be explored.



The PRRD Regional District Park System

The PRRD owns several other parks, including Sundance Lake Park, Blackfoot Regional Park, Iver Johnson Memorial Community Park, Montney Centennial Park, and Spencer Tuck Park. These parks primarily offer amenities that support drop-in/spontaneous use activities, such as campgrounds, picnic areas, playgrounds, and boat launches. The North Peace Regional Park has a unique offering with its strong agricultural links.

Strategic Alignment Analysis

The concepts identified in this document are aligned with the strategic elements used to plan other aspects of services and infrastructure within the Peace River Regional District. Strategic alignment was utilized as one indicator to justify future initiatives. For an expanded discussion on these strategies and the District’s relevant policy documents, see Appendix A.

- Peace River Regional District Strategic Plan (2023)
- Peace River Regional District Regional Parks and Trails Master Plan (2014)
- Peace River Regional District Rural Official Community Plan Bylaw No. 1940 (2011)

The PRRD is currently developing a Regional Growth Strategy (expected to be complete in winter of 2025) and a Regional Climate Resiliency Plan (expected to be complete in spring of 2025). Relevant aspects of these strategies should be considered in future planning and decision making related to the North Peace Regional Park, as appropriate.



Photo Credits: North Peace Fall Fair

Photo Credit: Expedition Management Consulting Ltd.



SWOT Analysis

A high-level analysis of the strengths, weaknesses, opportunities, and threats (SWOT) as they relate to the park was completed to support the plan. The key findings from this analysis are provided next.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Active and engaged volunteers. • The North Peace Fall Fair is a long-standing event that has deep connections to the community. • Multiple groups benefit from facility amenities. • The park has a rich history and unique heritage aspects. 	<ul style="list-style-type: none"> • Aging infrastructure including some buildings at or near the end of their useful life. • Issues with water supply. • Lack of strategic direction, goals, and performance measures to evaluate success. • Lack of programming beyond the North Peace Fall Fair and 4-H Achievement Days.
Opportunities	Threats
<ul style="list-style-type: none"> • Increasing utilization of existing facilities. • Strengthening collaborative partnerships. • Supporting the revitalization of the facility. • Expanding program offerings. • Engaging volunteers and supporting them. 	<ul style="list-style-type: none"> • Rising inflation could negatively impact financial sustainability. • Aging volunteer base and potential for volunteer burnout. • Decline or loss of assets if they are not supported. • Costs of maintaining a large inventory of infrastructure.

3

Community Engagement Results



12

Photo Credit: North Peace Fall Fair Facebook

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Summary of Engagement Process

Input from residents, the North Peace Fall Fair Society, 4-H Club leadership, and PRRD Staff and Board members was gathered from March to June, 2024. Engagement activities included an online survey, digital input workshops, in-person input workshops, and interviews. In total, the engagement process produced 698 touchpoints.

Figure 2. Summary of Engagement Touchpoints

Engagement Activity	Total Engagement
Online Survey	592 responses
Community Input Workshops	82
Society Input Workshop	9
4-H Clubs Leadership Input Workshops	8
PRRD Staff and Board Input Workshop/Interviews	7
Total	698

Communication Tactics

PRRD Communications and Community Services implemented a variety of tactics to promote the engagement process to community members and Park users. These tactics included a “Have Your Say” project page, digital ads, radio ads, social media posts, media releases, and earned media. Please see Appendix B for an expanded description of these tactics and the metrics achieved.

Photo Credits (top-bottom): Expedition Management Consulting Ltd., North Peace Fall Fair

13

Key Findings

The following provides a summary of the key findings from the engagement process. To view the expanded engagement results, please see Appendix C.

- Survey respondents indicated a high level of satisfaction with cleanliness, variety of facilities, safety, and value for money with the North Peace Regional Park. There were lower levels of satisfaction with maintenance/condition, physical accessibility, quality of facilities, parking, and hours of operation.
- Respondents indicated the main reasons to visit the North Peace Regional Park were to participate in an event (86%), to enjoy nature and the outdoors (5%), and to rent/use an on-site facility (2%).
- In terms of specific enhancements or changes needed to amenities/facilities, participants identified upgrading existing buildings, especially the Adeline Kelly building, enhancing public access to existing buildings, new facilities including an all-weather hall, barns, dance floor, kitchen facility, potable water system, and washrooms and upgrading the electrical system.
- In terms of specific enhancements or changes needed to programs/events, participants identified increasing the number of events such as concerts, dances, jamborees, movie nights, and rodeos, continuing the North Peace Fall Fair and 4-H Achievement Days, focusing on agricultural and traditional uses, more rentals, enhancing marketing and communications of events, and increasing the variety and quantity of programs.
- When asked to describe a future vision for the North Peace Regional Park, respondents identified the importance of continuing the North Peace Fall Fair, maintaining the site and general upgrades to facilities, maintaining the grounds as they are, offering more events for the community, and more rental access for the public.
- Organizations reported barriers they experience in utilizing the Park. Barriers included lack of access to existing buildings, the need for facility upgrades, and lack of signage during events.
- There is interest from the Society for enhanced collaboration and communication.
- PRRD staff indicated that there are opportunities for increased public use and overall utilization of the Park.
- There is desire from the community and staff for the Park to remain a unique agricultural-focused space.



North Peace Fall Fair
Photo Credit: North Peace Fall Fair Facebook

14

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4

Case for Change



North Peace Fall Fair
Photo Credit: North Peace Fall Fair Facebook

15



Face Painting
Photo Credit: North Peace Fall Fair Facebook

The North Peace Regional Park is at a critical stage in its development. It is clear that the heritage value of the Park is strong enough that both the PRRD and the community want to see it restored. However, there are significant challenges to continued use as the facility has fallen into a state of significant disrepair. Investment will be required from the PRRD and its partners to upgrade the Park to a state that is safe, accessible, and useful to the community. A revitalized operating model and partner relationships are required for the Park to be sustainable. Moving forward, the PRRD should establish a framework that encourages collaboration, teamwork, and a shared sense of purpose. This plan is a good first step in building a foundation that will ensure the Park meets the needs of residents now and in the future.

It is clear that the heritage value of the park is strong enough that both the PRRD and the community want to see it restored.

Moving forward, the PRRD should establish a framework that encourages collaboration, teamwork and a shared sense of purpose.

North Peace Fall Fair
Photo Credit: North Peace Fall Fair Facebook



5

Vision and Outcome Statements



North Peace Fall Fair
Photo Credit: North Peace Fall Fair Facebook

Vision for the Future

The North Peace Regional Park will be a thriving facility that is safe, accessible, and further celebrates the agricultural lifestyle of the region.

Outcome Statements

Through implementation of this plan, we will:

1. Establish a revitalized and sustainable operating model for the Park.
2. Invest in and protect assets at the Park.
3. Strengthen relationships, leverage shared opportunities and clearly define roles.
4. Create a sustainable funding model that ensures the Park will thrive.
5. Enhance programming to ensure multiple generations of community members can continue to celebrate the agricultural lifestyle in the region.

6

Operational Framework



This section puts forward a recommended operating scenario, roles for the PRRD and park operator related to the management and operation of the Park, a proposed funding model, and suggested performance indicators.

Operating Scenario Options

The following describes several scenarios that were considered for the future operation of the Park.

1. Community Park, Society Operated

This scenario would entail transitioning the classification of the Park to a Community Park (i.e. Area B funded) and maintaining the Society as the operator of the Park. The Society would be responsible for maintenance, capital planning, rental coordination, program and event delivery, ensuring health and safety regulations are adhered to, and ensuring public access to the facility. PRRD staff would continue to manage the operating contract with the Society.

2. Regional Park, PRRD Operated

This scenario would entail maintaining the Park's status as a regional park, but transitioning operational responsibility to the PRRD. PRRD staff would be responsible for maintenance and capital planning, and additional human resources may be secured to assist with rental coordination, ensuring health and safety regulations are adhered to, and ensuring public access to the facility. The Society's current Use and Occupancy Agreement in relation to the Park would be discontinued; however, the Park would remain available for use as the site of the North Peace Fall Fair and any other public events would continue to be coordinated (e.g., 4H).

3. Disposition of the Park, Society Operated

This scenario, if approved by the Board of the Regional District, would entail pursuing disposition of the Park. The Board could pursue the donation or sale of the property to the current operating society (or other entity), and with that full operational responsibility for the grounds would pass to the new owner. The land is dedicated as Regional Parkland, and per legislation, in order to dispose of this land, Region-wide assent of the electors would have to be approved before the land could be transferred.

The PRRD would no longer provide oversight in the operation or management of the facility. The operator would be able to apply for grants to support operations or events through the PRRD or other sources. The operator would continue to be held to all Local Government, Provincial, and Federal legislation (e.g., permitting, health requirements, BC Building Code, etc.).

4. Regional Park, Society Operated

This scenario describes a regional approach to funding the operations at the North Peace Regional Park, and would include Society operations of the grounds. If classified as a regional park, the Park would be funded on a regional level, meaning that all property classes would contribute to funding the Park in the entire regional district. The Park's current lack of availability for public drop-in/spontaneous use sets it apart from the PRRD's other regional parks. If the Park were to continue being a regional park, there will be an expectation that it becomes more available for public drop-in/spontaneous use.

The viability of each scenario was assessed according to the following criteria.

Figure 3. Assessment Criteria

Criteria	Description
Goal Alignment	The extent to which the goals of the organization align with those of the Park.
Organizational Capacity	The extent to which the organization is supported by operational infrastructure, management capacity, and financial resources to effectively manage the Park.
Knowledge	The extent to which the organization understands park management and has experience managing parks.
Collaboration and Public Access	The extent to which the organization encourages and supports collaboration between stakeholders and public access.
Resource Requirements	The extent to which the organization can leverage resources to operate the Park.
Entrepreneurial Mindset	The extent to which the organization will have the ability to be innovative and entrepreneurial in order to generate revenue to be reinvested in the Park.
Growth Potential	The extent to which the organization has potential to achieve year over year growth in terms of public access and revenue generation.
Evaluation and Performance	The extent to which the organization can be clearly evaluated and have its performance measured.
Past Success	The extent to which the organization has been successful elsewhere.

Recommended Operating Scenario

The recommended operating scenario for the Park is Community Park, Society Operated. This recommendation was made for the following reasons:

- The PRRD has an organizational structure to oversee the Park.
- The Society has a long history of operating the Park and has a desire to continue doing so. An advantage of this model is the ability to leverage the Society members' passion for the site. It is expected that this strong local connection will enable the Society to identify and respond to community needs.
- Continuing with the current operating model would be the least disruptive option and would avoid additional costs that some other options would require.
- Transitioning the Park to a community park designation would align better with the PRRD's parks classification system and how the Park is used.
- With the enhancements described in Section 7, it is believed that this model would be the most effective at achieving the vision for the Park.

As this is a Regional District owned facility, the Board ultimately has the responsibility, liability, and holds risk associated with the grounds. No matter what operating option should be chosen (besides disposition), the Regional Board will continue to be the decision-making authority as the owner, and will need to sign off on the new operating agreement.

Roles

If the Community Park, Society Operated scenario is implemented, the following roles are recommended for the PRRD and the park operator in relation to this Plan.

PRRD's Role:

- Oversee the Park and set the strategic direction for its use and development.
- Hold final approval power for all development at the Park.
- Provide sufficient oversight and invest capital funding as needed to ensure the Park is maintained to an acceptable standard for public use.
- Clearly communicate operational expectations and regulatory requirements to the park operator.
- Support the park operator to help them be successful.
- Coordinate implementation of the Plan.

Park Operator's Role:

- Manage the day-to-day operation of the Park, including ensuring public access, public programming, rentals, events, and maintenance.
- Develop and run programming and events that respond to community demand.
- Adhere to all regulatory requirements and the operational expectations described in the Use and Operating Agreement.
- Provide input to the PRRD in relation to capital development and planning needs for the Park.
- Contribute toward implementation of the Plan.



Photo Credit: Expedition Management Consulting Ltd.

22

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Funding Model

It is recommended to employ a funding model that utilizes a combination of revenue sources from multiple partners, including PRRD contributions, self-generated revenue, fundraising, sponsorship, grants, in-kind support from the park operator, donations and legacy contributions. This approach will help to diversify revenue streams and ensure partners that have a stake in the operations of the Park are contributing toward its financial sustainability.

PRRD Contributions

The PRRD currently contributes funding for capital maintenance/development, property insurance, assessments, planning, and other studies that support safe use of the Park. This is expected to continue moving forward as the PRRD has a vested interest in maintaining its asset. It is recommended that the PRRD include consideration of the Park's capital needs during its regular capital planning processes. The park operator can provide input toward this process through the PRRD liaison. Appendix D contains a capital project evaluation process and criteria that the PRRD can consider adopting for the Park. It is anticipated that this process would help the PRRD ensure that funded capital projects provide adequate value for taxpayer investment.

Self-Generated Revenue

Self-generated revenue includes things like facility rentals, program fees, vendor fees, and any other purchasable services offered at the Park. Growing self-generated sources of revenue will be important to the financial sustainability of operations. They can also be used to expand and enhance offerings for the community.

In-Kind Support from the Park Operator

Members of the current park operator provide a significant amount of in-kind support toward the operations of the Park. These members volunteer their time to program the Park, upkeep the grounds, maintain existing facilities, and develop new facilities. They also bring additional volunteers and in-kind support in from the community to help maintain the Park.

Fundraising, Sponsorship, and Grants

These sources of revenue have the potential to grow as the operational model becomes solidified and the capacity of the park operator increases. Strong engagement with the community could lead to more fundraising and sponsorship opportunities, including fundraising events such as bingos, auctions, concerts, etc. The status of the current park operator as a non-profit organization enables it to apply for grants that are not accessible to municipalities. The park operator is encouraged to further leverage PRRD grants with capital grants from other funders. Capital grants should be approved by the PRRD prior to submission.

Donations and Legacy Contributions

Monetary donations from the community have played a significant role in the operation and development of the Park over the years. Donation to the Park are a way for people to give back to their community, support a place that has had positive multigenerational impacts, and cement their legacy for future generations. Continuing and hopefully expanding this practice can be a way to improve the financial sustainability of the Park. It should be noted that a mechanism is needed to receive and manage large donations, and ensure proper recognition is given toward remarkable gifts. It should be noted that any donations and sponsorships must be aligned with PRRD policy related to sponsorships, donations and advertising.

Performance Indicators

The PRRD and its partners can use the following measures to track performance during implementation of the Plan. Exact numbers and percentages should be added to each performance measure once benchmarks have been developed.

Goal	Performance Measures	Measurement Tools	Measurement Value
Social Measures	1.1 Increased public utilization of the Park.	User statistics Capacity analysis	% Growth % Utilization
	1.2 Strong community support for offerings.	Resident and user surveys	% Support
	1.3 Facilities and programs positively impact individual and community wellness.	Resident and user surveys	% Satisfaction
	1.4 Facilities and programs demonstrate a high level of physical accessibility.	Accessibility audits, user surveys	Audit Score
	1.5 Increased user satisfaction.	User surveys	% Satisfaction
	1.6 Increased public awareness of programs and services.	Resident and user surveys	% Awareness
Economic Measures	2.1 Increased revenue from fundraising/grants/programs/rentals/events.	Revenue tracking	% Growth
	2.2 Funds provided by the PRRD are leveraged with other sources of funding.	Grant tracking	% Leveraged
	2.3 Budget targets are achieved.	Budgets	% Target Realization
Organizational Measures	3.1 The Park is appropriately managed to successfully deliver programs and run operations.	Resident and user surveys Maintenance and operational standards	% Satisfaction % Target Realization
	3.2 Facility and program performance are reviewed annually.	Annual report	% Target Realization % Growth
	3.3 Improved support is provided to the park operator.	Annual report	% Satisfaction
Environmental Measures	4.1 Facility use and development minimizes negative impact to the environment.	Annual report	Impacts Identified
	4.2 Increased awareness of environmental issues, conservation efforts, and impactful behaviours.	Resident and user surveys	% Aware
	4.3 Enhanced connection to nature.	Resident and user surveys	% Connected

7

Focus Areas

This section outlines the main focus areas, associated priorities, and supporting recommendations for the Plan. Priorities were identified based on extensive community engagement, input from PRRD Directors and staff, research, analysis, and consultant assessments.

The Plan is intended to be implemented over a 10 year time frame. Some priorities will take more time and resources to accomplish than others, so the PRRD is encouraged to work with its partners to determine which priorities they want to pursue first. Progress on implementation will depend upon available resources and capacity of the PRRD and its partners. Stakeholders are encouraged to work together to leverage funds wherever possible. It should be noted that all development on the grounds will need to be approved by the Regional District Board. For a summary of recommendations, please see appendix E.

Priorities have been divided into three categories for organizational purposes (note that the numbering does not indicate priority). These categories include:








1. Facility Development
2. Program Development
3. Service Delivery Enhancements

Within each category, the priorities have been arranged in a suggested order of priority.

1. Facility Development

Legend

Recommended Direction

 MAINTAIN	<p>Maintain the amenity at its current service level.</p>	 NEWSERVICE OR AMENITY	<p>Potential new amenity at the Park.</p>
 IMPROVE	<p>The amenity needs improvement to meet community needs.</p>	 FURTHER STUDY	<p>Further study is recommended before proceeding with development.</p>
 REPLACE	<p>The amenity provides value to the community; however, it is no longer meeting community needs and should be replaced.</p>	 STOP	<p>Significantly reduce, remove, or do not pursue development of the service.</p>
 REPURPOSE	<p>The amenity is not providing significant value to the community and there are opportunities to repurpose it to better meet community needs.</p>		

Preliminary Budget Allowance Ranges for Capital Developments

Low (\$)	Less than \$50,000
Medium (\$\$)	\$50,000 - \$150,000
High (\$\$\$)	More than \$150,000

Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building**
- B. Study Options to Address Water Needs On-Site
- C. Improve Overall Safety
- D. Replace and Enhance the Playground
- E. Upgrade the Electrical System
- F. Accessibility Enhancements
- G. Upgrade Animal Barns
- H. Improve Capacity to Host Weddings
- I. Develop a Perimeter Trail
- J. Consider Upgrading the Pineview Hall
- K. Improve Camping Facilities
- L. Repurpose the Baseball Field into Accessible Parking
- M. Develop an Asset Management Plan
- N. Remove Undesirable and Redundant Buildings
- O. Enhance Destination and Directional Signage

A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building

The Adeline Kelly building has been described as the heart of North Peace Fall Fair.¹⁰ The building was constructed in 2014 by the Society with help from members of the community. It has been a cornerstone of the Fair and, if it were upgraded to a public occupancy building, would be an important facility supporting onsite events and rentals.

The Adeline Kelly building is currently compliant with BC Building Code F-2 (Medium Hazard Industrial); however, it is not compliant with BC Building Code A-2 (Public Assembly). According to McElhanney's 2024 review of the Adeline Kelly building, a full building upgrade is required to change the occupancy from F-2 to A-2. This would entail going from a Part 9 to a Part 3 building by involving engineering disciplines in the upgrades (e.g. mechanical, electrical, structural, plumbing, architectural) and addressing deficiencies, including washrooms to serve 300 persons, insulation, heating and ventilation, special separations, fire rated wall assemblies, and other BC Building Code considerations.¹¹ It is recommended that further analysis be conducted to determine feasibility and estimated construction costs.

A usable kitchen facility at the Park is strongly desired by the Society and the community to support events, programming, and rentals. The existing kitchen building has several significant deficiencies, especially in relation to fire code compliance, which makes it unsuitable for use.¹² It is recommended that options to add a cooking facility be considered as part of any potential upgrades to the Adeline Kelly building.

Given the presently intended uses of the facility, it is expected that a three season building (i.e. spring, summer, fall) would suffice to meet the majority of community needs. If demand for use during the winter season grows, operation of a four season building could be considered.

“We aren't looking for fancy. We just need functionality.”
 – North Peace Fall Fair Society

Recommended Direction	Recommendations	Preliminary Budget Allowance – Capital
	1.A.1. Assess the feasibility and estimated construction costs to upgrade the Adeline Kelly to a public occupancy building.	\$\$ (study)



Facility Development

A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building

B. Study Options to Address Water Needs On-Site

- C. Improve Overall Safety
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- M. Develop an Asset Management Plan
- N. Remove Undesirable and Redundant Buildings
- O. Enhance Destination and Directional Signage

B. Study Options to Address Water Needs On-Site

Having readily available water is crucial to supporting events, programming, and rentals at the Park. Potable water is needed to provide drinking water for people and animals. Water also enables the use of important amenities like washrooms and is needed for cleaning purposes.

There is a water well located on the grounds and it was tested on multiple occasions in 2023. Groundwater sampling results indicated that the water exceeded the 2020 BC Source Drinking Water Quality Guidelines for dissolved manganese and dissolved cobalt.¹³ It is unclear whether the long term flow rate from the well is sufficient to meet the needs of the site. An engineering report recommended, "not to use the well in its current state until confirmation can be made with the regulatory body under the Water Sustainability Act as to whether the well construction is classified as non-compliant."¹⁴

There is also a cistern system on-site that was recently cleaned. The Society has contracted a trucking company to bring water to the site for the 2024 Fall Fair. It is unclear at this time whether the size of the cistern system is large enough to meet the needs of the site.

Further study is needed to analyze all the different options for providing water on-site to determine the most feasible and cost-effective long-term solution.

Recommended Direction



Recommendations

- 1.B.1. Conduct a feasibility study to determine the optimal long-term solution to providing potable water on-site.
- 1.B.2. Evaluate the effectiveness of trucking in water for the 2024 Fall Fair. Input should be sought from the Society and eventgoers.
- 1.B.3. Explore the opportunity to use the available non-potable well water for non-human consumption purposes (e.g. cleaning, flushing toilets, etc.).

Preliminary Budget Allowance – Capital

\$ - \$\$ (feasibility study)

Capital costs are dependent upon the results of the feasibility study.

Facility Development

A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building

B. Study Options to Address Water Needs On-Site

C. Improve Overall Safety

D. Replace and Enhance the Playground

- E. Upgrade the Electrical System
- F. Accessibility Enhancements
- G. Upgrade Animal Barns
- H. Improve Capacity to Host Weddings
- I. Develop a Perimeter Trail
- J. Consider Upgrading the Pineview Hall
- K. Improve Camping Facilities
- L. Repurpose the Baseball Field into Accessible Parking
- M. Develop an Asset Management Plan
- N. Remove Undesirable and Redundant Buildings
- O. Enhance Destination and Directional Signage

C. Develop a Safety Plan

There is a need to review safety procedures at the Park.

Recommended Direction



Recommendations

- 1.C.1. Develop and implement a safety plan for the Park.

Preliminary Budget Allowance – Capital

\$ - \$\$

D. Replace and Enhance the Playground

The playground is a well-used amenity during events at the Park. However, existing equipment is in poor shape, water pools on the playing surface, and there are no support amenities like seating, tables, or shaded areas. Upgrading the playground would make this area of the Park safer, more enjoyable, and encourage drop-in/passive use. It could also be used to support other activities on the site, such as weddings, celebrations, and other forms of rentals.

Enhancements to the playground area should be paired with increased inspections and enhanced maintenance.

Recommended Direction



Recommendations

- 1.D.1. Assess existing equipment for safety and remove if necessary. Replace playground equipment and enhance the play area.

Preliminary Budget Allowance – Capital

\$\$\$

Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
- B. Study Options to Address Water Needs On-Site
- C. Improve Overall Safety
- D. Replace and Enhance the Playground

E. Upgrade the Electrical System

F. Accessibility Enhancements

- C. Upgrade Animal Barns
- H. Improve Capacity to Host Weddings
- I. Develop a Perimeter Trail
- J. Consider Upgrading the Pineview Hall
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- L. Repurpose the Baseball Field into Accessible Parking
- M. Develop an Asset Management Plan
- N. Remove Undesirable and Redundant Buildings
- O. Enhance Destination and Directional Signage

E. Upgrade the Electrical System

Community members and representatives of local 4-H Clubs requested better access to reliable electricity throughout the grounds. High priority areas included the livestock barns, riding arena, tractor pull area, vendor area, and in the log cabin. Electrical safety upgrades were completed in 2023; however, no new cabling was done.

Recommended Direction



Recommendations

1.E.1 Develop a plan to electrify high priority areas of the Park.

Preliminary Budget Allowance – Capital
\$ - \$\$\$ (dependent upon the scope of the electrification plan).

F. Accessibility Enhancements

Participants in the community engagement process requested enhancements to the physical accessibility of the Park. Several improvements to accessibility have been made in recent years (e.g. ramps and handrails to access buildings); however, more can be done. An accessible washroom is needed, more accessible seating at activity areas would be welcome, and adding hard surfaces throughout the site to enable easier transport between key destinations for those with mobility impairments would be an improvement.

Recommended Direction



FURTHER STUDY



Recommendations

1.F.1 Conduct an accessibility audit and take steps to improve physical accessibility throughout the site.

Preliminary Budget Allowance – Capital
\$ - \$\$ (upgrade costs are dependent upon the results of the accessibility audit).

Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
- B. Study Options to Address Water Needs On-Site
- C. Improve Overall Safety
- D. Replace and Enhance the Playground

E. Upgrade the Electrical System

F. Accessibility Enhancements

G. Upgrade Animal Barns

- H. Improve Capacity to Host Weddings
- I. Develop a Perimeter Trail
- J. Consider Upgrading the Pineview Hall
- K. Improve Camping Facilities
- L. Repurpose the Baseball Field into Accessible Parking
- M. Develop an Asset Management Plan
- N. Remove Undesirable and Redundant Buildings
- O. Enhance Destination and Directional Signage

G. Upgrade Animal Barns

There are several animal barns on site that support agricultural uses. These buildings are primarily utilized during the Fall Fair and 4-H Achievement Days. Participants in the engagement process, including representatives and members of regional 4-H Clubs, described the importance of these buildings for supporting agricultural programming. If these buildings were better maintained and potentially upgraded, there would be opportunity to increase their utilization for public access and spontaneous use.

The condition of these buildings has deteriorated over time, and they currently range from fair to poor.¹⁵ Some barns are a safety concern in their current state and will get progressively worse if not addressed soon. Upgrades are needed to ensure the continued use of these facilities.

Consideration could be given toward expanding existing amenities and possibly including new amenities requested by the community. These requests included:

- Larger wash racks.
- Wider centre alleys for moving animals.
- Adding outside walls to fully enclose animals.
- Larger pens in the small animal barn to fit bigger animals like swine and llamas.
- Including show rings.
- Expanding the beef barn to support future growth in 4-H programming.

Recommended Direction



MAINTAIN

Recommendations

1.G.1. Repair the animal barns to ensure continued use.
1.G.2. Consider including requested enhancements during repairs.

Preliminary Budget Allowance – Capital
\$ - \$\$\$ (depending on how many barns are upgraded and the extent of those upgrades).¹⁶



Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
- B. Study Options to Address Water Needs On-Site
- C. Improve Overall Safety
- D. Replace and Enhance the Playground
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- M. Develop an Asset Management Plan
- N. Remove Undesirable and Redundant Buildings
- O. Enhance Destination and Directional Signage

H. Improve Capacity to Host Weddings

The Park is an attractive place to host a wedding. Many community members have been married there over the years. To continue this tradition and expand rentals, improvements are needed to enhance the capacity of the site to function as a wedding venue. In order to use the on site Church its chimney needs to be removed and sealed, and the building must be brought into compliance with fire codes.¹⁷ Other facility upgrades identified previously will also improve the capacity of the site to host weddings (e.g. public occupancy for the Adeline Kelly, potable water, add a kitchen, accessibility enhancements, playground enhancement, etc.).

The Park lacks a designated outdoor space for weddings. Simple enhancements, such as an arbor and level ground for temporary bench or chair seating in an attractive area in the Park, would be all that is needed to enable the site to host outdoor weddings ceremonies. Renters could bring their own wedding supplies (e.g. arbor, tables, chairs, etc.) or the park operator could apply for grants to purchase these supplies.


Recommended Direction	Recommendations	Preliminary Budget Allowance – Capital
 	1.H.1. Upgrade the Church to make it safe for public occupancy.	\$
	1.H.2. Consider developing an outdoor wedding space.	

Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
- B. Study Options to Address Water Needs On-Site
- C. Improve Overall Safety
- D. Replace and Enhance the Playground
- E. Upgrade the Electrical System
- F. Accessibility Enhancements
- G. Upgrade Animal Barns
- H. Improve Capacity to Host Weddings
- I. Develop a Perimeter Trail**
- J. Consider Upgrading the Pineview Hall**
- K. Improve Camping Facilities
- L. Repurpose the Baseball Field into Accessible Parking
- M. Develop an Asset Management Plan
- N. Remove Undesirable and Redundant Buildings
- O. Enhance Destination and Directional Signage


I. Develop a Perimeter Trail

Trails can be a great way to support drop-in/spontaneous use of park spaces. They encourage visitors to get active, explore the area, and deepen their connection to the land. Currently, there are no formalized trails at the Park. However, there is a road that runs the perimeter of the Park, and this is sometimes used to walk around the site. It is recommended that a trail be developed around the perimeter of the site to offer this experience and enhance movement of users. Consideration should be put toward using trail surfaces that align with intended use and level of accessibility desired.

Recommended Direction	Recommendations	Preliminary Budget Allowance – Capital
	1.I.1. Develop a perimeter trail around the Park.	\$\$\$

J. Consider Upgrading the Pineview Hall

The Pineview Hall supports on-site events and can be used to host community programming, entertainment events, and other rentals. The PRRD provided a grant to the Society to hire a company to undertake a full engineering and architectural assessment of the building, as well as provide costing for necessary repairs and upgrades prior to the 2024 Fall Fair. Depending on the results of the assessment and associated costs, it may be worthwhile upgrading the Pineview Hall to ensure it continues to support events, community programming, and rentals.

Recommended Direction	Recommendations	Preliminary Budget Allowance – Capital
	1.J.1. Evaluate the results of the Pineview Hall assessment and determine whether it is worthwhile to upgrade the building.	\$ - \$\$\$ (upgrade costs are dependent upon the results of the assessment).

Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
- B. Study Options to Address Water Needs On-Site
- C. Improve Overall Safety
- D. Replace and Enhance the Playground
- E. Upgrade the Electrical System
- F. Accessibility Enhancements
- G. Upgrade Animal Barns
- H. Improve Capacity to Host Weddings
- I. Develop a Perimeter Trail
- J. Consider Upgrading the Pineview Hall
- K. Improve Camping Facilities**
- L. Repurpose the Baseball Field into Accessible Parking**
- M. Develop an Asset Management Plan
- N. Remove Undesirable and Redundant Buildings
- O. Enhance Destination and Directional Signage

K. Improve Camping Facilities

There are no designated or formalized camping areas at the Park and there is a lack of camping amenities (e.g. fire pits). Campers who overnight at the Park during events find open patches of grass to set up their RVs. If the weather is particularly wet, the ground can become muddy making it challenging to leave the Park and causing damage to the grounds. Gaps in the current offering detract from the experience of overnight visitors.

Improving on-site camping facilities would enhance visitor experiences and could be a revenue driver for the operator. Gravel campsites with their own fire pits could be sold at an extra charge. Better camping facilities would also support increased rentals at the site, especially for weddings. It should be noted that the intention of these improvements would be to better support on-site events and rentals, rather than transforming the Park into a full service campground.

Recommended Direction



Recommendations

- 1.K.1. Develop a designated camping area and add support amenities.

Preliminary Budget Allowance – Capital
\$\$

L. Repurpose the Baseball Field into Accessible Parking

Only 21% of survey respondents reported having used the baseball field, which indicates it is the least used facility at the Park. The Society requested more parking to support activity at the Park, and there are currently no accessible parking spaces on site. The baseball field would be a good area to be replaced with accessible parking spots given its proximity to the Adeline Kelly building and other important structures (e.g. ticket office, concession stands, washrooms).

Recommended Direction



Recommendations

- 1.L.1. Remove the baseball field and add accessible parking spots in its place.

Preliminary Budget Allowance – Capital
Variable.

Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
- B. Study Options to Address Water Needs On-Site
- C. Improve Overall Safety
- D. Replace and Enhance the Playground
- E. Upgrade the Electrical System
- F. Accessibility Enhancements
- G. Upgrade Animal Barns
- H. Improve Capacity to Host Weddings
- I. Develop a Perimeter Trail
- J. Consider Upgrading the Pineview Hall
- K. Improve Camping Facilities
- L. Repurpose the Baseball Field into Accessible Parking
- M. Develop an Asset Management Plan**
- N. Remove Undesirable and Redundant Buildings**
- O. Enhance Destination and Directional Signage

M. Develop an Asset Management Plan

The PRRD has made significant investments over time toward upkeeping the Park. However, these decisions have tended to be made on an ad hoc basis as issues arise. This situation is leading to challenges and increased stress for stakeholders as they react, sometimes with very short notice, to unforeseen problems with assets on the site. A multi-year plan should be established to ensure on-site assets are being upkept to an appropriate standard. Over the long term, such a plan is expected to reduce both stress and potentially costs as issues can be identified and addressed before they become more expensive and challenging problems to deal with.

The PRRD's overall strategic plan, asset management plan, and capital plan should all be considered. Updated facility condition assessments and supporting engineering studies may be needed to inform an asset management plan for the Park.

Recommendations

- 1.M.1. Develop a multi-year asset management plan for the Park.

N. Remove Buildings That Are at the End of Their Useful Life

The Adult Handicraft building is currently closed to the public and the Society indicated to the PRRD that they do not wish to pursue further analysis or upgrades to this structure. If the building were removed, the playground area could be expanded and opened up for easier access.

The Kitchen and Dining Hall buildings are currently closed to the public and have significant safety deficiencies. If the Adeline Kelly building were upgraded and a kitchen facility was added to it, the existing Kitchen and Dining Hall would be redundant.

Recommended Direction



Recommendations

- 1.N.1. Remove the Adult Handicraft building.
- 1.N.2. Remove the Kitchen and Dining Hall buildings.

Preliminary Budget Allowance – Capital
\$ - \$\$

Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
- B. Study Options to Address Water Needs On-Site
- C. Improve Overall Safety
- D. Replace and Enhance the Playground
- E. Upgrade the Electrical System
- F. Accessibility Enhancements
- G. Upgrade Animal Barns
- H. Improve Capacity to Host Weddings
- I. Develop a Perimeter Trail
- J. Consider Upgrading the Pineview Hall
- K. Improve Camping Facilities
- L. Repurpose the Baseball Field into Accessible Parking
- M. Develop an Asset Management Plan
- N. Remove Undesirable and Redundant Buildings

O. Enhance Destination and Directional Signage

O. Enhance Destination and Directional Signage

There is a lack of directional signage that would help visitors navigate throughout the Park. Improvements could also be made to directional signage leading to the Park and the entrance sign at the Park.

Recommended Direction



Recommendations

- 1.O.1. Add directional signage throughout and leading to the Park.
- 1.O.2. Improve destination signage at the main entrance to the Park.

Preliminary Budget Allowance – Capital
\$

36

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North Peace Regional Park Master Plan | October 29, 2024

Program Development

A. Continue to Host the Fall Fair and 4-H Achievement Days

B. Expand Public Programming

- C. Expand Agricultural Programming
- D. Expand Rentals
- E. Enhance Interpretive Elements

2. Program Development

A. Continue to Host the Fall Fair and 4-H Achievement Days

The importance of the North Peace Fall Fair and 4-H Achievement Days to the community was made clear through the engagement process. Continuing to host these events at the Park is recommended.

Recommendations

- 2.A.1. Continue to host the Fall Fair and 4-H Achievement Days at the North Peace Regional Park.

B. Expand Public Programming

There are several opportunities to enhance programming opportunities for the public. Through the engagement process, the community expressed demand for more entertainment options, such as concerts and music performances. Additionally, there was a desire from the Society to organize movie nights at the Park. Hosting movie nights is an inexpensive way to engage the community and bring people together. Another opportunity to enhance public programming and bring the community together is by hosting community meals. These gatherings provide a time for the community to come together, share food, and build relationships. Public programming could vary in duration, spanning from weekend-long events to shorter day time or evening activities.

The park operator should also consider offering ongoing drop-in/spontaneous use opportunities that residents can use at their leisure. This would mean opening the Park for general use during identified hours. This could be done as a pilot program in the summer season and expand to shoulder seasons as demand, management capacity and facilities allow. Opening the Park to public drop-in use increases the need to ensure the site is secure. If resources allow, a caretaker could be hired to supervise the Park to mitigate vandalism concerns.

Other ideas for potential public programming and spontaneous use include:

- Nature programs (e.g. spring planting, guided nature walks, gardening clubs)
- Seasonal celebrations (e.g. Easter egg hunts, Halloween events)
- Equestrian camping
- Dark sky viewing
- Cross-country skiing
- Snowshoeing

Recommendations

- 2.B.1. Expand public programming options at the Park.
- 2.B.2. Consider piloting public drop-in use during specified hours/seasons.

37

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Program Development

- A. Continue to Host the Fall Fair and 4-H Achievement Days
- B. Expand Public Programming
- C. Expand Agricultural Programming**
- D. Expand Rentals
- E. Enhance Interpretive Elements

C. Expand Agricultural Programming

There are opportunities to further leverage the Park's unique agricultural assets by expanding agricultural programming. By offering agricultural programs there is potential to bring people together through a shared passion. Enhancing these programs can also engage youth in the region by sparking their interest in agriculture. This approach ensures longevity and continued growth in agricultural pursuits.

Farmers markets are popular throughout the summer and showcase the region's local produce. There may be an opportunity to host a weekly farmers market during the summer. It will be important to avoid scheduling conflicts with other markets in the region to ensure that vendors and customers have more opportunities to participate.

Other examples of agricultural programs include:

- Workshops/seminars/clinics (e.g. canning/food processing, animal husbandry, etc.).
- School field trips/demonstrations.
- Horse events/clinics.
- Cattle shows.
- Agricultural career fairs.
- Country swap-meet events.
- Gymkhanas.

Recommendations

- 2.C.1. Expand agricultural programming at the Park.
- 2.C.2. Consider hosting a weekly summer Farmers Market.

Program Development

- A. Continue to Host the Fall Fair and 4-H Achievement Days
- B. Expand Public Programming
- C. Expand Agricultural Programming
- D. Expand Rentals**
- E. Enhance Interpretive Elements

D. Expand Rentals

The community has shown interest in utilizing the Park for private rentals. Rentals can generate additional revenue for the park operator, which could then be used to support expanded programming and overall maintenance of the Park. Proposed rental uses could include weddings, corporate events, celebrations, funerals, and other gatherings. There may also be benefits to having a permanent anchor tenant(s) renting space on a long-term basis, which would provide the operator with a consistent revenue stream. Another opportunity to enhance revenue generation would be to increase rental fees for larger events like weddings, events, or corporate gatherings.

Recommendations

- 2.D.1. Expand rentals at the Park.
- 2.D.2. Consider increasing rental fees for larger events.

Program Development

- A. Continue to Host the Fall Fair and 4-H Achievement Days
- B. Expand Public Programming
- C. Expand Agricultural Programming
- D. Expand Rentals

E. Enhance Interpretive Elements

E. Enhance Interpretive Elements

There is opportunity to share the Park's rich pre-settlement and settlement history through culturally diverse interpretive elements and programming. For example, educational signage, commemorative plaques, or displays of antique farming equipment could be placed throughout the Park. Additionally, historical themes could be integrated into programming, particularly during the Fall Fair.

Heritage buildings within the Park could be transformed into historical exhibitions to strengthen interpretation on site. These buildings could provide community members and visitors with an opportunity to explore the Park through self-guided exploration offering a deeper understanding of the Park's heritage. Volunteers could also be brought in to animate exhibitions during events and programming.

Recommendations

- 2.E.1. Commission historic research to support interpretive programming.
- 2.E.2. Consider installing signage and/or plaques around the site to share its history.
- 2.E.3. Consider transforming heritage buildings into historical exhibits.
- 2.E.4. Consider having volunteers on site during events and programming to animate historic exhibitions.

Service Delivery Enhancements

A. Invest Resources to Support Implementation

- B. Update the Use and Occupancy Licence Agreement
- C. Enhance Communication and Collaboration
- D. Develop an Operational Plan
- E. Improve Record Keeping
- F. Develop a Fundraising Plan
- G. Improve Marketing
- H. Review Zoning
- I. Future Planning and Evaluation

3. Service Delivery Enhancements

The following identifies the main priorities related to enhancing service delivery at the Park. These priorities assume that the PRRD will move forward with the recommended operating scenario (i.e. Community Park, Society Operated). If the PRRD chooses a different operating scenario, the recommendations will need to be adjusted to align with that approach.

A. Invest Resources to Support Implementation

It is suggested that the PRRD consider providing funding and oversight for a part-time coordinator position to help the park operator carry out important operational actions. The roles of this position would include:

- Assisting the operator with operating the Park in a safe manner that complies with the use agreement all rules and regulations.
- Developing and actioning new plans (i.e. operational, succession).
- Managing rentals at the Park.
- Planning and executing public and agricultural programming.
- Marketing and promotions.
- Fundraising (including regular grant applications).
- Organizing volunteers.
- Record keeping.
- Liaising with the PRRD and other partners.

It is estimated that a range of between \$30K - \$40K would be an appropriate amount to fund the part-time coordinator position. The position could be initially piloted for a one year term and then evaluated to determine the impact it has. The PRRD and the park operator should work together during the hiring process to ensure both parties are satisfied with the coordinator's skill set and approach.

Recommendations

- 3.A.1. Invest resources as needed based on the chosen operating scenario to support implementation of the plan.

Service Delivery Enhancements

- A. Invest Resources to Support Implementation
- B. Update the Use and Occupancy Licence Agreement**
- C. Enhance Communication and Collaboration**
- D. Develop an Operational Plan
- E. Improve Record Keeping
- F. Develop a Fundraising Plan
- G. Improve Marketing
- H. Review Zoning
- I. Future Planning and Evaluation

B. Update the Use and Occupancy Licence Agreement

The PRRD's Use and Occupancy Licence Agreement with the park operator should be updated to incorporate the direction proposed in this Plan. Specifically, the programming direction and expectations for increased public use of the Park should be included. Additionally, clearer direction, as well as definitions of key terms such as level of maintenance, would help both parties adhere to the agreement.

Recommendations

3.B.1. Update the Use and Occupancy Licence Agreement.

C. Enhance Communication and Collaboration

It is recommended that the PRRD assign a liaison to attend regular and/or identified meetings with the park operator. The liaison's role would be to act as a bridge between the two organizations, helping both to achieve their goals. The liaison would be expected to provide the operator with accurate information and helpful advice related to navigating rules and regulations, in addition to clear direction in terms of the PRRD's expectations.

Recommendations

3.C.1. Assign a liaison to attend regular and/or identified park operator meetings and participate as an advisor.

42

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North Peace Regional Park Master Plan | October 29, 2024

Service Delivery Enhancements

- A. Invest Resources to Support Implementation
- B. Update the Use and Occupancy Licence Agreement
- C. Enhance Communication and Collaboration
- D. Develop an Operational Plan**
- E. Improve Record Keeping**
- F. Develop a Fundraising Plan
- G. Improve Marketing
- H. Review Zoning
- I. Future Planning and Evaluation

D. Develop an Operational Plan

The Park does not have an operational plan. An operational plan is a key document that describes what will be happening at the Park and how the park operator is working toward achieving its objectives.

Recommendations

3.D.1. Require the operator of the Park to develop a 3-year rolling operational plan for the Park. The plan should be updated annually and presented to the PRRD for feedback.

E. Improve Record Keeping

Adequate records have not been kept in relation to the operation and development of the Park. In some cases, important documents, such as construction plans, inspection reports, permits, and insurance records have not been created or kept. The lack of record keeping has resulted in significant challenges for both organizations and will continue to do so unless it is addressed.

Recommendations

3.E.1. Require the operator of the Park to establish and maintain a record keeping system for the Park. The system should identify requirements for record keeping and processes to ensure that important records are kept.

3.E.2. Consider tracking the amount of in-kind support the park operator provides to the Park through volunteer hours and donated goods and services so that its value can be applied to grant funding.

43

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Service Delivery Enhancements

- A. Invest Resources to Support Implementation
- B. Update the Use and Occupancy Licence Agreement
- C. Enhance Communication and Collaboration
- D. Develop an Operational Plan
- E. Improve Record Keeping
- F. Develop a Fundraising Plan**
- G. Improve Marketing**
- H. Review Zoning
- I. Future Planning and Evaluation

F. Develop a Fundraising Plan

Increasing investment in the Park to support future operations and capital development will be crucial toward implementing the Plan. To this end, it is recommended that the park operator develop and implement a fundraising plan. The plan would identify opportunities for funding and include actions to secure it. Examples of funding opportunities might include:

- Grant programs from all levels of government
- Donations, annuities, legacy fund
- Sponsorship
- Rental and programming fees
- Paid membership program
- Operational funding from the PRRD

Recommendations

3.F.1. Develop and implement a fundraising plan.

G. Improve Marketing

The expansion of public programming and availability of the Park should be paired with an expansion of marketing. According to the survey, the main barrier preventing further use of the Park was being unaware of programs and events. Simple improvements, such as a website and/or social media accounts, would go a long way toward increasing community awareness of what is available on site.

Recommendations

3.G.1. Develop an annual marketing plan for the Park.

3.G.2. Establish a website and/or social media account for the Park.

Service Delivery Enhancements

- A. Invest Resources to Support Implementation
- B. Update the Use and Occupancy Licence Agreement
- C. Enhance Communication and Collaboration
- D. Develop an Operational Plan
- E. Improve Record Keeping
- F. Develop a Fundraising Plan
- G. Improve Marketing
- H. Review Zoning**
- I. Future Planning and Evaluation**

H. Review Zoning

PRRD staff should review the Park's zoning to ensure it remains in compliance.

Recommendations

3.H.1. Review the Park's zoning to ensure it remains in compliance.

I. Future Planning and Evaluation

Regularly updating the Master Plan and evaluating successes and challenges during implementation will be important.

Recommendations

3.I.1. Update the Master Plan in year 5 of implementation.

3.I.2. Re-evaluate the operating model when the Plan is updated to determine if any changes are needed.



8

Conclusion



Camping During the Fall Fair
Photo Credit: North Peace Fall Fair Facebook

The North Peace Regional Park is a cherished and unique community asset. The vision for the Park is focused on revitalizing this facility and ensuring that it is safe, accessible, and continues to celebrate agricultural lifestyles. The Master Plan will support the achievement of this vision and serve as a framework for decision making moving forward.

Accomplishing the outcomes and priorities identified in this Plan will require ongoing investment, proactive planning, and collaborative efforts from the PRRD and its partners. This will result in a strong foundation from which the Park can continue to thrive and meet the needs of the community.

Appendices

Appendix A – Expanded Strategic Alignment Analysis

The following figure outlines the strategic alignment of the Master Plan with Regional District plans.

Figure 5. Strategic Alignment Summary

Peace River Regional District Regional Parks and Trails Master Plan (2014)¹⁸

The purpose of the plan is to develop guidelines regarding current and future parks and trails in the region. The plan has 7 recommendations including:

- Commit to the funding necessary to implement the Master Plan
- Work to improve/upgrade the existing Regional Parks
- Encourage the Regional District Board to develop new policies or amend existing policies
- Develop a system of support for recreational trails in the PRRD
- Develop a communications project
- Work to expand the regional park system
- Implement the master plan with climate change mitigation measures in mind

Peace River Regional District Rural Official Community Plan By-law No. 1940, 2011 Schedule A (2011)¹⁹

The Official Community Plan Bylaw has the following policies applicable to parks and the natural environment:

- The Park and Natural Environment designation encompasses various land uses including outdoor recreation, campgrounds, agriculture, ecological reserves, work that supports ecological protection or conservation or restoration, and structures for interpretive purposes.
- The Regional District may work in collaboration with other groups/organizations to help protect environmentally sensitive areas.

Peace River Regional District Strategic Plan (2023)²⁰

The purpose of the plan is to address the primary opportunities and challenges encountered in the region.

The strategic plan includes the following strategies regarding infrastructure:

- Undertake condition assessments for all PRRD owned assets.
- Determine service expectations for all assets.

Appendix B – Engagement Communication Metrics

Digital Ads

Tactic	Published	Expiry	Views	Clicks	Asset	URL(s)	Notes
Energeticcity.ca Banner	03/19/24	04/04/24	19,850	11		https://www.evenbrite.ca/o/north-peace-regional-park-master-plan-79131045853	Driving workshop registrations.
Energeticcity.ca Banner	04/08/24	04/10/24	3,716	2		https://www.surveymonkey.com/r/NorthPeaceRegionalParkSurvey	Inform about survey extension.
prrd.bc.ca	03/18/24	04/10/24	2,124	N/A		prrd.bc.ca	Slideshow on the landing page of the PRRD website, current capacity only gives us landing page views not clicks.

50

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North Peace Regional Park Master Plan | October 29, 2024

Website traffic

Tactic	Published	Expiry	Visits	Max Visitors per day	Engaged on the page	URL(s)
Have Your Say project page	03/03/24	N/A	323	47	225	https://haveyoursay.prrd.bc.ca/nprp

Radio ads

Tactic	Campaign	Start	Expiry	Stations	Frequency	Total spots
Bell Media, 30 second ads	Survey	03/18/24	04/08/24	101.5, 98.5, 890AM DC	Once per day, per station	66
Bell Media, 30 second ads	Workshops	03/18/24	04/08/24	101.5, 98.5, 890AM DC	Once per day, per station	66

51

Social media

Tactic	Campaign	Total	Post Impressions	Post reach	Post clicks	Post shares	Reactions	Comments	Notes
Facebook posts	Survey and workshops	8	21,636	468 users	575	90	42	10	03/14/24 03/19/24 03/25/24 04/01/24 04/02/24 04/03/24 04/04/24
Instagram posts	Survey and workshops	6	260	242 users	12	8	17	0	03/19/24 03/25/24 04/01/24 04/02/24 04/03/24 04/04/24

Media releases

March 14, 2024: *PRRD beginning engagement on master plan for NPRP*

Earned media

Energeticcity.ca, March 14, 2024: *PRRD to begin engagement for North Peace Regional Park master plan*

Prince George Citizen, March 14, 2024: *Engagement plan launched for North Peace Regional Park*

The Broken Typewriter, March 28, 2024: *Master plan will shape future of the North Peace Fall Fair*

Energeticcity.ca, April 23, 2024: *Residents rally for North Peace Fall Fair, 4-H Achievement Days at regional park engagement event*


Appendix C – Expanded Engagement Results

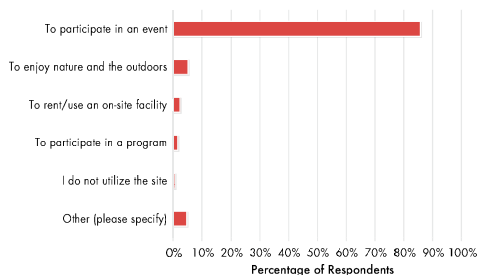
Online Survey Results


An online survey collected input from residents, businesses/organizations, and government from March 18 to April 8, 2024. In total, 592 responses were received. 45% of respondents indicated they reside in the City of Fort St. John, 40% said they reside in an unincorporated community within the PRRD, and the remaining respondents were from a different community within the Peace River Regional District. 1% of respondents were a non-government organization, 1% were a business, >1% were government, and the remaining 1% were other.

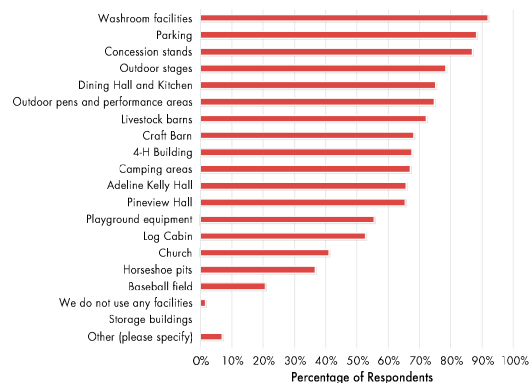
Residents

The online survey streamed respondents to different questions based on if they identified themselves as a representative of a business/government/organization or as a member of the public. The following information is applicable specifically to survey respondents who identified themselves as a member of the public. Of the responses received, 74% of respondents identified as female, 21% identified as male, 4% preferred not to say, and 1% preferred to self identify. Respondents were primarily between the ages of 40-49 (21%), 30-39 (19%), 60-69 (17%), and 50-59 (16%).

 What is the main reason you visit the North Peace Regional Park?

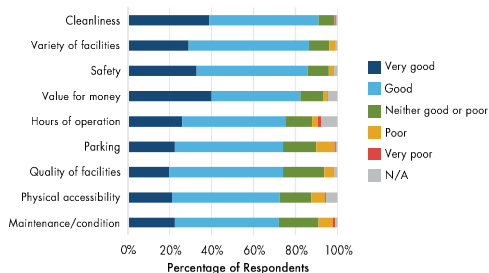


 What facilities, if any, at the North Peace Regional Park do you use or have used (please check all that apply):

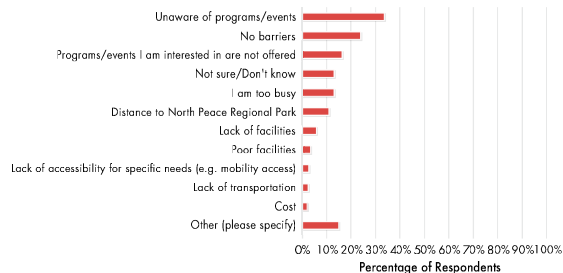




Please rate the North Peace Regional Park based on the following categories.



What, if anything, prevents you from utilizing the North Peace Regional Park more often? Please select all that apply.



Comments in the "other" category included:

- Accessibility challenges during the off season (snow and rain)
- Lack of availability for private community events.
- Lack of communication (e.g., unaware the park is available outside the North Peace Fall Fair).
- Lack of accessibility.



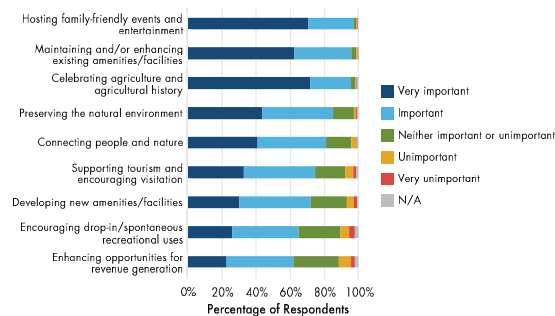
In one or two sentences, please describe your future vision for the North Peace Regional Park. Consider your aspirations for the area, what might be different from today, and what might stay the same.

Respondents identified the following most often:

- Respondents highlighted the importance of continuing the North Peace Fall Fair.
- Maintaining the site and general upgrades to facilities including barns, seating, Adeline Kelly Hall, etc.
- Maintaining the grounds as they are.
- Offering more community events, fairs, music events, and outdoor events.
- New facilities including venues, animal pens, year-round facilities, arenas, and a playground.
- More rental access to the public for weddings, reunions, bookings, etc.



Please rate the importance of the following guiding principles to the future development of the North Peace Regional Park. If you would like to create your own guiding principles, please do so using the "other" option.





Are there any specific enhancements or changes you would like to see made to amenities/facilities at the North Peace Regional Park? If yes, please describe below.

Respondents identified the following most often:

- Upgrading existing buildings, renovating existing buildings to be brought up to code, and upgrading the Adeline Kelly Building.
- Enhancing public access to existing buildings.
- New facilities including a heated hall, new barns, dance floor, and kitchen.
- Upgrading washrooms and more of them.
- Repairs to existing bleachers, more seating options around the stage, and more shade options.



Are there any specific enhancements or changes you would like to see made to programs/events at the North Peace Regional Park? If yes, please describe below.

Respondents identified the following most often:

- Increasing the number of events (e.g., music concerts, dances, jamborees, movie nights, and rodeos).
- Continuing the North Peace Fall Fair.
- Enhancing marketing and communications of events.
- Increasing the variety and quantity of programs (e.g., clinics, workshops, camps, and markets).



Are there any specific activities, programs, or events you would like to see at the North Peace Regional Park that are not currently offered there? If yes, please describe below.

Respondents identified the following most often:

- Music festivals, concerts, jamborees, movie nights, and rodeos.
- More dances and markets.
- Increasing the number of camps, clinics, school field trips, and workshops.
- More rentals available for the public.



In your opinion, is there anything else that we should take into consideration when developing the plan?

Respondents identified the following most often:

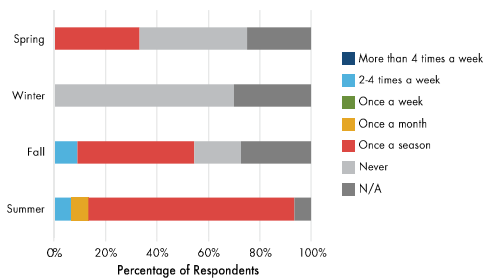
- Importance of maintaining history, tradition, and agriculture.
- Continuing the North Peace Fall Fair.
- Maintaining existing buildings, upgrading buildings, and adding new infrastructure such as a playground, stage, and all-season facility.
- Continuing to have the Society operate the grounds.
- Maintaining the grounds as is.
- Enhancing communication and input opportunities for the community.
- Enhancing public access to existing buildings.

Businesses/Organizations/Government

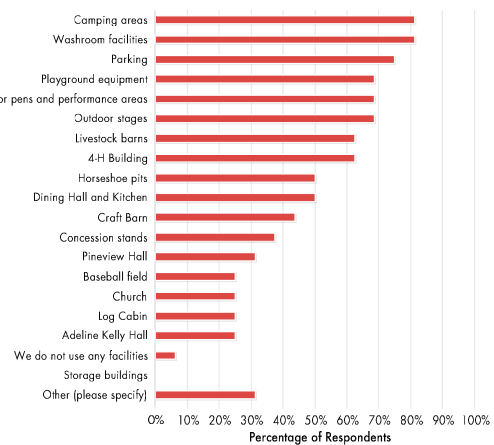
The following information is applicable specifically to survey respondents who identified themselves as a representative of a business/organization/government.



On average, how often does your organization use the North Peace Regional Park throughout the year?

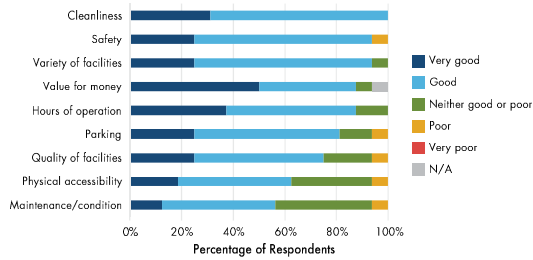


What facilities, if any, at the North Peace Regional Park does your organization use or have used (please check all that apply):





Please rate the North Peace Regional Park based on the following categories:



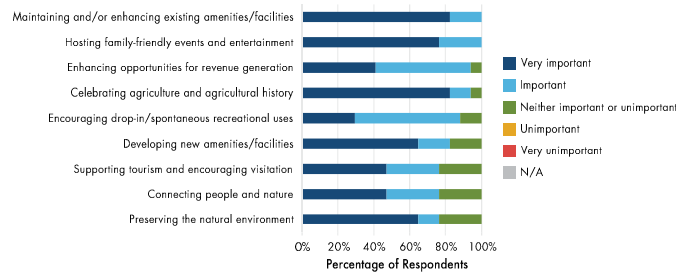
In one or two sentences, please describe your future vision for the North Peace Regional Park. Consider your aspirations for the area, what might be different from today, and what might stay the same.

Respondents identified the following most often:

- Maintaining the site as an agricultural park.
- Continue to host the North Peace Fall Fair and 4-H Achievements.
- Expand and upgrade parking lots.
- New facilities including a covered arena, stage, grandstands, and washrooms.
- Enhancing the camping area.
- Updating facilities including barns and older buildings.
- Ensuring potable water availability.
- Enhance accessibility including wheelchair access and road access.
- Ensure buildings meet current codes and standards.
- Enhance public access to existing buildings.



Please rate the importance of the following guiding principles to the future development of the North Peace Regional Park. If you would like to create your own guiding principles, please do so using the "other" option.



Please describe any barriers your organization experiences in utilizing the North Peace Regional Park.

Respondents identified the following most often:

- Allowing 4-H to have equal access to the fairground facilities.
- Upgrading facilities including equine facilities, washrooms, barns, and potable water.
- Expanding the camping area.
- Poor road maintenance between Fort St. John and the fairgrounds.
- More signage on the road to indicate events in progress.
- Maintenance is volunteer based, which can cause delays.
- Limited access to existing buildings.



Please describe why these enhancements or changes are necessary to better serve your organization and its participants.

Respondents identified the following most often:

- Water and barns are essential for events.
- Upgrades needed for the safety of participants, equines, and the public.
- Improving water access and electricity for animals and equipment.
- Ability to host more horse events and shows with better facilities.
- Enhanced public use by bringing buildings up to code.



If applicable, please describe any enhancements or changes to the North Peace Regional Park that would enable your organization to better service its participants.

Respondents identified the following most often:

- More collaboration between the PRRD, 4-H Club, and North Peace Fall Fair Board.
- Addressing facility issues such as the well and pump for the animal wash racks, improving equine facilities, parking, washrooms, and upgrading facilities to meet code.
- Development of new facilities including a barn area for overnight stalling of horses.
- Hosting outdoor career fairs.
- Upgrades to the Adeline Kelly Building.



If you would like to provide any further input to inform the plan, please do so here.

Respondents identified the following most often:

- Volunteer and community involvement should be a focus.
- Support of the PRRD expanding the use of the grounds but want to continue holding 4-H events there.
- Reliance on the fairgrounds for Achievement Days, which fosters youth involvement in agriculture and leadership.
- Ensuring PRRD support for continued use of the fairgrounds.
- Opportunity to have golf carts and volunteers to assist elderly or mobility-challenged participants.

Community Input Workshops

Three community input workshops were hosted on April 2nd, April 3rd, and April 4th, 2024. 82 participants attended the workshops. The following summarizes the input received.



What types of facilities are needed at the North Peace Regional Park to meet the needs of the community now and into the future?

- Community Agriculture Centre where organizations could rent out office space for meetings.
- Upgrading and reopening the Adeline Kelly Building.
- Enhanced accessibility on the grounds (e.g., hard surfaces for wheelchairs).
- Kitchen facility.
- Access to potable water.
- Important to maintain camping facilities.
- Desire to keep facilities maintained.
- Year-round facility access.
- Animal show rings (beef, horse, small animal).
- Electrical upgrades (e.g., vendors, horse and cattle barns, sheep pens, lighting, etc.)
- Building access for various activities (i.e., crafts, exhibits, etc.)
- Stage and entertainment area.



What types of programs are needed at the North Peace Regional Park to meet the needs of the community now and into the future?

- Continuing the North Peace Fall Fair.
- Increasing the number of events (e.g. music concerts, dances, jamborees, movie nights, rodeos, etc.).
- Increasing variety and quantity of programs (e.g., clinics, workshops, camps, markets).
- Hosting 4-H Achievement Days.
- Having private rentals available for the community.



If the plan could achieve one thing, what do you think it should be?

- Maintaining the traditional use of the grounds (i.e. Fall Fair and 4-H events).
- Providing clear direction, funding model, and clear guidelines for the park.
- Development of an all-season facility.
- Preserving history and heritage.

Society Input Workshop

A society input workshop was hosted on March 19, 2024. 9 participants attended the workshop. The following summarizes the input received.

- The Society is currently working well and have run the Fall Fair for 77 years.
- Strong support from volunteers and sponsors.
- Concerns regarding loss of access to the grounds/buildings.
- Weather-related issues.
- No services on site can be challenging (e.g., kitchen/bathrooms).
- Interest in expanding the Adeline Kelly Building.
- Need for a kitchen facility.
- Need for a water filtration system.
- Upgrades to electrical system and playground.
- Expanding the operational season.
- Interest in hosting more programs and events.
- Importance of maintaining the Fall Fair and its links to agriculture.

Staff Input Workshop

A staff input workshop was hosted on April 23, 2024. 3 staff attended the workshop. The following summarizes the input received.

- Opportunities for increased public use and overall utilization of the park.
- Desire for the park to remain a unique, agricultural-focused space.
- Clarifying operational roles and responsibilities.
- Considering impacts to PRRD staff and resources.
- Improving safety, accessibility, and documentation/record-keeping.
- Setting a clear direction for the future of the park.

Appendix D – Capital Project Evaluation Criteria and Process for NPRP

The following evaluation criteria and process is recommended to use when considering future capital projects at the Park.

Evaluation Criteria

1. Condition Assessment (if the project is an expansion, renovation, or replacement of an existing facility)
 - The project mitigates safety risk to staff, volunteers and public.
 - The project ensures compliance with all laws and regulation.
 - The project mitigates risk to infrastructure and the environment.
 - The project will enable operational cost savings and efficiencies.
2. Strategic Alignment
 - Demonstrates strategic alignment/compliance with key planning documents.
3. Engagement with PRRD Board of Directors
 - Demonstrates early involvement and engagement with the Board.
4. Demand
 - Demonstrates demand from residents in the catchment area (indicators may include public input surveys, community group interviews, focus groups, activity trends, population projections, current and projected facility utilization, program statistics etc.);
 - Clearly identifies target markets and how the facility will meet the needs of those markets.
5. Supply
 - Provides complementary (vs. competitive) services and facilities;
 - Demonstrates facility supply does not meet demand in the catchment area;
 - Demonstrates effective use of existing assets in the community and has completed a thorough review of all re-purposing options of existing assets.
6. Strategic Partners
 - Demonstrates a collaborative approach and strong partnerships;
 - Demonstrates a plan to work with other organizations to ensure resources are shared, support services are centralized and efficiencies are maximized.
7. Public Access and Facility Use
 - Demonstrates high level of accessibility to the public and ensures the greatest access to the greatest number of citizens;
 - Demonstrates inclusiveness and accommodates people of all ages, cultural backgrounds, income levels and abilities.

62

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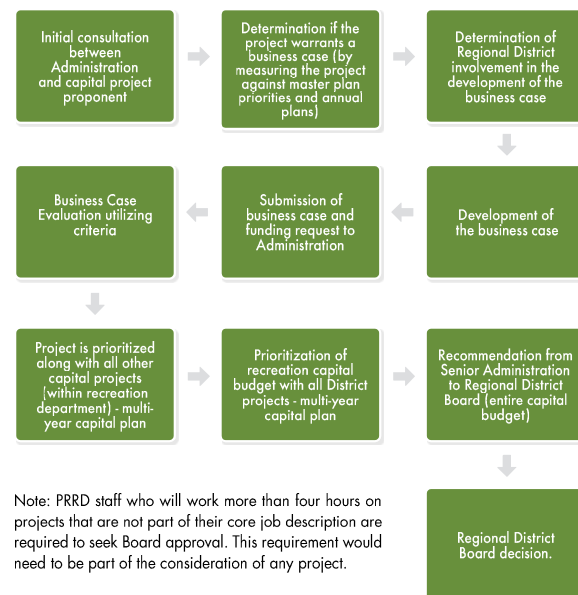
North Peace Regional Park Master Plan | October 29, 2024

8. Capital Financing Plan
 - Capital financing plan is realistic and is supported by sound data;
 - Capital financing plan demonstrates a clear ability to fund the project.
9. Operational Costs
 - Operational revenue/cost assessment is realistic and is supported by sound data;
 - Operating model demonstrates enhanced opportunities for citizens, while seeking to maximize revenue and minimize tax supported annual operating costs;
 - Demonstrates sound lifecycle planning and allocates annual resources for lifecycle costs;
 - Clear identification of annual taxpayer support required.
 - Clear identification of additional PRRD staff support required for operations, maintenance, and inspection.
10. Operating Plan
 - Operational plan is clear, logical and realistic;
 - Operational plan identifies clear performance measures.
11. Concept and Site
 - Project is high quality and built to last;
 - Design encourages multi-use spaces that promote a variety of uses for a variety of interests;
 - Design allows for growth in the future as needs change and evolve;
 - Design will limit negative impacts on the environment.
12. Risks
 - Project risks and mitigation measures are adequately identified.
13. Relative Priority
 - After evaluation of the above criteria, Regional District Board will measure the need for the project against other District projects (both recreation and non-recreation).

Process for Evaluating Major Capital Development Projects at NPRP

Figure 6 outlines a process for evaluating major capital projects during budget planning cycles.

Figure 6. Process for Evaluating Major Capital Development Projects at NPRP



63

Appendix E – Summary of Recommendations

Focus Area: 1. Facility Development			
Initiative	Recommended Direction	Recommendation(s)	Preliminary Budget Allowance - Capital
A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building	<ul style="list-style-type: none"> Further Study Improve 	<ul style="list-style-type: none"> 1.A.1. Assess the feasibility and estimated construction costs to upgrade the Adeline Kelly to a public occupancy building. 	\$\$ (study)
B. Study Options to Address Water Needs On-Site	<ul style="list-style-type: none"> Further Study 	<ul style="list-style-type: none"> 1.B.1. Conduct a feasibility study to determine the optimal long-term solution to providing potable water on-site. 1.B.2. Evaluate the effectiveness of trucking in water for the 2024 Fall Fair. Input should be sought from the Society and eventgoers. 1.B.3. Explore the opportunity to use the available non-potable well water for non-human consumption purposes (e.g. cleaning, flushing toilets, etc.). 	\$\$\$ (feasibility study) Capital costs are dependent upon the results of the feasibility study.
C. Develop a Safety Plan	<ul style="list-style-type: none"> Improve 	<ul style="list-style-type: none"> 1.C.1. Develop and implement a safety plan for the Park. 	\$\$\$
D. Replace and Enhance the Playground	<ul style="list-style-type: none"> Replace 	<ul style="list-style-type: none"> 1.D.1. Assess existing equipment for safety and remove if necessary. Replace playground equipment and enhance the play area. 	\$\$\$
E. Upgrade the Electrical System	<ul style="list-style-type: none"> Improve 	<ul style="list-style-type: none"> 1.E.1. Develop a plan to electrify high priority areas of the Park. 	\$\$\$\$ (dependent upon the scope of the electrification plan).
F. Accessibility Enhancements	<ul style="list-style-type: none"> Further Study Improve 	<ul style="list-style-type: none"> 1.F.1. Conduct an accessibility audit and take steps to improve physical accessibility throughout the site. 	\$\$\$ (upgrade costs are dependent upon the results of the accessibility audit).

64

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Focus Area: 1. Facility Development			
Initiative	Recommended Direction	Recommendation(s)	Preliminary Budget Allowance - Capital
G. Upgrade Animal Barns	<ul style="list-style-type: none"> Maintain 	<ul style="list-style-type: none"> 1.G.1. Repair the animal barns to ensure continued use. 1.G.2. Consider including requested enhancements during repairs. 	\$\$\$\$ (depending on how many barns are upgraded and the extend of those upgrades).
H. Improve Capacity to Host Weddings	<ul style="list-style-type: none"> Improve New Service or Amenity 	<ul style="list-style-type: none"> 1.H.1. Upgrade the Church to make it safe for public occupancy. 1.H.2. Consider developing an outdoor wedding space. 	\$
I. Develop a Perimeter Trail	<ul style="list-style-type: none"> New Service or Amenity 	<ul style="list-style-type: none"> 1.I.1. Develop a perimeter trail around the Park. 	\$\$\$
J. Consider Upgrading the Pineview Hall	<ul style="list-style-type: none"> Further Study 	<ul style="list-style-type: none"> 1.J.1. Evaluate the results of the Pineview Hall assessment and determine whether it is worthwhile to upgrade the building. 	\$\$\$\$ (upgrade costs are dependent upon the results of the assessment).
K. Improve Camping Facilities	<ul style="list-style-type: none"> Improve 	<ul style="list-style-type: none"> 1.K.1 Develop a designated camping area and add support amenities. 	\$\$
L. Repurpose the Baseball Field into Accessible Parking	<ul style="list-style-type: none"> Repurpose 	<ul style="list-style-type: none"> 1.L.1. Remove the baseball field and add accessible parking spots in its place. 	Variable.
M. Develop an Asset Management Plan		<ul style="list-style-type: none"> 1.M.1. Develop a multi-year asset management plan for the Park. 	
N. Remove Buildings That Are at the End of Their Useful Life	<ul style="list-style-type: none"> Stop 	<ul style="list-style-type: none"> 1.N.1. Remove the Adult Handicraft building. 1.N.2. Remove the Kitchen and Dining Hall buildings. 	\$\$\$
O. Enhance Destination and Directional Signage	<ul style="list-style-type: none"> Improve 	<ul style="list-style-type: none"> 1.O.1. Add directional signage throughout and leading to the Park. 1.O.2. Improve destination signage at the main entrance to the Park. 	\$

65

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Focus Area: 2. Program Development

Initiative	Recommendation(s)
A. Continue to Host the Fall Fair and 4-H Achievement Days	2.A.1. Continue to host the Fall Fair and 4-H Achievement Days at the North Peace Regional Park.
B. Expand Public Programming	2.B.1. Expand public programming options at the Park. 2.B.2. Open the park for public drop in use during specified hours/seasons.
C. Expand Agricultural Programming	2.C.1. Expand agricultural programming at the Park. 2.C.2. Consider hosting a weekly summer Farmers Market.
D. Expand Rentals	2.D.1. Expand rentals at the Park. 2.D.2. Consider increasing rental fees for larger events.
E. Enhance Interpretive Elements	2.E.1. Commission historic research to support interpretive programming. 2.E.2. Consider installing signage and/or plaques around the site to share its history. 2.E.3. Consider transforming heritage buildings into historical exhibits. 2.E.4. Consider having volunteers on site during events and programming to animate historic exhibitions.

Focus Area: 3. Service Delivery Enhancements

Initiative	Recommendation(s)
A. Invest Resources to Support Implementation	3.A.1. Invest resources as needed based on the chosen operating scenario to support implementation of the plan.
B. Update the Use and Occupancy Licence Agreement	3.B.1. Update the Use and Occupancy Licence Agreement
C. Enhance Communication and Collaboration	3.C.1. Assign a liaison to attend regular and/or identified park operator meetings and participate as an advisory.

66

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Focus Area: 3. Service Delivery Enhancements

Initiative	Recommendation(s)
D. Develop an Operational Plan	3.D.1. Require the operator of the Park to develop a 3-year rolling operational plan for the Park. The plan should be updated annually and presented to the PRRD for feedback.
E. Improve Record Keeping	3.E.1. Require the operator of the Park to establish and maintain a record keeping system for the park. The system should identify requirements for record keeping and processes to ensure that important records are kept. 3.E.2. Consider tracking the amount of in-kind support the park operator provides to the Park through volunteer hours and donated goods and services so that its value can be applied to grant funding.
F. Develop a Fundraising Plan	3.F.1. Develop and implement a fundraising plan.
G. Improve Marketing	3.G.1. Develop an annual marketing plan for the Park. 3.G.2. Establish a website and/or social media account for the Park.
H. Review Zoning	3.H.1. Review the Park's zoning to ensure it remains in compliance.
I. Future Planning and Evaluation	3.I.1. Update the Master Plan in year 5 of implementation. 3.I.2. Re-evaluate the operating model when the Plan is updated to determine if any changes are needed.

67

Appendix F – References

- ¹Peace River Regional District. (2023). North Peace Fall Fair Backgrounder.
- ²North Peace Fall Fair. (2022).
- ³Peace River Regional District. (2024).
- ⁴North Peace Fall Fair. (2022).
- ⁵North Peace District 4-H Facebook. (2024).
- ⁶McElhanney Ltd. (2023). North Peace Fall Fairgrounds – Structural Condition Assessments and BC Fire Code Assessments.
- ⁷Peace River Regional District. (2020). Use and Occupancy Licence Agreement.
- ⁸North Peace Fall Fair Society. (2024).
- ⁹Peace River Regional District. (n.d.) Regional Parks.
- ¹⁰North Peace Fall Fair Society. (2024).
- ¹¹McElhanney Ltd. (2024). North Peace Fall Fairgrounds – Review of Adeline Kelly Building.
- ¹²McElhanney Ltd. (2023). North Peace Fall Fairgrounds – Structural Condition Assessments and BC Fire Code Assessments.
- ¹³Tetra Tech. (2023). RPT - Pumping Test.
- ¹⁴Tetra Tech. (2023). Technical Memo – North Peace Fall Fair Grounds Well Deficiencies.
- ¹⁵McElhanney Ltd. (2023). North Peace Fall Fairgrounds – Structural Condition Assessments and BC Fire Code Assessments.
- ¹⁶McElhanney Ltd. (2023). North Peace Fall Fairgrounds – Structural Condition Assessments and BC Fire Code Assessments.
- ¹⁷McElhanney Ltd. (2023). North Peace Fall Fairgrounds – Structural Condition Assessments and BC Fire Code Assessments.
- ¹⁸Kootenay Planning Consultants. (2014). Peace River Regional District Regional Parks and Trails Master Plan.
- ¹⁹Peace River Regional District Rural Official Community Plan By-law No. 1940. (2011).
- ²⁰Peace River Regional District Strategic Plan. (2023).



REPORT

To: Chair and Directors

Report Number: ENV-BRD-214

From: Environmental Services

Date: November 7, 2024

Subject: Contract Amendment – RFP 42-2021 Rolla Dike Decommissioning Design and Plan

RECOMMENDATION: [Corporate Weighted]

That the Regional Board extend contract ‘RFP 42-2021 Rolla Dike Decommissioning Design and Plan’ with BBA Field Services for an additional one-year term from December 31, 2024, to December 31, 2025, and authorize a \$50,000 increase in the total contract value, from \$130,000 to \$180,000 to account for changes in contract scope related to increased flood modelling and decommissioning plan requirements; further, that the Chair and Chief Administrative Officer be authorized to sign the contract amendment on behalf of the Peace River Regional District.

BACKGROUND/RATIONALE:

On August 17, 2023, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board award the contract for development of a detailed decommissioning construction design for Rolla Dyke to BBA Engineering Ltd. at a total cost of \$105,000 (excluding taxes); further; that the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Peace River Regional District.

On March 7, 2024, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board authorize an increase in the total contract value for development of a detailed decommissioning construction design for Rolla Dyke with BBA Engineering from \$105,000 to \$130,000, an increase of \$25,000, for changes in the contract scope related to environmental management, site safety planning, and flood risk modelling, and that the contract be extended until December 31, 2024; further that the Chair and Chief Administrative Officer be authorized to sign the contract amendment on behalf of the Peace River Regional District.

The current contract with BBA Field Services Ltd (previously BBA Engineering) expires on December 31, 2024. This contract extension and cost increase is required to complete additional requirements required by the Province of BC for the decommissioning of the dike including an expanded flood modeling area and more detailed decommissioning plan requirements.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

A funding commitment of \$334,083 of Area D Fair Share was allocated for operational and decommissioning costs in Function 430 – Rolla Creek Diking as part of the 2024 Financial Plan. The remaining balance as of October 30, 2024, is \$68,868. The funding commitment is sufficient to cover the remaining contract costs for 2024.

A supplemental request will be made to cover any construction activities resulting from Provincial approvals as part of the 2025 budget for Function 430 – Rolla Creek Diking.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.



REPORT

To: Chair and Directors

Report Number: ENV-BRD-213

From: Environmental Services

Date: November 7, 2024

Subject: Contract Award – ITT 14-2024 Charlie Lake Lift Station Repairs

RECOMMENDATION: [Corporate Weighted]

That the Regional Board award Invitation to Tender 14-2024, “Lakeshore Drive and Alaska Highway System Redundancy”, to Big League Utilities Ltd. at a cost of \$938,000 (excluding taxes) to utilize previously committed Area C Community Gas Works funds; further, that the Chair and Chief Administration Officer be authorized to sign the contract on behalf of the Peace River Regional District.

BACKGROUND/RATIONALE:

On November 16, 2023, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board approve the ‘Charlie Lake Sewer - Capital Improvement Plan’ completed by McElhanney Ltd (October 10, 2023) for use in operational and capital 2024-2034 financial planning for Function 601 - Charlie Lake Sewer.

McElhanney Ltd. developed the Capital Improvement Plan (CIP) for the Charlie Lake sewer collection system, trucked waste facility, and sewer treatment facility. The CIP identified corrosion and integrity issues with the lift station components and piping that need repair. The lift station is integral to the functionality of the sewer collection system in Charlie Lake.

Based on these recommendations from McElhanney and an approved business case which was presented to the Regional Board on December 8, 2023 (see external link provided), an Invitation to Tender (ITT) was issued in May 2024. No tenders were received. The ITT was reissued in October 2024. One bid was received in response to the ITT; Big League Utilities submitted a bid within the allotted project budget. Staff is recommending the contract be awarded to Big League Utilities based on their favorable schedule and budget. Due to the delayed contract award, construction will start in early 2025 and is estimated to take a month.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

On December 8, 2023, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board approve the ‘2024 Charlie Lake Sewer Capital Improvements’ works totaling \$2,718,900, including lagoon optimization, treatment cell optimization, rehabilitation plan for asset management, valve replacements, flow monitoring station improvements, pipe redundancy, Geotubes, Complete Mix Tank covers, addition of blower variable frequency drives, backup power, cell desludging, and lift station upgrades by utilizing previously committed Area C Peace River Agreement Funds and Area C Community Gas Works Funds for Function 601 Charlie Lake Sewer, in the 2024 Financial Plan.

Pre-budget approval for funding for these projects was obtained in December 2023 and is included as part of the 2024 Financial for Function 601 – Charlie Lake Sewer.

Capital Funding Revenue	2024 Budget	Balance as of October 28, 2024
Community Gas Works Fund	\$ 1,666,185	\$ 1,212,747
Peace River Agreement Funds	\$ 1,292,470	\$ 996,100

COMMUNICATIONS CONSIDERATION(S):

Notifications will be published on the PRRD website and social channels notifying residents of construction and potential traffic impacts. Adjacent properties will be notified of the project schedule and any impacts in advance of the project starting. The project is anticipated to start in early 2025 depending on weather and is estimated to take a month to complete. To comply with the Community Gas Works Funding Agreement, project funding signage will be purchased and displayed at the lift station site.

OTHER CONSIDERATION(S):

The Ministry of Transportation and Infrastructure has approved a permit for this project. The permit will be extended to complete the work in 2025.

External Links:

1. [December 8, 2023 Regional Board Meeting](#) – See Agenda Item 8.13 “2024 Charlie Lake Sewer Capital Improvements & RFP 54-2022 Contract Amounts, ENV-BRD-159”



REPORT

To: Chair and Directors

Report Number: ENV-BRD-211

From: Environmental Services

Date: November 7, 2024

Subject: 2024 Updating Municipal Waste Hauling Agreements

RECOMMENDATION #1: [Corporate Weighted]

That the Regional Board approve the Waste Haulage Payment Agreement with the District of Taylor for a three-year term, starting January 1, 2025, and expiring December 31, 2027, at an estimated total cost of \$28,917.

RECOMMENDATION #2: [Corporate Weighted]

That the Regional Board approve the Waste Haulage Payment Agreement with the Village of Pouce Coupe for a three-year term, starting January 1, 2025, and expiring December 31, 2027, at an estimated total cost of \$48,885.

BACKGROUND/RATIONALE:

During the December 8, 2023 Regional Board meeting, the Regional Board passed the following resolutions:

MOVED, SECONDED and CARRIED,

That the Regional Board approve the Waste Haulage Payment Agreement with the City of Dawson Creek for a five-year term, starting January 1, 2024, and expiring December 31, 2028, at an approximate total cost of \$62,529.

MOVED, SECONDED and CARRIED,

That the Regional Board approve the Waste Haulage Payment Agreement with the District of Taylor for a one-year term, starting January 1, 2024, and expiring December 31, 2024, at an approximate total cost of \$8,837.

MOVED, SECONDED and CARRIED,

That the Regional Board approve the Waste Haulage Payment Agreement with the Village of Pouce Coupe for a one-year term, starting January 1, 2024, and expiring December 31, 2024, at an approximate total cost of \$18,295.

In 2024, the agreements with the District of Taylor and the Village of Pouce Coupe were signed at one-year terms to allow each member municipality to tender their services for waste collection services in 2024. With the end of the term approaching, staff worked with each municipality to update the term and costs of the agreement to reflect their new three-year waste hauling contracts that span 2024 to 2027.

The costs associated with each updated agreement are included under Table 1 and 2 in the Financial Considerations of this report.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

Tables 1 and 2 below provide the anticipated subsidy costs for the new term of each agreement.

Table 1: District of Taylor Annual Municipal Waste Hauling Subsidy Costs

	2025 Projected	2026 Projected	2027 Projected
Taylor	\$9,450	\$9,639	\$9,828

*The updated subsidy represents an increase of 6% from 2024 to 2025 with an increase of 2% in 2026 and 2027.

Table 2: Village of Pouce Coupe Annual Municipal Waste Hauling Subsidy Costs

	2025 Projected	2026 Projected	2027 Projected
Pouce Coupe	\$16,295.04	\$16,295.04	\$16,295.04

*The updated subsidy represents a decrease of 11% from 2024 to 2025 with no changes projected for 2026 and 2027.

For full historical costs, refer to the report titled “2023 Updating Municipal Waste Hauling Agreements” as attached to this report as an external link.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. 2025-2027 Waste Haulage Payment Agreement – District of Taylor
2. 2025-2027 Waste Haulage Payment Agreement – Village of Pouce Coupe

External Links:

1. [December 8, 2023, Regional Board Meeting](#) – See Item 8.12 titled “2023 Updating Municipal Waste Hauling Agreements, ENV-BRD-158”
2. [October 12, 2023, Solid Waste Committee Meeting](#) – See Item 9.3 titled “Solid Waste Agreements with Member Municipalities – ENV-SWC-139.”



WASTE HAULAGE PAYMENT AGREEMENT

THIS AGREEMENT dated for reference the _____ day of _____, 2024 is

BETWEEN:

PEACE RIVER REGIONAL DISTRICT, a regional district incorporated under the Local Government Act, and having an address at Box 810, 1981 Alaska Avenue, Dawson Creek, B.C., V1G 4H8

(hereinafter referred to as the 'Regional District')

AND:

District of Taylor, a municipality incorporated under the Local Government Act, and having an address at Box 300, 10007 100A Street, Taylor B.C., V0C 2K0

Phone: (250) 789-3392

(hereinafter referred to as 'District')

Context of this Agreement:

- A. Ownership of the Taylor Landfill (Lot 2, Section 5, TP 83, R17, West of the 6th Meridian, PGP41748) was transferred from Taylor to the Regional District in 1998.
- B. In 2002, the Taylor Landfill site ceased to be utilized as a Landfill.
- C. As a result of the closure of the Taylor Landfill, the District's waste collection contractors haul waste to the Regional District's North Peace Regional Landfill approximately 14km northwest of the District.
- D. Since 2003, the Regional District has made a hauling cost payment to the District based on the increased haulage cost for the District's contractors to haul waste to North Peace Regional Landfill rather than the old Taylor Landfill.
- E. The District and the Regional District wish to enter into this Agreement in order to update this payment arrangement.

THIS AGREEMENT is evidence that in consideration of the payment of \$1.00 by the District to the Regional District, and other good and valuable consideration, (the receipt and sufficiency of which each party acknowledges), the District and the Regional District agree as follows:



The Scope of the Hauling Cost Payment

1. Hauling cost payments under this Agreement are based on the increased cost to the District for hauling waste to the North Peace Regional Landfill (7014 – 269 Road) rather than the former Taylor Landfill site (Lot 2, Section 5, TP 83, R17, West of the 6th Meridian, PGP41748).
2. Hauling costs payments will only be calculated in relation to increased hauling costs for waste deposited at the North Peace Regional Landfill.
3. Hauling cost payments shall be based on the hauling rates under the Residential Curbside Garbage Collection Contract and only to waste deposited at the North Peace Regional Landfill under this contract.

Subsidy Rate and Payment:

4. The Regional District will pay to the District a monthly hauling cost payment calculated on a per container basis at the rate of payment for each container type set out in **Schedule A**, for containers of waste deposited at the North Peace Regional Landfill during each calendar month by District's Residential Curbside Garbage Collection Contract.
5. The Regional District will provide payment to the District within 30 days of invoice delivery from the District. Invoices should be emailed to AP@prrd.bc.ca for processing and payment, and all invoices must contain a job description of "Waste Haulage Payment Agreement".
6. The District will provide monthly invoices to the Regional District, invoices must be sent to the Regional District within 15 days of each calendar month's end.

Entire Agreement:

7. This Agreement is the entire Agreement between the Regional District and the District and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

No Assignment:

8. The District may not assign this Agreement or the benefit hereof without the prior written consent of the Regional District, which may be withheld without reason and at the Regional District's sole discretion.

Governing Law:

9. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein.



Term and Renewal:

- 10. The term of the Agreement shall be for Thirty-Six (36) months (the “**Term**”) commencing on January 1, 2025 and expiring on December 31, 2027.
- 11. The District may, by providing the Regional District written notice no later than sixty (60) days, but no sooner than 150 days, before the end of the Term, request a renewal of this agreement. If the District requests such a renewal, the District and the Regional District will endeavour to update Schedule A and if both the District and the Regional District elect, each in their sole discretion, to renew this Agreement they shall enter into a written renewal agreement to give effect to such renewal.

IN WITNESS WHEREOF the Regional District and the District have executed this Agreement below.

PEACE RIVER REGIONAL DISTRICT,)
 by its authorized signatory(ies)) C/S
 in the presence of:)
)
 _____)
 Chair)
)
 _____)
 Chief Administrative Officer

DISTRICT OF TAYLOR) C/S
 By its authorized signatory(ies))
)
 _____)
 Mayor)
)
)
 _____)
 Chief Administrative Officer



Schedule A
Hauling Cost Payment Rates & Annual Estimates

Submitted by the District of Taylor

District of Taylor - Residential Curbside Garbage Collection Contract

	Approximate Bins	Current contract prices with haulage to North Peace Regional Landfill	Prices if hauled to former Taylor Landfill	Hauling Cost Payment Rate
2025	525	\$7.50/Bin/Month	\$6.00/Bin/Month	\$1.50/Bin/Month
2026	525	\$7.65/Bin/Month	\$6.12/Bin/Month	\$1.53/Bin/Month
2027	525	\$7.80/Bin/Month	\$6.24/Bin/Month	\$1.56/Bin/Month

Approximate Annual Costs

	Approximate Bins / year	Hauling Cost Payment Rate	Approximate Annual Cost	Approximate Monthly Cost
2025	6,300	\$1.50/Bin	\$9,450	\$787.50
2026	6,300	\$1.53/Bin	\$9,639	\$803.25
2027	6,300	\$1.56/Bin	\$9,828	\$819.00

For monthly invoices, the number of bins will reflect the amount of bins physically collected the Districts contractor. This will accurately reflect the actual cost to the District for providing the service to its residents.



WASTE HAULAGE PAYMENT AGREEMENT

THIS AGREEMENT dated for reference the _____ day of _____, 2024 is

BETWEEN:

PEACE RIVER REGIONAL DISTRICT, a regional district incorporated under the Local Government Act, and having an address at Box 810, 1981 Alaska Avenue, Dawson Creek, B.C., V1G 4H8

(hereinafter referred to as the ‘Regional District’)

AND:

Village of Pouce Coupe, a municipality incorporated under the Local Government Act, and having an address at 5011 49 Avenue, PO Box 190 Pouce Coupe, B.C., VOC 2C0

Phone: (250) 786-5794

(hereinafter referred to as the ‘Village’)

Context of this Agreement:

- A. Ownership of the Dawson Creek Landfill (829 – Highway 49) was transferred from the City of Dawson Creek to the Regional District in 1998.
- B. In 2002, the Dawson Creek Landfill site ceased to be utilized as a Landfill and was replaced with a Tier 1 Transfer Station located at the same site.
- C. As a result of the closure of the Dawson Creek Landfill, the Village’s waste collection trucks haul waste to the Regional District’s Bessborough Landfill approximately 23.5km northwest of the Village.
- D. Since 2003, the Regional District has made a hauling cost payment to the Village based on the increased distance for the Village to haul waste to Bessborough rather than the old Dawson Creek Landfill.
- E. The Village and the Regional District wish to enter into this Agreement in order to update this payment arrangement.

THIS AGREEMENT is evidence that in consideration of the payment of \$1.00 by the Village to the Regional District, and other good and valuable consideration, (the receipt and sufficiency of which each party acknowledges), the Village and the Regional District agree as follows:



The Scope of the Hauling Cost Payment

1. Hauling cost payments under this Agreement are based on the increased cost to the Village for hauling waste to the Bessborough Landfill (6688 – 237 Road) rather than the former Dawson Creek Landfill site Dawson Creek Landfill Site (829 – Highway 49).
2. Hauling costs payments will only be calculated in relation to increased hauling costs for waste deposited at the Bessborough Landfill.
3. Hauling cost payments shall be based on the hauling rates currently used by the Village’s contractor and only for waste deposited at the Bessborough Landfill as a result of curbside collection service.

Subsidy Rate and Payment:

4. The Regional District will pay to the Village an annual hauling cost payment calculated on a per hour basis at the rate of payment set out in **Schedule A**, for disposal of waste deposited at the Bessborough Landfill.
5. The Regional District will provide payment to the Village within 30 days of invoice delivery from the Village. Invoices should be emailed to AP@prrd.bc.ca for processing and payment, and all invoices must contain a job description of “Waste Haulage Payment Agreement”.
6. The Village will provide an annual invoice to the Regional District in June of each year.

Entire Agreement:

7. This Agreement is the entire Agreement between the Regional District and the Village and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement, including the Waste Disposal Agreement dated October 6, 2003 and, the Haulage Service Operation and Administration Agreement dated August 7, 1996.

No Assignment:

8. The Village may not assign this Agreement or the benefit hereof without the prior written consent of the Regional District, which may be withheld without reason and at the Regional District’s sole discretion.

Governing Law:

9. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein.



Term and Renewal:

- 10. The term of the Agreement shall be for Thirty-six (36) months (the “**Term**”) commencing on January 1, 2025 and expiring on December 31, 2027.
- 11. The Village may, by providing the Regional District written notice no later than sixty (60) days, but no sooner than 150 days, before the end of the Term, request a renewal of this agreement. If the Village requests such a renewal, the Village and the Regional District will endeavour to update Schedule A and if both the Village and the Regional District elect, each in their sole discretion, to renew this Agreement they shall enter into a written renewal agreement to give effect to such renewal.

IN WITNESS WHEREOF the Regional District and the Village have executed this Agreement below.

PEACE RIVER REGIONAL DISTRICT,)
 by its authorized signatories) C/S
 in the presence of:)
)
 _____)
 Chair)
)
 _____)
 Chief Administrative Officer

Village of Pouce Coupe) C/S
 By its authorized signatory(ies))
)
 _____)
 Mayor)
)
)
 _____)
 Corporate Officer



Schedule A
Hauling Cost Payment Rates & Annual Estimates

Contractor Rates supplied by the Village of Pouce Coupe

Village of Pouce Coupe - Residential Waste Haulage Contract Rates

Year	Container Type	Approximate Bins/Month	Current contract prices with haulage to Bessborough (6688 – 237 Road)	Prices if hauled to Dawson Creek Transfer Station (829 – Hwy 49)	Hauling Cost Payment Rate (per tip)
2025	1 Yard Bin MSW	368	\$14.76/Bin/Month	\$11.07/Bin/Month	\$3.69/Bin/Month
2026	1 Yard Bin MSW	368	\$14.76/Bin/Month	\$11.07/Bin/Month	\$3.69/Bin/Month
2027	1 Yard Bin MSW	368	\$14.76/Bin/Month	\$11.07/Bin/Month	\$3.69/Bin/Month

Approximate Annual Costs

	Approximate Bins / Year	Hauling Cost Payment Rate	Approximate Annual Cost
2025	4,416	\$3.69/Bin	\$16,295.04
2026	4,416	\$3.69/Bin	\$16,295.04
2027	4,416	\$3.69/Bin	\$16,295.04



REPORT

To: Chair and Directors

Report Number: DS-BRD-438

From: Development Services

Date: November 7, 2024

Subject: Development Variance Permit No. 24-010

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board authorize the issuance of Development Variance Permit No. 24-010, to vary the parcel line setbacks for the property identified as PID 012-626-210 as follows:

- a) Reduce the interior parcel line setback from 3.0 m to 2.75 m; and
- b) Reduce the rear parcel line setback from 5.0 m to 2.5m

to allow a standard size manufactured home to be placed on the property.

BACKGROUND/RATIONALE:

Proposal

The applicant is seeking to reduce the interior and rear parcel line setbacks on the subject property to allow the placement of a standard sized manufactured home.

Rationale

Staff are recommending support for this application as a manufactured home is considered a single-detached dwelling and is a permitted use within PRRD Zoning Bylaw No. 1343, 2001. The subject property and many of the adjacent properties are undersized parcels. While the applicant could construct a conventional dwelling in conformance with zoning regulations, in order to place a standard size manufactured home this variance is required.

File Details

Owner: Benjamin Kuebler
Area: Electoral Area C
Location: Fort St. John
Legal: Lot J Block 2 Section 35 Township 83 Range 19 West of The Sixth Meridian Peace River District Plan 11028
PID: 012-626-210
Civic Address: NA
Lot Size: 0.06 ha (0.14 ac)

Site Context

The subject property is in the northwest fringe area of the City of Fort St. John. The subject property is partially cleared of trees and is vacant of any structures. The adjoining land parcels are zoned as Residential 3 (R-3).

Official Community Plan (OCP)

Pursuant to the North Peace Fringe Area Official Community Plan Bylaw No. 2460, 2021, the subject property is designated Rural Residential (RR). Land within this designation should be used for residential housing. Therefore, the proposal is consistent with the Official Community Plan.

Land Use Zoning

Pursuant to Zoning Bylaw No. 1343, 2001, the subject property is zoned Residential 3 (R-3). Land within this zone may be used for residential and agriculture. The minimum parcel size is 0.9 ha (2.2 ac). The parcel is existing-undersized; however, no subdivision is proposed.

Setbacks - The required interior parcel line setback is 3.0 m and the required rear parcel line setback is 5.0 m. The applicant seeks to place the manufactured home 2.75 m from the interior parcel line and 2.5 m from the rear parcel line. This encroaches on the interior parcel line setback by 0.25 m and the rear setback by 2.5 m.

Therefore, the proposal is not consistent with the zoning bylaw and this Development Variance Permit is required for the applicant to place a manufactured home on the subject property.

Impact Analysis

Context

There is no anticipated changes to traffic or personnel on the subject property.

Population & Traffic

An increase to population and traffic is anticipated as the property will transition from being vacant to having a residential dwelling.

Sewage & Water

A 2000-gallon septic holding tank will be used and will be emptied by vac truck. A 3000-gallon water cistern will be used and water will be delivered by truck.

Site Features

Land

The property is mainly cleared of trees.

Structures

Webmap imagery shows a residential dwelling encroaching on the property to the north, however the residence has been demolished and the property is currently vacant.

Access

The property is accessed from Maple Street on the east side of the parcel.

Canada Land Inventory Soil Rating

According to the Canada Land Inventory, soils on the subject property are classified as 2_c. Class 2 soils have moderate limitations that restrict the range of crops or require moderate conservation practices. Subclass C denotes undesirable soils structure and/or low permeability.

Comments & Considerations

Fire Protection Area

The subject property is within the Charlie Lake Fire Protection Area.

Mandatory Building Permit Area

The subject property is within the Mandatory Building Permit Area.

Development Permit Area

The subject property is outside all Development Permit Areas.

Development Cost Charge Area

The subject property is outside the Development Cost Charge Area.

School District 60 School Site Acquisition Charge Area

The subject property is within the School District 60 School Site Acquisition Charge Area. However, the charge is not applicable at this time because no new residential lots are proposed.

Comments Received from Municipalities & Provincial Agencies

PRRD GIS

No concerns.

PRRD Bylaw Enforcement

Interests unaffected.

Ministry of Transportation & Infrastructure

See attached.

Agricultural Land Commission

No comments.

Charlie Lake Fire Department

Interests unaffected.

Ministry of Agriculture & Food

See attached.

BC Hydro

BC Hydro has no objection in principle to the proposed property setbacks at Lot J Maple Ridge Road, Fort St. John (vacant land), as BC Hydro's work do not physically cross the property referenced above, but are adjacent to, within road allowance.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

Not Applicable to Strategic Plan

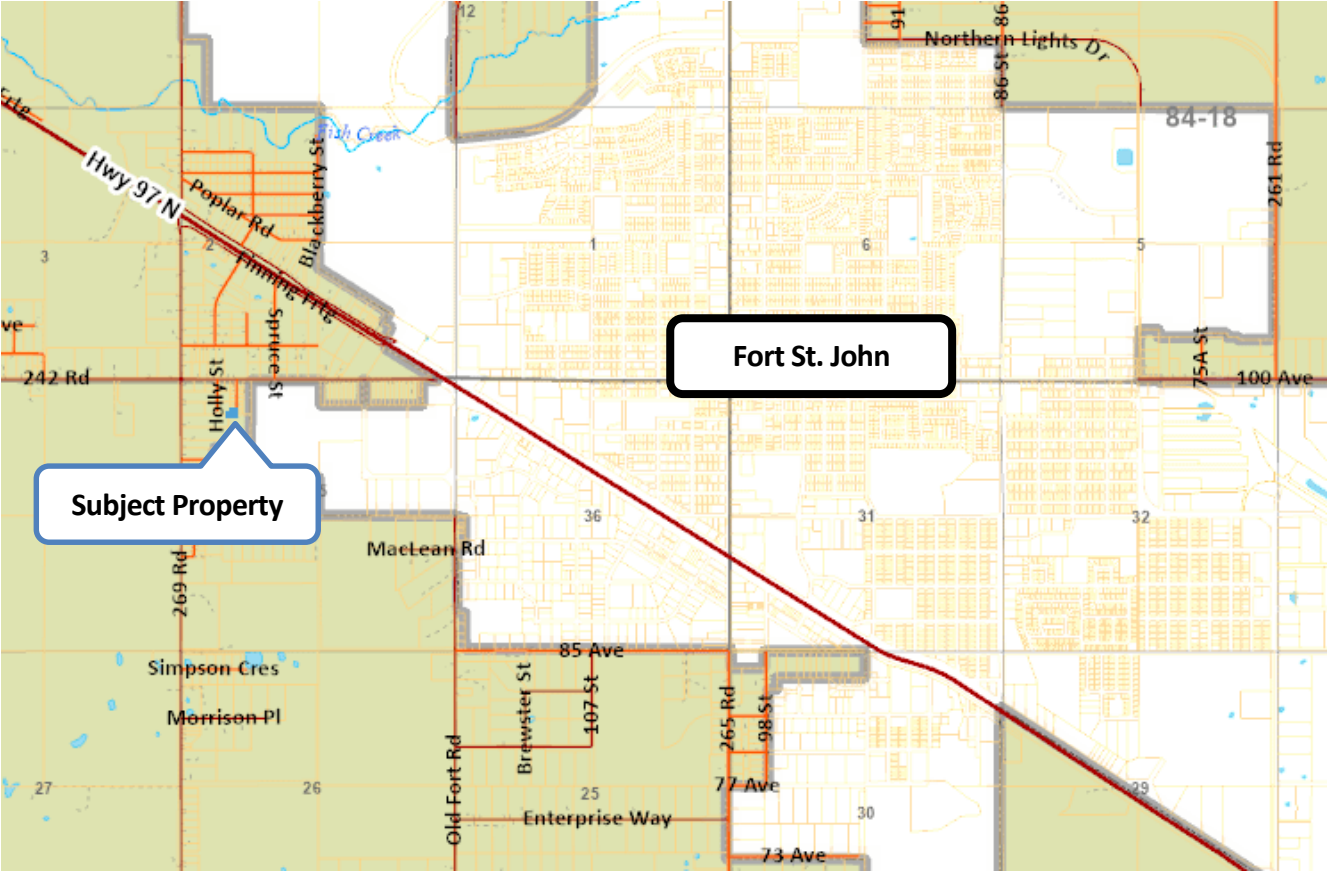
OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Maps, PRRD File No. 24-010 DVP
2. Application, PRRD File No. 24-010 DVP
3. Comments Received from Municipalities & Provincial Agencies, PRRD File No. 24-010 DVP

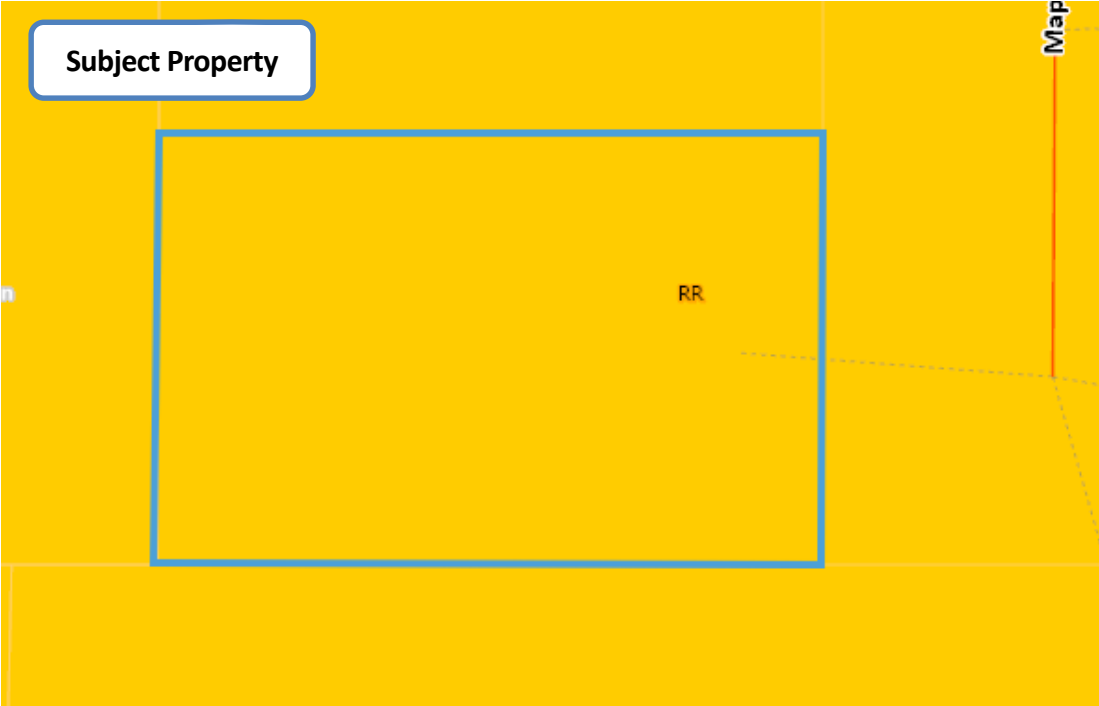
Location: Fort St. John area



Aerial imagery



PRRD North Peace Fringe Area Official Community Plan Bylaw No. 2460, 2021: Rural-Residential



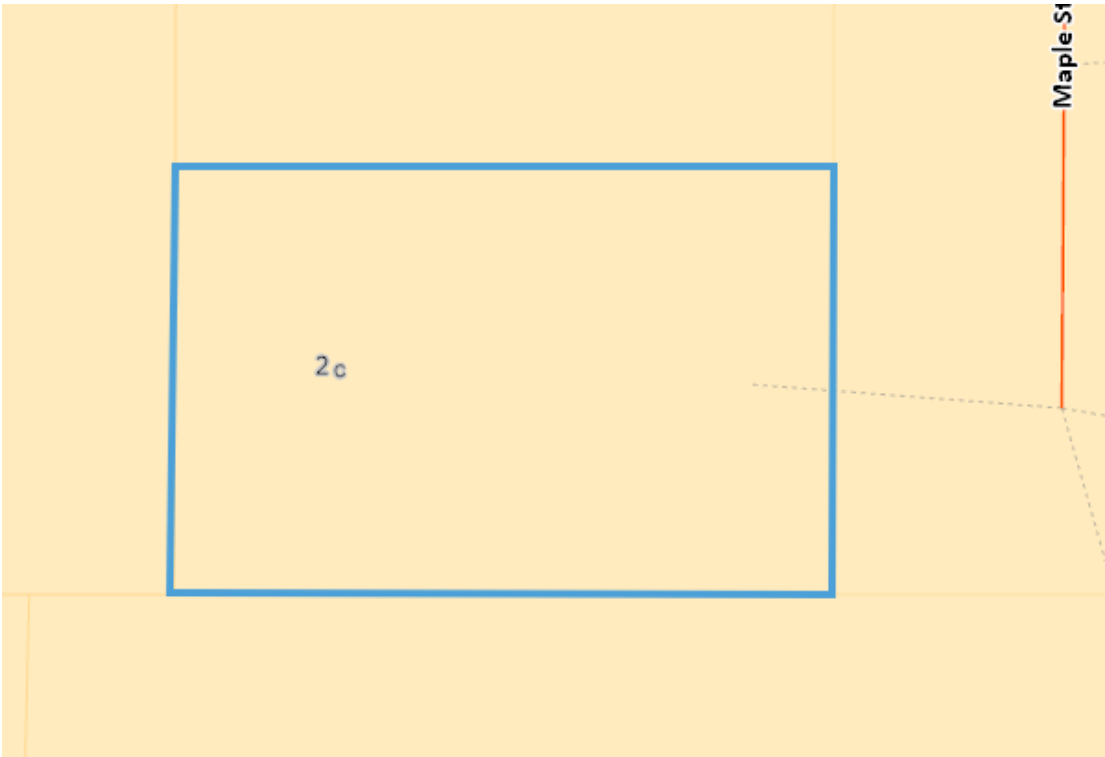
PRRD Zoning Bylaw No. 1343, 2001: Residential 3 Zone (R-3)



Agricultural Land Reserve: Within



CLI Soil Classification: 2c





For Office Use:
Receipt # _____
Date Received _____
File No. _____
Sign Issued: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Application for Development

1. TYPE OF APPLICATION

	FEE
<input type="checkbox"/> Official Community Plan Bylaw Amendment*	\$ 1,150.00
<input type="checkbox"/> Zoning Bylaw Amendment* #	\$ 800.00
<input type="checkbox"/> Official Community Plan / Zoning Bylaw Amendment combined* #	\$ 1,200.00
<input type="checkbox"/> Temporary Use Permit*	\$ 500.00
<input type="checkbox"/> Temporary Use Permit Renewal	\$ 350.00
<input type="checkbox"/> Development Permit #	\$ 165.00
<input checked="" type="checkbox"/> Development Variance Permit	\$ 165.00

* Sign is required for this application type.

Sign provided by the PRRD and posted pursuant to Section 6 of Bylaw No. 2449, 2021, attached.

Contaminated Site Declaration Form required for this application type.

<input type="checkbox"/> Exclusion from the Agricultural Land Reserve (Applicant responsible for additional costs associated with the advertisements, signage, and facility rental, if applicable)	\$ 1,500.00
---	-------------

2. PLEASE PRINT

Property Owner's Name Benjamin Kuebler	Authorized Agent of Owner (if applicable)
Address of Owner [REDACTED]	Address of Agent
City/Town/Village: [REDACTED]	City/Town/Village:
Postal Code: [REDACTED]	Postal Code:
Telephone Number: [REDACTED]	Telephone Number:
E-mail: [REDACTED]	E-mail:

Notice of collection of personal information:

Personal information on this form is collected for the purpose of processing this application. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the PRRD. Documentation/Information submitted in support of this application can be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*.

3. PROPERTY DESCRIPTION

Full legal description and PID of each property under application	Area of each lot
PID: 012-626-210	.14 acre ha./acres
2 Section 35 Township 83 Range 19 West of the	ha./acres
Sixth Meridian Peace River district Plan 11028	ha./acres
	TOTAL AREA .14 acre ha./acres

4. Civic Address or location of property: _____

5. PARTICULARS OF PROPOSED AMENDMENT

Please check the box(es) that apply to your application type:

Official Community Plan (OCP) Bylaw amendment:

Existing OCP designation: _____

Proposed OCP designation: _____

Text amendment: _____

Zoning Bylaw amendment:

Existing zone: _____

Proposed zone: _____

Text amendment: _____

Development Variance Permit – describe proposed variance request:

Placing mobile home 8 feet from the rear(west side) and 9 feet from right side(north side)

Temporary Use Permit – describe proposed use:

Development Permit: Bylaw No. _____ Section No. _____

6. Describe the existing use and buildings on the subject property:

Living quarters removed by pervious owner

7. Describe the existing land use and buildings on all lots adjacent to and surrounding the subject property:

(a) North none

(b) East none

(c) South none

(d) West none

8. Describe your proposal. Attach a separate sheet if necessary:
To place the 60 ft mobile home with its length going front to back with the rear being 8 feet from the border which will leave the front 24 feet from the road and then the right side will be 9 feet from the north border which leave 40 feet on the left side of the house to the south border.

9. Reasons and comments in support of the application. Attach a separate sheet if necessary:
This way is the only way to have and keep it a proper distance with the fire rating of the home and leaves some area for grass/lawn and garden.

10. Describe the proposed and/or existing means of sewage disposal for the property:
2000 Gallon septic holding tank to be emptied by vac truck

11. Describe the proposed and/or existing means of water supply for the property:
3000 Gallon water cistern and water to be delivered by truck


THE FOLLOWING INFORMATION IS REQUIRED DEPENDING ON THE PROPOSAL/APPLICATION:

- 12. Proof of ownership of the subject property or properties. (For example: Certificate of State of Title, BC Land Title Office Property Title Search or recent Property Tax Notice.)
- 13. A Sketch Plan of the subject property or properties, showing the following:
 - (a) the legal boundaries and dimensions of the subject property;
 - (b) boundaries, dimensions and area of any proposed lots (if subdivision is being proposed);
 - (c) the location and size of existing buildings and structures on the subject property, with distances to property lines;
 - (d) the location and size of any proposed buildings, structures, or additions thereto, with distances to property lines;
 - (e) the location of any existing sewage disposal systems;
 - (f) the location of any existing or proposed water source.

ADDITIONAL OR MORE DETAILED INFORMATION MAY BE REQUESTED BY THE PEACE RIVER REGIONAL DISTRICT FOLLOWING REVIEW OF YOUR APPLICATION.

If it is necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a survey plan prepared by a British Columbia Land Surveyor may be required.

15. I / We the undersigned hereby declare that the information provided in this application is complete and is, to the best of my / our knowledge, a true statement of the facts related to this application.



Signature of Owner

August 25, 2024

Date signed

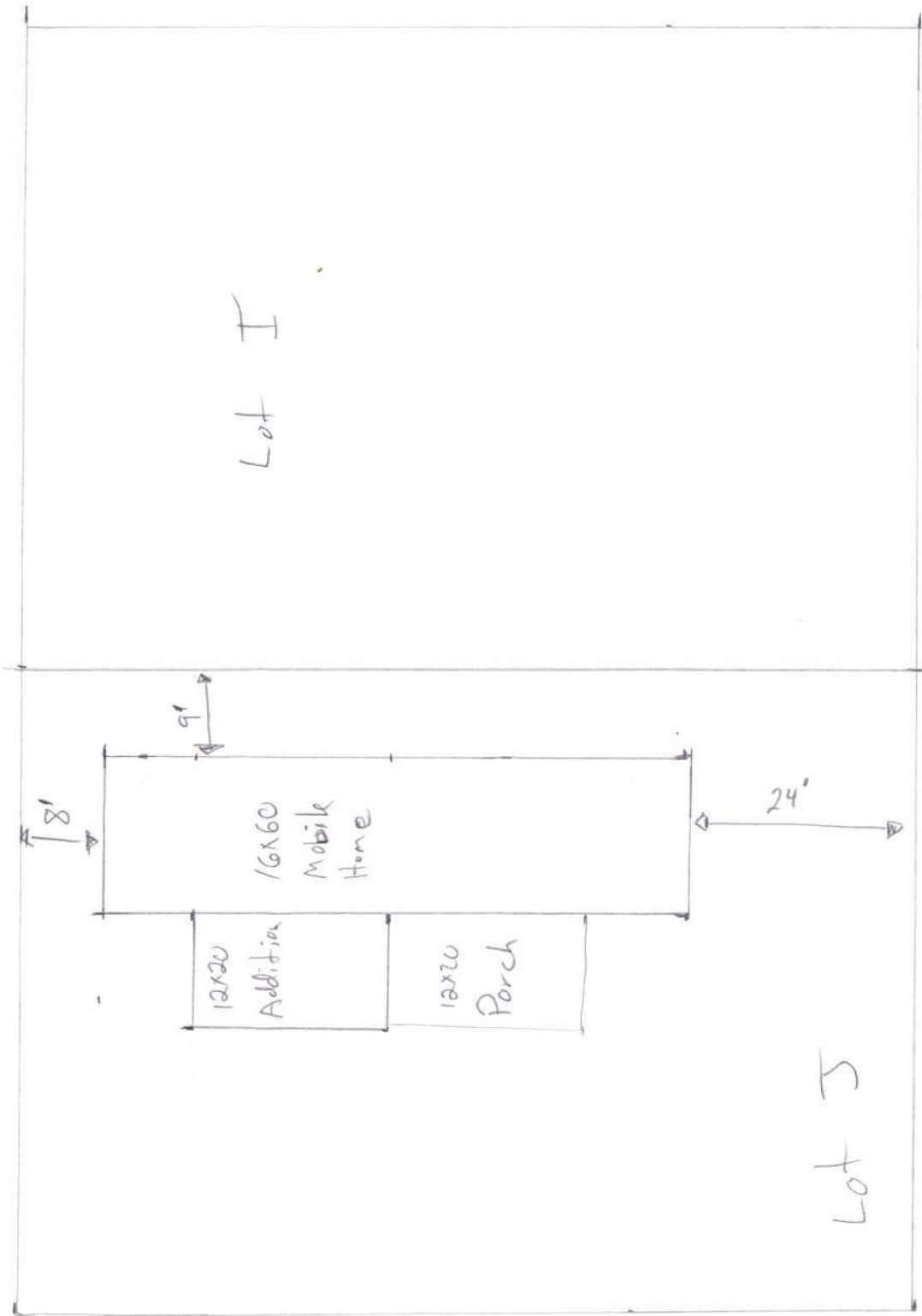
Signature of Owner

Date signed

16. **AGENT'S AUTHORIZATION**

If you have an agent act on your behalf in submission of this application, the following authorization **MUST** be signed by **ALL** property owners.

I / We _____ and _____ hereby authorize (name of landowner) (name of landowner)	
_____ to act on my/our behalf regarding this application. (name of agent)	
Signature of Owner:	Date:
Signature of Owner:	Date:



Maple Street 



Peace River Regional District
PO Box 810
1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Attn: Planning Services

The Ministry of Transportation and Infrastructure (MoTI) has received and reviewed your referral on September 26, 2024, for a Development Permit to vary the interior, exterior, and rear parcel line setbacks to place a 60ft manufactured home on LOT J BLOCK 2 SECTION 35 TOWNSHIP 83 RANGE 19 WEST OF THE SIXTH MERIDIAN PEACE RIVER DISTRICT PLAN 11028, PID 012-626-210, approximately 240 meters South of intersection with 242 Road. Interior parcel line setback to 2.75m (9ft) from 3.0m (10ft). Reduction of 0.25m. Rear parcel line setback to 2.5m (8ft) from 5.0m (17ft). Reduction of 2.5m. Section 505 of the Local Government Act does not apply and will not require Ministry of Transportation and Infrastructure formal approval.

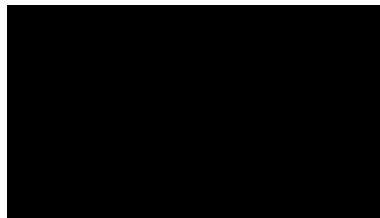
The Ministry is in support of the proposal and has the following comments:

1. Buildings or structures adjacent to Maple Street that will not meet the minimum 4.5-meter setback requirement will require additional permitting in order to gain Ministry formal approval. This can be applied for online using our eDAS permitting system <https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/permits/edas>
2. The applicant should be aware that there is a chance that the area may contain previously unrecorded archaeological material that is protected under the Heritage Conservation Act. Please contact the Archaeology Branch immediately at (250) 953-3334 if archaeological site deposits are encountered on the subject property.
3. No storm drainage shall be directed toward Maple Street. This would include but is not limited to collection/run-off of the internal road system or development run-off. All surface and subsurface drainage/storm water from the development is to be dealt with onsite.

Thank you for the opportunity to comment. If you or the applicant have any questions, I encourage you to contact me at (250)-576-8841 or by email at sarah.rouwborst@gov.bc.ca.

Sincerely,

Sarah Trouwborst
Development Services Technician





October 11, 2024

Local government file: 24-010 DVP (revised)

Adam Morton
Planner 2
Peace River Regional District (PRRD)
VIA EMAIL: planning@prrd.bc.ca

Re: Development Variance Permit (DVP) 24-010 (dwelling setbacks) – 9853 Maple Street (PID: 012-626-210) (REVISED)

Dear Adam Morton,

Thank you for providing Ministry of Agriculture and Food (Ministry) staff with the opportunity to comment on the revised DVP application to site a dwelling unit (manufactured home) with reduced setbacks from property lines on the subject parcel.

Based on previous comments provided in the Ministry staff September 23, 2024, letter regarding the initial proposal, Ministry staff offer the following comments:

- As previously noted, the "...0.06-hectare subject parcel is located in the Agricultural Land Reserve (ALR) west of Fort St. John. Similarly sized ALR parcels are located to its north, with somewhat larger (0.4-2.0-hectare) ALR parcels elsewhere surrounding it." The revised application also "...does not reference any current agricultural production taking place on site."
- The revised application rotates the placement of the dwelling as initially proposed, so that the setbacks include a reduced distance of 0.25-metres to 2.5-metre (as compared to 1.0 metres) from the interior property line, and a reduced distance of 2.5-metres to 2.5-metres (similar to the previous proposal) from the rear property line. A reduced exterior parcel line setback is as such not required and the revised proposal will place the dwelling farther away from the rear, interior, and exterior property lines than the initial proposal.

- As previously noted, “Regional District staff may want to review the Agricultural Land Commission’s (ALC) [Information Bulletin 05 \(Residences in the ALR\)](#), with the applicant and confirm any requirements with the ALC regarding the placement of the dwelling, including a Notice of Intent (NOI) to the ALC for the placement of fill or soil removal, if not done so already.”
- Also, as previously noted, “Ministry staff note the small size of the subject parcel, the surrounding parcels, and that this circumstance likely limits the potential for a wider range of farming activity in the area. Nevertheless, it does not appear that approval of this application will make a positive contribution to any future potential agricultural production on the parcel, or in the surrounding neighbourhood.”
- While this revised proposal places the dwelling farther back into the property than initially proposed, nevertheless as previously noted, “Given the proximity of the proposed structure to adjacent property lines, and the potential (while likely limited) for agricultural production to occur nearby, the placement of the structure may also increase potential farm practice complaints and reduce land use compatibility in the future.”

If you have any questions or concerns about our comments, please do not hesitate to contact Ministry staff.

Sincerely,

Gregory Bartle, Land Use Planner
B.C. Ministry of Agriculture and Food
Phone: (778) 974-3836
Email: Gregory.Bartle@gov.bc.ca

Brenna Schilds, P. Ag
Regional Agrologist – Peace Region
Ministry of Agriculture and Food
Phone: 250-795-4101
Email: Brenna.schilds@gov.bc.ca

Email copy: Agricultural Land Commission, ALC.Referrals@gov.bc.ca



REPORT

To: Chair and Directors

Report Number: DS-BRD-436

From: Development Services

Date: November 7, 2024

Subject: Contract Extension – RFP 57-2023 Regional Climate Resiliency Plan

RECOMMENDATION: [Corporate Weighted]

That the Regional Board extend the Regional Climate Resiliency Plan Contract RFP 57-2023 with Pinna Sustainability Inc. for an additional year from February 1, 2025 to February 1, 2026, at no additional cost, in order to complete the project; further, that the Chair and Chief Administrative Officer be authorized to sign the contract extension on behalf of the Peace River Regional District.

BACKGROUND/RATIONALE:

On March 21, 2024 the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board authorize the Chair and Chief Administrative Officer to sign the amended Climate Action Plan Contract on behalf of the Peace River Regional District for a total increase of \$22,150 (excluding taxes).

At the time the contract was amended staff believed that the project would be completed within the one-year term, however recent discussions with the consultant regarding the remaining deliverables has indicated that the project will likely not be completed until the Spring of 2025. This will allow the following outstanding deliverables to be completed:

- 1) Final staff workshop scheduled for November 27;
- 2) Finalize the draft plan based on all feedback received;
- 3) Board update and presentation of draft plan in the new year;
- 4) Final round of public consultation – input on draft plan; and
- 5) Creation and sharing of public information materials.

There are no additional costs anticipated at this time.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Asset and Infrastructure Management
- Emergency Management

FINANCIAL CONSIDERATION(S):

The total contract value is \$96,600.00 and no increases to the contract budget are anticipated at this time.

This project is funded entirely through the Green “Carbon” Project Reserve through provincial Local Government Climate Action Program funding.

COMMUNICATIONS CONSIDERATION(S):

The Climate Resiliency Plan [Have Your Say Page](#) will continue to be updated as the project progresses. Information regarding the final round of public consultation will be shared when available.

OTHER CONSIDERATION(S):

None at this time.

External Links:

1. [March 21, 2024 Regional Board Meeting](#) - See Item 8.16 titled “Climate Action Plan – Contract Amendment – DS-BRD-389”



REPORT

To: Chair and Directors

Report Number: ADM-BRD-545

From: Corporate Administration

Date: November 7, 2024

Subject: Emergency Management Bylaw Amendment – Removal of Maximum Requisition

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board give Emergency and Disaster Management Service Establishment Amendment Bylaw No. 2563, 2024, which removes the maximum requisition permissible for the service from the bylaw, first three readings.

BACKGROUND/RATIONALE:

The Province enacted the *Emergency and Disaster Management Act* (EDMA) effective November 8, 2023. The legislation replaced the *Emergency Program Act* previously in place in BC and expanded the scope of responsibilities placed upon local governments relative to emergency planning, preparation, response and recovery for and from emergencies.

On February 8, 2024, the Regional Board approved additional Emergency Management positions for the organization to position itself to be able to implement the new responsibilities under EDMA as per the following resolutions:

MOVED, SECONDED and CARRIED,

That the Regional Board approve and establish two additional FTE positions within the Community Services department in 2024 – an Emergency Program Officer, and an Emergency Program Coordinator.

That the Regional Board provide operating pre-budget approval of the 2024 supplemental request for two additional FTE positions and include \$250,000 in Function 300 - Emergency Planning budget funded by \$202,000 from the Operational Reserve, and \$48,000 from the Indigenous Engagement Requirements Funding Program Grant.

That the Regional Board authorize the Peace River Regional District to send a letter to the Ministry of Emergency Management and Climate Readiness with copies to the BC Premier and South and North Peace MLAs requesting that the Provincial Government provide the funding that is required by the Peace River Regional District to complete the requirements of the Emergency and Disaster Management Act; namely an amount of \$300,000 be provided for emergency planning costs in 2024 which includes staffing.

Provincial Grant funding was made available to assist local governments with the new responsibilities, however, the funding does not fully cover the cost of the new positions and responsibilities. The current maximum requisition in the bylaw that establishes the Emergency and Disaster Service (Function 300)

will not provide sufficient taxation revenue to cover the costs of the service, with the new responsibilities under EDMA.

Required content for service establishment bylaws is set out in s.339 of the *Local Government Act (LGA)*. The requirement for a maximum amount that may be requisitioned for the service is NOT applicable to establishing bylaws for a small list of services listed in LGA s.339 (2)(e), including bylaws establishing programs in preparation for emergencies. The attached bylaw amendment removes the maximum requisition from the bylaw, which will allow for a budget to be prepared that adequately funds the expanded scope of meeting requirements under EDMA. Also attached is a Draft Consolidated bylaw showing the proposed changes inserted in the original bylaw. New additions are shown in yellow highlight, and deleted language is stricken.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Emergency Management

FINANCIAL CONSIDERATION(S):

As stated above, costs for both new positions (Emergency Management Officer and Emergency Program Coordinator) are accounted for within Function 300 – Regional Emergency Planning. Both positions are vital to delivering the legislated requirements for ongoing Indigenous engagement and collaborative emergency planning within the PRRD, as dictated by the BC modernized emergency management legislation. In 2024, a \$48,000 portion of these staffing costs has been covered through BC Emergency Management and Climate Readiness Indigenous Engagement Requirements funding program. For 2025, verbal confirmation from BC Emergency Management and Climate Readiness regional staff indicates further forthcoming financial assistance to all local governments to assist and finance a portion of these ongoing staffing costs. However, the exact amount and timing of this funding being received in 2025 are yet to be determined. As such, an increase in requisition for 2025 (from \$296,983 to \$526,990 or 77%) is required to fund the 2 new positions for this function. This bylaw amendment intends to remove the existing requisition limit to allow for these ongoing staffing costs. Regional emergency planning is exempt from having a requisition limit under LGA.

COMMUNICATIONS CONSIDERATION(S):

Upon approval of first three readings, the bylaw will be submitted to the Ministry of Municipal Affairs for approval.

OTHER CONSIDERATION(S):

The *Local Government Act*, s.349(1)(b) authorizes the amendment of an establishing bylaw with the consent of at least 2/3 of the participants. The Minister may order that assent of the electors be obtained in the same manner as was received when the service establishment bylaw was adopted, or that approval of the electors be sought in the service area.

Attachments:

1. Draft Emergency and Disaster Management Service Amendment Bylaw No. 2563, 2024
2. Draft Consolidated Emergency and Disaster Management Service Establishment Bylaw No. 1598, 2005.

External Links:

1. [Emergency And Disaster Management Act](#)
2. [October 5, 2023 Regional Board Meeting](#) – See Item 8.9 titled “Update on the Proposed Emergency and Disaster Management Act – CS-BRD-248”
3. [November 16, 2023 Regional Board Meeting](#) – See Item 9.1 titled “Emergency and Disaster Management Act – DR-BRD-074”
4. [January 25, 2024 Committee of the Whole Meeting](#) – See Item 5.2 titled “Emergency Management Legislation and Regulatory Modernization – Impacts to PRRD – CS-COW-002”
5. [January 25, 2024 Committee of the Whole Meeting](#) – See Item 5.3 titled “Additional FTE Request – Modernized Emergency Management Legislation Requirements – CS-COW-004”

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2563, 2024

*A bylaw to amend 'Peace River Regional
District Emergency and Disaster Service
Establishment Bylaw No. 1598, 2005'*

WHEREAS, the Peace River Regional District adopted 'Peace River Regional District Emergency and Disaster Service Establishment Bylaw No. 1598, 2005' to establish a service to prepare for, respond to, and recover from emergencies and disasters; and

WHEREAS, the Peace River Regional District wishes to amend Bylaw No. 1598 to align with the mandatory content requirements for a service establishment bylaw specified in the *Local Government Act*; and to expand the scope of the service to align with the responsibilities of the Peace River Regional District specified in the *Emergency and Disaster Management Act*; and

WHEREAS, the Peace River Regional District wishes to further amend the bylaw to remove the maximum amount that may be requisitioned for the service as this content requirement is not applicable to an establishment bylaw for programs in preparation for emergencies; and

WHEREAS the *Local Government Act* allows for the amendment of a service establishment bylaw so long as the requirements of the legislation are met, and the Peace River Regional District has met those requirements, including obtaining written consent from the participating areas and approval from the Inspector of Municipalities;

NOW THEREFORE, the Board of the Peace River Regional District in open meeting assembled, enacts as follows:

ADMINISTRATIVE PROVISIONS

1. This bylaw may be cited as "Emergency and Disaster Management Service Establishment Amendment Bylaw No. 2563, 2024".
2. If any portion of this bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the bylaw is deemed valid.
3. The headings used in this bylaw are for convenience only and do not form part of this bylaw and are not to be used in the interpretation of this bylaw.

AMENDMENTS

4. Peace River Regional District Emergency and Disaster Service Establishment By-law No. 1598, 2005 is amended as follows:
 - 4.1. In the precis, add the word 'Management' after the word "Disaster".
 - 4.2. In the first WHEREAS paragraph, delete the words "*Emergency Program Act, R.S.B.C. 1996, c.111*" and insert in their place, "*Emergency and Disaster Management Act* as may be amended or replaced" and after the word authorizes, insert the words 'and requires'.
 - 4.3. Insert a new heading immediately following the NOW THEREFORE clause titled '**General Provisions**'.

4.4. Under the heading **General Provisions** insert new section 1 through 4 as follows and renumber all subsequent sections accordingly:

1. This bylaw shall be cited as “Emergency and Disaster Management Service Establishment Bylaw No. 1598, 2005”.
2. If any portion of this bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the bylaw is deemed valid.
3. The headings used in this bylaw are for convenience only and do not form part of this bylaw and are not to be used in the interpretation of this bylaw.
4. Any enactment referred to in this bylaw is a reference to an enactment of the Province of British Columbia and regulations thereto, and includes any amendment, revision or replacement of the enactment.

4.5. After section 4, insert new heading titled ‘**Service Being Established**’.

4.6. In section 5, insert the word ‘mitigate,’ before the word ‘prepare’.

4.7. After section 5, insert new heading titled ‘**Service Area Boundary**’.

4.8. After section 6, insert new heading titled ‘**Participating Areas**’.

4.9. After section 7, insert new heading titled ‘**Cost Recovery**’.

4.10. In section 8.a) delete the words ‘Part 23, Division 4.3 of’ and the words ‘R.S.B.C., 1996, c.323’.

4.11. In section 8.b) delete the words ‘R.S.B.C., 1996, c.275’.

4.12. Delete section 9 in its entirety.

4.13. Delete section 10 in its entirety.

READ A FIRST TIME this _____ day of _____ November _____, 2024.

READ A SECOND TIME this _____ day of _____ November _____, 2024

READ A THIRD TIME this _____ day of _____ November _____, 2024.

I hereby certify the foregoing to be a true and correct copy of “Emergency and Disaster Management Service Establishment Amendment Bylaw No. 2563, 2024” as read a third time by the Peace River Regional District Board on the _____ day of November 2024.

Tyra Henderson, Corporate Officer

Approved by the Inspector of Municipalities this _____ day of _____, 2024
 ADOPTED, with the written consent of the participants this _____ day of _____, 2024.
 Filed with the Inspector of Municipalities this _____ day of _____, 2024.

 Chair

(Corporate Seal has been
 affixed to the original bylaw)

 Corporate Officer – Tyra Henderson

I hereby certify this to be a true and correct copy of "Emergency and Disaster Management Service Establishment Amendment Bylaw No. 2563, 2024", as adopted by the Peace River Regional District Board on _____, 2024.

 Tyra Henderson, Corporate Officer

PEACE RIVER REGIONAL DISTRICT
By-law No. 1598, 2005

*A by-law for the establishment of an
Emergency and Disaster **Management**
Service for Electoral Areas 'B', 'C', 'D' and
'E'.*

WHEREAS, the ~~Emergency Program Act, R.S.B.C. 1996, c. 111~~ **Emergency and Disaster Management Act** as may be amended or replaced authorizes and requires the Board of the Peace River Regional District to undertake measures to prepare for, respond to, and recover from emergencies and disasters;

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

General Provisions

1. This bylaw shall be cited as "Emergency and Disaster Management Service Establishment Bylaw No. 1598, 2005".
2. If any portion of this bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the bylaw is deemed valid.
3. The headings used in this bylaw are for convenience only and do not form part of this bylaw and are not to be used in the interpretation of this bylaw.
4. Any enactment referred to in this bylaw is a reference to an enactment of the Province of British Columbia and regulations thereto, and includes any amendment, revision or replacement of the enactment.

Service Being Established

5. The Regional Board hereby establishes a service to mitigate, prepare, respond and recover from emergencies and disasters.

Service Area Boundary

6. The boundaries of the service are the boundaries of the Peace River Regional District, excluding the District of Chetwynd, City of Dawson Creek, City of Fort St. John, District of Hudson's Hope, Village of Pouce Coupe, District of Taylor, and the District of Tumbler Ridge.

Participating Areas

7. The participating areas for the service are the Peace River Regional District Electoral Areas 'B', 'C', 'D' and 'E'.

Cost Recovery

8. All costs related to this service shall be recovered by one or more of the following:

- a) property value taxes imposed on land and improvements in accordance with ~~Part 23, Division 4.3 of the Local Government Act, R.S.B.C. 1996, c.323;~~
- b) revenue raised by other means authorized by the *Local Government Act, R.S.B.C. 1996, c.275* or another Act;
- c) revenue raised by way of agreement, enterprise, gift, grant or otherwise.

~~9. The maximum that may be requisitioned under Section 4 for the service shall be the greater of:~~

- ~~a) \$250,000; or~~
- ~~b) the product of a property value tax of \$0.03 for each \$1,000 of net taxable value of land and improvements included in the service area.~~

~~10.. This By law may be cited as "Peace River Regional District Emergency and Disaster Service Establishment By law No. 1598, 2005."~~

READ A FIRST TIME this _____ day of _____, 2005.

READ A SECOND TIME this _____ day of _____, 2005.

READ A THIRD TIME this _____ day of _____, 2005.

Approved by the Minister of Community Services this _____, 2005.

ADOPTED this _____ day of _____, 2005.

Chair Karen Goodings

(Corporate Seal has been affixed to the original bylaw)

Harald Hansen - Administrator



REPORT

To: Chair and Directors

Report Number: FN-BRD-305

From: Financial Administration

Date: November 7, 2024

Subject: Revenue Anticipation Borrowing Bylaw No. 2564, 2024

RECOMMENDATION #1: [Corporate Weighted]

That the Regional Board give Revenue Anticipation Borrowing Bylaw No. 2564, 2024, which provides the Regional District the authority to borrow funds prior to receipt of taxation revenue for the 2025 year, first, second, and third readings.

RECOMMENDATION #2: [Corporate Weighted 2/3 Majority]

That the Regional Board adopt Revenue Anticipation Borrowing Bylaw No. 2564, 2024.

BACKGROUND/RATIONALE:

Section 404 of the *Local Government Act* permits the borrowing of funds in anticipation of the receipt of the annual requisition on August 1, 2025. This bylaw allows the Regional District to borrow funds, if necessary, in order to continue its operations until the annual requisition is received.

Regional Districts typically receive their requisition money from the Surveyor of Taxes and member municipalities annually on the first business day of August in each calendar year. During the period from January to August, the Regional District uses surplus funds from the previous year to finance operations. If these funds were to be depleted, the Regional District would be required to interim borrow for operational needs until receipt of requisition funds. To date, this situation has never occurred.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Not applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

The Regional District will be authorized to borrow up to \$6,000,000 with this approval to fund ongoing operational expenses until the 2025 tax requisition funds are received in August 2025. If utilizing the funds becomes necessary, the Regional District would incur interest expenses at the rate available at the time. Money borrowed under this bylaw must be repaid when the anticipated revenue, with respect to which borrowing was authorized, is received as per the *Local Government Act*, Section 404(2).

COMMUNICATIONS CONSIDERATION(S):

If approved, a certified copy of the bylaw will be forwarded to the Municipal Finance Authority and the PRRD's bank for their records. This will provide the Finance Department with the authority to undertake the borrowing, if necessary.

OTHER CONSIDERATION(S):

None

Attachment:

1. Revenue Anticipation Borrowing Bylaw No. 2564, 2024

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2564, 2024

*A bylaw to provide for the borrowing
of money in anticipation of 2025 revenue*

WHEREAS the Regional District does not have sufficient money on hand to meet the lawful expenditures of the Regional District;

AND WHEREAS it is provided by Section 404 of the *Local Government Act* that the Regional Board may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Regional District;

AND WHEREAS there are no liabilities outstanding under Section 404 of the *Local Government Act*;

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, hereby enacts as follows:

1. This bylaw may be cited as "Revenue Anticipation Borrowing Bylaw No. 2564, 2024."
2. The Regional Board shall be and is hereby empowered and authorized to borrow upon the credit of the regional district an amount or amounts not exceeding the sum of Six Million dollars (\$6,000,000).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chair and the officer assigned the responsibility of financial administration of the Regional District.
4. All anticipated revenue of the current year or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME THIS _____ day of _____, 2024.

READ A SECOND TIME THIS _____ day of _____, 2024.

READ A THIRD TIME THIS _____ day of _____, 2024.

ADOPTED THIS _____ day of _____, 2024.

Chair

(Corporate Seal has been affixed to the original bylaw)

Tyra Henderson,
Corporate Officer

I hereby certify this to be a true and correct copy of "Revenue Anticipation Borrowing Bylaw No. 2564, 2024", as adopted by the Peace River Regional District Board on the ____ day of _____, 2024.

Tyra Henderson, Corporate Officer

Board Appointments – 2024

Chair – Brad Sperling*; Vice-Chair – Leonard Hiebert

Standing Committees – (Appointed by the Chair, LGA 218(2))

<p>Broadband Internet and Mobility Committee Director Kealy Director Sperling Director Hiebert Director Rose Director Courtoreille Director Dober Director Hansen Director Zabinsky Director Quibell Director Veach Director Taillefer Director Krakowka</p>	<p>RD/21/05/13 (27)] (ToR) Membership as per Terms of Reference: The Broadband Internet and Mobility Committee will consist of all 12 Regional Board Directors, or their appointed alternates. The Regional Board Chair may appoint additional Members who are not Directors to the Committee. The Committee may make recommendations to the Regional Board to appoint additional Members who are not Directors to the Committee. The Regional Board may, by Board resolution, change the Members of the Committee as needed.</p>
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<p>Electoral Area Directors’ Committee Director Hiebert (Committee Chair) Director Sperling (Committee Vice Chair) Director Kealy Director Rose</p>	<p>Membership as per Terms of Reference: The Electoral Area Directors’ Committee membership shall be elected representatives from Electoral Area ‘B’, Electoral Area ‘C’, Electoral Area ‘D’, and Electoral Area ‘E’.</p>
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<p>Health Care Scholarship Committee RD/18/06/23 (ToR) Director Dober Director Hansen (Committee Vice-Chair) Director Veach (Committee Chair) [RD/24/01/32] Director Taillefer Director Rose Director Kealy</p>	<p>Membership as per Terms of Reference: Members: The HCSC will be a standing committee, and will consist of six Board members, appointed by the Chair as follows:</p> <ol style="list-style-type: none"> i. City of Dawson Creek Director to PRRD Board; ii. City of Fort St. John Director to PRRD Board; iii. A representative from a smaller municipality in the South Peace; iv. A representative from a smaller municipality in the North Peace; v. An Electoral Area Director from the South Peace (Area D or E); vi. An Electoral Area Director from the North Peace (Area B or C); vii. Appropriate Regional District staff person(s) – non-voting.
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<p>Invasive Plant Committee Director Kealy Director Hiebert (Committee Chair) Director Rose (Committee Vice-Chair)</p>	<p>Membership as per Terms of Reference: The Invasive Plant Committee will be a standing committee and will consist of a minimum of three Directors appointed by the Chair. Membership will include the General Manager of Environmental Services and/or their delegate.</p>
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(Updated: February 22, 2024)

** As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee

2024 Board Appointments

<p>Regional Parks Committee [RD/22/12/49] Director Kealy Director Hiebert Director Rose Director Krakowka [RD/24/01/34]</p>	<p>Membership as per Terms of Reference: The Parks Committee membership shall consist of at least two elected Board Directors as appointed by* the Peace River Regional District Board of Directors, the Manager of Community Services, the Field Services Supervisor, the General Manager of Environmental Services, and the General Manager of Development Services and/or their delegates.</p>
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**While this is considered a standing committee, and therefore appointment of members is the responsibility of the Chair, the Terms of Reference adopted by the Board for this Committee state that the Board shall appoint members to this committee.*

<p>Rural Budgets Administration Committee Director Hiebert (Committee Chair) Director Sperling (Committee Vice Chair) Director Kealy Director Rose</p>	<p>Membership as per Bylaw (Bylaw 1166) Membership in the committee is limited to the Electoral Director from each Electoral Area in the Peace River Regional District.</p>
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<p>Solid Waste Committee Director Dober, City of Dawson Creek Director Zabinsky, City of Fort St. John (Committee Vice-Chair) Director Krakowka, <i>South Peace small municipality representative (Tumbler Ridge)</i> Director Quibell, <i>North Peace small municipality representative (Hudson’s Hope)</i> Director Kealy, Area B (North Peace) Director Hiebert, Area D (South Peace) [RD/24/01/35] (Committee Chair)</p>	<p>Membership as per Terms of Reference: Structure of the Solid Waste Committee: RD/22/11/12 (24)] (ToR) 3.1 Members: The SWC will consist of six (6) Board members as appointed by the Chair and will consist of:</p> <ul style="list-style-type: none"> a. Director from the City of Dawson Creek, or their alternate; b. Director from the City of Fort St. John, or their alternate; c. Director or alternate director from one additional municipality in the South Peace (District of Chetwynd, <u>or</u> Village of Pouce Coupe <u>or</u> District of Tumbler Ridge); d. Director or alternate director from one additional municipality in the North Peace (District of Hudson’s Hope <u>or</u> District of Taylor); e. Director or alternate director from the North Peace (Electoral Area ‘B’ or ‘C’); f. Director or alternate director from South Peace (Electoral Area ‘D’ or ‘E’); g. PRRD Board Chair, as ex-officio member; h. Appropriate Regional District staff person – non-voting.
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** As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee

2024 Board Appointments

Select Committees (Appointed by the Board, LGA 218 (1))

Chetwynd Public Library Advisory Committee		[RD/16/11/38 (24)] (ToR)
Chetwynd Library Board Representatives	Tanya Harmacek & Kelly Wilson] [RD/21/07/20]	Membership – as per Terms of Reference The Peace River Regional District Board of Directors appoints members to the Committee upon written recommendation from the Chetwynd Public Library Board, the District of Chetwynd, and the Peace River Regional District. The membership will include the following: a. Two (2) representatives from the Chetwynd Public Library Board b. The Peace River Regional District Electoral Area ‘E’ Director c. The District of Chetwynd Mayor or one (1) Member of Chetwynd Council d. One (1) Staff Person (Manager) of the current Chetwynd Public Library *This list is not exclusive and may be amended or added to at the discretion of the Regional Board.
PRRD Representative	Director Rose	
Chetwynd Public Library Representative (Manager)	Melissa Millsap	
District of Chetwynd Representative	Councillor Deck [RD/22/01/26(27)]	

North Peace Leisure Facility Replacement Steering Committee Director Kealy Alternate Director Graham Director Sperling Alternate Director Garrison City of Fort St. John: Mayor Hansen and Councillor Bolin District of Taylor: Councillors Turnbull and Ponto	Membership as per Terms of Reference: The Peace River Regional District Board of Directors appoints members to the Committee. Membership will include the following: a. Area B Electoral Director b. Area B Alternate Director c. Area C Electoral Director d. Area C Alternate Director e. Two (2) Council members appointed by City Fort St. John f. Two (2) Council members appointed by District of Taylor
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Solid Waste Management Plan – Public Technical Stakeholder Committee (PTSC)

RD/22/11/11 (24)] (TOR)

Board Chair and Vice-Chair

Member Municipalities’ staff

First Nations

Waste Management Contractors and Partners

Public Agencies (MoECCS, etc.)

Private and Non-Profit Sectors

Industry and Institutional representatives

General public

** As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee

Legislated / Bylaw Commissions or Committees

<p>Chetwynd Civic Properties Commission [RD/22/12/48] Director Courtoreille Councillor Smith [RD/24/01/36] Councillor Wark Director Rose Walter MacFarlane Larry Houley</p>	<p>(Bylaw 1049, 1996 as amended)</p> <p>The commission is composed of six members known as Commissioners as follows:</p> <ul style="list-style-type: none">a) Regional District Director for Electoral Area "E" is a member ex-officio.b) The Regional District Director for the District of Chetwynd is a member ex-officio or, with the director's consent, the council of the District of Chetwynd may nominate another council member.c) The Regional District Director for Electoral Area "E" and the Council of the District of Chetwynd each may nominate two members.d) The District of Chetwynd and the Director of Electoral Area E may each nominate an alternate who may serve in the absence of a Commissioner nominated by the District and the Director respectively <p>Nominations under 2. b) c) d) and 3. above must be accepted and appointed by the Regional District Board and serve at pleasure.</p>
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<p>Emergency Executive Committee Director Kealy Director Sperling Director Hiebert Director Rose Director Dober [RD/22/12/50] Director Hansen</p>	<p>Bylaw 1599</p> <p>An "Emergency Executive Committee" is established comprised of:</p> <ul style="list-style-type: none">a) the Directors of the Board representing Electoral Areas 'B', 'C', 'D' and 'E';b) the Chief Administrative Officer for the Regional District or designate; andc) such other persons as may be appointed to the Committee by the Board from time to time.
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Fire Management Committees: (as per contracts)

Chetwynd

Director Rose
Mayor Courtoreille, District of Chetwynd or designate

Dawson Creek / Pouce Coupe

Director Hiebert
Mayor Dober, City of Dawson Creek or designate
Mayor Veach, Village of Pouce Coupe

Fort St. John

Director Sperling
Mayor Hansen, City of Fort St. John or designate

** As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee

2024 Board Appointments

Legislated / Bylaw Commissions or Committees continued

Fire Management Committees: (as per contracts)

Taylor

Director Sperling

Director Hiebert

Mayor Taillefer, District of Taylor or designate

Tomslake

Director Hiebert

North Peace Leisure Pool Commission

Electoral Area B - Director Kealy and Alternate Director Graham [RD/24/01/42]

Electoral Area C – Director Sperling and Alternate Director Garrison

*City of Fort St. John – Councillor Bolin and Councillor Lequiere

These appts are made by the municipality and are recorded here for convenience.

Parcel Tax Roll Review Panel

Director Kealy

Director Sperling [RD/24/01/37]

Director Hiebert

** As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee

2024 Board Appointments

Board Liaison Appointments to Outside Agencies

BC Hydro Peace Agricultural Compensation Fund [RD/22/10/35]

Chet Jans

BC Hydro Go Fund (BCH Peace Region Non-Profit Community Fund) [RD/22/11/20 (24)]

Director Rose

Kathleen Connolly, Public appointee [RD/23/02/39 (23)]

Chetwynd Communications Society

Director Rose

Mayor Courtoreille, District of Chetwynd

Chetwynd Library

Director Rose

Dawson Creek and District Hospital Redevelopment Capital Project Advisory Committee

Director Hiebert

Director Sperling [RD/24/01/38]

Dawson Creek and District Hospital Community Advisory Working Group [RD/24/01/39]

Director Rose

Director Veach

Invasive Plant Council of BC

Director Hiebert

Municipal Finance Authority of BC [RD/24/01/31] and [RD/24/01/32]

Director Rose

Director Hiebert (Alternate)

Municipal Insurance Association of BC

Director Hiebert - Voting Member

Leanne Milliken, Procurement Officer (Alternate)

North Central Local Government Association [RD/24/02/12 (22)]

Director Hiebert, Regional Representative

North Peace Airport Society

Electoral Area B – Director Kealy and Alternate Director Graham [RD/23/03/47] and [RD/24/01/42]

Electoral Area C – Director Sperling and Jim McKnight [RD/23/03/15 (24)] and [RD/23/03/31 (30)]

PRRD Member Representative - Director Kealy [RD/23/03/15 (24)] and [RD/23/03/31 (30)]

PRRD Member Alternate Representative – Director Sperling [RD/23/03/31 (30)]

North Peace Fall Fair Society [RD/22/12/55]

Director Kealy

** As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee

2024 Board Appointments

Board Liaison Appointments to Outside Agencies - continued

Northeast Roundtable

All PRRD Board members

Northern Development Initiative (NDI) Trust - NE Regional Advisory Committee [RD/22/11/19(24)]

Director Kealy
Director Hiebert
Director Sperling
Director Rose

North Wind Wellness Centre [Addition Recovery Community Housing Building Committee] [RD/20/08/36]

Director Hiebert

Regional Community Liaison Committee – Site C Clean Energy Project

Director Kealy
Director Sperling
Director Hiebert
Director Rose

Taylor Bridge User Group [RD/24/01/40]

Director Sperling

UNBC Northern Medical Program Trust [RD/23/01/12]

Director Hiebert [May 2022 – May 2024]

Industry Sector Liaison Appointments

Site C Project Working Group

Director Rose [RD/20/11/41]
Director Sperling
Director Taillefer

Wonowon Landfill Project

Director Kealy

** As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee



REPORT

To: Chair and Directors

Report Number: DS-BRD-437

From: Development Services

Date: November 7, 2024

Subject: Regional Growth Strategy – Project Update

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board receive the report titled “Regional Growth Strategy – Project Update, DS-BRD-437” for information.

BACKGROUND/RATIONALE:

The Peace River Regional District (PRRD) received provincial funding to undertake the Region’s first Regional Growth Strategy (RGS). Work commenced on the project in Spring 2023.

The RGS is the first project of its kind that the PRRD has undertaken and the first of its kind in northern B.C. An RGS is a long-range, high-level plan that will help the PRRD and member communities (City of Dawson Creek, City of Fort St. John, District of Taylor, District of Chetwynd, District of Hudson's Hope, District of Tumbler Ridge, and Village of Pouce Coupe) better understand and prepare for the potential changes that can be expected over the next 20 years due to a growing population, new service demands and affordable housing challenges among other issues.

Enabled through the provincial *Local Government Act*, an RGS is prepared and enacted by a regional district with the involvement of its member municipalities. The province leaves the process of preparing an RGS largely up to each region, so the PRRD RGS will be “made in the Peace River region.”

Like all regional growth strategies in the province, the PRRD RGS will not regulate land use. Land use and development are regulated by Official Community Plans, Zoning Bylaws, and building permit requirements where they exist in our region.

An RGS can cover a wide range of interconnected topics but must meet basic provincial requirements, which include:

- A 20-year time frame.
- A regional vision statement.
- Population and employment projections.
- Regional actions or policies for key areas such as housing, transportation, regional district services, parks and natural areas and economic development.

This is the PRRD's first RGS. The final product will be a long-range, high-level document that will aim to ensure the region is working toward a common future shared by its member municipalities and electoral areas. This includes helping guide long-term regional growth and development, and

supporting more coordinated region-wide planning, particularly around issues that cross jurisdictional boundaries.

For the PRRD, this RGS will help the region better understand and prepare for the potential changes that can be expected over the next 20 years. These changes include a growing population, new service demands and affordable housing challenges.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

This project is funded entirely through grants.

The PRRD gratefully acknowledges the financial support of the Province of British Columbia through the Ministry of Municipal Affairs.

The PRRD was also successful in obtaining a grant from the Union of BC Municipalities (UBCM) Canada Community Building Fund to cover half the costs of the project.

COMMUNICATIONS CONSIDERATION(S):

The Have Your Say Page has been updated to include the attached report. Additional engagement will be undertaken in 2025.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Regional Growth Strategy – What We Heard Report – Phase 1 and 2

External Links:

1. [November 16, 2023 Committee of the Whole Meeting](#) – See Item 4.2 titled “EcoPlan International & Peace River Regional District RE: Regional Growth Strategy Intro Project Overview”
2. [May 30, 2024 Regional Board Meeting](#) – See Item 8.14 titled “Regional Growth Strategy and Regional Climate Resiliency Plan Public Engagement Events – DS-BRD-403”
3. [Regional Growth Strategy – Have Your Say Page](#)

PEACE RIVER REGIONAL DISTRICT

REGIONAL GROWTH STRATEGY

Working together for a more resilient region

What We Heard Report Phase 1 & 2

AUGUST 2024



Contents

- 1. PROJECT BACKGROUND 3**
 - 1.1 Engagement Approach 4
 - 1.2 Steering Committee 6
 - 1.3 Outreach and Communications Overview 6
 - 1.3.1 Communications 6
 - 1.3.2 Outreach and Engagement 7
- 2. WHAT WE HEARD – PHASE 1 AND 2 10**
 - 2.1 Common Themes – Phase 1 10
 - 2.2 Common Themes – Phase 2 11
 - 2.3 Emerging Directions – Phase 1 and 2 11
 - 2.3.1 Regional Vision 11
 - 2.3.2 Regional Issues 12
- 3. WHAT WE HEARD – PHASE 1 13**
 - 3.1 IdeaShare 13
 - 3.2 Introductory Survey 13
- 4. WHAT WE HEARD – PHASE 2 16**
 - 4.1 Updates for Phase 2 Engagement 16
 - 4.2 In-Person Events 17
 - 4.3 Community Survey and Workbook 21

1. Project Background

This report provides an overview of public engagement results for Phase 1 and Phase 2 of the Peace River Regional District’s (PRRD) Regional Growth Strategy (RGS), which is currently under development. Taking place between September 2023 and August 2024, the first two phases of RGS engagement focused on sharing information about the RGS project and providing an opportunity for community members to share their concerns, ideas, and suggestions for how the PRRD could collaboratively plan for the future of the Regional District.

The RGS is the first project of its kind that the PRRD has undertaken and will be the first RGS in northern B.C. when completed. A regional growth strategy is a long-range, high-level plan that will help the PRRD and member communities (City of Dawson Creek, City of Fort St. John, District of Taylor, District of Chetwynd, District of Hudson’s Hope, District of Tumbler Ridge, and Village of Pouce Coupe) better understand and prepare for the potential changes that can be expected over the next 20 years due to a growing population, new service demands, the regional economy, and a changing climate.

Enabled through the provincial *Local Government Act*, an RGS is prepared and enacted by a regional district with the involvement of its member municipalities. The province leaves the process of preparing an RGS largely up to each region, so the PRRD’s will be “made in the Peace River region.”

As a high-level document, the RGS will include broad, region-wide policy goals on several regional issues and regional planning considerations, including:

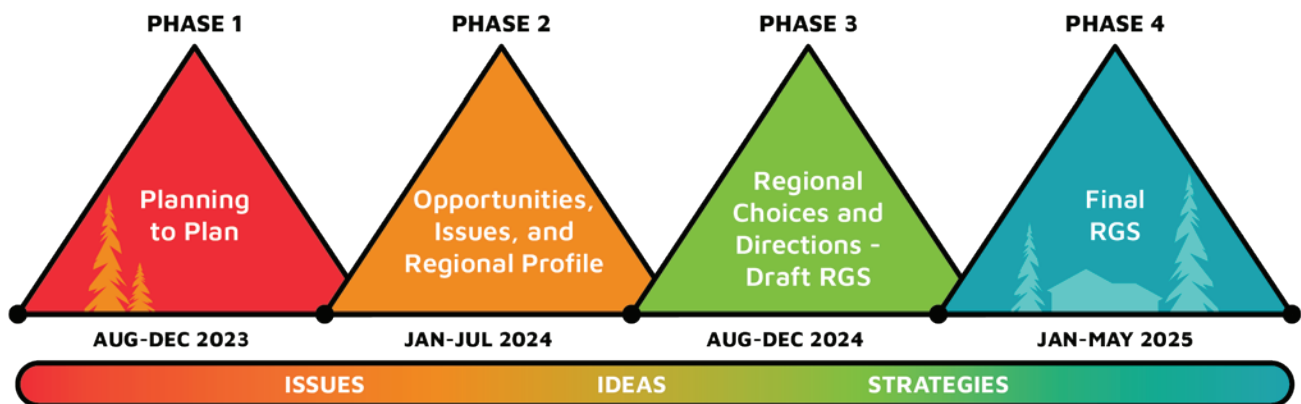
- Regional economy
- Housing and development
- Servicing and Infrastructure
- Parks and natural areas
- Environmental protection
- Agriculture and food security
- Health, safety, and resilience

Like all regional growth strategies in the province, PRRD’s **will not** regulate land use. Land use and development are regulated by Official Community Plans, Zoning Bylaws, and building permit requirements where they exist in our region.

This is the PRRD’s first RGS. The final product will be a high-level document that will support more coordinated region-wide planning and help us better understand the region, including its shared opportunities and challenges.

The project began in August 2023 and will continue until May 2025.

FIGURE: Project Timeline



1.1 ENGAGEMENT APPROACH

The engagement process is aimed to involve a wide range of residents and interest groups in the planning process. Engagement activities and tactics were customized to align with the needs and unique character of the region. This included both targeted engagement (e.g., stakeholder sessions, surveys) as well as broader region-wide outreach, communications, and engagement.

Engagement and outreach were coordinated with the Steering Committee, which was established for this project, and with input from internal PRRD departments. Since the RGS is a new initiative with no precedent for the PRRD, the engagement process was designed to raise awareness and introduce the RGS process to the public, member municipalities, stakeholders, and First Nations in the region. As illustrated in the next figure, insights generated from engagement are among several important sources of information for the RGS. Information and ideas from these streams interact, leading to learning, shared insights, and the emergence of new ideas throughout the process. No single input, comment, or activity determines the outcome.

Over the past year, public engagement has included in-person activities such as open houses and online engagement through PRRD's Have Your Say platform. Communications have included both print and digital products, the utilization of existing PRRD social media channels, and outreach to traditional media outlets in the region, such as advertisements in magazines, newspapers, and on the radio.

The broad goals of engagement are to:

- Create awareness of the RGS, its function, and the rationale for the PRRD undertaking it.
- Provide various opportunities for engagement through different platforms, including in-person and online.
- Strengthen relationships among PRRD communities and other groups.
- Gather comments and feedback on the RGS vision and directions.
- Summarize information obtained during engagement for presentation to the PRRD Board.

FIGURE: Engagement streams

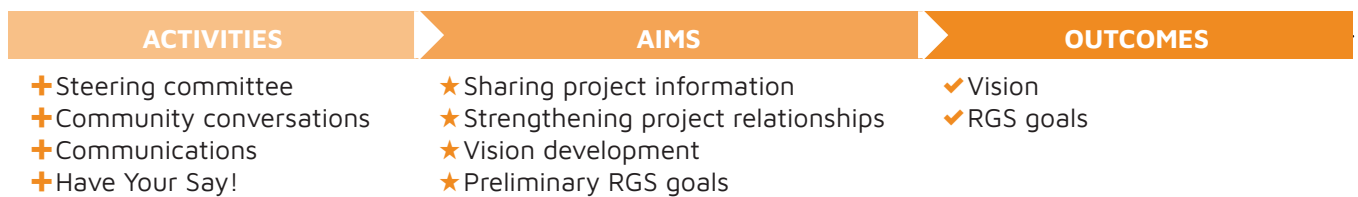


FIGURE: Engagement Activities, Aims, and Outcomes

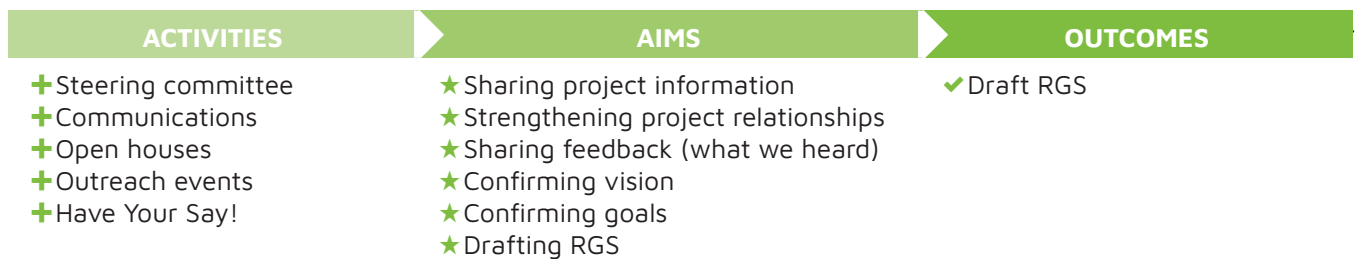
PHASE 1: PLANNING TO PLAN



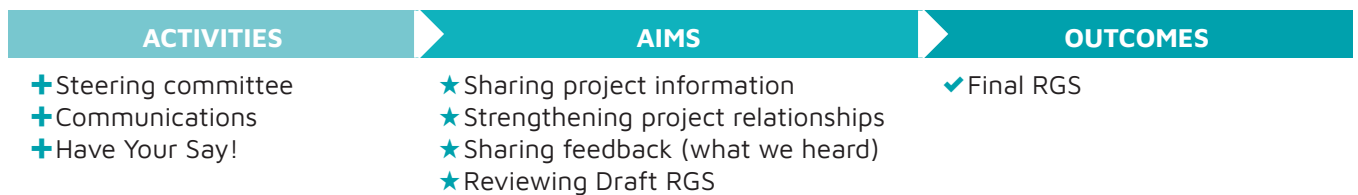
PHASE 2: OPPORTUNITIES, ISSUES, AND REGIONAL PROFILE



PHASE 3: CHOICES AND DIRECTIONS – DRAFT REGIONAL GROWTH STRATEGY



PHASE 4: FINAL REGIONAL GROWTH STRATEGY



1.2 STEERING COMMITTEE

A Steering Committee was formed at the start of the project and was composed of representatives from member municipalities, PRRD staff, and representatives from key provincial ministries and agencies, including the Agricultural Land Commission, the Ministry of Transportation and Infrastructure, and Northern Health. First Nation communities in the PRRD were also invited to participate in the Steering Committee. Doig River First Nation currently participates on the RGS Steering Committee.

The purpose of the Steering Committee is to:

- Provide input at key project milestones and supported two-way communication between the project team, PRRD communities, and the broader public.
- Help share and amplify project communications with their own networks to increase engagement and input.
- Provide input on how to best engage with any groups, stakeholders, or potential project collaborators or identify groups that have been missed.
- Provide local-level insights
- Support the development of a regional vision and policy areas.
- Support the development of the draft RGS.

With a minimum of six meetings planned with the Steering Committee, the group met three times over Phase 1 and 2, including an in-person meeting in June.

1.3 OUTREACH AND COMMUNICATIONS OVERVIEW

Have Your Say PRRD - Project Webpage

The PRRD's engagement 'Have Your Say' webpage is the principal online information hub for the project and includes background information, a timeline, relevant documents and resources, and information on in-person engagement activities. The site also hosts survey links and a photo gallery of engagement events.

1.3.1 Communications

Phase 1 and 2 communications aimed to share information about the RGS, share project information, direct residents and project stakeholders to the Have Your Say PRRD project page, and promote engagement opportunities (e.g., surveys, community workbooks, open houses). Communication channels included the following.

Social media

Regular social media updates were posted on existing PRRD accounts, such as the PRRD's official Facebook page, X (formerly Twitter), and Instagram.

Press releases and advertising

Media outlets, such as the Alaska Highway News, Energetic City, Chetwynd Coffee Talk, and Northern Horizon, were engaged through newspaper and digital press releases. Project ads were published for the first and second project surveys and to promote the first round of in-person engagement in June.

FIGURE: Have Your Say PRRD - RGS project webpage



Radio Ads

A radio ad was developed and shared on Moose FM to introduce the RGS project and direct listeners to the Have Your Say website.

Print materials

A range of project print materials were produced and distributed throughout the region and published on the Have Your Say webpage. The materials included a project postcard that was distributed to households throughout the region, a two-page RGS overview pamphlet, a FAQ, and a series of fact sheets on topics identified as important by residents during Phase 1 outreach.

Email

The PRRD developed an initial email contact list that included community groups, business and industry groups, agricultural organizations, First Nations, and organizations like the School Districts and Chambers of Commerce. Interested parties could also reach out through the Have Your Say webpage or directly to PRRD to be added to the email list. Project updates and information materials are shared with the list through regular email blasts.

1.3.2 Outreach and Engagement

Both phase 1 and 2 outreach and engagement sought input on regional planning concerns and opportunities, the development of a vision statement to guide the RGS, and regional planning goals and directions for the RGS to consider.

IdeaShare online engagement

IdeaShare is an online engagement platform that allows people to generate, capture, and review crowd-sourced ideas. This tool was used at the start of the RGS to crowdsource shared regional planning issues and concerns and to support some preliminary prioritization of community issues through participants' ratings of each other's ideas. IdeaShare is accessible by smartphone, tablet, or computer.

Surveys and Community Workbooks

Both project phases included surveys. Surveys were delivered online, while paper copies were made available for pick-up at PRRD member municipality offices and PRRD offices in Fort St. John and Dawson Creek. Completed paper surveys could be dropped off at PRRD offices or scanned and emailed to the PRRD.

FIGURE: Social Media Posts



Open Houses and Pop-ups

Phase 2 engagement featured one round of in-person, drop-in open houses in Fort St. John, Hudson’s Hope, Tumbler Ridge, and Dawson Creek. The interactive events followed the same format, with residents invited through print, radio, and social media advertisements and through direct notices using the project email list. Participants were invited to learn about the project, engage with project posters, and to provide direct input to project consultants and PRRD staff who attended the events.

Two additional open houses were organized around the Fort St. John Farmers Market and the Chetwynd Chainsaw Carving competition. The pop-up open houses featured the same information and materials as the community open houses but looked to take advantage of the two popular community events.

Stakeholder sessions

Phase 2 engagement featured two stakeholder sessions. Participants were invited directly and organized around two general themes – regional economy and agriculture. The two sessions were held in Fort St. John and Dawson Creek.

The overview graphic on the following page summarizes Phase 1 and 2 communications and outreach between September 2023 and July 2024.

FIGURE: Northern Horizon ad

PEACE RIVER REGIONAL DISTRICT

REGIONAL GROWTH STRATEGY

Our Home. Our Future. Our Plan.

WHAT?
We have been working on developing our first Regional Growth Strategy (RGS) for the region. It's a long-range, high-level plan that will help us better understand and prepare for the potential changes we can expect over the next twenty years, including a growing population, new service demands, the regional economy, and a changing climate.

WHEN?
 From June 8th until 11th, 2024, the PRRD staff and the supporting consultant team will be travelling between communities throughout the Region. We will be hosting community open houses and attending events within the Region, like the Chetwynd Chainsaw Carving Competition and Fort St. John Farmers Market.

We invite you to stop by one of our events to say hello to the team and to share your thoughts about the future of the Region!

DATE	LOCATION
Saturday, June 8 th	FORT ST. JOHN 9:00 AM – 12:00 PM, Fort St. John Farmers Market Festival Plaza, 96th Avenue & 100 Street
	FORT ST. JOHN 4:00 PM – 7:00 PM, Pomeroy Sport Centre 9324 96 Street, Room: 1 st Floor Meeting Room
Sunday, June 9 th	CHETWYND 10:00 AM – 1:00 PM, Chetwynd Chainsaw Carving Competition 2005 John Hart Way
	TUMBLER RIDGE 4:00 PM – 7:00 PM, Tumbler Ridge Community Centre 340 Front Street, Room: #5
Monday, June 10 th	HUDSON'S HOPE 4:00 PM – 7:00 PM, Hudson's Hope Community Hall 9905 Dudley Drive
Tuesday, June 11 th	DAWSON CREEK 4:00 PM – 7:00 PM, Calvin Kruk Centre 10401 10 Street

 For more information, to see the work that we have done so far, and to see how else to get involved, visit us using the QR code, or visit the project information webpage at haveyoursay.prrd.bc.ca/regional-growth-strategy or email us at RGS@prrd.bc.ca



PRRD REGIONAL GROWTH STRATEGY

Engagement and Communications Overview



PROJECT OPEN HOUSES

Fort St. John, Dawson Creek,
Hudson's Hope, Tumbler Ridge



COMMUNITY POP-UPS

Fort St. John Farmers Market
and Chetwynd Chainsaw
Carving Competition



IN-PERSON and SURVEY INTERACTIONS



4 DAYS
of in-person
events



2
RADIO ADS



20+
SOCIAL MEDIA
POSTS



COMMUNITY SURVEYS



IDEASHARE WEB SURVEY



1800
VISITS to HAVE YOUR
SAY PRRD
project website



4450
PROJECT
POSTCARDS
delivered across
the region



STAKEHOLDER SESSIONS



PRESS RELEASES



STEERING COMMITTEE meetings



FACT SHEETS on regional issues



PROJECT NEWSLETTERS and info pamphlets

2. What We Heard – Phase 1 and 2

The following section summarizes common and consistent themes from both phases of outreach and engagement.

2.1 COMMON THEMES – PHASE 1

Several common and consistent themes emerged in Phase 1. For more detailed feedback, see Section 3 – What We Heard Phase 1.

Rural character and voice

- The PRRD’s rural and agricultural character is important and needs to be preserved.
- Rural communities and agricultural producers need to be engaged in PRRD planning and reflected in regional plans and strategies.
- Recognize and celebrate the independent nature of residents.

Quality of life and affordability

- Expanding upon amenities, tourism, and recreation opportunities is important to increase the quality of life for all ages.
- Affordability is an issue within the PRRD, especially when it comes to succession planning and an aging population.
- There is a desire to attract young people and young families to the region and an understanding that accessible health care, education, and recreation are all important in attracting new residents and retaining current ones.
- Emergency services and healthcare have room for improvement to fill gaps in service availability.
- People face affordability, food security, and housing struggles within the PRRD, especially enabling people to age in place and for families.

Regional economy

- Support entrepreneurs and small businesses/producers to help build a more resilient regional economy.
- Encourage economic growth and stability by supporting local businesses, producers, and industry.
- Support rural communities and agricultural producers, as they are the backbone of the PRRD.

Regional services and communications

- Communications can be improved to support emergency response, connectivity, and participation in PRRD initiatives.
- Expand transportation networks and infrastructure to increase regional connectivity, support residents’ transportation needs, and better emergency response.
- Collaboration and partnerships should be fostered and encouraged across communities, businesses, and organizations.

Climate

- Extreme weather events and climate are negatively impacting communities (drought, wildfire, wildfire smoke, flooding).
- Water shortages and drought are being felt by residents, especially when it comes to fires and expanding water servicing.

2.2 COMMON THEMES – PHASE 2

Several common and consistent themes emerged in Phase 1. For more detailed feedback, see Section 4 – What We Heard Phase 2.

- **Building local capacity and resiliency** will help create a stronger PRRD in the future.
- **Affordability and affordable housing availability** are two factors impacting PRRD residents’ lives.
- **Climate change and extreme weather events** are disrupting and changing normal patterns of life within the PRRD, impacting agriculture, businesses, tourism, and transportation networks.
- **Transportation infrastructure** can be improved to support quality of life and emergency response.
- **Collaboration, relationship-building, and trust-building** are critical at the local level and with regional partners, outside agencies, and government bodies.
- **Water conservation, access, and management** are priorities in the PRRD that require additional study, planning, and action.
- **There is a desire for more rural and agricultural presence and inclusion** in PRRD initiatives, including on the RGS.
- **Food security** is an important factor that needs to be prioritized, both within the PRRD and networks of producers in and outside the region.
- **Developing and expanding amenities** will draw people and families to the region and support the quality of life for residents.

2.3 EMERGING DIRECTIONS – PHASE 1 AND 2

The sentiments from residents and respondents from engagement activities from Phase 1 to Phase 2 remained quite similar and informed changes to the RGS vision and policy areas to be developed in the next phase of work.

2.3.1 Regional Vision

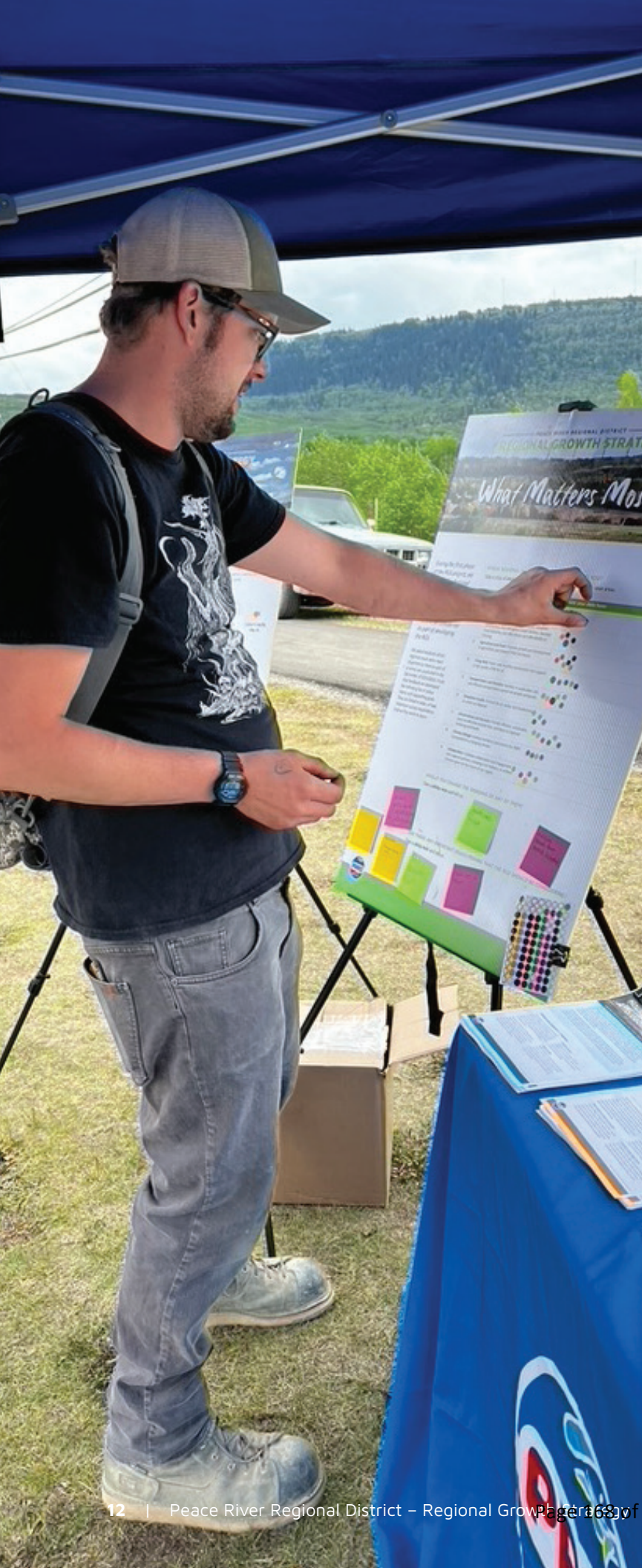
Initial engagement used a vision statement developed for the PRRD Board’s 2023 Strategic Plan. While support for the Board vision was quite high in Survey 1 (58% of respondents thought it was “Good” and 21% thought it was “OK”), the vision statement was refined and revised based on Phase 1 feedback.

Support for the Board vision was quite high in the second survey and community workbook (52% of respondents thought it was “Good” and 29% thought it was “OK”) and even higher in in-person events (69% of open house and pop-up events participants thought it was “Good” and 30% thought it was “OK”).

There was a growing sentiment that the vision statement could be further revised to better highlight the distinctive character of the PRRD, emphasizing its innovative and resilient nature. There were shared sentiments between Phase 1 and Phase 2 that underscored the significance of including all residents without singling out specific groups.

A notable divide persists regarding whether First Nations should have greater representation in the vision or less.

Across both phases of engagement, there was consistent and shared feedback that the vision was generally overly lengthy and could be simplified and shortened further.



2.3.2 Regional Issues

Between Phase 1 and Phase 2, the ranking of regional issue policy areas changed. This change may have been a result of renaming the issue areas. Economic Strength and Resiliency (previously labelled as Regional Economy in Phase 1) was the top-ranked regional issue in both phases. Furthermore, Agriculture and Food (formerly known as Agriculture and Food Security in Phase 1) and Living Well (previously categorized as Public Health and Safety in Phase 1) were among the top 4. This emphasizes that these issue areas matter deeply to residents of the PRRD.

Infrastructure and Services rose from the second least favoured topic to third (ranked 7th to 3rd). Changing the name from 'Regional District Services' to 'Infrastructure and Services' likely resonated with residents more, as many people shared the desire to increase local service availability, which would bring regional wellbeing. Participants' sentiments echoed that idea by asserting that infrastructure and services are connected to many other issue areas within the RGS. Improving and expanding infrastructure and services, like roads, water supply, and waste management, will also improve outcomes in other areas of the RGS, like living well, transportation and mobility, and community building.

3. What We Heard – Phase 1

This section provides a more detailed breakdown of community input received during Phase 1. The first phase of the project took place from August until December 2023. Engagement opportunities included an initial IdeaShare online engagement and an introductory community survey.

3.1 IDEASHARE

IdeaShare is an online engagement platform that allows people to generate, capture, and review crowd-sourced ideas. This tool was used at the start of the RGS to crowdsource a wide variety of ideas and enable preliminary prioritization through participants' ratings of each other's ideas. IdeaShare is accessible by smartphone, tablet, or computer.

The question posted on IdeaShare asked, "What would help keep the Peace River Regional District a diverse, abundant, and liveable place?" A total of 16 people participated by leaving comments and/or rating others' comments out of five.

A summary of comments is provided with the top-rated comments at the top.

- The rural character of the PRRD must be preserved.
- Ensuring the participation of rural residents and agricultural producers in the RGS (and other PRRD planning) will help protect and preserve the region's important rural character.
- Our communities are being impacted harder by extreme weather events.
- Highways and road access need to be improved, both for safety reasons and to improve connections between communities and residents.
- Attracting young families to the region will help bring positive growth and revitalize communities.

3.2 INTRODUCTORY SURVEY

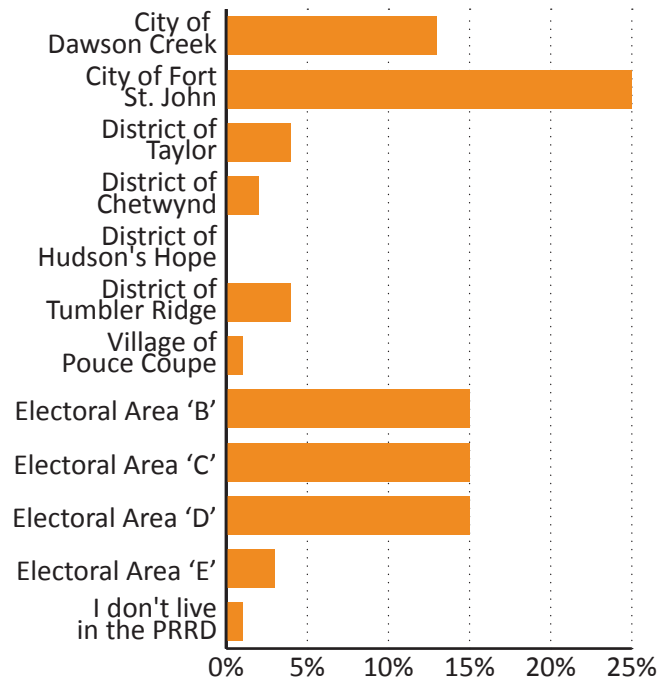
A short, introductory five-question online survey was developed and promoted through project communications. The survey sought initial feedback on using an existing vision from the PRRD Board's 2023-2026 Strategic Plan), along with feedback on regional planning issues for the RGS to consider.

Paper copies were also distributed to key community locations (e.g., Dawson Creek Municipal Library, Fort St. John Public Library, Chetwynd Public Library, Taylor Community Services Hub, and PRRD regional offices) where residents could pick up and drop off completed surveys.

The survey went live on November 17, 2023, and closed on February 1, 2024. Approximately 303 responses were received during that time.

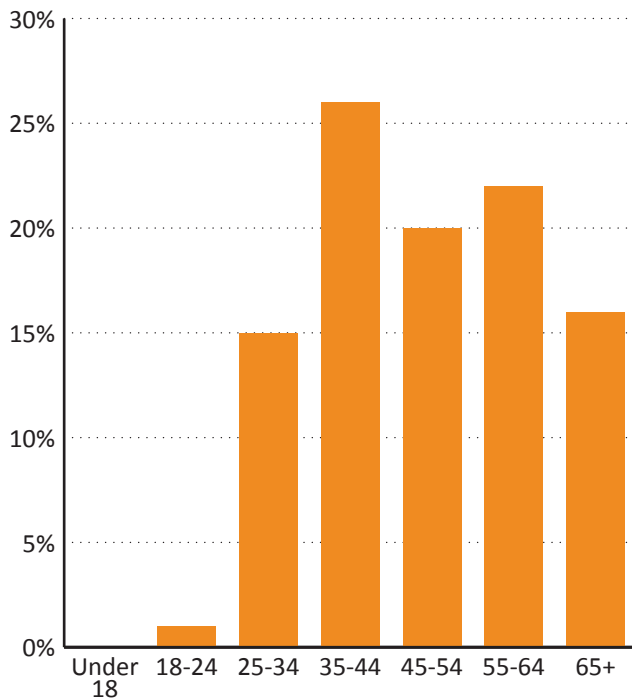
Almost 40% of respondents were located in the cities of Fort St. John (25%) or Dawson Creek (13%), while almost half (45%) of respondents came from Electoral Areas B, C, and D.

FIGURE: Survey respondents



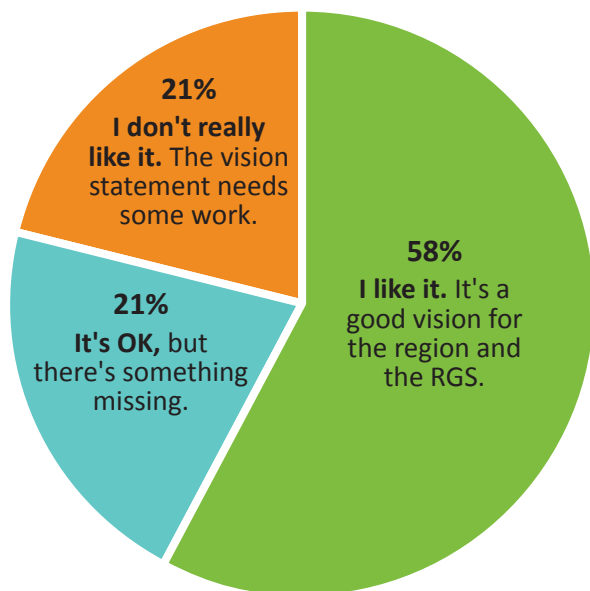
Over two-thirds (68%) of respondents were between 35 and 64 years old, with the highest number of respondents (26%) aged between 35 and 44.

FIGURE: Average age of respondents



Nearly 60 percent of respondents liked the vision from the 2023-2026 PRRD Strategic Plan.

FIGURE: Regional Vision



Some common feedback from those who responded with “it’s OK” or “I don’t really like it” included:

- Rural communities and agriculture need to be added.
- Environmental protection needs to be added.
- It should include something about addressing the housing crisis and affordability challenges.
- Economic development, including oil and gas, and agriculture, should be included.
- Promote collaboration, partnerships, community involvement, community building and relationships.
- Improving emergency services and safety should be added.
- Inclusion of First Nations perspectives.
- Too much mention of climate change.
- More information needed on “partners” – who are they?
- Addressing the needs of all age groups.
- A reduction of government oversight should be mentioned.
- A bit too vague and should have a direction of preference (what we are working towards), too lengthy

Respondents were asked to rank the top four regional issues that were most important to them from a list provided in the survey. The four bolded issues were clearly prioritized above the bottom four.

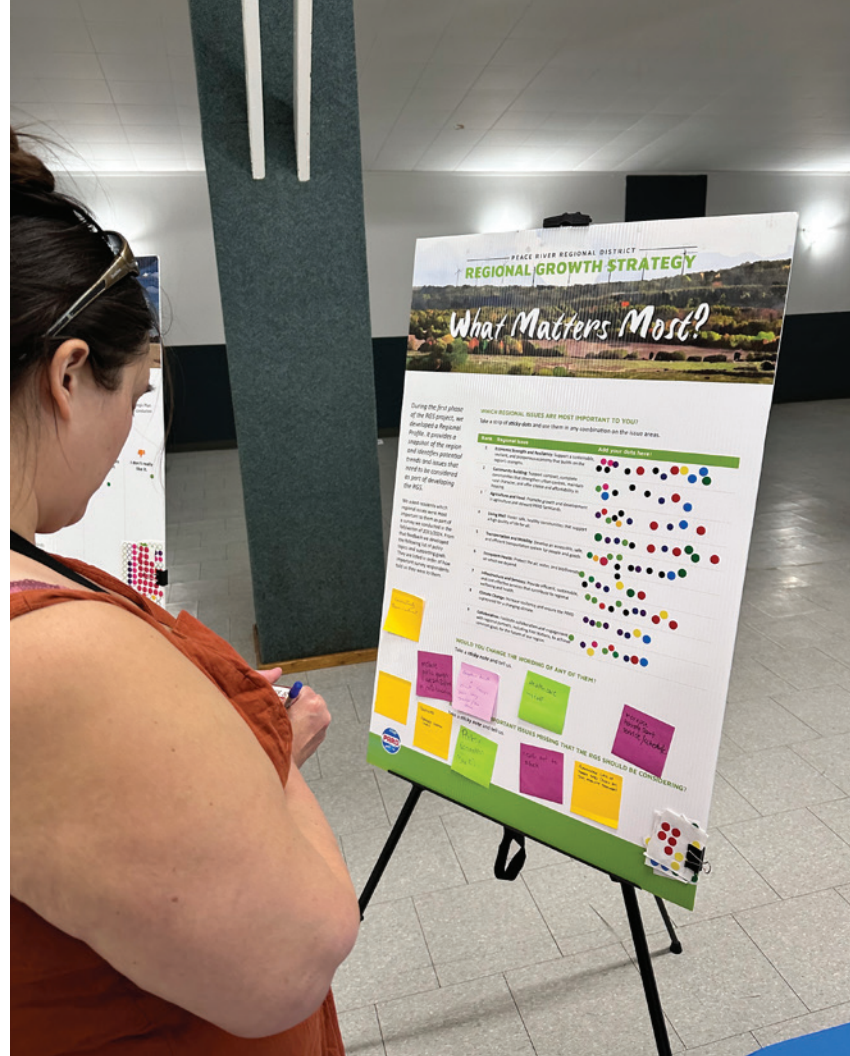
- 1. Regional Economy**
- 2. Housing and Affordability**
- 3. Agriculture and Food Security**
- 4. Public Health and Safety**
5. Transportation
6. Parks and Natural Areas
7. Regional District Services
8. Climate Change and Resilience

Respondents could also suggest any missing issues areas for the RGS to include. Their suggestions included:

- Agriculture and food security.
- Healthcare services (doctors and nurses)
- Affordable housing, especially for seniors

Respondents had clear suggestions for addressing the regional issues they identified as important.

- Engagement and communications – transparency and clear communication when consulting with residents
- Advocacy – healthcare, transportation, oil & gas management (water)
- Agriculture – processing and value-added, small lot/farms
- Support farmers to protect agricultural land
- Have more medical professionals and better access to healthcare facilities
- Protect natural resources
- Make it easier to subdivide land
- Promote economic development and protect small businesses
- Expansion of amenities and recreation opportunities



4. What We Heard – Phase 2

4.1 UPDATES FOR PHASE 2 ENGAGEMENT

Based on the findings from phase one, the vision statement from the PRRD Strategic Plan (2023-2026) was modified. The titles of the regional issues were changed to be more inclusive of resident’s feedback and priorities, and an additional topic area was added, as shown in the table.

TABLE: Re-named regional issue areas

PHASE 1		PHASE 2
Regional Economy	→	Economic Strength and Resiliency
Housing and Affordability	→	Community Building
Agriculture and Food Security	→	Agriculture and Food
Public Health and Safety	→	Living Well
Transportation	→	Transportation and Mobility
Parks and Natural Areas	→	Ecosystem Health
Regional District Services	→	Infrastructure and Services
Climate Change and Resilience	→	Climate Change
	+	Collaboration

In addition, some supporting text was added to further clarify and define the issue areas.

- **Economic Strength and Resiliency:** Support a sustainable, resilient, and prosperous economy that builds on the region’s strengths.
- **Community Building:** Support compact, complete communities that strengthen urban centres, maintain rural character, and offer choice and affordability in housing.
- **Agriculture and Food:** Promote growth and development in agriculture and steward PRRD farmlands.
- **Living Well:** Foster safe, healthy communities that support a quality of life for all.
- **Transportation and Mobility:** Develop an integrated, safe, and efficient transportation system for people and goods.
- **Ecosystem Health:** Protect the air, water, and biodiversity on which we depend.
- **Infrastructure and Services:** Provide efficient, sustainable, and cost-effective services that contribute to regional wellbeing and health.
- **Climate Change:** Reduce energy emissions and ensure the PRRD is prepared for a changing climate.
- **Collaboration:** Facilitate collaboration and engagement with regional partners, including First Nations, to achieve common goals for the future of our region.

The second phase of the project took place from January until July 2024. During this time, nine in-person engagement events took place, along with a Community Workbook survey that was distributed on-line, at in-person events, and through PRRD member municipalities offices.

4.2 IN-PERSON EVENTS

Nine in-person engagement events happened between June 8th and June 12th, 2024. A set of interactive information posters was developed and shared between the events where participants could leave sticky notes and use dots to indicate preferences and support for the regional vision and goal areas.

Two stakeholder sessions were held on June 10th and 11th, 2024, in Fort St. John and Dawson Creek. These sessions served as focus groups to dive deeper into specific topics. Invitations were sent out via email, followed by a phone call, inviting over 30 organizations around the region to attend. Seven people participated, representing Northern Health, School District 60, agricultural producers, tourism representatives, and Chambers of Commerce. Participants were presented with the same posters used in the in-person engagement events.

Two pop-up community events were also held where PRRD staff and the supporting consultant team set up a booth at the weekly Saturday farmers market in Fort St. John and at the Chetwynd Chainsaw Carving Competition, on the final day of the competition. Attendance was highest at the pop-up events, especially the Chetwynd Chainsaw Carving Competition.

PRRD staff and the supporting consultants arranged a meeting with the local Prespatou Planning Commission, comprised of interested residents looking to guide the community's future growth. The 12-member group shared their concerns and desires for the community's future and their thoughts on the posters during a two-hour session.





TABLE: Phase 2 In-Person Engagement Events

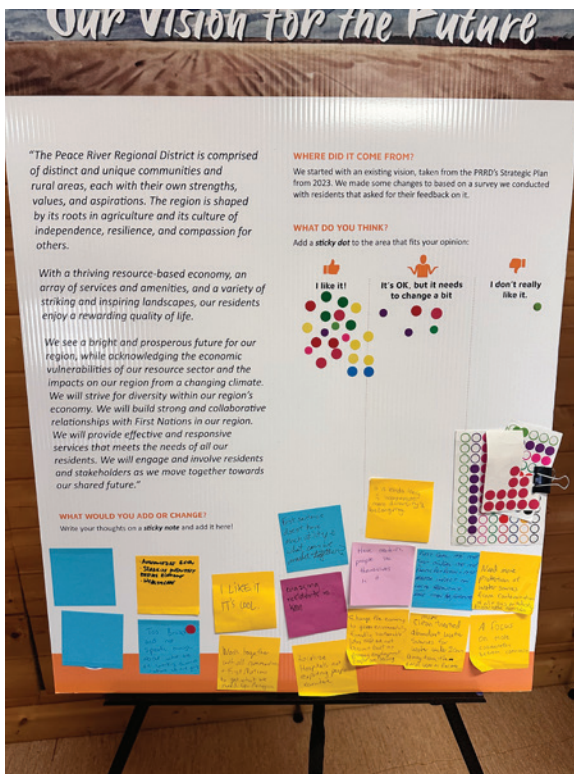
ENGAGEMENT EVENT	DATE	APPROX. # OF ATTENDEES
Fort St. John Farmers Market	June 8th, 2024	50
Chetwynd Chainsaw Carving Competition	June 9th, 2024	100
Prespatou Planning Commission Meeting	June 12th, 2024	12
Fort St John Open House	June 8th, 2024	3
Tumbler Ridge Open House	June 9th, 2024	2
Hudson's Hope Open House	June 10th, 2024	10
Dawson Creek Open House	June 11th, 2024	7
Fort St John Stakeholder Conversation	June 10th, 2024	5
Dawson Creek Stakeholder Conversation	June 11th, 2024	2

All the in-person events were organized around the same poster boards and information materials. A summary of feedback from these sessions follows.

Overall, people liked the updated vision statement.

TABLE: Vision feedback - posters

RESPONSE TYPE	# OF STICKY DOTS
I like it	19
It's OK, but needs to change a bit	8
I don't really like it	1



Our Vision for the Future

“The Peace River Regional District is comprised of distinct and unique communities and rural areas, each with their own strengths, values, and aspirations. The region is shaped by its roots in agriculture and its culture of independence, resilience, and compassion for others.

With a thriving resource-based economy, an array of services and amenities, and a variety of striking and inspiring landscapes, our residents enjoy a rewarding quality of life.

We see a bright and prosperous future for our region, while acknowledging the economic vulnerabilities of our resource sector and the impacts on our region from a changing climate. We will strive for diversity within our region’s economy. We will build strong and collaborative relationships with First Nations in our region. We will provide effective and responsive services that meets the needs of all our residents. We will engage and involve residents and other stakeholders as we move together towards our shared future.”

Of the in-person event participants who indicated that the vision was “OK” provided the following comments.

- It’s too broad and not specific enough about what we’re working towards.
- Acknowledge the economic impacts of industry not being stable and the need for recovery.
- Working together with all communities and First Nations, a focus on collaboration between communities.
- Engaging residents is key.
- It’s a bit long and needs to incorporate more diversity and belonging.
- Have the residents see themselves in it.
- Encourage green, environmentally friendly jobs in the economy.

When asked which of the re-named regional issue topic areas mattered most to them, participants ranked them, with the top four in bold. Notably, in-person participants prioritized collaboration.

- 1. Economic Strength and Resiliency**
- 2. Transportation and Mobility**
- 3. Collaboration**
- 4. Community Building**
5. Infrastructure and Services
6. Ecosystem Health
7. Living Well
8. Agriculture and Food
9. Climate Change

Participants also provided additional feedback.

- Ecosystem Health and Climate Change seem very similar
- Living well and infrastructure and services – very connected, we need amenities to attract and keep families and skilled labour in the community
- Collaboration needs to be authentic and meaningful
- Include parks and recreation
- Water needs to be stated and included
- Community building needs to incorporate diversity and belonging

When asked what was missing, participants provided additional feedback.

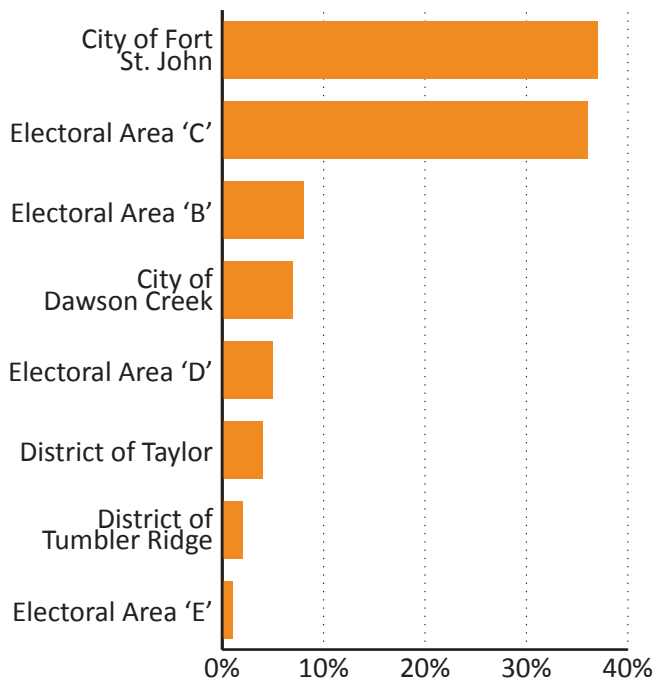
- Water – need more water sources, protection from contamination by industry
- Local healthcare
- Oil and gas have a higher impact on the local economy than agriculture and forestry
- Funding for cultural and community groups
- Have more development clarity for regional firms
- Create tax exemptions
- Include public groups and organizations in collaboration
- Reach out to schools
- Need more transit types (public bus, taxi, inter-city transit), and increase handy dart service/schedule
- Celebrate our entrepreneurs, i.e., the top 40 under 40
- Include rural people in the conversations around governance and agriculture

4.3 COMMUNITY SURVEY AND WORKBOOK

A survey and supporting community workbook were developed during the second phase of the project and made available online through the Have Your Say webpage from June 8th – July 31st, 2024. Paper copies were also distributed to key regional facilities (e.g., Dawson Creek Municipal Library, Fort St. John Public Library, Chetwynd Public Library, Taylor Community Services Hub, and PRRD regional offices) where residents could pick up copies of the survey and return completed ones to any PRRD office or via email. A total of 143 people filled out the community workbook.

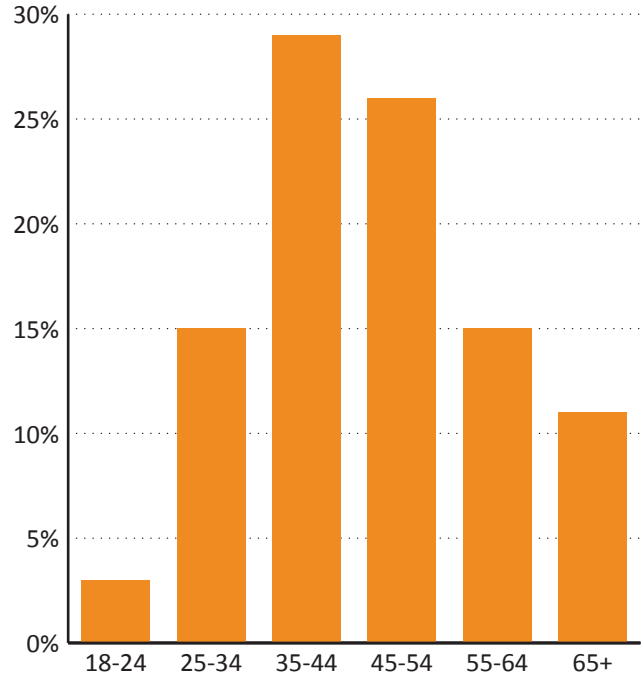
Almost 40% of respondents live in Fort St. John, and half (50%) of respondents live in Electoral Areas B, C, and D. Nearly 40% of respondents live in Electoral Area 'C.' Almost 40% of respondents also chose not to identify where they live.

FIGURE: Survey respondents



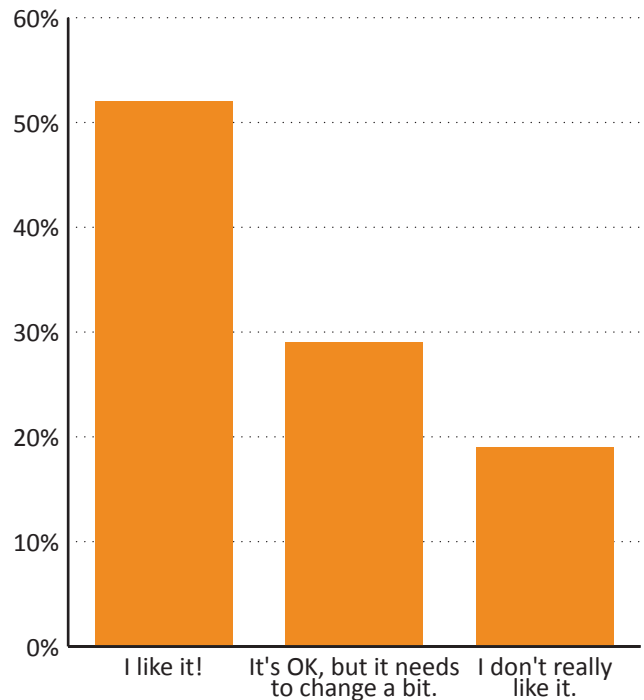
Over two-thirds (70%) of respondents were between the ages of 35 and 64, with most respondents (29%) aged between 35 and 44. About 30% of respondents also chose not to identify their age.

FIGURE: Respondents' age



Most respondents said that they either liked the updated draft vision statement (52%) or that it was "OK" (29%).

FIGURE: RGS Vision





The survey asked respondents again what they would add or change for the vision. For those who said it was “OK” their comments included:

- Emphasize the importance of all residents.
- Concerns about specifically highlighting First Nations, which causes division.
- More about regional partners and collaboration.
- Add fire protection, water sustainability and access, health services.
- Remove climate change.
- Emphasize resilience and innovation.
- Emphasize the resource sector.

For those who responded that they did not like it, comments included:

- There is strong division on whether there should be more or less about First Nations.
- It should be shorter.
- Remove ‘buzz words’ (e.g., diversity and inclusivity).
- It doesn’t sound achievable.

Respondents of the community workbook listed regional issues in order of most to least important.¹ The regional issue topic areas were ranked as follows, with the top four bolded.

- 1. Economic Strength and Resiliency**
- 2. Agriculture and Food**
- 3. Living Well**
- 4. Infrastructure and Services**
5. Community Building
6. Ecosystem Health
7. Transportation and Mobility
8. Collaboration
9. Climate Change

Respondents were asked what they would you change around the wording for the issue areas identified as most important.

¹ The Borda count method was used to determine the overall ranking of issues by assigning points to each rank (10 for rank 1, 6 for rank 2, 3 for rank 3, and 1 for rank 4) and aggregating these points for each issue, with higher total points reflecting greater importance.

Economic Strength and Resiliency

- Emphasize strengths – farming, forestry, oil and gas
- Highlight population and business growth
- Emphasize a strong local economy
- The term ‘sustainable’ may be controversial

Agriculture and Food

- Highlight food producers, animal-based foods (cattle, etc.), and traditional food methods
- Emphasize protecting farmland
- Emphasize support for and freedom of farmers
- Promote year-round agriculture
- Highlight local food production, security, and sustainability

Living Well

- Add outdoor recreation
- Emphasize rural health services
- Use a Social Determinants of Health lens
- Emphasize reducing crime
- Uphold community values

Infrastructure and Services

- Emphasize fresh water supply
- Support regional growth and wellbeing
- Emphasize regional transit and improved roads
- Add “for all citizens”
- Highlight services: regional transit, roads, bridges, hospitals, pools, water services

Community Building

- Replace “compact” with efficient use of the land base
- Maintain and protect the rural culture
- Emphasize a variety of amenities
- Clarify the meaning of “community,” “affordability,” and “choice” in this context
- Attracting young people and professionals

Ecosystem Health

- Emphasize the cumulative effects of oil and gas exploration and extraction
- Highlight public health and land
- Emphasize the protection of water resources

Transportation and Mobility

- Develop an accessible, safe, and efficient transportation system that supports local businesses
- Facilitate active transportation and access for people and goods
- Emphasize connections between communities

Collaboration

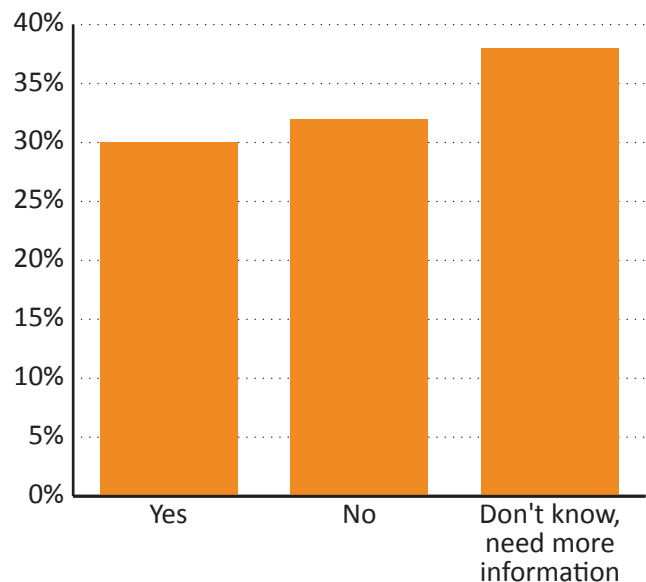
- Continued collaboration and engagement with regional partners and First Nations

Climate Change

- Reduce greenhouse gas emissions, increase energy efficiency, and ensure the PRRD is ready for a changing climate

Respondents were also asked if the RGS should encourage and help direct most growth to urban centres. Responses were evenly split between the three answers, with a slight majority (38%) saying they didn’t know and needed more information. Overall, all respondents agreed that both rural and urban areas are important and should support each other. The value for “balance” was mentioned by respondents who agreed, disagreed, and didn’t know about the statement.

FIGURE: Directing most growth to urban centres.



Respondents were also asked why they made the selection they did. For those who said yes, they thought that urban areas are already where most growth is occurring, have the infrastructure and services to support it, and will protect agricultural land and natural areas. Those who said no stated that rural areas should have more local services, that people should be free to choose, and that some prefer the rural lifestyle. Those who said they didn’t know wanted more information about the benefits of directing growth, where growth is happening naturally, how to involve First Nations, and how current and future residents’ needs would be met.





REPORT

To: Chair and Directors

Report Number: ADM-BRD-540

From: Corporate Administration

Date: November 7, 2024

Subject: Items Previously Release from Closed Board Meeting- October 17, 2024

For information only - the following resolution has been authorized for release to the public from a prior Closed Board meeting:

October 17, 2024

MOVED, SECONDED and CARRIED,

That the Regional Board authorize payment in the amount of \$2,500 per recipient for part one of the 2024 RN/RPN Return of Service Scholarship, payable from Function 180 – Health Related Services Grant-in-Aid, with part two funds payable from Northern Health upon the signing of a Return of Service agreement with Northern Health to work in the PRRD, for the following applicants:

1. *Chloe Foster*
2. *Genevieve Vadnais*
3. *Hayley Hannah*
4. *Michael Gabriel*

BACKGROUND/RATIONALE:

The above resolution was authorized for release from Closed on October 17, 2024, and is provided in this report as the official disclosure of the item to the regular Regional Board agenda, as per the ‘Closed Meetings and Proactive Disclosure Policy.’

ALTERNATIVE OPTIONS:

Not Applicable

STRATEGIC PLAN RELEVANCE:

- Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

Not Applicable.

COMMUNICATIONS CONSIDERATION(S):

Not Applicable.

OTHER CONSIDERATION(S):

Not Applicable.



SOLID WASTE COMMITTEE MEETING MINUTES

October 24, 2024, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC

Directors Present: Director Hiebert, Electoral Area D, Committee Chair
Director Dober, City of Dawson Creek
Alternate Director Graham, Electoral Area B (Via Zoom)
Director Quibell, District of Hudson's Hope (Via Zoom)
Director Sperling, Board Chair (Ex Officio)
Director Zabinsky, City of Fort St. John

Staff Present: Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Kari Bondaroff, General Manager of Environmental Services
Gerritt Lacey, Solid Waste Manager
Trevor Ouellette, IT Manager
Roxanne Shepherd, Chief Financial Officer
Colin Bates, Solid Waste Foreman
Anndrea Kellestine, Solid Waste Coordinator
Suzanne Garrett, Corporate Services Coordinator, Recorder

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED Director Zabinsky

SECONDED Director Sperling

That the Solid Waste Committee adopt the October 24, 2024, meeting agenda:

1. Call to Order

2. Adoption of Agenda

3. Gallery Comments or Questions

4. Adoption of Minutes

4.1 Solid Waste Committee Meeting Minutes of July 4, 2024

5. Business Arising from the Minutes

6. Delegations

7. Correspondence

7.1 Response Letter from BC Hydro re: Construction Styrofoam

8. Reports

8.1 Public and Technical Stakeholder Committee Recommendations – October 4, 2024, ENV-SWC-167

8.2 2025 Environmental Services Staffing Considerations, ENV-SWC-168

8.3 Function 500 – 2025 Supplemental Requests, ENV-SWC-171

8.4 PRRD Solid Waste Coupon Program Update 2025, ENV-SWC-173

(Cont'd on next page)

9. New Business

10. Consent Calendar

- 10.1 2024 Solid Waste Project Update 2, ENV-SWC-169
- 10.2 NPRLF Bio-Sul Agreement Update, ENV-SWC-172
- 10.3 SW Public and Technical Stakeholder Committee Draft Meeting Minutes of October 4, 2024
- 10.4 Solid Waste Committee Terms of Reference

11. Adjournment

CARRIED

3. GALLERY COMMENTS OR QUESTIONS

4. ADOPTION OF MINUTES

4.1 Solid Waste Committee Draft Meeting Minutes of July 4, 2024

MOVED Director Zabinsky

SECONDED Director Dober

That the Solid Waste Committee adopt the Solid Waste Committee Meeting minutes of July 4, 2024.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

7. CORRESPONDENCE

7.1 Response Letter from BC Hydro Re: Construction Styrofoam

MOVED Director Zabinsky

SECONDED Director Sperling

That the Solid Waste Committee receive the letter from BC Hydro regarding construction styrofoam for discussion.

CARRIED

Comment:

- Committee members expressed their gratitude that BC Hydro was able to find an alternative reuse option for the Styrofoam coming from the Site C project instead of landfilling it.

8. REPORTS

8.1 Public and Technical Stakeholder Committee Recommendations – October 4, 2024, ENV-SWC-167

MOVED Director Zabinsky

SECONDED Director Dober

That the Solid Waste Committee recommend that the Regional Board accept the “2025 Solid Waste Department Strategic Plan”, which provides an overview of the services provided through the Solid Waste Function and the 2025 Work Plan, for implementation in 2025.

CARRIED

8.1 Public and Technical Stakeholder Committee Recommendations – October 4, 2024, ENV-SWC-167 (cont'd)

MOVED Director Zabinsky
SECONDED Alternate Director Graham

That the Solid Waste Committee recommend that the Regional Board primarily investigate the land adjacent to the existing Chetwynd Landfill (Area B), for the suitability of an expanded landfill location and in the event that the landfill expansion be undesirable, the secondary site (Area A) located 4 km north along Don Phillips Way, past the existing landfill be further investigated.

CARRIED

8.2 2025 Environmental Services Staffing Considerations, ENV-SWC-168

MOVED Director Zabinsky
SECONDED Alternate Director Graham

That the Solid Waste Committee recommend that the Regional Board approve the addition of a full-time unionized position, Environmental Services Clerk, allocated 100% to the Solid Waste Function within the 2025 Financial Plan; further, that the Regional Board give pre-budget approval for the position so that the position can be posted as soon as possible.

CARRIED

Comment:

- Committee members noted that the Solid Waste function is one of the biggest line items in the Regional District and based on work that comes out of the Environmental Services department, clerical support is required.

8.3 Function 500 – 2025 Supplemental Requests, ENV-SWC-171

MOVED Director Zabinsky
SECONDED Director Quibell

That the Solid Waste Committee recommend that the Regional Board provide capital budget pre-approval for the 2025 supplemental requests/business cases:

1. Construction of Attended Tier 1 Transfer Stations – Groundbirch and Lebell \$4,000,000
 2. Tumbler Ridge and Hudson's Hope Transtor Replacement \$1,125,000,
- and authorize the inclusion of the expenses in Function 500 - Regional Solid Waste Management draft 2025-2029 PRRD Financial Plan.

CARRIED

Comment:

- meet with Lebel area residents to provide an update on the Tier 1 Transfer Station.

MOVED Director Zabinsky
SECONDED Director Dober

That the Solid Waste Committee recommend that the Regional Board provide capital budget approval for the 2025 supplemental requests/business cases:

1. Dawson Creek Closed Landfill Cover Remediation - \$150,000,
 2. Starlink Internet Upgrade for Attended Solid Waste Collection Sites \$110,000,
- and authorize the inclusion of the expenses in Function 500 - Regional Solid Waste Management draft 2025-2029 PRRD Financial Plan.

CARRIED



8.3 Function 500 – 2025 Supplemental Requests, ENV-SWC-171 (cont'd)

Comment:

- purchase of Starlink to replace aging infrastructure and enhance internet services at remote attended solid waste collection sites (17 in total) with improved reliability, serviceability, speed and cybersecurity features.

8.4 PRRD Solid Waste Coupon Program Update 2025, ENV-SWC-173

MOVED Director Zabinsky

SECONDED Director Dober

That the Solid Waste Committee recommend that the Regional Board approve an update to the Solid Waste Coupon Program currently consisting of four coupons valued at \$13.75 each in waived fees per residential property to twelve coupons valued at \$3.75. Lowering the value of each coupon to the minimum fee charged at attended solid waste sites.

CARRIED

Comment:

- If a resident goes over the \$3.75 the next coupon can be used to cover the remaining balance.
- Based on use of current program, approach to lower coupon value makes sense to entice residents to use to program to full potential.

10. CONSENT CALENDAR

MOVED Director Dober

SECONDED Director Sperling

That the Solid Waste Committee receive the October 24, 2024 consent calendar.

CARRIED

Comment:

- Director Hiebert advised that during Area D Roundtable meetings held to date members of the public have spoken highly of the work being done at transfer stations and landfills.

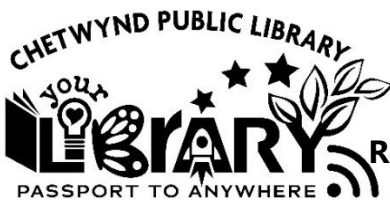
11. ADJOURNMENT

The Chair adjourned the meeting at 10:22 a.m.

CERTIFIED a true and correct copy of the Minutes of the Solid Waste Committee from a meeting held on October 24, 2024 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

Leonard Hiebert, Committee Chair

Suzanne Garrett, Recorder



Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

September 24, 2024

Call to Order: 5:45pm

Present In-person: Wendy Fontaine (6:21pm), Eileen McPherson, Melissa Millsap (LD), Julia Nelson, Dan Rose, Zach Sheridan-Carr,

Present Zoom: Krixia Padilla

Regrets: Tanya Harmacek, Kelly Wilson

Agenda: MOVED by Julia, SECONDED by Zach That the agenda be adopted. – CARRIED

Minutes: MOVED by Zach, SECONDED by Eileen That the minutes of the May 28, 2024, regular board meeting be adopted. – CARRIED

Correspondence: MOVED by Julia, SECONDED by Dan, that the Chetwynd Public Library Board of Trustees formally accepts the letter of resignation from Victoria Peterson as a Library Trustee. – CARRIED

Treasurer Report: Reviewed the comparative income statement and budget fund spreadsheet for the end of July 2024. Reviewed the donations and capital and expense items associated with the move.

MOVED by Julia, SECONDED by Eileen That the treasurer report be received for information. – CARRIED

Chair: It is great to see the library come together. Has been actively advocating for the library and promoting information sharing regarding this project. This collaborative effort serves as an inspiration for other community groups, demonstrating the power of working together to bring positive initiatives to fruition.

Library Director: The library saw an increase in use by Fort Nelson evacuees, highlighting our role as a community support hub during emergencies.

Decoda Literacy plans to feature our drum-making workshops with Stan Fraser in an upcoming story, showcasing our commitment to cultural education.

The transition to the new library building was complex, involving coordinating movers, resolving door key issues, and addressing deficiencies in the building. Despite these hurdles, the team successfully relocated with a strong focus on maintaining services. We managed to negotiate down moving costs and ensure smooth operations during the move. A huge thanks goes out to staff and volunteers for their tireless efforts throughout the process.

Operational tasks during the move included setting up staff access, managing payroll, and addressing recurring internet connectivity issues. The installation of Telus Fibre greatly improved our connectivity, enhancing our service capabilities.

Throughout the transition, we continued to offer vibrant programming, including a Health and Wellness Night, a Multiculturalism Day celebration, which coincided with our soft opening on June 27, 2024, and Summer Reading Club. We actively participated in community events, such as National Indigenous Day and the Canada Day Parade, maintaining strong engagement despite the move.

Due to paving work affecting accessibility, the Grand Opening of the new library has been postponed. We anticipate high community turnout once paving is complete, along with final installations, such as moveable walls for enhanced meeting space flexibility. The library's new environment has been well-received, with patrons expressing excitement about the updated, welcoming space.

Special thanks go out to Telus, staff, and community members who supported us during this transition. Donations, such as technology items and funds for furniture, have supported our resources. The continuous positive feedback from the community reinforces our efforts to establish the new library as a central, vibrant community hub.

Overall, the transition has been marked by challenges, teamwork, and community support, setting the stage for a thriving future in our new library space.

Stats, staff notes, grants and funding were also included in the report.

(NELF) North East Library Federation: Nil

District of Chetwynd: Although the Northern Development Initiative Trust board members were unable to hold their meeting in the new library due to a lack of privacy until the walls are installed, Julia provided them with an exclusive tour of the new facility. Meanwhile, the demolition tender for the old library building is set to go out next month, with demolition projected to take place this winter.

Peace River Regional District: Budget process is starting up again.

Library Project Committee:

MOVED by Wendy, SECONDED by Julia That we close the Library Project Committee, and we add Safety Items. – CARRIED

Fundraising Committee: Nil

MOVED by Elieen, SECONDED by Wendy That we accept the reports as presented – CARRIED

New Items:

Moved by Julia and seconded by Wendy that the Chetwynd Public Library Board of Trustees waive fees associated with the Bistro's operations during the first week of June when it was located in the old library, as well as moving-related fees. Furthermore, the Board agrees to transfer ownership of the kitchen supplies currently in use by Crazy Beanz Bistro in the café space to Crazy Beanz Bistro in exchange for a monetary donation to the Chetwynd Public Library, excluding any appliances, including the two fridges located in the storage room. – CARRIED

Discussions:

It was agreed to postpone the exterior window cleaning this fall due to ongoing paving construction and weather permitting. The plan is to engage Palms Window Cleaning for both interior and exterior cleaning as part of the library's annual maintenance schedule. Exterior window cleaning will be conducted twice a year, in the fall and spring, while interior cleaning will align with the annual maintenance project.

Operation hours over the Christmas Holidays, dependant on staff availability. Melissa will report at November meeting. The library primarily closes early on Christmas Eve and Closed on Christmas and Boxing Day.

MOVED by Wendy, SECONDED by Krixia to implement Square for debit and credit transactions. – CARRIED

Consideration was given to implementing direct deposit for payroll in the new year, utilizing the services offered by Lake View Credit Union specifically tailored for non-profit organizations.

Melissa let PRRD and the Architect know about the concerning marks on the ceiling as well as the ongoing water issue at the main entrance when it rains.

We are in the process of testing out a staff scheduling app.

Movable wall installation is delaying our furniture upgrades and occupancy numbers.

Policy revisions will be postponed until the new year, as priority is currently being given to safety inspections and emergency procedures for the new building.

Adjournment: MOVED by Wendy, SECONDED by Julia to adjourn the meeting at 6:57pm. – CARRIED

Next Meeting: Tuesday October 22, 2024, at 5:30pm



Royal Canadian
Mounted Police

Gendarmerie Royale
du Canada

Detachment Commander
1230-102nd Ave
Dawson Creek, BC
V1G 4V3

Our File – Notre référence
September 2024

Dawson Creek, BC
Mr Dahlen.

Policing Report for May 2024.

The following information is provided as an update on crime statistics and new developments within the detachment operations and administration up to and including the periods noted.

DETACHMENT RESOURCE REPORTING

The Detachment is (for the month of September 2024) operating with 2 x SOFT (temporary) vacancy and 4 hard vacancies which include:

- 2 members off duty sick or injured.
- 3 Front line Constable positions are vacant.
- 1 GIS Constable position is vacant.
- Cst. Macdonald and Cst Doucette arrived from Saskatchewan Training Division.
- Additionally, 6 members are scheduled to transfer out of Dawson Creek between October 2024 and May 2025.
- 2 new members are inbound from Saskatchewan Training Division.
- 1 new member with 11 years service is inbound with an expected arrival in December.

CRIME TREND REPORTING

Over the period from January 1st to the end September 2024, there were a total of 4061 calls for service. This is DOWN from 4308 calls for service when compared to the same time period in 2023, or a decrease of approximately 5.7%. Of those 4061 files, 3234 of the calls for service were within the City of Dawson Creek and 827 calls for service were within the rural surrounding area compared to 3532 and 776 for the same period last year.

The following trends have been outlined for the (Year to Date) period of January 1, 2024 to September 30, 2024 pertaining to calls for service combined with pro-active investigations:

- Theft of vehicle
 - Year to date 2023 = 55
 - Year to date 2024 = 63
 - **Increase of 14.5%**

- Theft from vehicle
 - Year to date 2023 = 32
 - Year to date 2024 = 26
 - **Decrease of 19%**
- Break and Enter to Residence
 - Year to date 2023 = 32
 - Year to date 2024 = 29
 - **Decrease of 9%**
- Break and Enter to Business
 - Year to date 2023 = 51
 - Year to date 2024 = 25
 - **Decrease of 51 %**
- Assault/Assault with Weapon/Aggravated Assault
 - Year to date 2023 = 115
 - Year to date 2024 = 95
 - **Decrease of 17%**
- Sexual Assault/Sexual Interference
 - Year to date 2023 = 24
 - Year to date 2024 = 25
 - **Decrease of 17%.**
- Drug Possession/Drug Trafficking
 - Year to date 2023 = 13
 - Year to date 2024 = 6
 - **Decrease of 54%**
- Impaired Driving (alcohol and drug), 24hr Suspensions, Immediate Roadside Prohibition
 - Year to date 2023 = 73
 - Year to date 2024 = 40
 - **Decrease of 45%**
- Motor Vehicle Collision
 - Year to date 2023 = 148
 - Year to date 2024 = 155
 - **Increase of 5%**
- Theft (including shoplifting)
 - Year to date 2023 = 155
 - Year to date 2024 = 181
 - **Increase of 17%**
- Mental Health
 - Year to date 2023 = 248
 - Year to date 2024 = 288
 - **Increase of 16%**
- Unspecified Assistance files
 - Year to date 2023 = 560
 - Year to date 2024 = 517
 - **Decrease of 8%**

Property crime and Mental health related issues remain the majority of calls for service. Unspecified Assistance files continue to take most of the day to day resources. These are the calls for service that are not related to any “offence” such as suspicious occurrence or suspicious activity reports.

Dawson Creek Citizens On Patrol 2024

Citizens on patrol have been busy putting in hours and covering many kilometers while reporting suspicious activity to the RCMP. The program is gaining momentum and volunteers, which is great for the community and is assisting the RCMP with being extra eyes and ears in the community. S/Sgt HUGHES continues to attend Rural Crime Watch and C.O.P.S. meetings. Recruiting drives are in the planning stages in attempt to drawn new members to the group to increase patrols and available personnel for special events. A snap shot of their volunteer hours per month as well as kilometers travelled is below.

For the months of July, August and September, Rural Crime Watch and C.O.P.S. volunteers have patrolled a total of 568 kms, totalling 68 hours of volunteer patrols. The community benefits from these efforts and is clearly reflected in the reduction of property crime events in Dawson Creek.

Violence Suppression Efforts

Dawson Creek continues to receive support from North District Major Crimes, Regional General Investigation Section, and neighbouring detachments as the need arises.

Dawson Creek local members have been engaged in an extra patrol initiative to target our repeat offenders, conduct curfew compliance checks and enforcement at known-to-police residences in our City.

Dawson Creek RCMP remains engaged with the Lower Mainland Gang Enforcement Team following the enforcement initiatives that were implemented to stop the local shooting events. While Dawson Creek has shown a significant decrease in the violent offences reported, the City should know that these RCMP resources are available if and when needed in Dawson Creek with the full support of the North District and E Division (BC).

Sincerely,

S/Sgt Rob HUGHES

Detachment Commander Dawson Creek RCMP

**EMERGENCY MEDICAL SERVICES IN NORTHERN HEALTH
AUTHORITY JUNE 2024**
- A Report to the Northern Health Taskforce on Emergency Department Care

Summary of David N. Ostrow's Draft Report

Final v1
October 18, 2024

Original draft report created by: David N Ostrow (MD, BSc-Med, MA, FRCPC)
Summary created by: Crystal Rollings (MSc), CDR Consulting

The purpose of this summary report is to provide a high-level overview of the draft *Emergency Medical Services in Northern Health Authority June 2024* report written by David N. Ostrow, dated June 28, 2024.

Objective

In June 2024, Northern Health (NH) commissioned a report on Emergency Medical Services in their region. The purpose of this report was to “engage the medical staff, medical leadership and medical support staff across NH and to develop a summary report with recommendations, based upon that consultation, for the short-, medium-, and long-term priorities” of emergency medical services. The goals for these priorities are to:

1. Improve medical staff services to keep emergency rooms open.
2. Retain medical staff to work in the North.
3. Recruit new medical staff and physician extenders to the NH region.

Methods

Potential participants were identified by NH’s senior leadership team, and volunteers through discussions with NH and NH’s three regional Health Service Delivery Area Medical Advisory Committees (MACs). Participants ($n = 28$) included medical and administrative leadership from various areas of healthcare and medical staff (e.g., family and facility physicians) across the NH region.

The author of the report (David N. Ostrow) conducted one-on-one interviews with participants and the MACs via Zoom. The participants were encouraged to be candid. Themes, recommendations, and priorities were compiled from these interviews. A literature review (including online resources) was conducted to support the development of the report and assist the NH Taskforce on Emergency Department Care.

Themes

Fifteen themes were pulled from the interviews. The themes, even those identified as positive, described challenges or deficiencies needing to be addressed.

The Straw That Broke the Camel’s Back (Funding Model)

Nearly all participants indicated the current crisis began with the introduction of the Longitudinal Family Practice (LFP) model. With limited numbers of family physicians in British Columbia (BC), the LFP model drew in physicians who normally conducted comprehensive service work [e.g., Emergency Department (ED), hospitalist, and family physician–specialist work] in rural areas. Additionally, physicians in rural areas often work more than 1680 hours of care (40 hours per week

for 42 weeks per year), the full-time equivalent set forth in the LFP model, which raises compatibility issues with professional organizations requiring 24-7 care for patients and questions regarding hand-over. Further concerns with the LFP model include a change of work-life balance focus with new graduates, reduction in “rural lift” payments for working remote EDs, migration of physicians from northern communities, and lower pay for local physicians than non-local (itinerant) physicians working in EDs.

Participants agreed the LFP model is more relevant for medium to large urban settings and communities where specialist services practitioners (e.g., ED, Obstetrics and Gynaecology, Anaesthesia, etc.) are available, than for smaller, rural, or remote communities requiring continuous care.

Participants noted the importance of considering implications, consequences, and effects of funding changes on all parts of the system (e.g., small, medium, and large sites; medical staff; and patient care), and how making a positive change to one can negatively impact another.

Factors Determining Retention and Recruitment of Physicians in Rural and Remote Communities

Participants identified a variety of financial concerns: medical school debt, the relatively low rural lift payments, and inequitable itinerant physician payments (mentioned earlier).

Concerns with working conditions included a lack of nursing support, radiology technician support, and sophisticated equipment. Participants noted not all physicians were trained to use point of care ultrasound (POCUS) because not all payment models recognize being called out of hours, they are sacrificing personal and family time, and they do not want to leave their patients without care during their absence.

Challenges with personal and living conditions for those working in small, rural, or remote communities included needing to travel with additional supplies and provisions (including groceries) not readily available or accessible in remote locations and owning two residences so their spouse/family could live and work in a larger community. Cultural factors and norms also impact physicians, particularly foreign-trained physicians.

Emergency Room Status (in Canada and BC):

“... we see more and more experienced providers leaving the system from lack of remuneration, and from burnout, both from the pressures of the hours, patient complexity and the assaults to their own personal morality...”

Most participants confirmed the above statement as being relevant to physicians in British Columbia.

Unique Challenges of the EDs in Rural and Remote Settings:

“How could a physician and their family be expected to move to a remote setting when such a setting could not sustain teachers, plumbers, and other tradespeople?”

~ Participant

Unique challenges identified by participants include providing permanent staff, overcoming health impacts for patients delaying healthcare because of cultural factors and racism; travel concerns between primary and referral sites; availability issues at referral sites; increasing pressures on the acute care system; insufficient and/or unstable hospital rehabilitation, home care, mental health and substance use services for patients; and work-life balance concerns for support services (e.g., laboratory and radiology technicians).

Service Practice Supports in BC for Rural and Remote Emergency Departments:

“The Rural Coordination Centre for BC cultivates relationships, facilitates discussions, coordinates projects, and creates learning opportunities as well as advocating for rural health.”

Though reported as excellent, participants noted a significant hole in this system: the lack of a “parallel system for nurses and nursing-related issues in rural and remote settings.”

Team-based Care in NH:

“... what we mean by team-based care, especially where there are shortages of all categories of care providers. In this setting we mean care provided by more than one type of care provider, working to the full extent of their competencies... in various combinations that make sense for each specific site.”

Participants who spoke of the above model suggested all providers within that model need to be funded under a similar model (e.g., alternative payment) to ensure balanced and equitable workload.

Caregivers' Expectations Have Changed

Research with Northern physicians illuminates interests and generational differences in physicians, highlighting things like generalists being interested in facing new challenges, accepting the need to take on specialist skills in rural areas, and a greater importance placed on work-life balance in younger generations.

Global Responses of Physicians to a Survey of Primary Caregivers and Moral Distress

“A similar consistent message from the interviews... indicated a profound sense of moral distress amongst caregivers due to factors that are illustrated by the wider caregiver community.”

Wider caregiver community factors highlighted in the report are from a world-wide study of clinician shortages, and include high levels of burnout and exhaustion, need for mental and health support, negative effects of delayed care, low staffing and not being able to meet patients' needs, unfilled positions, doing free work to ensure patients got care, and feelings of fragility.

Inter-personal Conflict

“Several [participants] identified more personal factors within the medical fraternity leading to problems in staffing. Lack of tolerance for newcomers, refusal to work with them in common settings, the feelings by some females that the professional settings were unsafe...”

These concerns were expressed from various sites across NH. Participants also noted experiencing racist behaviour from patients.

Electronic Health Records (EMR)

MOIS, the EMR system created for NH, is in most clinics but lacks an interface engine to connect with Cerner (hospital-based system) or CMOIS (community-based system). The Telus EMR (community-based system) also does not connect with MOIS or Cerner.

Primary Care Networks (PCN) in NH

“[PCNs] provide interprofessional services which, theoretically at least, may keep patients from going to the ED. There was, however, not a lot of evidence provided to show that this is the case.”

The 11 PCNs in NH may be important in providing a platform to discuss what services are available in the PCN, where the services are located, and what the alternatives are (e.g., other communities).

Transportation

Distance and weather conditions impact both land and air travel for patients and caregivers in rural and remote regions of NH. Participants noted the desire for onsite aircraft and interprovincial transfers from EDs in the Northeast Health Service Delivery Area.

Medical Education

NH struggles to recruit and retain medical students and Practice Ready Associate (PRA) Program candidates, particularly in small, rural, and remote communities. Participants suggested the University of BC needs to do more to help encourage students to train in the North. With the allure of resources in larger communities (e.g., day care, rental space, recreational facilities, spousal job opportunities, etc.), participants recommended promoting the ability to acquire extra skills, training, and certifications (e.g., POCUS) when working in smaller communities.

Medical Staff Human Resource Plan

The NH Medical Staff Human Resource plan for 2022-2027 anticipates needing more physicians, but participants stated it does not account for a growing workload in the future. Participants noted a retiring senior physician may need to be replaced by two or three more junior physicians because of the shift towards prioritizing work-life balance. In addition, many communities may need to band together to provide needed services for their community (“community of communities”) or adjusting their primary care model of care to one that is less physician centric.

Leadership Programs

“Leadership payments are very low in BC health authorities, which leads physicians to invariably consider them add-on to their clinical roles.”

NH has access to leadership coaching funding; however, it was not clear if the participants were aware of this. Participants said the uptake of sponsored leadership events is low due to their clinical workload.

Recommendations and Setting Priorities

Table 1 summarizes the eight recommendations established by the interviews with the participants and provides a guide for prioritizing the work moving forward.

Table 1.

Summary of the Recommendations and Priorities Outlined in the Emergency Medical Services in Northern Health Authority June 2024 Report.

Recommendations	Priority Status
<p>1) Recalibration of the remuneration system for family medicine including rural settings and ED coverage in the North.</p> <ul style="list-style-type: none"> a) It's important to be cognizant of the effects of change on care in small and medium sized settings where resources are limited, and rewarding, not penalizing, practitioners' flexibility. b) Tie payments to ED work needed by a whole community, its complexity, and remoteness in a transparent formula. c) Increase the "rural and remote advantage" baseline to funding to encourage local physicians to take on ED activities in their community. d) Ensure local physicians are paid the same to work in the ED as itinerant physicians, using an alternative funding model. e) Change itinerant physicians' contracts to automatically include transferring to the nearest open ED to cover increased workload when a community's ED is put on diversion. f) Change contracts in rural community ED physicians to promote continuity of care (e.g., include care for patients they admit). g) NH to take the lead on a pool of potential floating (itinerant) ED physicians. h) Consider paying local physicians for on call ED services via the Medical On-Call Availability Program (MOCAP). i) NH should have flexibility to negotiate variations to provincial contracts in unique cases (e.g., border communities where a significant proportion of patients come from outside the province). j) NH needs to have representatives at the table alongside the Doctors of BC to help HEABC understand the unique needs of the North. 	<p>Short Term (High Priority)</p>

2) Rethinking Physician Human Resources.	Medium Term
a) Review the current definitions of full-time physicians (1680 hours) and its human resource implications (e.g., how many physicians BC will need in the future, particularly if physicians' hours are limited).	
3) Rethinking the Emergency Room care teams in rural and remote BC.	Medium Term
a) Ensure all care team members are working to their level of competence and skill in the ED.	
b) Train care team professions together to encourage trust in competence and reduce inter-professional conflicts.	
c) Look at where care teams can solve staffing shortages and how those teams can be rolled out.	
d) Pay care team professions using a similar model (for physicians, a model alternate to fee-for-service).	
e) Train, accredit, and add Physician Assistants to the ED care team — working under the supervisions of a physician or nurse practitioner (ED-trained).	
f) Advocate for provincial investment into an ED skill training program (solo and care team) for nurse practitioners. g) In the ED, review remuneration of payment models for NP and Physicians to reduce chances of inequitable undertaking of complex versus "easy " patients	
4) Rethinking the concept of “communities of communities” for continuous care in the North.	Medium Term
a) Consider a model where each community might have equal daytime services by a primary care practitioner(s), but ED coverage in one community only where resources are concentrated.	
b) Due to unbalanced local services, the model requires discussions lead by NH to obtain buy-in from Indigenous partners, industry, and community leaders. c) Using Valemount and McBride as examples, work with communities and their care professionals to craft models to address their unique needs.	
5) Prioritizing patient flow and post-acute care settings.	Short Term
a) Ensure NH is using the most up-to-date patient flow techniques and tools.	
b) Consider congregating ALC patients into single sites and creating alternative care sites (e.g., repurposed units near the acute care setting; “Skilled Nursing Facilities” in the United States). c) Advocate for the addition of long-term psychiatric facilities (for complex and/or difficult to treat cases).	
6) Boosting the support systems.	Long Term

<ul style="list-style-type: none"> a) Consider a remote support system for all care givers working in the ED (e.g., nurses and paramedical professionals), similar to what's available for physicians. b) Consider programs or specialist counselling services for moral distress of ED professionals (e.g., for PTSD and work-related traumas). c) Establish an inter-provincial agreement or on-site aircraft for unique transfer issues specific to the Northeast and Northwest. d) Work with other health authorities to improve data transfer between EMR systems. 	<p>(awaits full implementation of new model of care)</p>
<p>7) Developing alliances to improve community support.</p>	<p>Long Term (requires cultivation of communities, their members, and leadership)</p>
<ul style="list-style-type: none"> a) Work with communities to bolster attractiveness of working in the North to PRA Program candidates and medical students by building community support and exploring tangible benefits (e.g., housing, resources, recreation, etc.). 	
<p>8) Using leadership programs to reduce inter-personal conflicts and moral distress.</p>	<p>Short Term</p>
<ul style="list-style-type: none"> a) Focus leadership programs on dealing with colleagues, care teams, and communities under the current stressors. 	

From: Ray Markham
Sent: Saturday, October 26, 2024 6:38 PM
Subject: NH Thinktank early reflection on ideas offered in the Thought Exchange

Hi everyone

We are really looking forward to getting together with you all to brainstorm how we might better support retention and recruitment of physicians in the North.

Carrera has done an amazing job of wrangling the AI on thought exchange which went out to the wider NH physician group this week.

Thus far we have 195 different contributors just over 100 are actively practicing clinically and over 250 ideas offered.

Here are some reflections for you to digest on your plane flight:)

Retention and Recruitment Ideas

Based on the participants' responses, here are some comprehensive ideas to improve retention and recruitment in Northern Health:

1. Community Integration

- **Housing Support:** Provide quality free housing for new recruits when they first arrive, giving them time to find and settle into their own place. Implement a mortgage retention program to help staff put down roots.
- **Childcare Services:** Offer 24/7 onsite childcare services at the hospital and flexible childcare options to support working parents.
- **Spousal Employment:** Develop programs to help integrate the physician's family into the community, including employment opportunities for spouses and support for children's education.
- **Social Events and Networking:** Organize regular social events and networking opportunities to foster a sense of community and belonging.

2. Financial Incentives

- **Competitive Salaries and Bonuses:** Ensure that salaries and bonuses are competitive with other regions, including additional financial incentives for taking on extra roles or responsibilities.
- **Loan Forgiveness Programs:** Work with federal and provincial governments to offer loan forgiveness programs for physicians who commit to working in Northern Health for a specified period.
- **Retention Premiums:** Implement a tiered retention premium system that increases based on years of service in Northern BC.

- **Relocation Expenses:** Cover moving expenses for new hires, including midwives and other healthcare professionals.

3. Supportive Leadership

- **Transparent Communication:** Ensure clear, timely, and transparent communication from leadership to build trust and improve morale.
- **Regular Check-ins:** Conduct intentional annual in-person check-ins with each working physician to document emerging problems and challenges with meaningful action and feedback.
- **Leadership Training:** Provide training for leaders to enhance their skills in supporting and engaging with their teams.
- **Recognition and Rewards:** Increase opportunities for sharing and recognition of improvement and leadership work, including nominations for awards and celebration events.

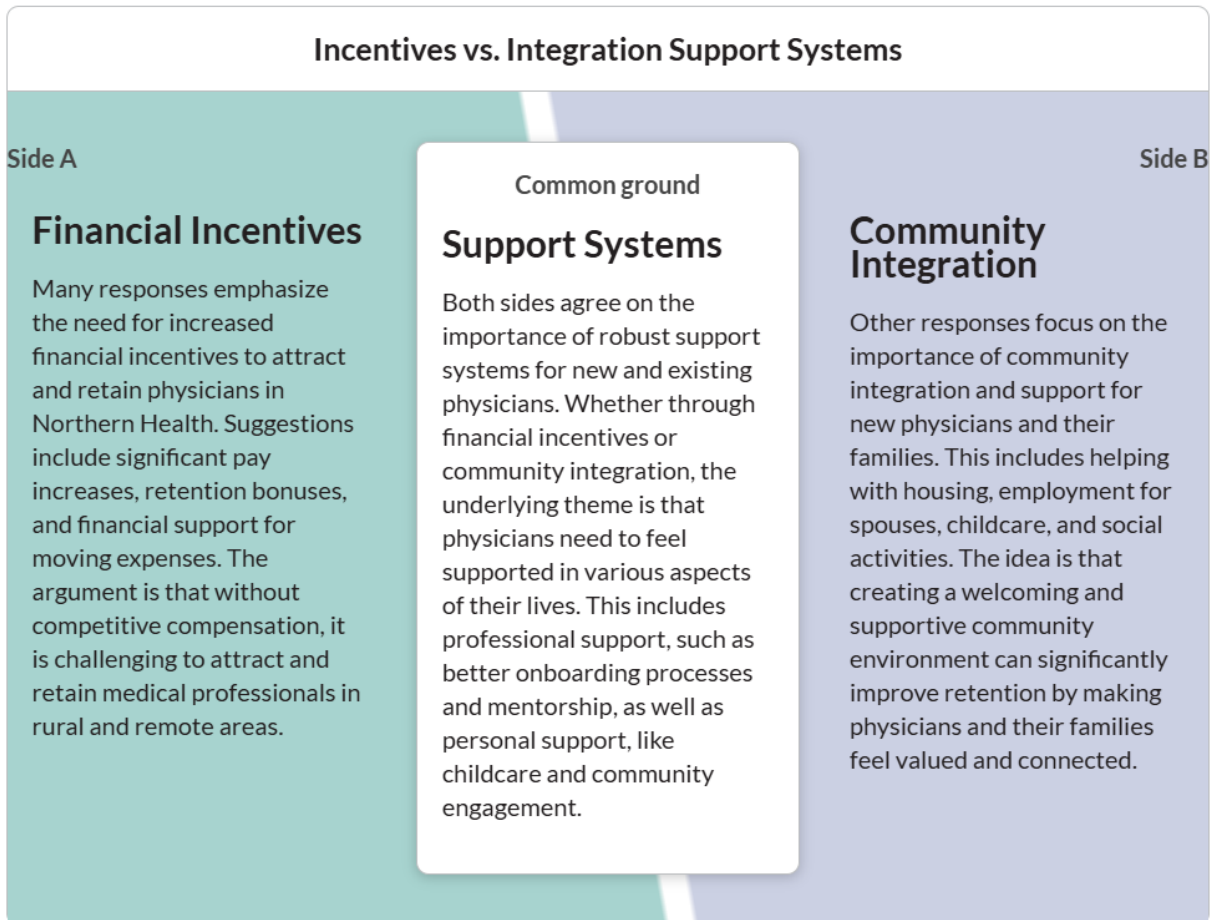
4. Professional Development

- **Formal Development Programs:** Provide paid development programs based on physician interests, including career development and CME credits.
- **Leadership Opportunities:** Create leadership opportunities that can promote tangible change and add to physicians' resumes.
- **Training and Conference Support:** Fund and support attendance at relevant training sessions, workshops, and conferences.
- **Mentorship Programs:** Implement a buddy system and mentorship program to help new recruits feel connected and supported.

5. Work-Life Balance

- **Flexible Schedules:** Promote work-life balance by offering flexible schedules, job sharing, and reduced on-call duties.
- **Mental Health Resources:** Provide access to mental health resources, wellness programs, and stress management workshops.
- **Recreational Activities:** Offer corporate memberships for fun activities like skiing and mountain biking to help healthcare professionals engage in local recreation and maintain a healthy work-life balance.

Common Ground and Differences in Themes: I find this view interesting as this looks where groups rank ideas differently (side A and B) and then looks for common ground between these groups, so may suggest some starting points.



Finally so far here are the top 3 themes

Based on the participants' responses, the top three areas that will significantly increase physician retention and recruitment in Northern Health in BC are:

1. Competitive Compensation and Financial Incentives

- **Competitive compensation:** "Competitive compensation It is expensive to move up North" (Rating: 4.2)
- **Retention remuneration:** "Provide financial incentives to stay in remote communities every 5 years" (Rating: 3.9)
- **Increase rural retention premiums:** "Seeing many more travel docs and nurses. Pay the ones you have better." (Rating: 4.0)

2. Support for Families and Childcare

- **Childcare:** "Lack of appropriate childcare for physicians is a barrier to retention. Childcare should be available 24 hours onsite at the hospital." (Rating: 3.8)
- **Supporting families to thrive:** "This includes having community involvement to find meaningful work for the spouse (if wanted) and childcare" (Rating: 4.2)
- **Creative child care options:** "Women in healthcare! They also have families!" (Rating: 4.1)


3. Community Integration and Support

- **Community wrap around:** "Keep clinicians feeling safe and valued and part of the community" (Rating: 3.5)
- **Community partnerships engagement:** "Supporting embedding of new Physicians and support in networking with employment opportunities for partners" (Rating: 3.9)
- **Red Carpet - Airport welcome, support for community integration:** "Important to help esp new to country physicians get settled" (Rating: 3.3)

These areas highlight the importance of financial incentives, family support, and community integration in improving physician retention and recruitment in Northern Health.

These may change but just wanting to provide you all with a bit of a snapshot of ideas being offered. If you have not contributed to this Thought Exchange, or have new ideas or innovations/examples, please do so when you have a minute.

<https://tejoin.com/scroll/862985700>

The image shows the ThoughtExchange logo, which consists of a speech bubble icon with a plus sign inside, followed by the text "ThoughtExchange". Below the logo are three circular icons: a speech bubble, a star, and a person icon. The background is dark blue with a pattern of light blue hexagons at the bottom.

[Join the conversation and share your thoughts](#)

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Cheers

Ray



PEACE RIVER REGIONAL DISTRICT



strategic plan 2023-2026

diverse. vast. abundant.
Page 205 of 225



Table of Contents

Message from the Chair	1	Strategic Focus Areas	10
Peace River Regional District Map	2	Asset and Infrastructure Management	11
Regional District	3	Human Resource Management	11
Board of Directors	4	Collaboration and Cooperation with First Nations	12
Our Vision for the Future	5	Inter-Provincial Collaboration	12
Our Role	6	Emergency Management	13
Our Commitments	7	Advocacy	13
Purpose of the Strategic Plan	8		



Message from the Chair

2023-2026 STRATEGIC PLAN

The 2023-2026 Strategic Plan is a guiding document that reflects the goals, priorities and objectives of the Peace River Regional District (PRRD) Board. The plan provides a roadmap for decision-making, resource allocation and helps to align the efforts of the organization and its employees. A well-crafted strategic plan is crucial to achieve long-term success by ensuring that the organization's resources are concentrated toward a common and sustainable vision.

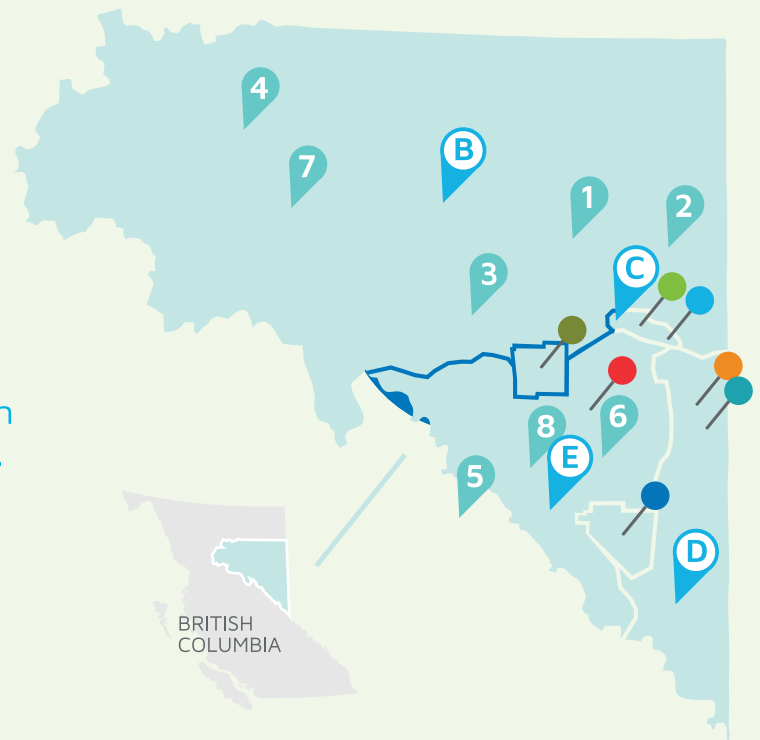
As a regional government, we provide leadership and use our influential, collective voice to advocate on behalf of our residents, businesses and industry in support of a prosperous economy, a healthy natural environment and resilient, inclusive communities. Over the next four years, the Board will focus on fiscal responsibility through infrastructure and asset management, best practices in human resources, collaboration and cooperation with First Nations and neighbouring local governments, responsive emergency management and advocating for the interests of the region.

The strategic plan is a living document that will adapt to the evolving needs of the organization and the citizens of the Peace River region; it may change through updates, be expanded as needed and serve a different purpose over time. Ultimately, the plan will support the Regional Board to engage with constituents and work together with First Nations and inter-provincial partners.

Chair Leonard Hiebert
Peace River Regional District

The Peace River Regional District (PRRD) was established in 1967, and is geographically the largest regional district in BC, encompassing over 119,000 kilometres.

The PRRD serves seven incorporated communities and four electoral areas that represent over 40 unincorporated (rural) communities. There are eight First Nations communities within District boundaries, which also include part of the traditional lands of the McLeod Lake Indian Band.



INCORPORATED COMMUNITIES

- District of Chetwynd
- City of Dawson Creek
- City of Fort St. John
- District of Hudson's Hope
- Village of Pouce Coupe
- District of Taylor
- District of Tumbler Ridge

ELECTORAL AREAS

- B Electoral Area B (18 unincorporated communities)
- C Electoral Area C (6 unincorporated communities)
- D Electoral Area D (12 rural communities)
- E Electoral Area E (10 rural communities)

FIRST NATIONS COMMUNITIES

- 1 Blueberry River First Nations
- 2 Doig River First Nation
- 3 Halfway River First Nation
- 4 Kwadacha Nation
- 5 McLeod Lake Indian Band
- 6 Saulteau First Nations
- 7 Tsay Keh Dene Band
- 8 West Moberly First Nations

Cultural Safety Mission Statement

The Peace River Regional District is situated on the traditional territory of the Dane-zaa (Beaver), signatories of Treaty 8 and the Métis Nation BC Region 7. We value the significant contributions of Indigenous Peoples who have lived and worked on the land for time immemorial and are committed to meaningful reconciliation.

The PRRD will use the concepts of cultural safety to create a mutual path forward with all of our neighbours. We are an organization that appreciates cultures in all its forms.

We value respect, trust, care and transparency and will act in accordance with these values. We seek to understand each other's cultures and worldviews in order to enhance inclusion, trust and relationships.



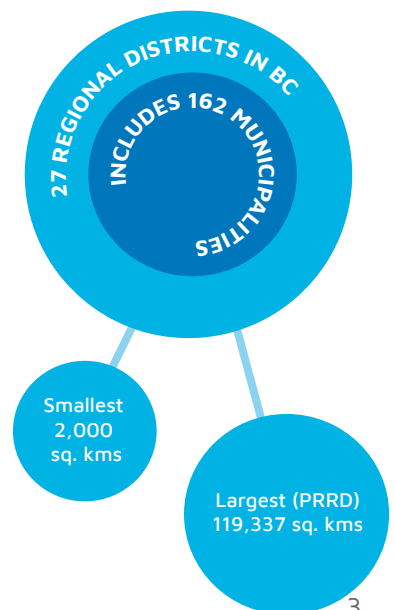
Regional Districts

Regional districts emerged due to a need for greater regional cooperation and equitable cost sharing between municipal and rural areas.

A concept unique to British Columbia, regional districts are a federation composed of municipalities, electoral areas, and in some cases, Treaty First Nations. Each regional district is divided into smaller (mostly rural) areas called electoral areas, and these representatives join those from the member municipalities to form the Board of Directors.

Regional districts perform three primary functions:

- act as local government for their (unincorporated) electoral areas;
- provide the political and administrative frameworks necessary for member municipalities and electoral areas to collaborate in the provision of services; and,
- be the regional service body responsible for providing regional services to, and undertaking key activities on behalf of, their entire regions.





Board of Directors

The Board of Directors for the Peace River Regional District and Hospital District are made up of twelve (12) Electoral Area and Municipal Directors.

Four (4) Electoral Area Directors are elected for a four-year term to represent the following rural Electoral Areas:

- Electoral Area 'B'
- Electoral Area 'C'
- Electoral Area 'D'
- Electoral Area 'E'

Eight (8) Municipal Directors are appointed by the councils of the seven member municipalities of the Peace River Regional District:

- District of Chetwynd
- City of Dawson Creek
- City of Fort St. John
- District of Hudson's Hope
- Village of Pouce Coupe
- District of Taylor
- District of Tumbler Ridge



Our Vision for the Future

The Peace River Regional District is comprised of distinct and unique communities, each with their own strengths, values and aspirations. The region is shaped by its roots in agriculture and its culture of independence, resilience and compassion for others. With a thriving resource-based economy, an array of services and amenities and a variety of striking and inspiring landscapes, our residents enjoy a rewarding quality of life.

We see a bright and prosperous future for our region, while acknowledging the economic vulnerabilities of our resource sector and the impacts on our region from a changing climate. We will strive for diversity within our region's economy; strong relationships with First Nations and other partners; and effective, responsive services that meet the needs of our residents and protect our communities from the increasing frequency of natural hazard events.



Our Role

The PRRD plays a vital role in providing a variety of regional, sub-regional and local services that are valued by our residents and contribute to a high quality of life. We collaborate with other local governments, First Nations, agencies and volunteer organizations to deliver services and address challenges and needs in the region. As a regional government, we provide leadership and use our influential, collective voice to advocate on behalf of our residents, businesses and industry in support of a prosperous economy, a healthy natural environment and resilient, inclusive and liveable communities.



Our Commitments

As we fulfill our obligations and responsibilities as a regional government, the PRRD will strive to:

- **COMMUNICATE AND ENGAGE** with our residents and stakeholders;
- **COLLABORATE AND COOPERATE** with our partners; and
- Be **CONSISTENT** in the application of our policies and decisions.




Purpose of the Strategic Plan

The Strategic Plan was developed by the Board to ensure that our decisions, activities and policies are in alignment with, and supportive of the Board's 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 residents.

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, communicate, and celebrate progress in achieving the Board's goals and update the plan as necessary.





Strategic Focus Areas

1. Asset & Infrastructure Management
2. Human Resource Management
3. Collaboration & Cooperation with First Nations
4. Inter-Provincial Collaboration
5. Emergency Management
6. Advocacy

1. Asset & Infrastructure Management

Goal

To effectively plan for and manage the PRRD's assets and infrastructure to ensure they provide the desired levels of service to our residents, now, and in the future.

Why is it important?

The PRRD has a significant investment in infrastructure that serves our citizens and communities. It is essential that we have appropriate policies, systems and strategies in place to effectively maintain, replace and develop new infrastructure capable of meeting current and future demands.

STRATEGIES

- 1.1 Undertake condition assessments for all PRRD owned assets
- 1.2 Determine service expectations for all assets
- 1.3 Identify funding and investment strategies
- 1.4 Implement asset management software program

2. Human Resource Management

Goal

To enhance our human resource management practices and programs to ensure our employees are motivated, engaged, and supported in the work they do.

Why is it important?

Staff are our most important asset. Maintaining a positive and supportive work environment contributes to increased productivity and quality of work, establishes a positive reputation as an

STRATEGIES

- 2.1 Establish a corporate employee development program
- 2.2 Review and update performance review process
- 2.3 Develop an employee retention and recruitment strategy



3. Collaboration & Cooperation with First Nations

Goal

To further our relationships with the First Nations governments and pursue opportunities for partnerships and governance participation.

Why is it important?

Establishing relationships with First Nations promotes discussion on common interests, challenges and opportunities which can result in mutually beneficial protocols, partnerships and collaboration.

STRATEGIES

- 3.1 Advance the development of individual MOUs
- 3.2 Share PRRD strategic goals with First Nations to identify opportunities for cooperation and collaboration
- 3.3 Investigate governance participation models under Local Government Act

4. Inter-Provincial Collaboration

Goal

To explore and realize opportunities and advantages through cooperation and collaboration with neighbouring local governments in Alberta.

Why is it important?

Sharing of knowledge and exploring innovative solutions to our common issues and challenges can enhance the effectiveness of our efforts and improve outcomes.

STRATEGIES

- 4.1 Coordinate the re-establishment of Inter-Provincial meetings.
- 4.2 Establish follow-up and accountability framework for inter-provincial outcomes.





5. Emergency Management

Goal

To ensure the PRRD's interests are articulated and considered in response to proposed amendments to the Emergency Program Act and Fire Services Act.

Why is it important?

It is anticipated that legislative changes proposed for the Emergency Program Act and Fire Services Act will have significant financial and operational impacts on the PRRD.

STRATEGIES

- 5.1 Engage in Emergency Program Act and Fire Services Act amendment processes
- 5.2 Explore opportunities for new or enhanced mutual aid agreements

6. Advocacy

Goal

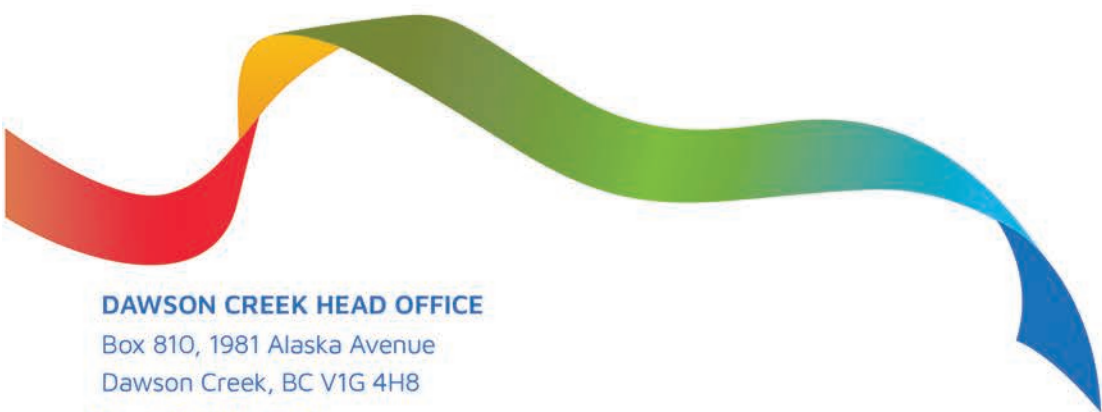
To represent and advance the interests of the region with other levels of government and agencies responsible for providing governance and services in our region.

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, actions and policies through strategic advocacy effort.



TOPICS	MESSAGE	AUDIENCE
6.1 Emergency Program Act/ Fire Services Act Amendments	Recognition and consideration of financial and operational impacts to regional districts resulting from proposed changes to Emergency and Fire Services legislation.	Ministry of Emergency Management and Climate Readiness NCLGA UBCM
6.2 Agriculture/Food Security	Importance of investment and support for local growers and producers to ensure sustainable food supply for the region.	Ministry of Agriculture and Food
6.3 Senior's Housing	Advancement of the Regional Housing Needs Assessment and the need for investment in seniors housing facilities to ensure senior are able to age in their communities.	Northern Health Ministry of Housing Community Partners and Agencies Developers
6.4 Blueberry River FN	Awareness of the economic impacts of resource permit suspensions and encouraging and supporting the completion of a final agreement for a regulatory framework that will address the findings in Yahey v British Columbia.	Province of BC Blueberry River First Nation
6.5 Homelessness/Mental Health and Addictions/Crime	Continued awareness of the impacts of mental health and addictions on communities and the need for appropriate supports and services for those suffering from mental health and addictions.	Ministry of Mental Health and Addictions NCLGA UBCM
6.6 Aggregate Security	Importance of securing and enhancing aggregate supply to support construction activity and long-term maintenance of roads in the region.	Agricultural Land Commission Ministry of Energy, Mines and Low Carbon Innovation



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 Peace River Regional District "Official Page"

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Days of Remembrance Statement from the Chair

November 10, 2024

Each year on Remembrance Day (Armistice Day), we pause to honor the profound dedication and sacrifice of those who served in Canada's armed forces.

On November 11th at 11:00 AM, we take a moment of silence to remember when the First World War ended, and to honour those who gave their lives to protect our freedoms.

We also acknowledge National Indigenous Veterans Day on November 8th, recognizing the remarkable service of First Nations, Inuit and Métis Veterans who answered Canada's call to arms. As our journey toward meaningful reconciliation continues, we must remember the countless Indigenous Veterans who fought bravely alongside Allied forces during both World Wars.

The legacy of Indigenous military service continues today, with many Indigenous members serving with distinction in the Armed Forces and contributing to global peacekeeping missions.

Today, we honor all who served. Lest they be forgotten.

-end-

diverse. vast. abundant.



CHAIR'S REPORT

To: Chair and Directors

From: Brad Sperling, Board Chair

Date: November 7, 2024

Subject: Chair's Report

PURPOSE / ISSUE:

To provide the Regional Board with updates from the Chair from October 17 - 31, 2024:

- October 7, 2024 – Attended the annual Northern Health/Regional Hospital Board meeting in Prince George.
 - Northern Health reports will be forwarded to the Regional Districts in November. Recommend that the report be placed on the next Regional Hospital District Board meeting for discussion.
- October 24, 2024 attended the Northern Lights College Career Day with Directors and staff to promote the regional Health Care scholarship programs.
- October 28, 2024 – Attended the Northern Health think tank in Vancouver – will give a verbal report.



REPORT

To: Chair and Directors

Report Number: ADM-BRD-542

From: Corporate Administration

Date: November 7, 2024

Subject: Notice of Closed Board Meeting – November 7, 2024

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board recess to a Closed Meeting for the purpose of discussing the following items:

Agenda Item	Description	Authority
3.1	Minutes	CC Section 97(1)(b) Closed Minutes, Access to Records
5.1	Proposed Service	CC 90(1)(j)(k) Information that is prohibited, Negotiations
6.1	Land	CC Section 90(1)(e) Acquisition, disposition or expropriation of land or improvements.

BACKGROUND/RATIONALE:

As per the Closed Meeting Process and Proactive Disclosure Policy.

ALTERNATIVE OPTIONS:

The Board may recess to a Closed Meeting to discuss whether or not the items proposed properly belong in a Closed Session as per *Community Charter* Section 90(1)(n).

STRATEGIC PLAN RELEVANCE:

Not applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

Not applicable.

COMMUNICATIONS CONSIDERATION(S):

Not applicable.

OTHER CONSIDERATION(S):

Not applicable.