



# PEACE RIVER REGIONAL DISTRICT

## North Peace Rural Roads Committee Meeting Agenda

November 27, 2020, 9:00 a.m.

Via Teleconference

Conference Call Number: 1-877-385-4099

Access Code: 4983214#

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Directors' Notice of New Business</b>	
<b>3. Adoption of Agenda</b>	
<b>4. Gallery Comments or Questions</b>	
<b>5. Adoption of Minutes</b>	
5.1. North Peace Rural Roads DRAFT Meeting Minutes of November 3, 2020	3
<b>6. Business Arising from the Minutes</b>	
<b>7. Delegations</b>	
<b>8. Correspondence</b>	
<b>9. Reports</b>	
<b>10. Discussion Items</b>	
10.1. MoTi Meeting - Follow up	
10.2. RRTF Meeting- Follow up	
10.3. Workplan / Budget Review	6
10.4. Expenditure Update	8
<b>11. New Business</b>	
<b>12. Diary</b>	
12.1. Diary Items	

**13. Item(s) for Information**

13.1. NP Rural Roads Terms of Reference

9

**14. Adjournment**



## NORTH PEACE RURAL ROADS COMMITTEE MEETING MINUTES

TUESDAY, NOVEMBER 3, 2020

**LOCATION** Peace River Regional District Office, Dawson Creek, BC

**ATTENDANCE**

<b>Directors</b>	<b>Staff</b>
Director Goodings, Electoral Area 'B', Committee Chair	Tyra Henderson, Corporate Officer
Director Bumstead, City of Dawson Creek	Hunter Rainwater, Recorder
Director Fraser, District of Taylor	
Director Heiberg, District of Hudson's Hope	<b>Others</b>
	Jackie Kjos, JK Solutions

**1. CALL TO ORDER** Director Fraser offered to Chair the meeting due to Director Goodings not being able to access the Agenda. The Chair called the meeting to order at 9:05.

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

### **3. ADOPTION OF AGENDA**

Adoption of Agenda MOVED Director Heiberg, SECONDED Director Goodings,  
That the North Peace Rural Roads Committee adopt the November 3, 2020 Meeting Agenda, as amended to include Directors' new business:

#### **1. Call to Order**

#### **2. Directors' Notice of New Business**

#### **3. Adoption of Agenda**

#### **4. Gallery Comments or Questions**

#### **5. Adoption of Minutes**

5.1. North Peace Rural Roads Committee Draft Meeting Minutes of September 11, 2020

#### **6. Business Arising from the Minutes**

#### **7. Delegations**

#### **8. Correspondence**

#### **9. Reports**

9.1. Expenditure Report

#### **10. Discussion Items**

10.1. Post - Election Strategy

a. North Peace Rural Roads Report Update

10.2. Workplan / Budget Update 10

10.3. MoTi Meeting - November 17th or 24th - RRTF/Guests?

10.4. Task Force Meeting - November 17th or 24th - Guests?

10.5. Task Force Volunteers - Orientation and Possible Addition

10.6. Response from MP Zimmer to Director Goodings

10.7. Response to letters to Minister Trevena

#### **11. New Business**

11.1 Budget for 2021

#### **12. Diary**

#### **13. Item(s) for Information**

13.1. Terms of Reference 13

#### **14. Adjournment**



#### 4. GALLERY COMMENTS OR QUESTIONS

#### 5. ADOPTION OF MINUTES

- 5.1  
Sep. 11, 20 NPRRC Minutes
- MOVED Director Heiberg, SECONDED Director Goodings,  
That the North Peace Rural Roads Committee adopt the September 11, 2020, Meeting Minutes, with the correction “once the Committee hears back from the returning District Manager and new Regional Manager” to item 10.5.

**CARRIED**

#### 6. BUSINESS ARISING FROM THE MINUTES

#### 7. DELEGATIONS

#### 8. CORRESPONDENCE

#### 9. REPORTS

- 9.1  
Expenditure Report
- MOVED Director Goodings, SECONDED Director Heiberg,  
That the North Peace Rural Roads Committee receive the report titled ‘Expenditure Report’ for discussion.

**CARRIED**

#### 10. DISCUSSION ITEMS

- 10.1  
Post – Election Strategy
- The Committee discussed what 4 more years of an NDP government may look like for this committee and what they are trying to accomplish.

- 10.2  
Workplan / Budget Update
- MOVED Director Heiberg, SECONDED Director Goodings,  
That the North Peace Rural Roads Committee accept the new budget and work plan for the remainder of the year, including the update to the “On the Road Again Report

**CARRIED**

- 10.2  
North Peace Rural Roads  
Report Update
- Ms. Kjos talked about what the committee could still continue to do and what updates were requested to the ‘On the Road Again Report’ other than new photos. Ms. Kjos mentioned that if she is not the successful RFP candidate, then someone would have to rewrite the report as to not plagiarize her work. Ms. Kjos reported that it would take about 70 hours to complete the updates need to the report/budget.

- 10.3  
MoTi Meeting – November 17<sup>th</sup>  
or 24<sup>th</sup> – RRTF/Guests?
- On November 17, 2020 a meeting will take place with MoTi staff, whether or not the Regional Manager can attend. This meeting will consist of Katherine Styba from MoTi, her key staff, the Directors and Ms. Kjos.

If the Regional Manager is available on either Nov 17<sup>th</sup> or 24<sup>th</sup>, the RRTF will be included in the invitation and the Task Force will rent a ballroom/large room where physical distancing can be accommodated. The MP’s and MLA’s will not be invited to this meeting, however they will be invited to the Task Force meeting that will run before the MoTi meeting on whichever day is chosen.



10.4  
Task Force Meeting –  
November 17<sup>th</sup> or 24<sup>th</sup> –  
Guests?

By consensus, the committee agreed that inviting the MPs and MLAs to a Task Force meeting would be beneficial.

Ms. Kjos noted that they are bringing in a couple new members to the task force and feels that it would be a good time to pull up our vision and terms of reference, just to make sure that everyone is still on the same page as for what this committee wanted to accomplish.

Ms. Kjos will provide the Regional District with an updated contact list of all Task Force members. Ms. Kjos will send out the meeting invitations when she figures out a time.

10.5  
Task Force Volunteers –  
Orientation and Possible  
Addition

MOVED Director Heiberg, SECONDED Director Goodings,  
That the North Peace Rural Roads Committee invite Jeleena Cawley from Pacific Canbriam Energy and Cheryl Montgomery from the Fort St. John & District Chamber of Commerce to join the Task Force and further; that Ms. Kjos communicate with these members prior to them joining about expectations of the Task Force.

**CARRIED**

10.6  
Response from MP Zimmer to  
Director Goodings

Director Goodings talked about the response she got back from MP Zimmer who said that he would be happy to meet, but left it fairly wide open with not giving any dates. MP Zimmer will be invited to the Task Force meeting.

10.7  
Response to letters to Minister  
Trevena

The North Peace Rural Roads Committee agreed that there does not need to be any action taken on this item.

## **11. NEW BUSINESS**

The Directors returned to the discussion of the Budget and Workplan for 2021. The Directors discussed how they would be able to fund this committee, if they decided that they would like to continue forward with the North Peace Rural Roads Committee. All Directors would like to see this Committee move forward.

The Committee would need to talk to the Chief Financial Officer about how this committee could be funded in the 2021 year. Ms. Kjos suggested turning the committee into a not-for profit society.

## **12. DIARY**

12.1  
Diary Items

No changes were made to the Diary.

## **13. ITEMS FOR INFORMATION**

13.1  
Terms of Reference

The Committee's Terms of Reference was included for information.

## **14. ADJOURNMENT**

The Chair adjourned the Meeting at 10:28 am.

North Peace Rural Roads Committee  
2020 Workplan

Priority	Consulting Fees	Timing	JK	BM	SN	Admin
<b>Mandatory</b>	<b>Lobby Provincial Government</b>	<b>Ad Hoc</b>				
	MoTI continue to seek resolutions/progress on project objectives		20			
	relationship building/meetings with Fort St. John District MoTI staff (2)		12			
	seasonal road ban issues	<b>Nov-Dec</b>	20			
<b>Mandatory</b>	<b>Director Meetings (monthly)</b>	<b>Monthly</b>				
	Prep of agenda/material and followup/minutes		10			
<b>Mandatory</b>	<b>Communications</b>	<b>Ad Hoc</b>				
	consult with task force on individual issues		2			
	conference call(s) with task force in lieu of face-to-face meetings		5			
	develop and distribute newsletters (1)		20			
	develop communications, briefing notes, presentations		25			
	maintain lobby registry/reports (new for 2020)		8			
<b>Mandatory</b>	<b>Rural Roads Task Force Meetings (2)</b>	<b>June/Dec</b>				
	Meeting prep/followup		12	2		
	Meeting		8	6		
	Travel (JK to/from Edmonton/Bruce to/from DC)		28	4		
<b>Mandatory</b>	<b>Research</b>	<b>2020</b>				
	maintain current regular research/stats (O&G - load restrictions, land sales, wells drilled, e		12			
<b>Mandatory</b>	<b>PRRD Reporting Requirements</b>					
	Report 1 - final summary report of successes, road improvements		4			
	Report 2 - road priorities		4			
<b>Recommended</b>	<b>2017 Report Update</b>	<b>Nov-Dec</b>				
	"Refresh" 2017 NPRR Report		70			
<b>Recommended</b>	<b>Road Evaluation</b>	<b>June</b>				
	Annual road evaluation (4 days)		35			
	Ground truth/refine pullout recommendations		16			
<b>***NEW***</b>	O&G/LNG Pictures - JK in field 1 day before Christmas with Petronas and/or Cambrian		12			
<b>Recommended</b>	<b>Research</b>	<b>Nov-Dec</b>				
	research/report and abandoned orphan wells by NPRR priority roads		10	0		
<b>**REMOVED**</b>	gravel depletion paper		0	0		
	economic stimulus/revitalization opportunities		10			
<b>Recommended</b>	<b>Stakeholder Meetings</b>	<b>Summer-Fall</b>				
<b>***Revived***</b>	Upper Halfway residents and Halfway River First Nation		1			
<b>***Revived***</b>	meeting prep work and post meeting communication		3			
<b>Recommended</b>	<b>Federal Meetings</b>	<b>Sept</b>				
	Meeting(s) with MP's Zimmer and Doherty (prep/travel/followup)		5			
<b>**Note: the following contingency items are not budgeted for 2020. They would require reprioritization of tasks or additional funding if required.</b>						
<b>Contingency</b>	<b>Lobby Provincial Government (Victoria)</b>	<b>?</b>				
	1 meeting in Victoria (prep, travel, followup)		30			
<b>Contingency</b>	<b>Ministers Tour</b>	<b>July-August</b>				
	communications, organization		16			
	Meeting with Task Force (prep- pre-meeting - meeting)		4	4		
	tour		10	8		
	Travel (JK from Edmonton/Bruce to FSJ)		14	2		
	<b>Total Hours (excluding discretionary)</b>		352	12	0	0
	<b>Rate</b>		\$100	\$205	\$160	\$75
	<b>Budget</b>		\$35,200	\$2,460	\$0	\$0
<b>Mandatory</b>		<b>Hr</b>	190	12	0	0
		<b>\$</b>	\$19,000	\$2,460	\$0	\$0
<b>Recommended</b>		<b>Hr</b>	150	0	0	0
		<b>\$</b>	\$15,000	\$0	\$0	\$0
<b>Contingency</b>		<b>Hr</b>	74	14	0	0
		<b>\$</b>	\$7,400	\$2,870	\$0	\$0

North Peace Rural Roads Committee  
2020 Workplan

MILEAGE/TRAVEL/EXPENSES			Timing	North Peace OPTION			
				JK	BM	SN	Admin
Mandatory	Mileage	Travel to FSJ (2)	2020	2380	170		
Mandatory	Travel	Hotels, working meals, meeting rooms etc over the year (estimate)	2020	1240			
Recommended	Mileage	Annual road evaluation/pullout refinement	June	900			
***NEW***	Mileage	O&G Photo trip at Christmas	Dec	425			
Recommended	Travel	MP meeting in Prince George (mileage, flight, parking)	Sept	0			
***NEW***	Travel	Meeting in Victoria (mileage, flight, parking, hotel) - PRRD Director	Dec	800			
***NEW***	Travel	Meeting in Victoria (mileage, flight, parking, hotel) (Jackie)	Dec	975			
Mandatory		Mileage		\$ 3,280	\$ 170		
		Travel/Expenses		\$ 1,240			
Recommended		Mileage		\$ 1,775			
		Travel/Expenses		\$ -			
Contingency		Mileage					
		Travel/Expenses					
	Consulting Fees (excludes contingency)			\$ 35,200	\$ 2,460		
	Mileage/Travel Expenses (excludes contingency)			\$ 6,295	\$ 170		
				\$ 41,495	\$ 2,630		\$ 44,125
Contingency	Ministers Tour (outside of JK Solutions Ltd contract)						
	Helicopter (A Star - 5 Passenger) \$1900 hr (incl fuel) - est 5 hrs			9500			
	Helicopter (206 - 3 Passenger) \$1150 hr (incl fuel)			1150			
	Hosting costs - suburban rental, breakfast, lunch etc???			1000			
				\$ 11,650.00			

JK - Jackie Kjos - JK Solutions Ltd.  
 BM - Bruce MacKay - B MacKay Consulting  
 SN - Steve Nicol - Lions gate Consulting Inc.  
 Admin - Administration support

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

BUDGET		\$	45,000.00
	YTD Exp.		Balance
Apr/May	\$ 1,877.00	\$	43,123.00
June	\$ 11,005.00	\$	32,118.00
July	\$ 6,165.15	\$	25,952.85
August	\$ 978.00	\$	24,974.85
September	\$ 550.00	\$	24,424.85
October	\$ 388.00	\$	24,036.85
November	\$ 15,500.00	\$	8,536.85
December	\$ 8,536.85	\$	-

\*note\* billed with October

Estimate

Note: all amounts are net of GST





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

### 1. Goal

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

### 2. Purpose

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

### 3. Scope

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

### 4. Accountability

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

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

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

## 5. Committee Organization

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

## 6. Membership

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

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

## 7. Meetings

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

## 8. Methodology

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

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

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

## 9. Reporting Requirements

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

## 10. Stakeholders

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

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

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