



PEACE RIVER REGIONAL DISTRICT

Regional Board Meeting Revised Agenda

November 12, 2020, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC

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PART 11 - ELECTION OF CHAIR AND VICE-CHAIR

64. CAO to Preside Over Election

- (a) At the first meeting held after November 1 in each year, the Board must elect a Chair and a Vice-Chair. The Vice-Chair has, during the absence, illness or other disability of the Chair, all the powers of the Chair and is subject to all rules applicable to the Chair. If the Chair and the Vice-Chair are not present at the meeting, the Directors present may elect an acting chair who, during the meeting, has all the powers of the Chair and is subject to all rules applicable to the Chair. Each Director present has one vote in each election for office.
- (b) The CAO is to preside from the Chair over the election of the Chair and Vice Chair. The CAO has all the powers and duties of the Chair under this Bylaw and the Act to the extent necessary to conduct the election.

65. Statements by Candidates

Each candidate for election as Chair or Vice Chair may make a statement of not more than two minutes duration before each election.

66. Secret Vote

The election of the Chair and the Vice Chair must be by a secret ballot of the Directors, whose votes are to be recorded on ballot papers prepared and distributed for that purpose by the CAO or designate.

67. Determination of Winner

The winner of an election is to be determined by the CAO in accordance with the following rules:

- (a) Where there are two candidates for a position, the candidate who receives the most votes is the winner of the election.
- (b) Where there are more than two candidates for a position, the candidate who receives more votes than all of the other candidates together is the winner.
- (c) Subject to rule (d) below, where there are more than two candidates for a position and no candidate receives more votes than all of the other candidates together, the candidate who received the least votes is eliminated and another vote is to be held. Voting is to continue as provided in these rules until one candidate receives more votes than all of the other candidates together.
- (d) If two candidates are tied for the least number of votes, the CAO must announce the results of that vote and a second vote must be held. If the second vote results in another tie for the least number of votes, the CAO must toss a coin and the loser of that toss is eliminated as if he or she alone had received the least number of votes. Voting is then to continue as provided in these rules.

PEACE RIVER REGIONAL DISTRICT
Board Procedure Bylaw No. 2200, 2015

68. CAO to Declare and Record Winner

The CAO must declare the winner of an election by announcing it to the Meeting. The Corporate Officer must record the winner of the election in the minutes for the Meeting at which the election is held.

69. Destruction of Ballots

By unanimous resolution of the Board, the CAO or designate must destroy the ballots cast in an election.



REGIONAL BOARD MEETING MINUTES

THURSDAY, OCTOBER 22, 2020

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Directors

Chair Sperling, Electoral Area 'C'
Vice-Chair Rose, Electoral Area 'E'
Director Ackerman, City of Fort St. John
Director Bumstead, City of Dawson Creek
Director Courtoreille, District of Chetwynd
Director Fraser, District of Taylor
Director Goodings, Electoral Area 'B' (*via teleconference*)
Director Heiberg, District of Hudson's Hope
Director Hiebert, Electoral Area 'D'
Director Michetti, Village of Pouce Coupe
Director Zabinsky, City of Fort St. John

Alternate Directors

Alternate Director Kirby, District of Tumbler Ridge (*via teleconference*)

Absent

Director Bertrand, District of Tumbler Ridge

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Teri Vetter, Chief Financial Officer
Kelsey Bates, Deputy Corporate Officer
Paulo Eichelberger, GM Environmental Services
Trish Morgan, GM Community Services
Crystal Brown, Electoral Area Manager
Jeff McDonald, Communications Manager
Trevor Ouellette, IT Manager
David Sturgeon, Protective Services Manager
Jack Irving-Peckham, South Peace Land Use Planner
Brenda Deliman, Legislative Services Clerk

Delegations

7.1 TEAMM Aeromedical
Miles Randell, President
Jordan Lawrence, Vice-President
Nathalie White, Patronage Manager



1. CALL TO ORDER

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

2. DIRECTORS' NOTICE OF NEW BUSINESS

3. ADOPTION OF AGENDA

3.1

RD/20/10/01 (22)

MOVED Director Fraser, SECONDED Director Michetti,

That the Regional Board adopt the October 22, 2020 Board Meeting Agenda:

1. Call to Order

2. Directors' Notice of New Business

3. Adoption of Agenda

4. Gallery Comments or Questions

5. Adoption of Minutes

5.1 Regional Board Draft Meeting Minutes of October 8, 2020

5.2 Special Committee of the Whole Draft Meeting Minutes of October 1, 2020

6. Business Arising from the Minutes

7. Delegations

7.1 TEAAM Aeromedical

8. Petitions

9. Correspondence

9.1 Village of Pouce Coupe – Civic Numbering Posting Standards

10. Reports

10.1 North Central Local Government Association, DR-BRD-008

10.2 October 1, 2020 Health Care Scholarship Committee Recommendations, ADM-BRD-089

10.3 October 15, 2020 Rural Budgets Administration Committee Meeting Recommendations, ADM-BRD-092

10.4 Extension of Expanded Service Area – Jackfish Dundee's, DS-BRD-079

10.5 Health Care Scholarship Committee Terms of Reference Amendment, ADM-BRD-087

10.6 Proposed 2021 Board Meeting Schedule, ADM-BRD-090

10.7 Sponsorship & Naming Rights Policy, CS-BRD-024

10.8 NPLP Facility Replacement Steering Committee Terms of Reference, CS-BRD-025

10.9 Boundary Lake Modification of Water Supply License Agreement, ENV-BRD-017

10.10 Notice of Closed Session – October 22, 2020, ADM-BRD-091

11. Bylaws

11.1 OCP and Zoning Amendment Bylaws No. 2318 and 2319, 2018, PRRD File No. 17-180, DS-BRD-078

11.2 Zoning Amendment Bylaw No. 2377 (Cannabis), 2020, ADM-BRD-079

12. Strategic Plan

12.1 2019-2022 Strategic Plan

13. New Business

14. Appointments

14.1 BC Hydro – GO Fund Council Appointee

14.2 2020 Board Appointments

15. Consent Calendar

15.1 Health Care Scholarship Committee Draft Meeting Minutes of October 1, 2020

15.2 North Peace Airport Society Regular Meeting Minutes of July 6, 2020

15.3 North Winds Wellness Centre Building Committee Meeting Minutes of September 17, 2020

15.4 Avery Gaucher – PRRD Health Care Scholarship

15.5 Ministry of Agriculture – Farmers Information Service



3.1 (continued)

RD/20/10/01 (22)
(continued)

15. Consent Calendar (continued)

- 15.6 Ministry of Health – Immunization Clinic Venues
- 15.7 PRRD Building Permit Report for September 2020

16. Notice of Motion

17. Media Questions

18. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

5.1

Oct 8/20 Regional Board
Minutes

RD/20/10/02 (22)

MOVED Director Heiberg, SECONDED Director Hiebert,
That the Regional Board adopt the Board Meeting Minutes of October 8, 2020.

CARRIED

5.2

Oct 1/20 Special CoW
Minutes

RD/20/10/03 (22)

MOVED Director Hiebert, SECONDED Director Michetti,
That the Regional Board adopt the Special Committee of the Whole Meeting Minutes of
October 1, 2020.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

7.1

TEAAM Aeromedical

The Regional Board was provided with a presentation on TEAAM Aeromedical services and was
requested to assist in funding its expansion to the North Peace. Topics included:

- TEAAM members and their backgrounds and missions
- Squamish base and expansions to Prince George and Fort St. John
- Professionals employed (doctors, nurses, paramedics, guides, rescue techs, mountain guides)
- Air ambulance medical and rescue equipment
- WorkSafe BC study and potential funding
- Transport Canada and BC Emergency Health Services regulations
- Agreement with CUPE 873 (Ambulance Paramedics of BC)
- Funding model and patronage programs
- GEOS Travel Safety and Global Rescue insurance plans
- Program costs and challenges specific to the North Peace

Director Bumstead entered the meeting at 10:42 a.m.

A question and answer period ensued. Topics included:

- Annual costs for Fort St. John base and cost recovery
- Secure storage facility (medications, batteries)
- Helicopters (longlines, hoists)
- Staffing (pilots, local hiring, specialized training)
- Collaboration with air carriers
- Paramedic licensing in BC and AB
- North Peace Airport Society
- Night operation capability



8. PETITIONS

9. CORRESPONDENCE

9.1
Village of Pouce Coupe –
Civic Numbering Posting
Standard

RD/20/10/04 (22)
MOVED Director Zabinsky, SECONDED Director Hiebert,
That the Regional Board receive the correspondence, dated October 7, 2020 from the Village
of Pouce Coupe, regarding standards for civic numbering signage, for discussion.

CARRIED

RD/20/10/05 (22)
MOVED Director Ackerman, SECONDED Director Rose,
That the Regional Board refer the correspondence, dated October 7, 2020 from the Village of
Pouce Coupe, regarding standards for civic numbering signage, to the Electoral Area
Directors' Committee.

CARRIED

10. REPORTS

10.1
NCLGA concerns, DR-BRD-
008

RD/20/10/06 (22)
MOVED Director Hiebert, SECONDED Director Heiberg,
That the Regional Board identify regional issues or concerns for presentation to the North
Central Local Government Association Board for discussion or advocacy.

CARRIED

Director Hiebert was asked to raise the issues of recruitment and retention of medical
professionals to the region with the NCLGA executive. Following a discussion regarding the
challenge of bringing issues to the NCLGA based on its structure, which does not address
ensuring representation of all types and sizes of local governments on the NCLGA Board,
Director Hiebert advised he would raise the issue of the NCLGA Board structure as well.

10.2
Oct 1/20 HCSC
Recommendations, ADM-
BRD-089 Rec #1 Nurses
Survey

RD/20/10/07 (22)
MOVED Director Rose, SECONDED Director Zabinsky,
That the Regional Board authorize cooperative work with Northern Health and the BC Nurses'
Union regarding the potential development of a survey of nursing staff that would assist in the
recruitment and retention strategy for nurses in the region.

CARRIED

HSCS Rec #2
Promotion of Health Care
Scholarship Program

RD/20/10/08 (22)
MOVED Director Rose, SECONDED Director Heiberg,
That the Regional Board authorize research into further promotion of the PRRD Health Care
Scholarship program.

CARRIED

10.3
Oct 15/20 RBAC
Recommendations, ADM-
BRD-092
RBAC Rec #1
Water Conservation in the
PRRD Plan

RD/20/10/09 (22)
MOVED Chair Sperling, SECONDED Director Zabinsky,
That the Regional Board endorse the "Water Conservation in the Peace River Regional District"
plan, dated August 2018, in support of the grant application to "Investing in Canada
Infrastructure Program - British Columbia - Rural and Northern Communities Infrastructure" for
the construction of a reclaim water system at the Charlie Lake Wastewater Treatment Facility.

CARRIED

Director Ackerman left the meeting at 11:31 a.m.



10.3
RBAC Rec #2
Grant Application –
Reclaim Water System at
CL Wastewater Treatment
Facility

RD/20/10/10 (22)
MOVED Chair Sperling, SECONDED Director Hiebert,
That the Regional Board authorize submission of a grant application in the amount of \$2,000,000 for the construction of a reclaim water system at the Charlie Lake Wastewater Treatment Facility to the “Investing in Canada Infrastructure Program - British Columbia - Rural and Northern Communities Infrastructure” stream; further, that the Regional Board commit funding in the amount of \$1,000,000 to be paid from Electoral Area C Peace River Agreement Funds to the Charlie Lake Wastewater Treatment Facility.

CARRIED

Director Ackerman returned to the meeting at 11:34 a.m.

10.4
Extension of Expanded
Service Area – Jackfish
Dundee’s, DS-BRD-079

RD/20/10/11 (22)
MOVED Chair Sperling, SECONDED Director Fraser,
That the Regional Board support the extension of the Temporary Expanded Service Area for 1221916BC Ltd. – Licence No. 033874 (dba Jackfish Dundee’s) to serve alcohol on an approximately 12 foot by 30 foot area of their patio, from October 31, 2020, to October 31, 2021.

CARRIED

RD/20/10/12 (22)
MOVED Director Ackerman, SECONDED Director Hiebert,
That the Regional Board authorize that the Liquor and Cannabis Regulation Branch be contacted to request information on the number of licenced establishments within the Electoral Areas of the region that are eligible to apply for a Temporary Expanded Service Area, that would require Regional Board approval.

CARRIED

10.5
HCSC Terms of Reference
Amendment, ADM-BRD-
087

RD/20/10/13 (22)
MOVED Director Rose, SECONDED Director Courtoreille,
That the Regional Board amend the Health Care Scholarship Committee Terms of Reference (ToR) to schedule annual committee meetings in January, to review statistics and discuss the budget, and October, to adjudicate the RN/RPN scholarship awards; further, that two additional annual meetings, scheduled for April and July, be added to the ToR and held until such a time that the Committee is satisfied with the performance of the Health Care Scholarship Program.

CARRIED

10.6
Proposed 2021 Board
Meeting Schedule, ADM-
BRD-090

RD/20/10/14 (22)
MOVED Director Fraser, SECONDED Director Zabinsky,
That the Regional Board approve the 2021 Board Meeting Schedule as presented.

AMENDED BY THE FOLLOWING

Motion to Amend

RD/20/10/15 (22)
MOVED Director Bumstead, SECONDED Director Ackerman,
That the Regional Board amend the resolution by replacing ‘presented’ with ‘amended, to add the meeting dates of June 10 and 24, 2020, and remove the meeting date of June 17, 2020’.

CARRIED



10.6 (continued)

The Chair Called the Question to the Motion as Amended:

Motion as Amended

That the Regional Board approve the 2021 Board Meeting Schedule as amended, to add the meeting dates of June 10 and 24, 2020, and remove the meeting date of June 17, 2020.

CARRIED

RD/20/10/16 (22)

MOVED Director Zabinsky, SECONDED Director Hiebert,

That the Regional Board host an Interprovincial Meeting with local governments in Alberta on April 21, 2021, with the format to be determined based on COVID-19 related measures.

CARRIED

10.7

Sponsorship & Naming
Rights Policy, CS-BRD-024

RD/20/10/17 (22)

MOVED Director Rose, SECONDED Director Hiebert,

That the Regional Board authorize that a sponsorship and naming rights policy for PRRD assets be developed for its consideration.

CARRIED

Director Courtoreille left the meeting at 12:00 p.m.

10.8

NPLP Facility Replacement
Steering Committee ToR,
CS-BRD-025

RD/20/10/18 (22)

MOVED Director Zabinsky, SECONDED Director Fraser,

That the Regional Board approve, in principle, the following amendments to the draft “North Peace Leisure Pool Replacement Steering Committee Terms of Reference”:

1. Adding the parameter that quorum must include at least one participant from each local government represented on the Steering Committee.
2. Adding language for consensus decisions, with majority vote determinations to be used only where consensus cannot be found.
3. Adding item 8.4, which states that “all meeting agendas, meeting minutes and reports be forwarded to local governments who are members of the Steering Committee for information.”

further, that the draft amended Terms of Reference (ToR) be sent to the District of Taylor and the City of Fort St. John for their consideration and approval; and further,

that should the District and the City approve the Terms of Reference, that the District be requested to appoint two members of their Council to the Steering Committee; finally,

that should the City and the District both approve the amended ToR, that it come back to the Regional Board for formal adoption.

AMENDED BY THE FOLLOWING

Motion to Amend

RD/20/10/19 (22)

MOVED Director Fraser, SECONDED Director Rose,

That the Regional Board amend the motion by replacing ‘local government’ with ‘jurisdiction’ under item 1.

CARRIED



10.8 (continued)

RD/20/10/20 (22)

MOVED Director Fraser, SECONDED Director Rose,

That consideration of Resolution No. RD/20/10/18 (22), as amended, which states:

That the Regional Board approve, in principle, the following amendments to the draft “North Peace Leisure Pool Replacement Steering Committee Terms of Reference”:

1. Adding the parameter that quorum must include at least one participant from each jurisdiction represented on the Steering Committee.
2. Adding language for consensus decisions, with majority vote determinations to be used only where consensus cannot be found.
3. Adding item 8.4, which states that “all meeting agendas, meeting minutes and reports be forwarded to local governments who are members of the Steering Committee for information.”

further, that the draft amended Terms of Reference (ToR) be sent to the District of Taylor and the City of Fort St. John for their consideration and approval; and further,

that should the District and the City approve the Terms of Reference, that the District be requested to appoint two members of their Council to the Steering Committee; finally,

that should the City and the District both approve the amended ToR, that it come back to the Regional Board for formal adoption.

be deferred until the November 26, 2020 Board meeting to provide the Electoral Area ‘B’ Director further opportunity to review the ‘North Peace Leisure Pool Replacement Steering Committee’ Terms of Reference.

CARRIED

OPPOSED: Directors Ackerman and Zabinsky

RD/20/10/21 (22)

MOVED Director Ackerman, SECONDED Director Zabinsky,

That the Regional Board, based on the recommendation from the City of Fort St. John Council, appoint Mayor Lori Ackerman and Councillor Trevor Bolin to the ‘North Peace Leisure Pool Replacement Steering Committee’.

CARRIED

OPPOSED: Director Goodings

Recess

The Chair recessed the meeting to luncheon at 12:09 p.m.

Reconvene

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

10.9

Boundary Lake

Modification of Water

Supply License Agreement,

ENV-BRD-017

RD/20/10/22 (22)

MOVED Chair Sperling, SECONDED Director Rose,

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

DEFEATED



10.9 (continued)

RD/20/10/23 (22)

MOVED Director Goodings, SECONDED Director Rose,
That the Regional Board authorize that the concerns of the Electoral Area 'B' Director regarding the "Modification of Water Supply License Agreement" for the Boundary Lake Tankloader Facility, be presented to the operator, Whitecap Resources Inc., to discuss the possibility of re-negotiation of agreement terms; further, that the Electoral Area Directors' Committee be provided with a post-meeting report.

CARRIED

Vary Agenda

RD/20/10/24 (22)

MOVED Director Fraser, SECONDED Director Heiberg,
That the Regional Board vary the agenda to deal with Item 10.10 (Closed Session) at the end of the meeting.

CARRIED

11. BYLAWS

11.1

OCP and Zn Amendment
Bylaw No. 2318 and 2319,
2018, PRRD File No. 17-
180, DS-BRD-078

RD/20/10/25 (22)

MOVED Director Rose, SECONDED Director Fraser,
That the Regional Board rescind the first three readings of Official Community Plan Amendment Bylaw No. 2318, 2018, as it is no longer required as the land use designation change was incorporated into West Peace Fringe Area Official Community Plan Bylaw No. 2312, adopted in 2018.

CARRIED

RD/20/10/26 (22)

MOVED Director Rose, SECONDED Director Heiberg,
That the Regional Board adopt Zoning Amendment Bylaw No. 2319, 2018, to rezone the property identified as PID 024-589-543 from R-3 (Residential 3 Zone) to I-1 (Light Industrial Zone) for the development and operation of a recreational vehicle and boat storage facility.

CARRIED

11.2

Zoning Amendment Bylaw
No. 2377 (Cannabis), 2020,
ADM-BRD-079

RD/20/10/27 (22)

MOVED Director Zabinsky, SECONDED Director Bumstead,
That the Regional Board give Zoning Amendment Bylaw No. 2377 (Cannabis), 2020, which amends all current Peace River Regional District Zoning Bylaws to permit and regulate cannabis retail stores in select commercial zones, first two readings; further, that a Public Hearing be held immediately prior to the November 26, 2020 Board meeting, pursuant to Section 464 of the *Local Government Act*.

CARRIED

12. STRATEGIC PLAN

12.1

The Strategic Plan is included on each agenda for the Regional Board's information and reference.

13. NEW BUSINESS

14. APPOINTMENTS

14.1

BC Hydro – GO Fund
Council Appointee

RD/20/10/28 (22)

MOVED Director Zabinsky, SECONDED Director Rose,
That the Regional Board receive the correspondence dated October 16, 2020 from BC Hydro regarding an appointment to its GO Fund Council, for discussion.

CARRIED



14.1 RD/20/10/29 (22)
BC Hydro – GO Fund MOVED Director Zabinsky, SECONDED Director Heiberg,
Council Appointee That the Regional Board appoint Chair Sperling to the 'BC Hydro - Generate Opportunities (GO)
Fund Committee' for a two-year term.

CARRIED

15. CONSENT CALENDAR

15.1 RD/20/10/30 (22)
MOVED Director Rose, SECONDED Director Fraser,
That the Regional Board receive the October 22, 2020 consent calendar.

CARRIED

16. NOTICE OF MOTION

17. MEDIA QUESTIONS

10. REPORTS

10.10 RD/20/10/31 (22)
Notice of Closed Session – MOVED Chair Sperling, SECONDED Director Zabinsky,
Oct 22/20, ADM-BRD-091 That the Regional Board recess to a Closed Meeting for the purpose of discussing the following
items:
Agenda Item 3.1 & 7.2 – Closed Meeting Minutes & Items for Release (CC Section 97(1)(b))
Agenda Item 7.1 – Awards and Personal Information (CC Section 90 (1)(b))

CARRIED

Recess The Chair recessed the meeting to a Closed Session at 1:33 p.m.

Reconvene The Chair reconvened the meeting at 1:58 p.m.

10.8 RD/20/10/32 (22)
NPLP Facility Replacement MOVED Director Goodings, SECONDED Chair Sperling,
Steering Committee ToR, That the Regional Board authorize the Electoral Area 'B' and 'C' Directors to meet with their
CS-BRD-025 respective Alternate Directors to discuss the 'North Peace Leisure Pool Facility Replacement
Steering Committee' Terms of Reference.

CARRIED

18. ADJOURNMENT The Chair adjourned the meeting at 2:00 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 22, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer



SPECIAL COMMITTEE OF THE WHOLE MINUTES

FRIDAY, OCTOBER 16, 2020

LOCATION	Peace River Regional District Office, Dawson Creek, BC	
ATTENDANCE	Directors Acting Chair Rose, Electoral Area 'E' Director Bumstead, City of Dawson Creek (<i>via Zoom</i>) Director Bertrand, District of Tumbler Ridge Director Courtoreille, District of Chetwynd Director Fraser, District of Taylor Director Goodings, Electoral Area 'B' (<i>via Zoom</i>) Director Hiebert, Electoral Area 'D' (<i>via Zoom</i>) Director Michetti, Village of Pouce Coupe Director Zabinsky, City of Fort St. John Absent Chair Sperling, Electoral Area 'C' Director Ackerman, City of Fort St. John Director Heiberg, District of Hudson's Hope	Staff Shawn Dahlen, Chief Administrative Officer Teri Vetter, Chief Financial Officer Kelsey Bates, Deputy Corporate Officer Paulo Eichelberger, General Manager of Environmental Services Gerritt Lacey, Solid Waste Services Manager Trevor Ouellette, IT Manager Kori Elden, Executive Assistant/HR Generalist Brenda Deliman, Legislative Services Clerk Delegations 4.1 Morrison Hershfield (<i>via Zoom</i>) Todd Baker, Senior Environmental Engineer

- 1. CALL TO ORDER** The Chair called the meeting to order at 10:00 a.m.
- 2. ADOPTION OF AGENDA**
- 2.1 SCW/20/10/01 (16)
Oct 16/20 CoW Special Meeting Agenda MOVED Director Bertrand, SECONDED Director Fraser,
That the Committee of the Whole adopt the October 16, 2020 Special Meeting Agenda:
- 1. Call to Order**
 - 2. Adoption of Agenda**
 - 3. Gallery Comments or Questions**
 - 4. Delegations**
4.1 Morrison Hershfield – Draft Regional Solid Waste Management Plan for the PRRD
 - 5. Reports**
5.1 Regional District Solid Waste Management Plan (Supplemental), ENV-BRD-016
 - 6. Media Questions**
 - 7. Adjournment**

CARRIED

3. GALLERY COMMENTS OR QUESTIONS



4. DELEGATIONS

4.1
Morrison Hershfield –
Draft Regional Solid Waste
Management Plan for the
PRRD

The Committee of the Whole was provided with proposed strategies to consider for implementation in the draft Regional Solid Waste Management Plan (SWMP) for the PRRD.

The Committee engaged in a discussion session and provided the following input into the strategies as presented:

- Energy Recovery Strategies:
 - Replace 'non-recyclable materials' with 'residual waste'
 - Remove third bullet under Considerations as it is addressed in the fourth bullet.
 - Remove 10 b) as it is addressed under Considerations (provincial guidance and requirements apply to the PRRD)
 - Under 10 c) remove "as long as these options do not compromise local waste diversion initiatives"
- Residuals Waste Management Strategies:
 - Strategy 11 – Accessibility/Efficiency of Solid Waste Network
 - Remove 11 b) and combine into 11 a) to reflect assessing the feasibility of a regional collection service versus transfer stations
 - Replace 'rural curbside collection service' with 'curbside collection throughout the region' in 11 d)
 - Address convenience.
 - Strategy 12 – Monitor Active Landfills to Assess Long-Term Disposal Options
 - Remove third bullet under Considerations as it is addressed in the strategy
 - Combine b) and c) using language such as "in parallel with operating BB and NPR landfills, continue to monitor and plan for changes if deemed necessary."
 - Strategy 13 – Illegal Dumping Strategy
 - Highlight responsibilities of the Ministry of Environment & Climate Change Strategy and advocate for support
 - Surveillance at unmanned transfer stations
 - Add bullet to address accessibility to various services to reduce illegal dumping.
 - Add bullet to address the continual monitoring of the extent of illegal dumping, and methods used for assessment and tracking
 - Remove reference to establishment of an inter-agency working group in 13 a)
 - Remove "support of clean-up activities" and reword to address supporting the public with programs to help dispose of waste in 13 b)
 - Strategy 14 – Emergency Debris Management Plan
 - Debris storage sites
 - Responsibilities of Province and local government
- Solid Waste Management Funding Strategies:
 - Strategy 15 – Acceptable Recycling Cost
 - Remove 'as a last option' in the third bullet under Considerations
 - Request Province to increase access to markets or provide subsidies for costs higher than threshold.
 - Add bullet to address engagement of the Province and the public on the cost of recycling
 - PRRD recycling costs versus other parts of BC



- 4.1 Morrison Hershfield – Draft Regional Solid Waste Management Plan for the PRRD (continued)
- Solid Waste Management Funding Strategies: (continued)
 - Strategy 16 – Financial Model Used to Fund the Solid Waste System
 - 16 c) - Replace ‘First Nation communities in lieu of taxes’ with ‘all communities’
 - 16 d) - Remove ‘residential ‘

5. REPORTS

- 5.1 Regional District Solid Waste Management Plan (Supplemental), ENV-BRD-016
- SCW/20/10/02 (16)
MOVED Director Bumstead, SECONDED Director Bertrand,
That the Committee of the Whole receive the report titled “Regional District Solid Waste Management Plan (Supplemental), ENV-BRD-016” for information.
- CARRIED**

6. MEDIA QUESTIONS

7. ADJOURNMENT The Chair adjourned the meeting at 11:38 a.m.

CERTIFIED a true and correct copy of the Minutes from a Special Committee of the Whole meeting held on October 16, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer



CHETWYND FOREST INDUSTRIES
A DIVISION OF WEST FRASER MILLS LTD.

P.O. Box 330
Chetwynd, BC
Canada V0C 1J0
Telephone: 250-788-2686
Facsimile: 250-788-2474

July 28, 2020

Peace River Regional District
c/o Brad Sperling
Box 810
1981 Alaska Highway Avenue
Dawson Creek, BC
V1G 4H8



Re: West Fraser Summer 2020 Forest Operating Plan (FOP)

Dear Brad,

Chetwynd Forest Industries, a Division of West Fraser Mills Ltd. (CFI), is commencing information sharing for our Summer 2020 Forest Operating Plan (FOP), which outlines our proposed road and cut block development within the Dawson Creek Timber Supply Area. This information sharing period is an opportunity to discuss any concerns you may have with proposed development, and to discuss any site-specific information and/or values which can be incorporated into CFI's development planning. When reviewing the blocks please also consider an area of 300m around proposed block perimeters and proposed road centerlines. The purpose of the 300m buffer is to provide flexibility to incorporate damaged timber into the block and locate boundary and road along natural terrain features that are not easily identifiable until groundwork commences.

The enclosed maps identify five categories of CFI Blocks:

1. "For Current Consideration": These draw as light purple polygons. Proposed blocks are new areas identified for development for which we are seeking comments. In some cases, a proposed block may have appeared on a previous FOP but at the time of layout the boundary was beyond the 300m information sharing buffer applied so the block is being referred a second time to ensure all concerns have been identified.
2. "Previously Info Shared": These draw as dark purple polygons. These blocks are those which have been previously referred previous FOPs.
3. "CP Approved": These draw as dark purple polygons. These are blocks for which we hold an active cutting permit. Cutting Permits are active for a period of four years and

can sometimes be extended. It is reasonable to expect that blocks in this category will be harvested within four years.

4. "Not Free Growing": These draw as pale, yellow polygons. Not free growing blocks have been logged and/or reforested but have not yet achieved free growing status.
5. "Free Growing Approved": These draw as pale green polygons. Free growing approved blocks have been logged, reforested and achieved free growing status.

Cut block development and harvesting will be prioritized based on forest health. Spruce beetle sanitation and bark beetle salvage stands will continue to be considered a higher priority for development and harvesting over healthy stands. Residual mountain pine beetle areas continue to occur throughout the Timber Supply Area. We have provided maps indicating the proposed cut block locations which are displayed as purple polygons, and proposed roads which are displayed as purple lines.

Your comments play an integral part in managing the land base and are an important consideration as we move forward with the planning process. It is very beneficial to our planning process to receive comments or concerns as soon as possible so they may be incorporated into our plan. We will be receiving comments from July 31, 2020 to September 29, 2020. After that date we may proceed with applications for cutting and road permits. We will gladly receive and do our best to incorporate comments received at anytime throughout our planning and cutting permit acquisition process.

The 1:50,000 scale maps highlight the proposed areas of forest development and digital files containing spatial information and development summaries will be made available, in your preferred format, upon request.

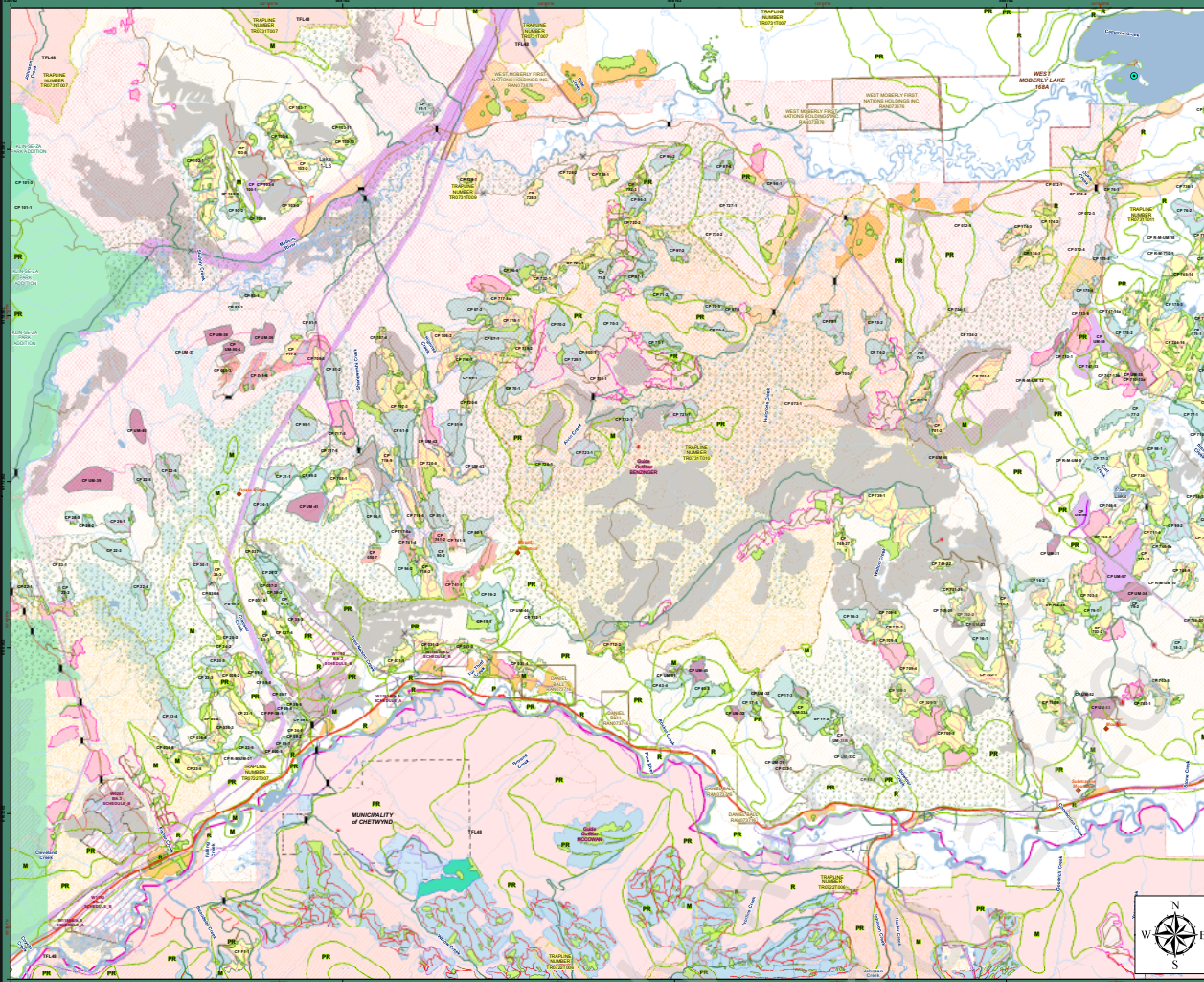
I would like to extend an invitation to meet with you to discuss this plan further, should you wish. I would be happy to send on any additional information you require to complete a review upon request. If you have any questions or concerns regarding any of the proposed activities within this plan, please do not hesitate to contact me at 250-788-4418.

Sincerely,



Sean West, RFT
Planning Supervisor
West Fraser Mills Ltd.

Previously Received
September 10, 2020



West Fraser Mills Ltd
Chetwynd Forest Industries.

5 YEAR FOREST OPERATING PLAN 2020

Review and Comment Period
July 31st to September 28th

Map #5

Forest Stewardship Plan # 584
Dawson Creek TSA
Peace Forest District

Forest License: A13840

★ Towns

● Rail Site

● Turmpillar Swan

● Wild Head

● Bridge Status

● Existing

● Proposed

● X Removed

● Salient Lines

● Pipeline

● Railway

● Proposed Roads

● Proposed New Road

● Proposed Reclamation

● LHM Road Class

● Highway

● Main Road

● Forest Service Road

● Other Road

● Back Road

● Side Trail

● Other License Roads

● Recreation Trail

● Classified Stream

● Non-Classified Drainage

● Non-Surveyed

● Waterways and Rivers

● Wetlands

● Municipality Boundary

● First Nations Reserves

● Community Forest

● BCTS Operating Area

● TFL 48

● Hatched

● Range Tenure

CPI Blocks

● For Current Consideration

● Previously Fully Shaded

● Approved CP

● Not Free Gearing

● Free Gearing Approved

● Planned Block

● LP Approved

● LP Harvested

● Partially Approved

● Carbon Harvested

● BCTS Approved

● BCTS Harvested

● Wildlife Tree Patch

● Results Openings

● Oil and gas R of W

● Oil and Gas Potential Area

● Old Growth Management Area

● VOD

● Dule Outlier

● Taperline

● UWR

Penetration Areas - Draft Zones

● A1 and B1

● A2

● B2 and B3

● B4

● B5

Wildlife Habitat Area

● Carbon Monoculture Area

● Back-Threatened Green Warbler

● Connected Warbler

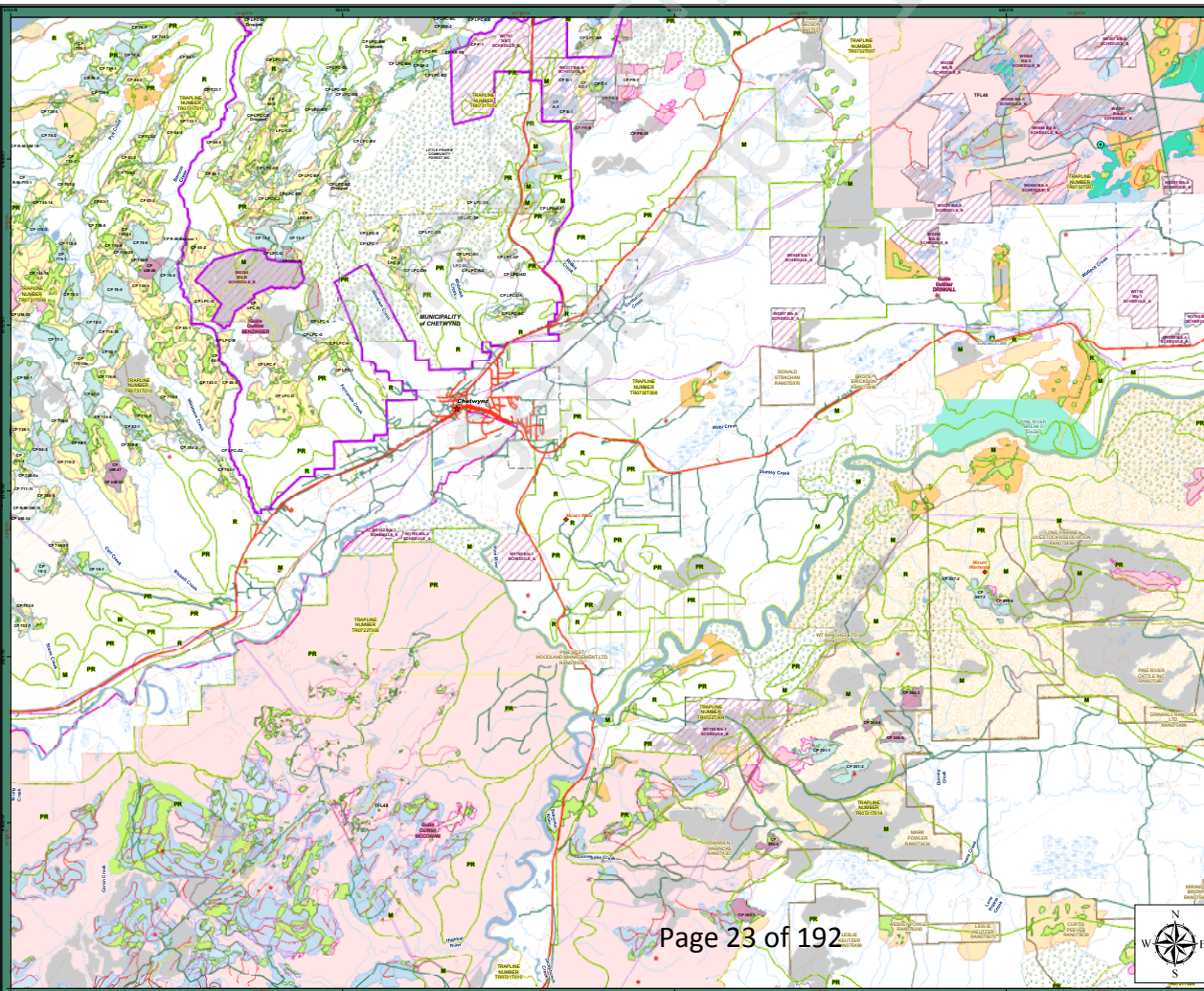
● Data Sensitive

● Fisher

● Mountain Goat

● Northern Caribou

SCALE 1:50,000



West Fraser Mills Ltd
Chetwynd Forest Industries.

5 YEAR FOREST OPERATING PLAN 2020

Review and Comment Period
July 31st to September 28th

Map #6

Forest Stewardship Plan # 584
Dawson Creek TSA
Peace Forest District

Forest License: A13840

★ Towns

● Rail Site

● Turmpillar Swan

● Wild Head

● Bridge Status

● Existing

● Proposed

● X Removed

● Salient Lines

● Pipeline

● Railway

● Proposed Roads

● Proposed New Road

● Proposed Reclamation

● LHM Road Class

● Highway

● Main Road

● Forest Service Road

● Other Road

● Back Road

● Side Trail

● Other License Roads

● Recreation Trail

● Classified Stream

● Non-Classified Drainage

● Non-Surveyed

● Waterways and Rivers

● Wetlands

● Municipality Boundary

● First Nations Reserves

● Community Forest

● BCTS Operating Area

● TFL 48

● Hatched

● Range Tenure

CPI Blocks

● For Current Consideration

● Previously Fully Shaded

● Approved CP

● Not Free Gearing

● Free Gearing Approved

● Planned Block

● LP Approved

● LP Harvested

● Partially Approved

● Carbon Harvested

● BCTS Approved

● BCTS Harvested

● Wildlife Tree Patch

● Results Openings

● Oil and gas R of W

● Oil and Gas Potential Area

● Old Growth Management Area

● VOD

● Dule Outlier

● Taperline

● UWR

Penetration Areas - Draft Zones

● A1 and B1

● A2

● B2 and B3

● B4

● B5

Wildlife Habitat Area

● Carbon Monoculture Area

● Back-Threatened Green Warbler

● Connected Warbler

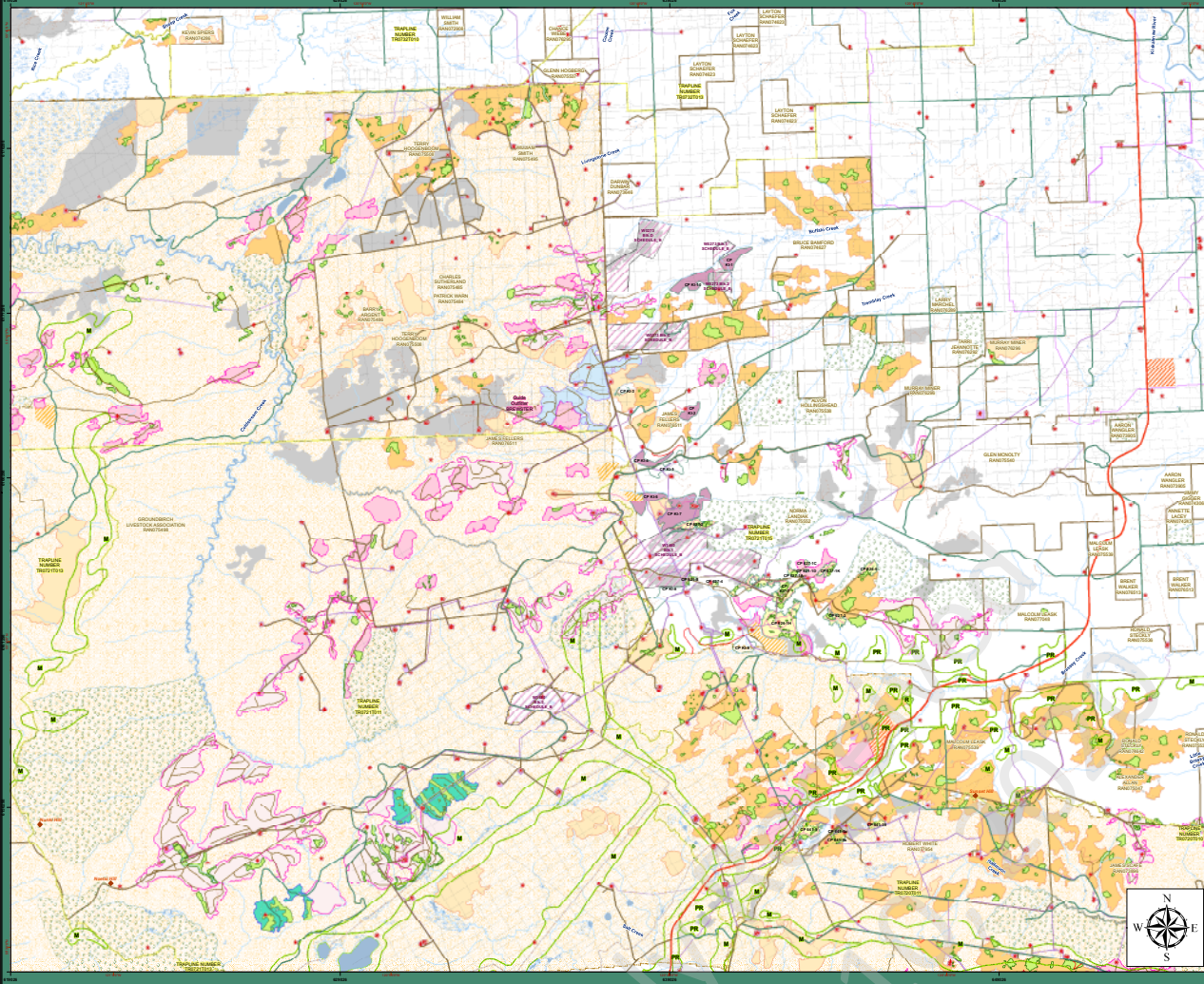
● Data Sensitive

● Fisher

● Mountain Goat

● Northern Caribou

SCALE 1:50,000



West Fraser Mills Ltd
Chenoweth Forest Industries.

5 YEAR FOREST OPERATING PLAN 2020

Review and Comment Period
July 31st to September 28th

Map #7

Forest Stewardship Plan # 584
Dawson Creek TSA
Peace Forest District

Forest License: A13840

★ Towns

● Rail Site

● Turnpike Swan

● Rail Head

● Existing

● Proposed

● X Removed

● Salient Lines

● Pipeline

● Railway

● Proposed New Road

● Proposed Roadway

● LRM Road Class

● Highway

● Main Road

● Forest Service Road

● Other Road

● Back Road

● Side Trail

● Other License Roads

● Recreation Trail

● Classified Stream

● Non-Classified Drainage

● Non-Surveyed

● Waterways

● Municipality Boundary

● First Nations Reserves

● Community Forest

● BCTS Operating Area

● TFL 48

● Roadbed

● Range Tenure

CFI Blocks

● For Current Consideration

● Previously Info Shared

● Approved CP

● Not Free Growing

● Free Growing Approved

● Planned Blocks

● LP Approved

● LP Harvested

● Carlin Approved

● Carlin Harvested

● BCTS Approved

● BCTS Harvested

● Wildlife Tree Patch

● Results Openings

● Oil and gas R of W

● Old Growth Management Area

● VOO

● Double Outlier

● Tailpipe

● UWR

● Penetration Areas - Draft Zones

● A1 and B1

● A2

● B2 and B3

● B4

● B5

● Carbon Monitors Area

● Wildlife Habitat Area

● Back-Threatened Green Warbler

● Connected Warbler

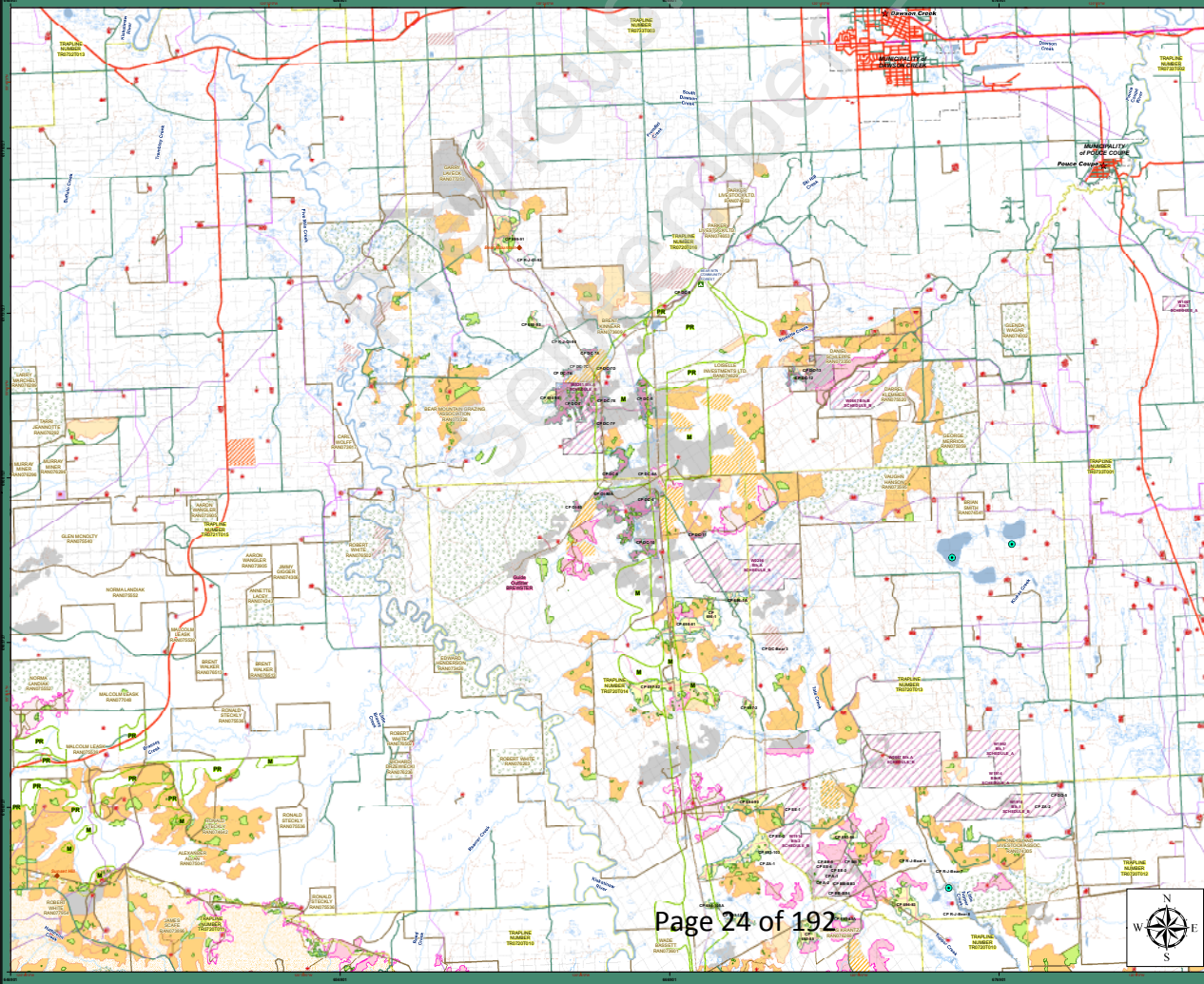
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● Fairer

● Mountain Goat

● Northern Caribou

SCALE 1:50,000



West Fraser Mills Ltd
Chenoweth Forest Industries.

5 YEAR FOREST OPERATING PLAN 2020

Review and Comment Period
July 31st to September 28th

Map #8

Forest Stewardship Plan # 584
Dawson Creek TSA
Peace Forest District

Forest License: A13840

★ Towns

● Rail Site

● Turnpike Swan

● Rail Head

● Existing

● Proposed

● X Removed

● Salient Lines

● Pipeline

● Railway

● Proposed New Road

● Proposed Roadway

● LRM Road Class

● Highway

● Main Road

● Forest Service Road

● Other Road

● Back Road

● Side Trail

● Other License Roads

● Recreation Trail

● Classified Stream

● Non-Classified Drainage

● Non-Surveyed

● Waterways

● Municipality Boundary

● First Nations Reserves

● Community Forest

● BCTS Operating Area

● TFL 48

● Roadbed

● Range Tenure

CFI Blocks

● For Current Consideration

● Previously Info Shared

● Approved CP

● Not Free Growing

● Free Growing Approved

● Planned Blocks

● LP Approved

● LP Harvested

● Carlin Approved

● Carlin Harvested

● BCTS Approved

● BCTS Harvested

● Wildlife Tree Patch

● Results Openings

● Oil and gas R of W

● Old Growth Management Area

● VOO

● Double Outlier

● Tailpipe

● UWR

● Penetration Areas - Draft Zones

● A1 and B1

● A2

● B2 and B3

● B4

● B5

● Carbon Monitors Area

● Wildlife Habitat Area

● Back-Threatened Green Warbler

● Connected Warbler

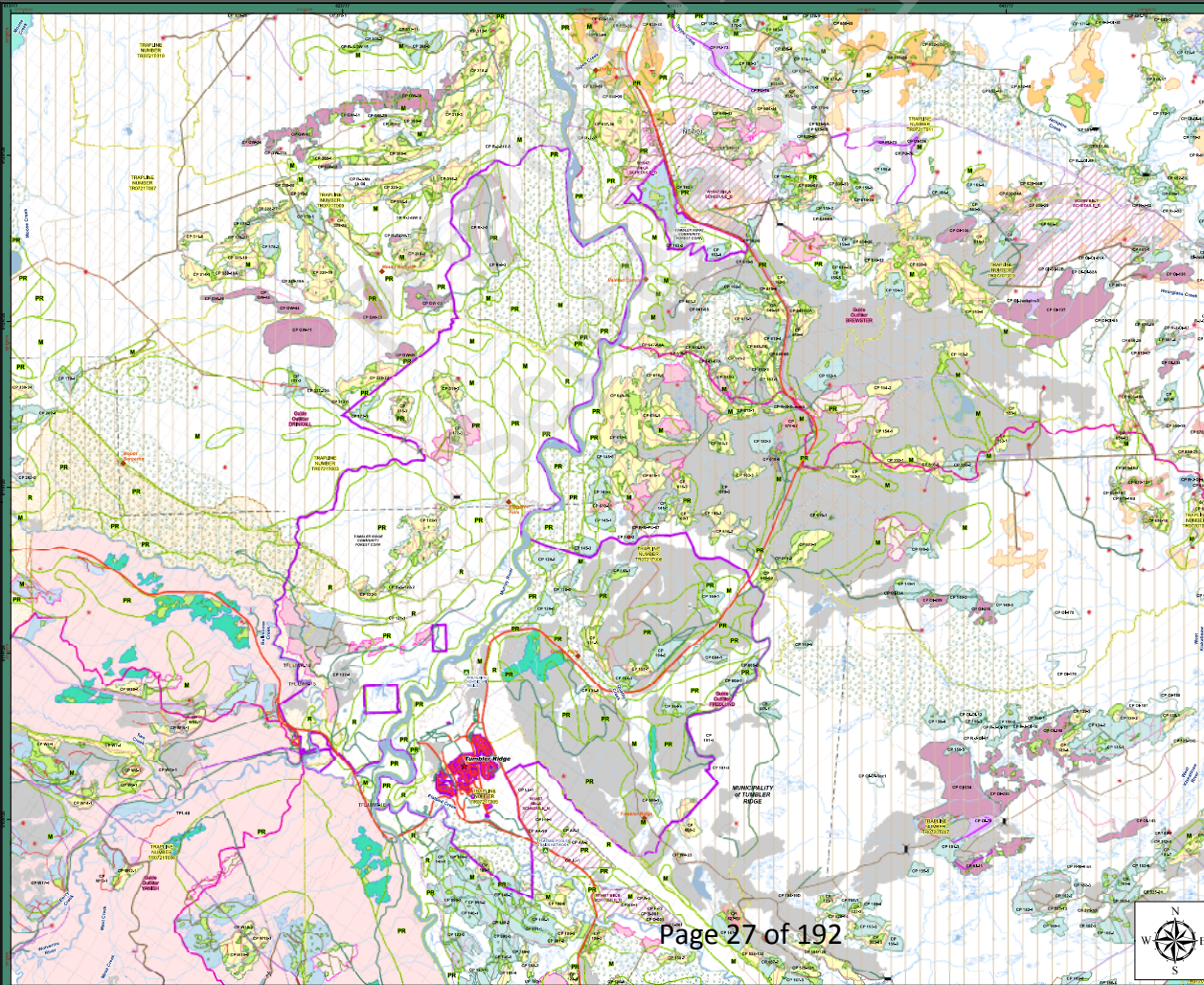
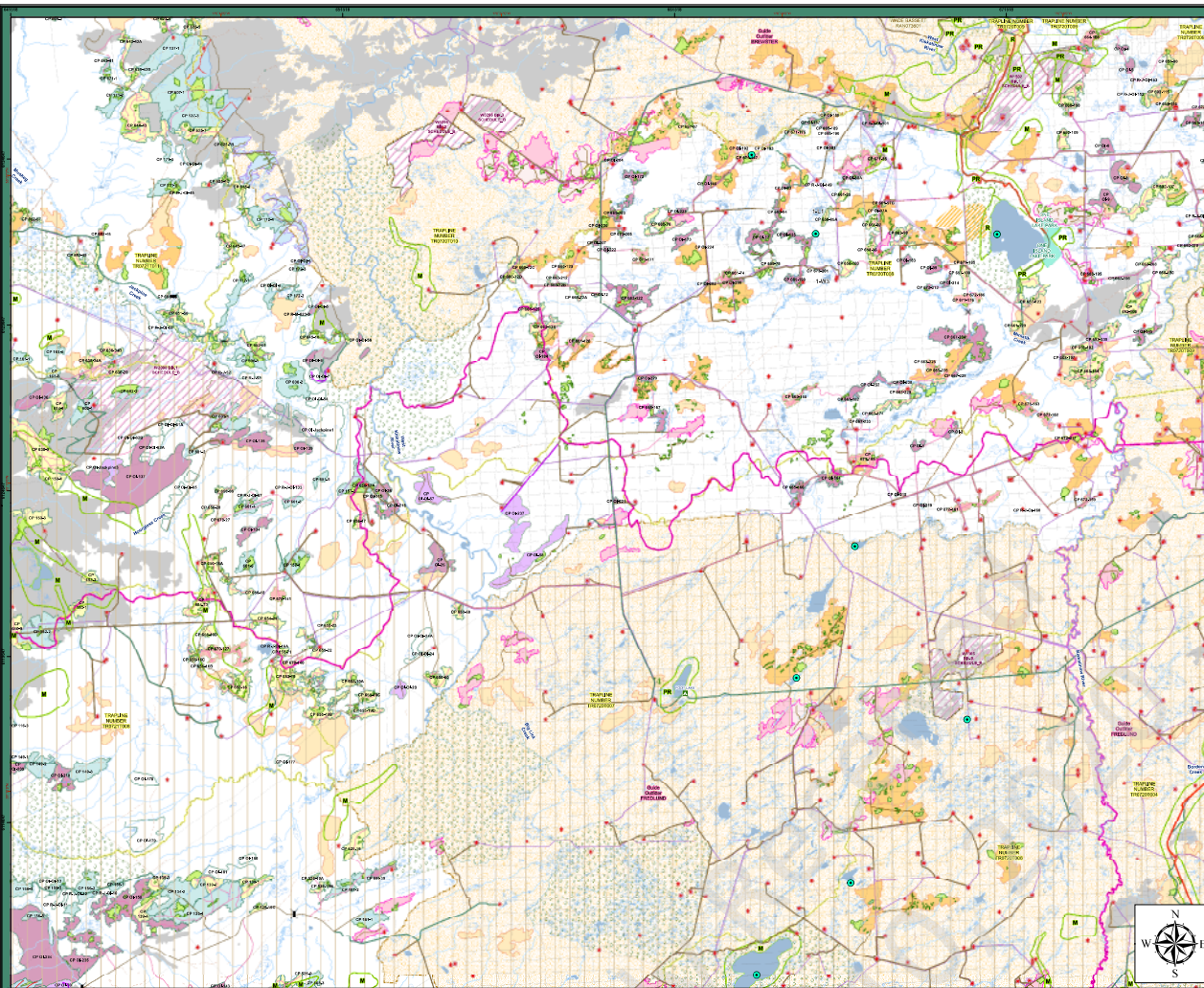
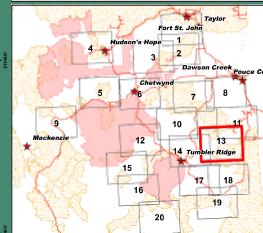
● Data Sensitive

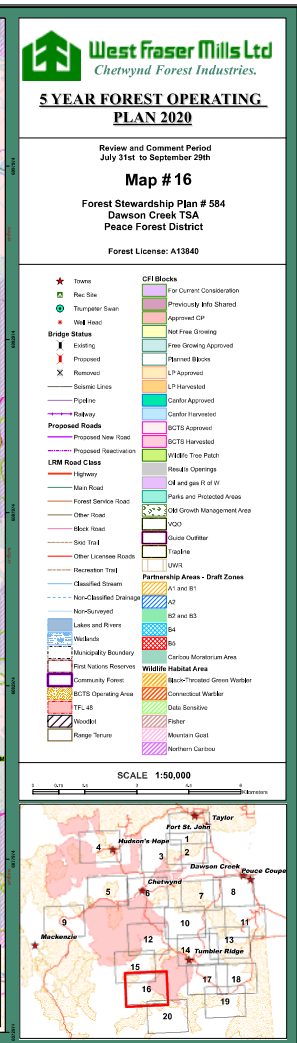
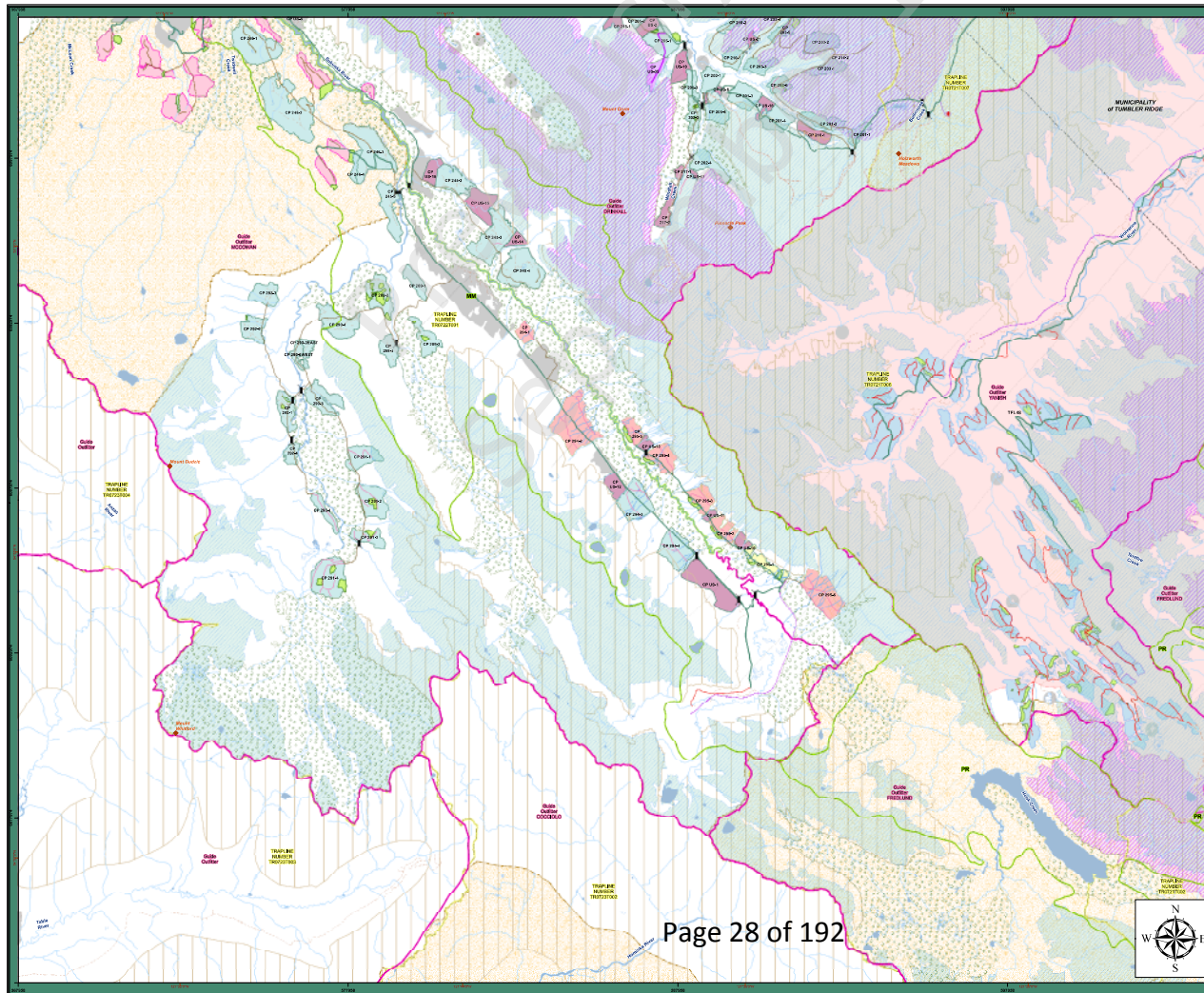
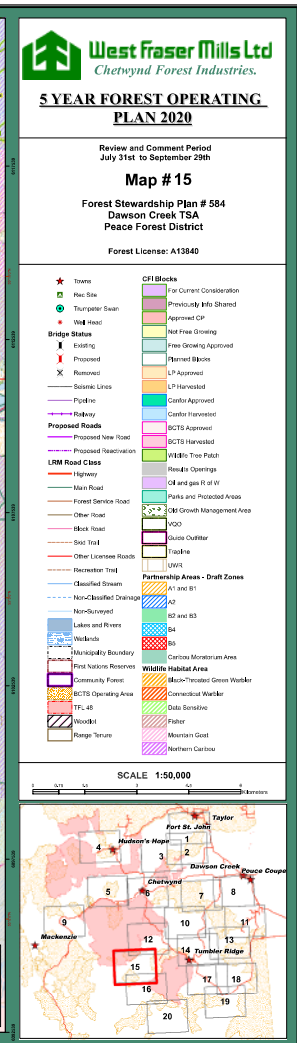
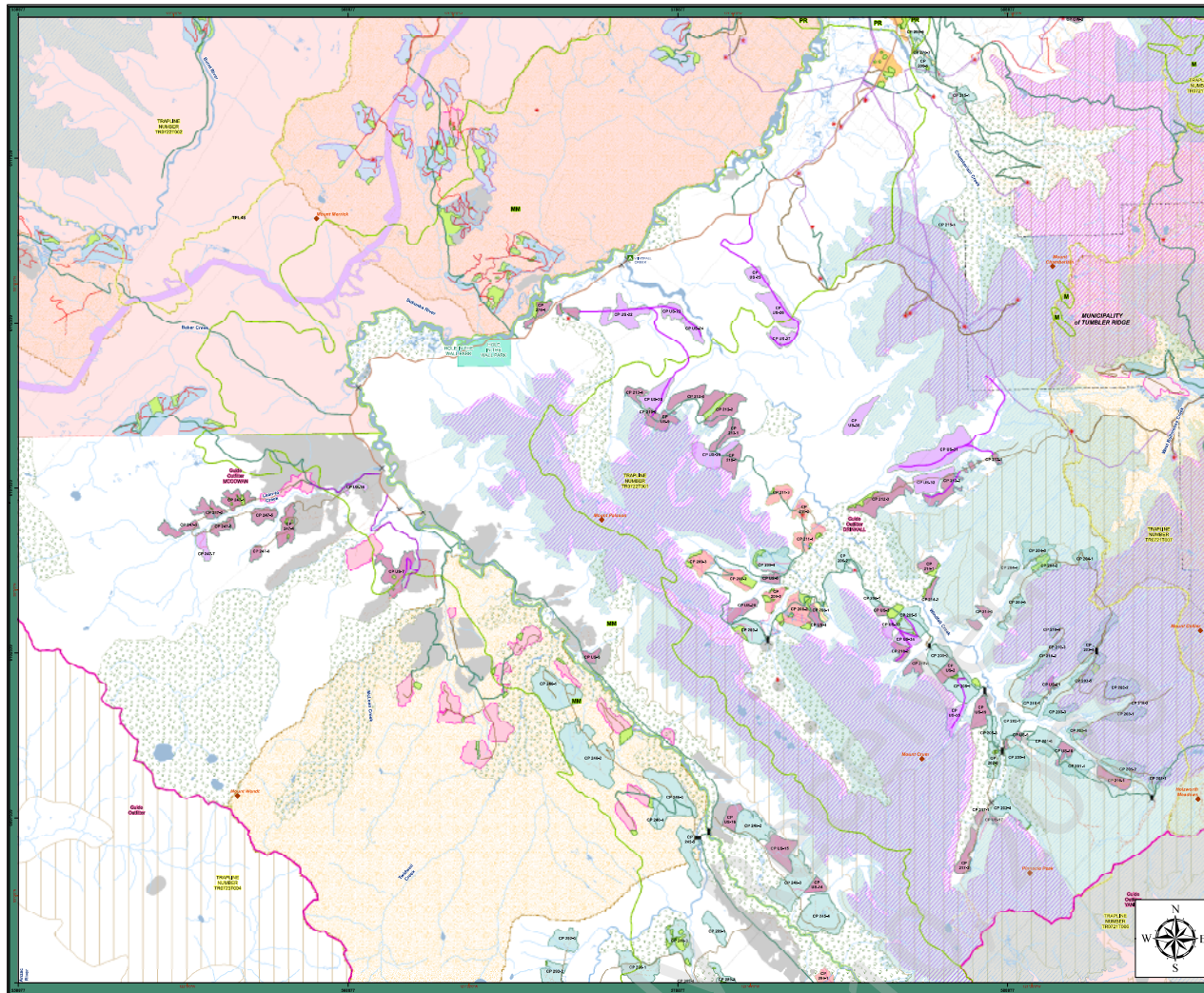
● Fairer

● Mountain Goat

● Northern Caribou

SCALE 1:50,000







E-Comm Update: Peace River Regional District

Gail Oye,
Executive Director Strategic Partner Relationship
November 12, 2020

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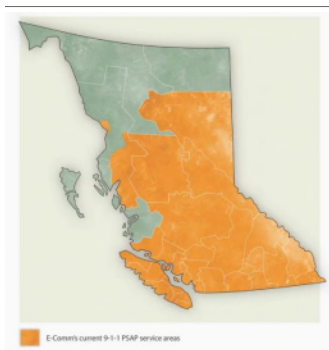
E-Comm 9-1-1
Helping to Save Lives and Protect Property

Discussion points

- U E-Comm;
 - U Who we are
 - U Services provided
 - U Performance Update
 - U Budgetary items

- U NG911

9-1-1 Public Safety Answer Point (PSAP) Service



Services Performed:

- Answer 9-1-1 calls
- Determine the type of emergency service required
- Downstream the call to an Emergency Response Agency

25 Regional Districts total including:

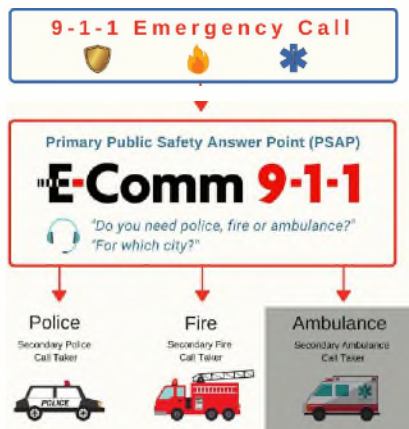
- Metro Vancouver
- Capital Regional District
- Regional District of North Okanagan
- Fraser Valley Regional District

E-Comm 9-1-1
Helping to Save Lives and Protect Property



3

How 9-1-1 works



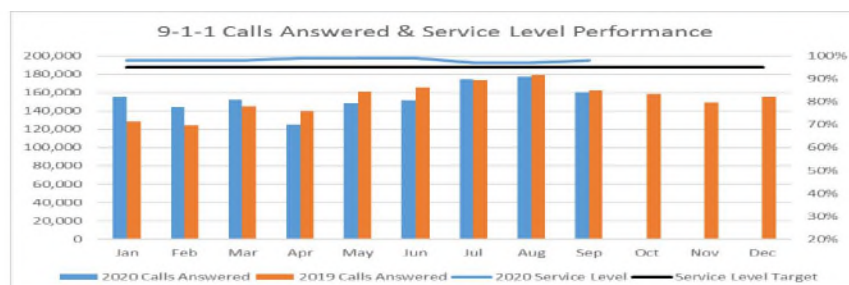
E-Comm 9-1-1
Helping to Save Lives and Protect Property



4

9-1-1 Performance

- Contract Service Requirement
 - 95% of the calls answered in 5 seconds or less
- Call Volumes & Performance
 - 2020 Q3 YTD: 1.4M calls / 98% answered in five seconds or less
 - 2019: 1.84M calls / 97% answered in five seconds or less
 - 9-1-1 service availability: 100%



EComm 9-1-1
Helping to Save Lives and Protect Property

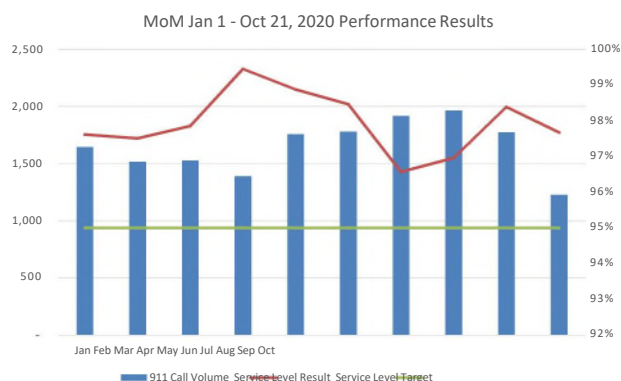


5

MoM Jan – Oct 21, 2020 Performance Results

911 Target: 95/5
95% of calls answered in 5 seconds

Service results YTD September 30, 2020
98% of calls answered within 5 seconds



EComm 9-1-1
Helping to Save Lives and Protect Property



6

Peace River Regional District Performance Summary YTD Sept 30, 2020

- 9-1-1 PSAP call-answer service levels are 98% YTD September 30, 2020 slightly above target
- 9-1-1 PSAP call volume YTD Sept 30, 2020 is 16,495 calls received
- The total abandon rate for the North Island 9-1-1 Corporation YTD Sept 30, 2020 is 17%. The in-queue abandon rate is 1%.
- Forecast to Year End, call volume will continue to trend over 2019 volume

COVID-19 - Update

At the start of the pandemic we implemented measures to safeguard our employees and ensure continuity of service, these measures will continue until further notice.

Our team has remained healthy. To date there have been two positive COVID cases in our Communication Centre, both employees have recovered. We do commend each of our employees for remaining vigilant and ensuring they are following the health and safety protocols we have put into place. Employees continue to do their part to ensure we collectively are maintaining a safe and healthy work environment which enables us to support efforts in keeping our community safe.

Following mitigation steps will continue until further notice

- A portion of our call takers will continue to work out of our Training and Evacuation Centre this enabled us to create social distance space between employees
- Increased sanitation of our sites, increased hand sanitizer stations
- Increased cleaning of workstations; signage to share the importance of good hand washing
- Stopped all non-operational visits to our communication centre.
 - Meetings will continue to be held virtually; support staff will continue to work from home where possible.

Budgetary items;

- 911 PSAP contract
- NG911 and capital investment

EComm 9-1-1
Helping to Save Lives and Protect Property

9

Next Generation 9-1-1 (NG 9-1-1) Update

EComm 9-1-1
Helping to Save Lives and Protect Property

TOPICS

- U NG 911 Program Management
- U National Transition Milestones
 - CRTC consultation process
- U Proof of Concept – CRTC “Pilot” Site
- U Production System Build and Transition
- U 9-1-1 Service Enhancements
- U Questions

NG 9-1-1 Program Team

- Program Manager (PMO)
 - Welcome Shireen Cardas! – Senior PM □ Primary
- Program Team Members
 - System Architect – Roy Artin
 - Telecom (Voice) Services – Huck Baldwin, Brian Ackles
 - Business Analyst – Ben Law
 - Operations Liaison – Ryan Lawson
 - Corporate Communications – Kaila Butler, Jasmine Bradley
- Weekly Meetings (internal, TELUS/PoC vendors)
- Ongoing CRTC ESWG working group participation

Change Management & Communications Working Group formed – Stakeholder Analysis in progress

What is Next Generation (NG) 9-1-1?

Technology Services/Media/Data

- U Evolve from traditional voice telephone based 911 service to IP/multimedia and multi-channel
- U 9-1-1 call handling platform upgrades
- U CAD/RMS evolution
 - U New and upgraded responder devices and applications
 - U Leverage AI/ML (automation, cognitive processing)

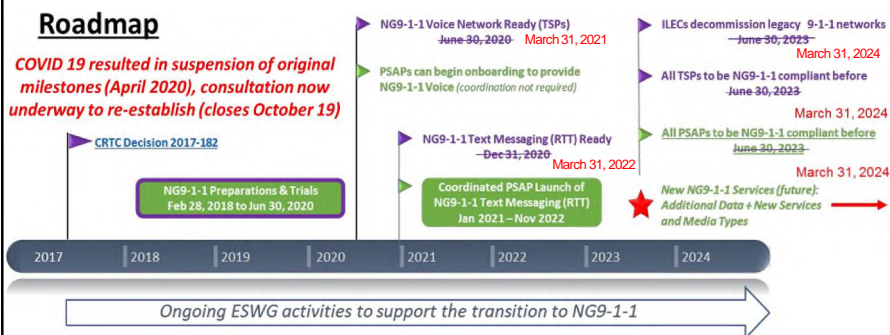
NG 9-1-1 is fundamentally about modernizing how the public accesses emergency services

- U Real-time Text (RTT) messaging
- U **Enhanced inter-agency data sharing**
- U **Additional data sources and delivery**
- U **Improved location accuracy**
- U Automated alerts
- U e.g. Automatic Crash Notification
- U **Video calling and media exchange**
- U Virtualized public contact
- U **Social Media, mobile app integration**
- U Sensors and IoT, drones, robots

NG 9-1-1 Transition Dates in Canada

Roadmap

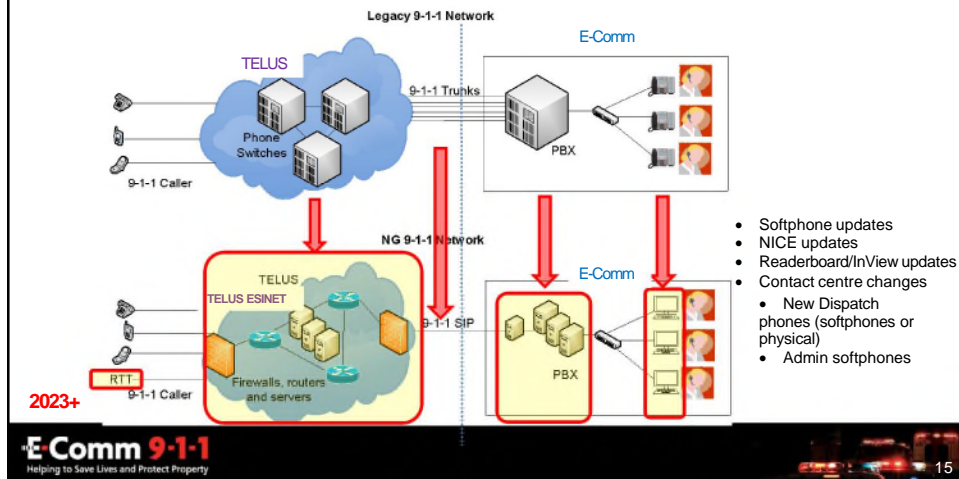
COVID 19 resulted in suspension of original milestones (April 2020), consultation now underway to re-establish (closes October 19)



Notes:

- **Purple** denotes CRTC decisions, deadlines & Telecommunications Service Provider Obligations (TSP)
- **Green** denotes PSAP activities and deadlines

What is Changing Early On (voice)?



NG 9-1-1 Proof of Concept/Pilot

- E-Comm is now an official TELUS NG 9-1-1 "Pilot" PSAP
- Phase 1 PoC underway (completion targeted end 2020)
 - Goal: demonstrate NG 9-1-1 voice calling, recording and downstream transfer
 - Components: ESINET (Telus), updated Komutel softphone, Avaya contact centre platform (PBX), NICE Inform V9 Elite
- Phase 2 PoC planning in progress (1H 2021)
 - Add Fire and Police CAD interfaces & non-emergency calls
- Add BCEHS and HLBC demonstration workstations □

Successful completion of PoC gates production

NG 9-1-1 Production System

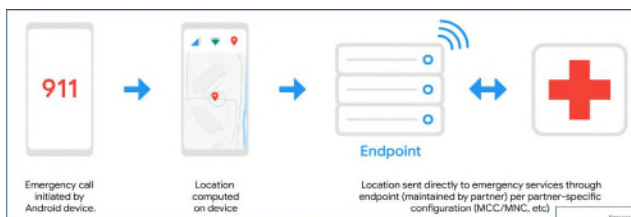
- PoC system to be maintained
 - Support ongoing test, demo & development activities
 - 2021 will be focused on building the production system and preparing for voice transition
- 2021 preparatory activities:
 - Call-flow changes and queue/skillset consolidation
 - Readerboard system upgrade (Korbyt)
 - NICE Inform V9 or V10 upgrade

NG 9-1-1 Voice Transition – E-Comm

- Late 2021 (target)
 - Initial primary PSAP transition - small geographic area
 - E-Comm and PRIMECorp admin users (softphone)
- End 2022
 - Complete primary PSAP transition
- 2022 – 2023: secondary PSAP transitions
 - Consolidated Police ER, NER, Reports
 - Fire ER and NER
 - BCEHS (common platform)

Handset-Based Location Services

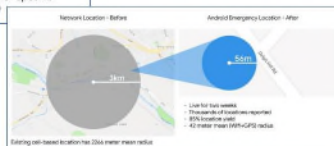
- Send enhanced location from smartphones directly to emergency services when an emergency call is placed



ESWG TIF 69 report recommends to the CRTC that verified handset-based location information be provided by WSPs by March 2022 (not dependent on NG 911).

Android emergency location shows 3000x improvement over cell location

<https://crisisresponse.google/emergencylocation/service/how-it-works/>



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Real Time Text (RTT)

- Real Time Text (RTT) is a new service to be introduced with NG 9-1-1
 - It is different from SMS text messaging in that callers can switch from voice to text in the same call



Wireless handset updates required

Expected launch date:
2023-2024

EComm 9-1-1
Helping to Save Lives and Protect Property

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NG 9-1-1 “Additional Data ”

- Enable PSAPs to do a better job of dispatching
 - Faster
 - More accurate dispatch location
 - More appropriate resource type, quantity, etc.

Under development in
ESWG through TIF 91

Initial Priority

Wireless Subscriber Information

- Assist with dispatch location determination
- Use name to do database searches for situational awareness
- Eliminate time-consuming manual process

Information About the Call

- Access provider
- Service/device Used
- Owner/subscriber

Information About the Caller

- Name, Address(es)
- Biographic statistics
- Contacts
- Medical conditions
- Accessibility
- Language

Information About the Location

- Floor plans
- Structure details
- Building contacts
- Resources
- Sensor data

EComm 9-1-1
Helping to Save Lives and Protect Property

21

Emergency Incident Data Sharing

Emergency Incident Data Object (EIDO)

- Standardized mechanism to share incident information:
 - Call information
 - Additional information about a caller
 - Additional information about a caller location
 - Agency information
 - Vehicle information
 - Person information
 - Incident information
 - Dispatch and responder information □

Significant policy development needed

- Timing TBD



EComm 9-1-1
Helping to Save Lives and Protect Property

22

Questions?



**E-Comm 9-1-1 PSAP
Years 2017, 2018, 2019
&
YTD Oct 21, 2020
Results for the
Peace River Regional District**

E-Comm Service Performance Report for the Peace River Regional District

Peace River Regional District Service Results Summary

The following report outlines overall service performance and analysis of key metrics for PSAP services provided by E-Comm to the Peace River Regional District for the 2017, 2018, 2019 (January 1 to December 31,) and YTD Oct 21, 2020. The following information is a summary of key metrics:

- 1) 9-1-1 PSAP call-answer service levels performance result for each year was above target
- 2) 9-1-1 call volume for Peace River Regional District has increased YoY.
- 3) For 2020, call volume has decreased primarily due to COVID-19 and social distancing measures were in place. In June when restrictions started to relax call volume did start to increase, forecast to YE is call volumes will remain under or close to 2019 volume.
- 2) From a quality perspective, for the reporting period of there have been no founded errors reported

Service Levels and Call Volume

For the purposes of this report, service performance results will be for the 2017, 2018 and 2019 period covering January 1 to December 31, as well YTD Oct 20, 2020. The following table outlines E-Comm's performance against targets for each reporting year:

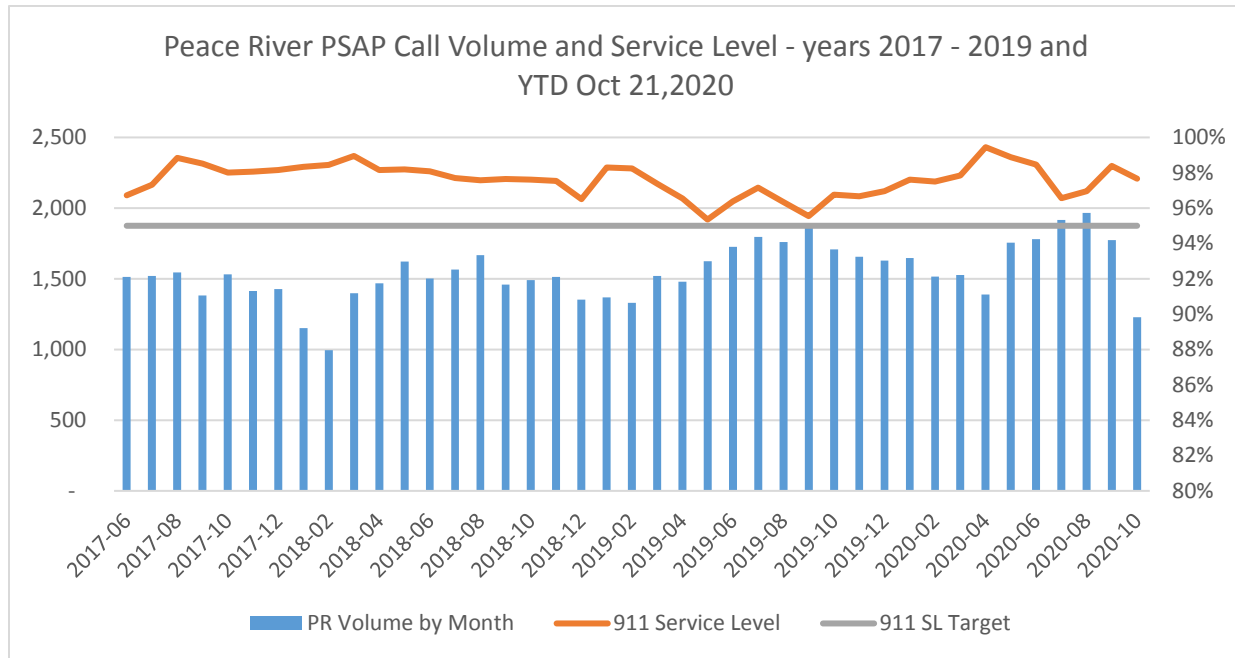
Year	911 Calls Processed	Service Level Actual	Average Call Handle Time	Average Speed of Answer
2017	11,112	98%	48	0.91
2018	17,185	98%	45	0.92
2019	19,462	97%	49	1.10
2020*	16,495	98%	49	0.92

The following chart outlines total calls received into 9-1-1 PSAP and downstream SSAP

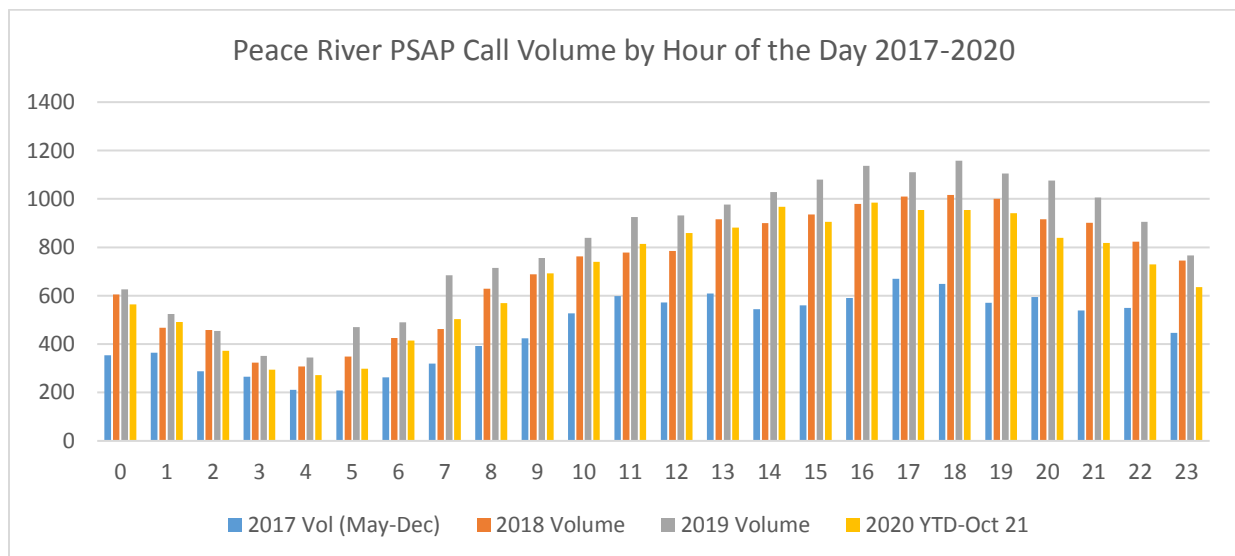
Year	Police	Fire	Ambulance	Inter PSAP*	Non-Downstream or Abandons	Total call volume
2017	5,239	618	2,237	664	2,354	11,112
2018	7,801	909	3,865	905	3,705	17,185
2019	8,802	858	4,039	921	4,842	19,462
2020 YTD	7,776	707	4,092	58	3,862	16,495

*Note: Inter PSAP calls are calls made by SSAP's to PSAP or PSAP to SSAP's

The following chart shows monthly call volumes and service levels for the Peace River Regional District PSAP calls for period Jan 1 – Dec 30, for years 2017, 2018, 2019 and YTD Oct 21, 2020.

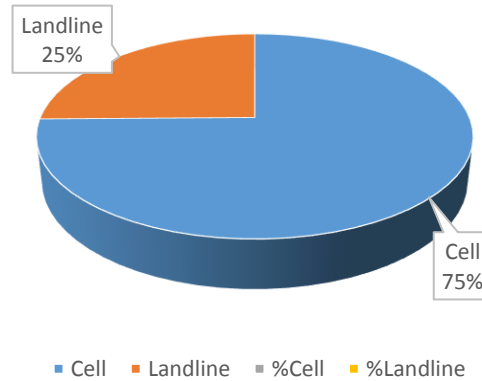


The next chart shows the call arrival pattern (across a 24-hour period) for Peace River Regional District 9-1-1 PSAP calls, cumulative for reporting years 2017, 2018 and 2019 and YTD Oct 21, 2020. Note that the peak time for call volume across Peace River's 9-1-1 spectrum is from 15:00 hrs. to 17:00 hrs.

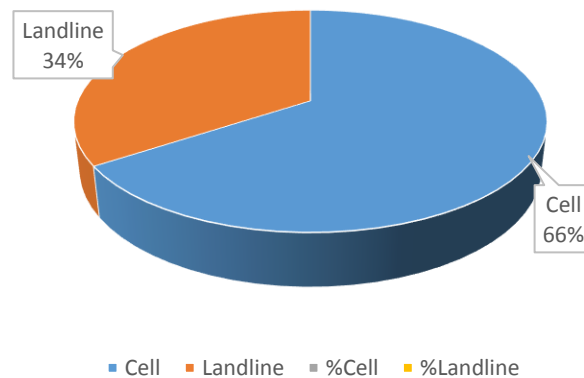


The cellular/landline distribution for the Peace River Regional District displayed below for years 2017, 2018, and 2019. Note cellular volume has increased YoY.

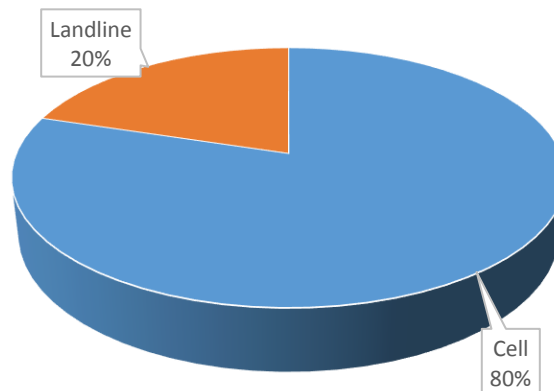
Cellular/Landline Distribution - Peace River 2017



Cellular/Landline Distribution - Peace River 2018



Cellular/Landline Distribution - Peace River 2019



Quality

E-Comm's Operations Division conducts regular quality monitoring activities. These activities include:

- ☐ Quality Assurance Assessment – by operator, by queue type, and by priority level.
- ☐ Pro-active policy adjustment.
- ☐ Review of reported complaints in relation to call volume (for Peace River Regional District)
 - For the reporting period, E-Comm processed 64,254 total calls from 2017, 2018 and 2019 for the Peace River Regional District with no reported complaints. (NOTE: "Complaint" for these purposes defined as a reported discrepancy regarding policy & procedure applied to downstream or a public/District related complaint regarding service provision.)

APPENDIX A – Yearly Data for the Peace River Regional District reporting areas. Note for the 2020 year data is YTD October 21, 2020

PR	Police	Fire	Ambulance	Inter PSAP	Non-Downstream or Abandons
2,017					
DISTRICT OF TUMBLER RIDGE	159	17	218	40	69
NORTH PEACE	2,549	301	1,083	322	1,093
Other	6	1		1	6
SOUTH PEACE	2,525	299	936	301	1,186
2017 Total	5,239	618	2,237	664	2,354
2,018					
DISTRICT OF TUMBLER RIDGE	260	29	456	78	150
NORTH PEACE	3,965	491	1,828	467	1,768
Other	1	1	1	1	
SOUTH PEACE	3,575	388	1,580	359	1,787
2018 Total	7,801	909	3,865	905	3,705
2,019					
DISTRICT OF TUMBLER RIDGE	268	18	429	79	172
NORTH PEACE	4,577	496	1,891	433	2,535
Other		5	2		2
SOUTH PEACE	3,957	339	1,717	409	2,133
2019 Total	8,802	858	4,039	921	4,842
2,020					
DISTRICT OF TUMBLER RIDGE	205	14	411		134
NORTH PEACE	4,135	390	1,965	36	2,099
Other		1			
SOUTH PEACE	3,436	302	1,716	22	1,629
2020 Total	7,776	707	4,092	58	3,862

Received DC Office October 26, 2020

From: Melissa Rodriguez <Melissa.Rodriguez@telus.com> **On Behalf Of** Brian Bettis
Sent: Monday, October 26, 2020 12:02 PM
To: Shawn Dahlen <Shawn.Dahlen@prrd.bc.ca>
Cc: Nancy Narayan <Nancy.Narayan@telus.com>
Subject: Support Request: Connecting British Columbia Program - Economic Recovery Intake

Good Afternoon CAO Dahlen,

I hope this email finds you well.

TELUS is seeking your support in improving connectivity in your region through the recently announced Connecting British Columbia Program - Economic Recovery Intake subsidy funding.

We have created a template for your use but please feel free to adjust as you see fit.

We are hoping to acquire subsidy approvals in the first round of funding, in order to do this, we require a letter of support (on RD letterhead) by **October 29, 2020**.

Thank you and looking forward to your support.

Thanks,

Brian Bettis

General Manager, Alberta North and BC Interior | Customer Solutions Delivery | TELUS
Mobile 780-868-6837 | Brian.Bettis@telus.com

COVID-19: Updates affecting customer service, roaming, data overages, and store closures



Northern Development Initiative Trust

301-1268 Fifth Avenue
Prince George, BC
V2L 3L2

To: Whom it May Concern

Re: TELUS Application: Connecting British Columbia Program - Economic Recovery Intake

The Peace River Regional District fully supports the TELUS Application to provide increased broadband connectivity through TELUS PureFibre to Bear Flat under the Connecting BC Program - Economic Recovery Intake.

Once this network investment is operational, it will allow communities, health care providers, educators, government administrations, and businesses an opportunity to better deliver services and develop new solutions to support our members to stay local, stay connected and to attract new residents.

The funding assistance from the Connecting BC Program for the delivery of broadband connectivity is an invaluable tool for the creation of innovative partnerships between local governments and ISP's that offer viable delivery models to rural communities. Without the support of this program, many communities would not be able to enjoy the level of internet services that are required to maintain rural residents and businesses.

Thank you for the opportunity to support this application,

Sincerely,

<Name, Title, Signature>



CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

November 4, 2020

VIA EMAIL

ATTN: Trish Morgan, Manager of Community Services
C/O PRRD
1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Dear Peace River Regional District Board Member:

The Village of Pouce Coupe would like to request that the Peace River Regional District (PRRD) continue their research on what it would take for the Pouce Coupe Volunteer Fire Department to continue responding to medical calls.

We look forward to hearing from you soon.

Warm regards

Lorraine Michetti
Mayor

Received DC Office November 4, 2020

From: The Boreal Centre for Sustainability <borealcentre@gmail.com>
Sent: November 4, 2020 5:45 PM
To: prrd dc <prrd.dc@prrd.bc.ca>; Kari Barber <kari.barber@prrd.bc.ca>; Director Dan Rose <Dan.Rose@prrd.bc.ca>
Cc: Christine Gagne <christine@northerndevelopment.bc.ca>
Subject: Fwd: Hydro GO application

Dear Director Rose:

The Boreal Centre for Sustainability has recently submitted a BC Hydro GO application to a partner program of the NDIT. As we are the sponsoring community organization, we are directed to also request an email letter from the PRRD indicating its "support for our funding request for its Field to Table Technology Access Initiative (including equipment purchases and outreach services) in the amount of \$8471 related to northern food security"

We appreciate greatly if you could expedite this response and send directly to Christine Gagne as soon as possible. Thanks for your support for important community initiatives

Reg Whiten
Executive Director

The Boreal Centre for Sustainability
sustainableboreal.ca

PO Box 285
Moberly Lake, BC
V0C 1X0

Site C Project Supporting Peace Region Community Non-Profits to Generate Opportunities**Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>

★ **Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

1. Project Name

Provide a project name:	Have you previously received funding from this program?
Field to Table Technology Access Initiative	<input type="radio"/> Yes <input checked="" type="radio"/> No
	★ Future funding applications from past fund recipients are invited once annual reports are received.

2. Applicant Profile

Applicant organization (legal name):	Non-profit society registration no. (if applicable):
The Boreal Centre for Sustainability	Federal non-profit corp #977080
Mailing address:	Telephone:
PO Box 108 Moberly Lake, BC V0C 1X0	2507889635
Email:	Website (URL):
borealcentre@gmail.com	www.sustainableboreal.ca

3. Primary Contact Information

Primary contact (for this application):	Position/title:
Reginald Whiten, RPP, P.Ag	Executive Director

Complete the following if different from applicant organization contact information:

Mailing address:	Email:	Telephone:
PO Box 108 MOberly Lake, BC V0C 1X0	interraplan@gmail.com	2507889632

4. Required Application Features

See the application guide for more information on eligibility, application review and approval process.

Programs must be based in, or providing services to vulnerable populations in Fort St. John, Hudson's Hope, Taylor, Chetwynd, Peace River Regional District (Electoral Areas B, C and E). Please select the designated community or communities your program is based in:

- | | |
|---|---|
| <input type="checkbox"/> City of Fort St John | <input type="checkbox"/> District of Chetwynd |
| <input type="checkbox"/> District of Hudson's Hope | <input type="checkbox"/> District of Taylor |
| <input checked="" type="checkbox"/> Peace River Regional District (Electoral Areas B, C, E) | |

The Fund has been established to support non-profits that provide services and programs to vulnerable populations, including children, families, and seniors. Please select the vulnerable population(s) your program is supporting.

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Children | <input checked="" type="checkbox"/> Families | <input checked="" type="checkbox"/> Seniors |
|--|--|---|

The Fund targets regional priority areas that have been identified by communities and service organizations in the region. Please select the priority area(s) that your program is addressing.

- ☒ Healthy food options (food bank support, nutrition, education)
- ☐ Child development programming (daytime: infant, toddler, pre-school and after-school: tweens and teens)
- ☐ Family care (support and education around violence, addiction, and healthy relationships)
- ☐ Affordable transportation to improve access to services and programs
- ☒ Affordable access to technology
- ☒ Other: Community Food Security

5. Letter of Support (Required)

Identify the municipality, regional district, or community organization that is providing a letter of support for this funding application:

Peace River Regional District (forthcoming)

- ☐ A letter of support from the municipality, regional district, or community organization is attached.

✦ Applicants must secure a letter outlining support for the funding request from a municipality, regional district or community organization. The applicant must provide a copy of the letter of support to Northern Development before an application can be considered for funding.

✦ If the applicant requests a letter of support from a community organization, they must send a notification letter to their local or regional government. A copy of the letter must be included with this application.

Sample:

THAT, the (insert local government or organization name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) from the BC Hydro GO Fund.

6. Project Overview

Please provide a description of how the grant will be used by your organization to support vulnerable populations including children, families, and seniors:

or unemployed. Key technology is required to purchase that will be made available to producers on a shared-use basis to supply to the farmer's markets with the assistance of a food sustainability coordinator that includes:

1. wood chipper to provide bagged mulch for weed control and moisture retention in garden plots
2. food dehydrator to support extended domestic use for various vegetables, fruits and herbs
3. food canner & supplies for garden produce preservation
4. bench bottle capper for fruit drink production

A fifth capital investment will be an all-season shed to store field implements at the Moberly Lake Community Orchard.

Please describe how the grant funds will strengthen what your organization can offer the community:

Food security is a growing concern for northern communities, and particularly for low income families. The capital purchases on this food sustainability initiative represents a valuable strategic investment to support Boreal Centre members to support their home-based garden production and adding value for their produce at farmer's market sales. Our organization has a proven track record supporting sustainable community development in the Peace region and has in-house expertise to ensure efficient and appropriate delivery of its activities and programs.

Please describe how your organization collaborates with other organizations to ensure program efficiencies and to avoid duplication in services:

We work diligently with all regional organizations operating in our annual target areas to ensure optimal collaboration. As shown in the attached letters of support on our initiatives this includes collaboration on relevant shared interests ranging from community outreach, production support, marketing and activities promotion (the Northern Environmental Action Team, Saulteau First Nations, Tansi Friendship Centre and Chetwynd Chamber of Commerce).

Identify the anticipated number of Peace region program participants who would benefit from the funding:

BCS and affiliated members

If this is an existing program, how was this previously funded?

This technology access initiative is a new and not previously funded component of an existing 3 year program being implemented with provincial, corporate and member financial and in-kind support.

If this is an existing program, what were the program results?

For our general Food Sustainability Initiatives, there has been considerable benefits generated over the past few years including establishment of a community orchard at Moberly Lake, botanical interpretative trail, Website resources for the public and BCS members, educational outreach and farm production support.

If a program is open to anyone, how will the program reach out to ensure vulnerable populations have the chance to participate? For example, would there be a referral approach, and if so, by whom?

The BCS operates on both a public access approach to invite new members for its various events but now greatly limited by the Covid Pandemic, and by collaboration with community organizations to support the expanded value-added production and food preservation (e.g. local food bank, school food programs in Chetwynd, Hudson Hope and with the WMFN/Saulteau First Nations)

7. Project Budget

Expense item:	Amount (\$):	Vendor:	Verification:
WoodChippper (Brush Master 3-inch 11 HP Gas Powered Commercial-Duty Chipper Shredder)	\$1,789.00	Home depot	<input checked="" type="checkbox"/> Quote(s) attached
Magic Mill Commercial Pro X1 10 tray dehydrator 2 units \$524	\$1,048.00	Royal Kitchen (via Amazon)	<input checked="" type="checkbox"/> Quote(s) attached
Garden Tools Storage Shed (Keter Factor 8 ft. x 11 ft.)	\$1,348.00	Home Depot	<input checked="" type="checkbox"/> Quote(s) attached
Levered Bottling Bench capper (4 units @\$75 plus \$100 supplies) & bottling supplies	\$400.00	Home Brew Ohio (via Amazon)	<input checked="" type="checkbox"/> Quote(s) attached
Pressure Canning Set (x 2 @ 243	\$486.00	Presto (via Amazon)	<input checked="" type="checkbox"/> Quote(s) attached
Food Sustainability Coordinator (\$25/hr @ 180 hrs)	\$4,500.00	Borea Centre for Sustainability	<input checked="" type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
TOTAL PROJECT BUDGET: \$9,571.00			

8. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):
Grant	\$8,471
<p>★ <i>Maximum allowable grant is \$10,000.</i></p> <p>★ <i>Previously funded projects or programs:</i></p> <p><i>Second application: maximum allowable grant is \$7,500.</i></p> <p><i>Third application: maximum allowable grant is \$5,000.</i></p>	
<p>If applicable, what plans do you have for future funding to sustain your program?</p> <p>The BCS continues to build its organizational financial sustainability and an increase portion of funds derived from its membership resources (technical extension), field labour support services, consignment vendor sales at farmer's markets, and other fund-raising opportunities (bulk-supply sales). This is in addition to corporate contributions, public community development grants and federal wage subsidies.</p>	

9. Other Funding Sources

Funding source: + Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
The Boreal Centre for Sustainability	\$1,100.00	Applicant contribution	<input checked="" type="checkbox"/> Confirmation letter attached
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
TOTAL OTHER FUNDING: \$		TOTAL PROJECT FUNDING: \$ (Northern Development + Other Sources)	

+ Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than six other funding sources, attach a complete list separately.

10. Leveraging

Northern Development's funding leverage for the project:	
The funding request as a percentage of total project funding is: <div style="float: right; font-size: 1.5em;">88.51 %</div>	<div style="color: red;">★</div> Previously funded projects or programs: Second application: maximum 75% of eligible budget. Third application: maximum 50% of eligible budget.
+ Leverage % = (Northern Development funding request) ÷ (Total project funding)	

11. Attachments

List all documents attached to this application:

Document name:
<input checked="" type="checkbox"/> 1) Required: Financial statements from the organization.
<input checked="" type="checkbox"/> 2) Required: Society incorporation document.
<input checked="" type="checkbox"/> 3) Required: Letter of support.
4)
5)
6)

12. Authorization

- ☒ I have read and understand the [BC Hydro GO Fund Application Guide](#) including the ineligible costs.
- ☒ I confirm that the information in this application is accurate and complete, and that the project proposal, including plans, is fairly presented.
- ☒ I also agree to submit a report using Northern Development's reporting form to verify the use of the funding.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, consultants, and BC Hydro.

Name (organization signing authority): ★ Please type name.	Position/title:	Date:
Reg C. Whiten	Executing Director	Oct 30, 2020

13. Submitting Your Application

Completed funding application forms (with all required attachments) should be provided electronically to Northern Development by email. ★ Please do not scan this form.

Email: christine@northerndevelopment.bc.ca



REPORT

To: Chair and Directors

Report Number: ADM-BRD-097

From: Crystal Brown, Electoral Area Manager

Date: October 27, 2020

Subject: October 15, 2020 EADC Meeting Recommendations

The following recommendations from the October 15, 2020 Electoral Area Directors Committee meeting are presented to the Regional Board for its consideration:

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board authorize the amendment of the Electoral Area B Potable Water Fees and Charges Bylaw No. 2409, 2020, to include a bottle fill water rate charge of \$3 per 18 liter bottle.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board refer the report titled "Zoning Bylaw No. 1343, 2001 Housekeeping Amendment – DS-EADC-004" back to staff for further consideration on proposed changes to Section 7 (Inspection) and Section 13 (Accessory Building Floor Area) and a report be provided to a future Electoral Area Directors Committee meeting for discussion.

BACKGROUND/RATIONALE:

The draft minutes of the October 15th Electoral Area Directors Committee Meeting are on the Consent Calendar.

Recommendation #1 re: Electoral Area B Potable Water

Please [click here](#) (Item 9.2) to access the report provided to the Electoral Area Directors Committee.

Recommendation #2 re: Zoning Bylaw Housekeeping Amendments

Please [click here](#) (Item 9.3) to access the report provided to the Electoral Area Directors Committee.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Organizational Effectiveness

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.



REPORT

To: Chair and Directors

Report Number: ADM-BRD-098

From: Crystal Brown, Electoral Area Manager

Date: October 28, 2020

Subject: October 15, 2020 Rural Budgets Administration Committee Meeting Recommendation

The following recommendation from the October 15th Rural Budgets Administration Committee (RBAC) meeting is being presented to the Regional Board for its consideration:

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board amend Cemetery Services Establishment Bylaw No. 839, 1993, to expressly authorize provision of grants to member municipalities that provide Cemetery Services to Electoral Areas.

BACKGROUND/RATIONALE:

The draft minutes of the October 15th RBAC Meeting are on the Consent Calendar. To access the report provided to RBAC, please [click here](#) (Item 9.2).

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

The Corporate Officer has identified additional changes required by Bylaw 839, 1993; the bylaw does not currently include a maximum requisition as required by the *Local Government Act* Section 339 (e).

Attachments:

1. Cemetery Services Establishment Bylaw No. 839, 1993
2. Order in Council #10/93, 0031, dated January 13, 1993

PEACE RIVER REGIONAL DISTRICT

BY-LAW NO. 839, 1993

A by-law to convert the function of Cemetery Grants-In-Aid for Electoral Areas B and C to an extended service and include Electoral Areas D and E as participants

WHEREAS pursuant to Section 767(4) of the Municipal Act, a regional district exercising a power to provide a service other than a general service, may adopt a by-law respecting that service which:

- a) meets the requirements of section 794 for a by-law establishing a service, and
- b) is adopted in accordance with the section 802 as if it were a by-law amending a by-law establishing a service;

AND WHEREAS the Board of the Peace River Regional District was granted the function of Cemetery Grants-In-Aid by supplementary letters patent dated October 29, 1987 with Electoral Areas B and C as participating members;

AND WHEREAS the Board of the Peace River Regional District wishes to convert its Cemetery Grants-In-Aid function to an extended service;

AND WHEREAS pursuant to section 790 of the Municipal Act, R.S.B.C 1979, c. 290, as amended, the Lieutenant Governor in Council has, by B.C. regulation #10/93, granted to the Peace River Regional District the additional powers of:

- a) Section 885 of the Municipal Act to operate, develop, and maintain cemeteries, as an extended service with electoral areas B, C, D, and E as participating members, and
- b) Contributing financial aid toward the cost of operating, developing and maintaining cemeteries, as an extended service with Electoral Areas B, C, D, and E as participating members;

AND WHEREAS pursuant to section 800 of the Municipal Act the Board of the Peace River Regional District has waived the electoral assent requirement for Electoral Areas B, C, D, and E and the Directors of Electoral Areas B, C, D, and E have consented in writing to the adoption of this by-law;

NOW THEREFORE the Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

Service Being Established

1. The function of Cemetery Grants-In-Aid, granted by supplementary letters patent dated October 29, 1987 is hereby established as the extended service of Cemetery Services.

Participating Areas

2. The participants in the extended service, established under section 1, are Electoral Areas B, C, D, and E.

Peace River Regional District
By-Law No. 839, 1993

Cost Recovery

3. The annual costs of the service shall be recovered by requisition under Section 809.1 of the Municipal Act to be collected by a property value tax to be levied and collected under Section 810.1(1) on improvements only.

Apportionment of costs

4. The annual net cost attributable to this service shall be borne directly by that electoral area for which the cemetery services are provided.

Citation

5. This by-law may be cited as "Cemetery Services Establishment By-Law No. 839, 1993".

READ A FIRST TIME this 28th day of January, 1993.

READ A SECOND TIME this 28th day of January, 1993.

READ A THIRD TIME this 28th day of January, 1993.

ELECTORAL ASSENT requirement for Electoral Areas B, C, D, and E waived by the Regional Board this 28th day of January, 1993.

CONSENT in writing to the adoption of this by-law by the Directors of Electoral Areas B, C, D, and E obtained this 28th day of January, 1993.

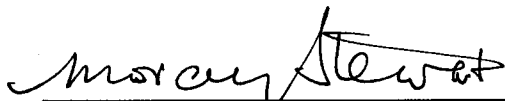
APPROVED by the Inspector of Municipalities this 18th day of February, 1993.

RECONSIDERED, FINALLY PASSED AND ADOPTED this 25th day of February, 1993.

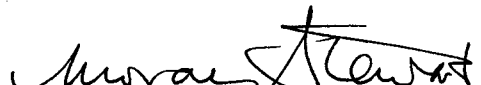
FILED with the Inspector of Municipalities this 4th day of March, 1993.

CERTIFIED a true and correct copy of
"Cemetery Services Establishment By-Law
No. 839, 1993".

THE CORPORATE SEAL of the Peace
River Regional District was hereto affixed
in the presence of:



Moray Stewart, Administrator


Ben Knutson, Chairperson


Moray Stewart, Administrator

I HEREBY CERTIFY the foregoing to be a true and correct copy of By-Law No. 839, 1993, cited as "Cemetery Services Establishment By-Law No. 839, 1993", as read a third time by the Regional Board of the Peace River Regional District on the 28th day of January, 1993.

DATED at ^{Chetwynd}~~Dawson Creek~~, British Columbia, this 28th day of January, 1993.


Moray Stewart, Administrator

[BY-LAW.REG\BL-839.CEM]

MINISTRY OF MUNICIPAL AFFAIRS, RECREATION AND HOUSING
4TH FLOOR - 800 JOHNSON STREET
VICTORIA, BRITISH COLUMBIA
V8V 1X4
FAX: (604) 356-1873

PLEASE DELIVER THE FOLLOWING FACSIMILE TO:

TO: Name: Mr John A. Louvinski
Co./Ministry: Peace River Regional District
City: Dawson Creek, B.C.
Fax Number: 782-2718

FROM: Name: Allan Taylor
Branch: Municipal Admin. Services
Phone: 387-4029
Date: Jan 25, 93

WE ARE TRANSMITTING 2 PAGES INCLUDING THIS COVER LETTER
IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL BACK A.S.A.P.

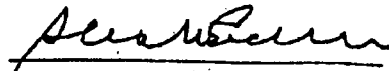


86
15.3
+
19.2
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31.9.3

SLP's

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. **0031**, Approved and Ordered 13 JAN 1993



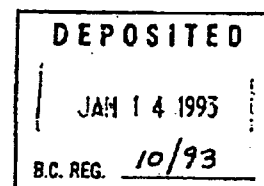
Lieutenant Governor
Administrator

Executive Council Chambers, Victoria 13 JAN 1993

Administrator

On the recommendation of the undersigned, the ~~Lieutenant Governor~~ by and with the advice and consent of the Executive Council, orders that B.C. Reg. 109/90, the Peace River Regional District Regulation, be amended by adding the following section:

4. The Peace River Regional District is granted the additional powers of section 885 of the Municipal Act to develop, operate and maintain cemeteries, as an extended service and also the power to contribute financial aid toward the cost of developing, operating and maintaining cemeteries, as an extended service.



Minister of Municipal Affairs,
Recreation and Housing

Presiding Member of the Executive
Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Municipal Act, Section 790(2)(a) RMC 1979-29.0

Other (specify): O.I.C. 3355/67 and Letters Patent dated October 31, 1967

OP 4033

2081/92/13



REPORT

To: Chair and Directors

Report Number: FN-BRD-020

From: Teri Vetter, Chief Financial Officer

Date: October 26, 2020

Subject: **2021 Budget Calendar**

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board receive the report titled “2021 Budget Calendar – FN-BRD-020”, which presents the 2021 budget cycle calendar, for information.

BACKGROUND/RATIONALE:

A 2021 Budget Calendar has been developed to identify a proposed process and all relevant milestones, deliverables, and meeting dates; this includes deadlines for staff submissions of supplemental requests for all non-core expenses and all capital requests, draft budgets and presentation of the drafts to Committees in January and the overall draft budget to the Regional Board in February. The Budget process and calendar will contribute to enhancing communications and allows staff and elected officials to more effectively communicate with residents, communities, and within the organization.

Draft budgets for 2021 are beginning to be developed by staff, with the input from Committees and elected officials. Draft budget discussions and development will occur until the end of November 2020.

The 2021 Budget will be built and presented, based on several concepts; these include:

1. **Core Budget** – the 2021 Draft Budget will be based only on the core operations of the organization. Core operating costs are expenses associated with the ongoing maintenance and administration on a day-to-day basis for a particular service, at the same service level as the previous year. Core operating costs **do not** include capital expenditures but can include components of delivering a service such as:
 - Salary, wage and benefit expenses
 - Utility expenses
 - Travel expenses
 - Meeting expenses
 - Minor Capital
 - Office supply costs
 - Repair and maintenance costsAll non-core budget items will require submission of a Supplemental Request.
2. **Supplemental Requests** – Supplemental Requests distinguish specific initiatives/projects from core operations. Presentation of Supplemental Requests would occur during scheduled budget meetings with Committees/Commissions.

3. **Capital** – All Capital budget items will be considered as a Supplemental Request unless they are ongoing, previously approved projects.
4. **Budget Meetings** – Budget meetings will be in January and February 2021. It is the intent that these meetings would be the opportunity for staff to present core budgets as well as Supplemental Requests and for the Directors to request clarification on any budget items.
5. **Budget Presentation** – The 2021 Budget will be presented to the Board in February 2021 (February 17th is scheduled for Budget presentations). Budget presentations will incorporate all approved Supplemental Requests and any recommendations made during the January and February Committee/Commission meetings. First three readings of the Five Year Financial Plan is scheduled for March 11th and final approval of the plan is scheduled for consideration at the March 25th Board meeting.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

The Budget Calendar will be included on the PRRD website as part of the overall meeting schedule.

OTHER CONSIDERATION(S):

None.

Attachments:

1. 2021 Budget Calendar

2021 BUDGET CALENDAR

October 2020	
19-27	FMW Budget software training for staff
November 2020	
12	Report to Board for direction for 2021 Budget process and Calendar
13	Budget Package distributed to staff
30	Deadline for budget preparation and entry into FMW by staff
December 2020	
7	Finance First review of budgets complete
21	Electronic draft 2020 budget book distributed
January 2021	
	Committee/Commission Budget Meetings
28	Special Budget Meeting to review all completed Draft Budgets
February 2021	
1-12	Committee/Commission Budget Meetings
17	Final review of budgets before introduction to the bylaw
March 2021*	
11	Regular Board meeting for first three readings of the 5 Year Financial Plan Bylaw (Annual Budget)
25	Regular Board meeting for adopting the 5 Year Financial Plan Bylaw (Annual Budget)*

*If the Board needs to deviate from the March 2021 schedule, a special Board meeting will be required to adopt the 5 Year Financial Plan bylaw on or before March 31, 2021, as per legislation.



REPORT

To: Chair and Directors

Report Number: FN-BRD-025

From: Teri Vetter, Chief Financial Officer

Date: October 28, 2020

Subject: School District No. 59 – Rural Learn to Swim Grant

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board authorize School District No. 59 to defer the 2020 Rural Learn to Swim grant, in the amount of \$10,000, for use in the 2021 calendar year.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board authorize School District No. 59 to utilize the funds from their 2020 Rural Learn to Swim grant, in the amount of \$10,000, to assist with transportation costs to bus rural students to alternate recreational or cultural activities if swimming is not available.

BACKGROUND/RATIONALE:

The Regional Board received a letter from the Board of Education of School District No. 59 (SD59), at its October 8th meeting, requesting permission to use the 2020 rural swim grant contribution of \$10,000 towards transportation costs for rural students to participate in other recreational and cultural activities due to the restrictions in place for use of pool facilities resulting from COVID-19.

On October 8, 2020, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

That the Regional Board authorize that a letter be forwarded to School District No. 59, in response to their September 8, 2020 letter, to advise that the Regional Board is investigating its request to use 2020 grant funds, designated for Rural Learn to Swim Program travel costs, for other recreational or cultural activities.

Staff clarified with SD59 that the intended recreational and cultural activities may include bowling, skiing, skating, curling, or field trips to the local art gallery, historical society, tourism centre or public libraries, as outlined in the attached letter from SD59 dated October 26, 2020. This letter includes a second request from SD59 that the Regional Board permit the grant funds for 2020 be deferred for use in the 2021 calendar year as there is insufficient time remaining to plan and carry out any of these activities in 2020. SD59 also indicates that there will be no additional grant request for 2021 if the deferral request is approved.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

On October 8, 2020, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

That the Regional Board authorize that a report be prepared on grant funding provided to School Districts No. 59 and 60 for Rural Learn to Swim programs in the 2020 budget year, and the functions under which the grants were provided.

In the 2020 budget year, the following grant contributions were provided to support Rural Learn to Swim programs:

- SD No. 59 - \$10,000 provided from Function 275, Grants to Community Organizations; and
- SD No. 60 - \$10,000 provided from Function 275, Grants to Community Organizations, Area B.

School District No. 59 has been regionally funded since 2006. Recently, funds were requisitioned from Function 275 – Grants to Community Organizations (2019 & 2020) and prior to that, were requisitioned from Function 220 – Regional Recreation. The Regional District has provided total grant contributions of \$140,000 to support rural students learning how to swim.

School District No. 60 has been regionally funded since 2007. In 2020, funds were requisitioned from Function 275 – Grants to Community Organizations. Prior to this, funds were requisitioned from Function 220 – Regional Recreation. The Regional District has provided total grant contributions of \$127,810 to support rural students learning how to swim.

COMMUNICATIONS CONSIDERATION(S):

SD59 will be notified in writing of the Regional Board's decision.

OTHER CONSIDERATION(S):

SD 60 contacted the CFO requesting to use the grant funding they received in the amount of \$10,000 to bus students to participate in swimming, as no lessons were being offered at the North Peace Leisure Pool due to COVID-19. The request was approved as it was deemed to be consistent with the intended purpose of the grant contribution.

Attachments:

1. SD59 letter dated October 26, 2020 – SD59 Rural Learn to Swim Grant
2. SD59 Letter dated September 8, 2020 – SD59 Rural Learn to Swim Grant



School District No.59 (Peace River South)

October 26, 2020

Peace River Regional District Board
PO Box 810
Dawson Creek, BC
V1G 4H8



Re: SD59 Rural Swim Grant Allocation follow up and deferral request

Dear Board Members of the Regional Board;

This letter follows our previous letter dated September 8, 2020 that requested consideration for alternate use of the 2020 rural swim grant, allowing it to be used for rural students to participate in other recreational or cultural activities that meet the operational guidelines of the district while following the Stage 2 COVID-19 protocols. These activities may include but not be exclusive to bowling, skiing, skating, curling, visits and activities at the art gallery, historical society, public libraries, or tourism centres. We await the Regional District's decision on that request.

Subsequently, and in addition to the first request, the Board of Education of School District No.59 (PRS) passed a motion at our October 21, 2020 board meeting to request a deferral of the 2020 rural swim grant to the 2021 calendar year to allow the schools additional time to use the funds.

Two of our rural schools use the Chetwynd Leisure Pool and after further staff discussions with the District of Chetwynd it is believed that the schools that use that facility may be able to use it in the future under recently updated pandemic protocols.

However, protocols in place at this time at the Kenn Borek Aquatic Centre make use by the two rural schools near Dawson Creek impractical.

As we quickly approach the end of the calendar year, schools have very little time to plan trips under the existing swim grant criteria, or for alternate trips if our September 8, 2020 request is approved.

If this second request is approved, the district would encourage schools to use the 2020 grant funds by December 2021 and provide the Regional District with the same reporting as provided in the past. No grant request would be submitted for 2021. If you have any questions, please contact Melissa Panoulis, Secretary Treasurer, at 250-782-8571 or email mpanoulis@sd59.bc.ca.

Sincerely,

Chad Anderson
SD59 Board Chair



School District No.59 (Peace River South)

September 8, 2020

Peace River Regional District Board
PO Box 810
Dawson Creek, BC
V1G 4H8

Re: SD59 Rural Swim Grant Allocation

Dear Board Members of the Board;

As you are aware, the Board of Education of School District No. 59 (PRS) has been operating under a provincial framework specific to the COVID-19 pandemic and is currently following the guidelines outlined in Stage 2 of BC's Education Restart Plan. Stage 2 continues to have specific protocols and operational guidelines that all school districts must follow which affects the activities that students can participate in. Unfortunately, at this time, due to the protocols in place at the local swimming pools, the district will not be allowing schools to use any pool facilities and therefore will not be incurring any travel costs specific to swimming lessons.

In June 2018, the Peace River Regional District Board approved a motion for a multi-year grant to assist with transportation costs specifically for students to participate in the Rural Learn to Swim program. We are currently in the last year of this three-year grant commitment; however, due to the COVID-19 pandemic and the suspension of in-classroom instruction in the Spring of 2020 and now the restrictions in place to use the pool facilities as this new school year begins, the schools will be unable to use the funds allocated to them from the 2020 grant.

The Board of Education of School District No.59 is requesting that the Peace River Regional District Board allow alternate use of the swim grant to be used towards transportation costs for rural students to participate in other recreational or cultural activities that meet the operational guidelines of the district while following the Stage 2 protocols. The health and safety of students and staff are a priority of the district while continuing to provide meaningful education; therefore, it is important to continue to seek alternative activities that enhances a student's educational program.

If approved, the district would encourage schools to use the grant funds by December 2020 with the intention of applying for another three-year grant starting in 2021. If you have any questions, please contact Melissa Panoulas, Secretary Treasurer, at 250-782-8571 or email mpanoulas@sd59.bc.ca.

Sincerely,

Chad Anderson
SD59 Board Chair





REPORT

To: Chair and Directors

Report Number: ADM-BRD-100

From: Kelsey Bates, Deputy Corporate Officer

Date: October 29, 2020

Subject: Policies for Repeal

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board repeal the Blackfoot Park Commission Policy.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board repeal the Charlie Lake Sewer System Policy.

RECOMMENDATION #3: [Corporate Unweighted]

That the Regional Board repeal the Committee of the Whole Terms of Reference Policy.

RECOMMENDATION #4: [Corporate Unweighted]

That the Regional Board repeal the Charlie Lake Local Community Commission Minutes Policy.

BACKGROUND/RATIONALE:

The Peace River Regional District 2019-2022 Strategic Plan includes completion of a comprehensive policy review as a strategy under Organizational Effectiveness.

The policies noted above are proposed for repeal for the following reasons:

1. Blackfoot Park Commission Policy

This Policy simply refers to Bylaw No. 591, 1988, which establishes the Blackfoot Park Commission, and is not necessary.

2. Charlie Lake Sewer System Policy

This Policy is specifically regarding MOE Permit PE12810, which is no longer in effect; as the PRRD has a Municipal Wastewater Registration. This Policy is obsolete. The PRRD could consider a general permit policy in the future as opposed to permit specific policies.

3. Committee of the Whole (CoW) Terms of Reference

This Policy is captured in the PRRD's Board Procedure Bylaw, except for the following bullets:

- a. Topic items must be assigned to the CoW by the PRRD Board only;
- b. All CoW meetings are open to public viewing (not public participation);
- c. There is no opportunity to add additional items to a CoW agenda;
- d. Guests (delegations) making presentation to the CoW will be formally limited to a 15 minute presentation as per the Meeting Procedure Bylaw, but with permission of the Directors, may extend the time permitted for a guest to present;

These additional headings not included in the Procedure Bylaw are not adhered to and/or are obsolete:

- a. Topics are assigned to CoW Meetings by both the Regional Board and the Chief Administrative Officer.
 - b. CoW Meetings are open to the public, unless authorized to be in closed session – as per Section 226 of the *Local Government Act* which makes Part 4 – Public Participation an Council Accountability, Division 3 – Open Meetings of the *Community Charter* applicable to Regional Districts, and obligates open meetings of the Board and its committees and commissions, unless authorized by Section 90 of the *Community Charter*.
 - c. The agenda template for CoW Meetings does not allow for additional items. Agenda headings include: Call to Order, Adoption of Agenda, Gallery Comments or Questions, Delegations, Reports, Media Questions, and Adjournment.
 - d. The Procedure Bylaw, which applies to Committees and Commissions unless otherwise specified in their terms of reference, provides guidelines for Delegations, including the 15 minute maximum, unless otherwise permitted by resolution of the Regional Board.
4. Charlie Lake Local Community Commission Minutes Policy
This Policy states that all minutes of the Charlie Lake Local Community Commission are to be placed on a regular Board agenda, and that all recommendations are dealt with individually. The Charlie Lake Local Community Commission has been dormant since January 1, 2007 and staff propose repeal of the commission (which must be done by bylaw) in the near future to fully extinguish this commission.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

Policy updates will be communicated to staff, and be reflected in the upcoming public policy manual.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Blackfoot Park Commission Policy
2. Charlie Lake Sewer System Policy
3. Committee of the Whole Terms of Reference
4. Charlie Lake Local Community Commission Minutes Policy



Department: Parks & Recreation

POLICY STATEMENT

BLACKFOOT PARK COMMISSION

The guidelines for the Blackfoot Park Commission are found in Bylaw #591, 1988.



Department: Administration

POLICY STATEMENT

CHARLIE LAKE SEWER SYSTEM

The Ministry of Environment tells us how we must operate the system in MOE Permit PE12810. That permit also dictates the information that must be found in the Charlie Lake Sewer System Operational Plan, a binder that is held by the Contract Operator, the Area “C” Director, the Deputy Administrator and each member of the Charlie Lake Commission, as well as the filing system.

Committee of the Whole

'Terms of Reference'

The Peace River Regional District 'Committee of the Whole' is a meeting of the PRRD Board of Directors, staff and invited guests to discuss items of interest to the Peace River Regional District that require understanding, discussion and / or debate prior to making any formal decision.

Committee of the Whole (CoW) is a meeting authorized under the PRRD Meeting Procedures By-law.

Terms of Reference:

1. Topic items must be assigned to the CoW by the PRRD Board only;
2. All CoW meetings are open to public viewing (not public participation);
3. Topics that the Board may forward to CoW:
 - a. Issues needing additional understanding;
 - b. Issues needing understanding and consideration of multiple options; and
 - c. Issues with multiple problems / concerns;
4. There is no opportunity to add additional items to a CoW agenda;
5. The CoW meeting Chair shall be the Board Chair or designate;
6. Discussion shall be directed through the meeting Chair in a round table format that includes all Directors, staff and guests at the discussion table;
7. Guests (delegations) making presentation to CoW will be formally limited to a 15 minute presentation as per the Meeting Procedure By-law, but with permission of the Directors, may extend the time permitted for a guest to present;
8. Guests to the CoW discussion table may participate in open discussion with the Committee until such time as they are dismissed from the table or discussion on that agenda item has concluded;
9. Minutes consisting of a record of discussion ideas, concepts and recommendations will be included in regular Board meeting agendas under 'Consent';
10. CoW recommendations (s) requiring formal decisions will be brought forward on an agenda of a regularly scheduled Regional District Board meeting as a report from CoW with recommendations(s);
11. CoW recommendations are not decisions of the Board and no actions can be taken on any recommendation until a formal Board resolution has been passed;
12. CoW recommendations are available for debate and subject to change by the Board at the time of formal consideration.



Department: Administration

POLICY STATEMENT

CHARLIE LAKE LOCAL COMMUNITY COMMISSION MINUTES

The minutes of the Charlie Lake Local Community Commission are placed on the regular Board agenda and all recommendations are dealt with individually.

March 12, 1998
RD/98/03/35 (12)



REPORT

To: Chair and Directors

Report Number: ENV-BRD-018

From: Kari Bondaroff, Environmental Services Manager

Date: October 27, 2020

Subject: 2021 Fleet Capital Budget Pre-Approval

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board approve the transfer of \$28,308.83 in Capital Vehicle Funds located within the Building Inspection Function 405, to the Capital Fleet Function 160.

RECOMMENDATION #2: [Corporate Weighted]

That the Regional Board approve the supplemental request to replace Unit 18, 2012 Chevrolet Equinox, Unit 20, 2012 Chevrolet Equinox, Unit 26, 2017 Dodge Caravan, Unit 9, Trailtech Trailer and Unit 16, Load Trail Dump Trailer with an all-wheel drive SUV, two small 4x4 trucks, a flatdeck trailer equivalent to Unit 9, and a tridem dump trailer.

RECOMMENDATION #3: [Corporate Weighted]

That the Regional Board approve the supplemental requests to purchase additional fleet in 2021 to consist of one 4x4 ¾ tonne truck and one 4x4 service van.

BACKGROUND/RATIONALE:

2021 Fleet Vehicle Administration Budget

In 2020, the Regional Board approved the amalgamation of fleet expenditures into one function. At that time, Administrative and Solid Waste Capital Vehicle reserve funds were transferred to the new Function – Fleet Administration. Unfortunately, the Building Inspection Capital Reserve was inadvertently missed at the time. To align with the amalgamation of fleet expenditures, the remaining vehicle capital reserve funds located within the Building Inspection function should be transferred.

In order to provide values to each of the functions with vehicle allocations, a pre-budget approval is being requested. Vehicle replacements and additions are proposed as several PRRD fleet assets have reached the end of their useful life and demand for vehicles has increased as staff are added to meet service levels. In order to secure pricing, it is necessary to proceed with the procurement process for:

- a) Replacement of three vehicles plus two equipment trailers; and further,
- b) Expansion of the fleet by two additional vehicles.

Currently, there is 1 vehicle located at the Fort St. John office being shared with 5 staff; 4 vehicles at the DC office shared with 41 staff; and 5 vehicles at the warehouse shared with 10 staff.

Vehicle replacements and additions are detailed below:

- a) Unit 18 (2012 Chevrolet Equinox) is located at the DC office and will be replaced with an all-wheel drive vehicle to be used as a highway vehicle. Estimated replacement value of \$35,000.

- b) Unit 20 (2012 Chevrolet Equinox) is located at the FSJ office for primarily Building Inspection use. This unit will be replaced with a small 4x4 pick-up for use on gravel roads and highway driving. Estimated replacement value of \$40,000.
- c) Unit 26 (2017 Dodge Caravan) is located at the DC office. This unit will be replaced with a 4x4 small pick-up for use on gravel roads and highway driving. Estimated replacement value of \$40,000.
- d) Unit 9 (2001 Trailtech Trailer) is located at the DC warehouse. This unit will be replaced with an equivalent trailer for light equipment hauling. Estimated replacement value of \$15,000.
- e) Unit 16 (Load Trail Dump Trailer) is located at the DC warehouse. This unit will be replaced with an upgraded tridem dump trailer capable of hauling heavier items such as the skid steer and other heavy equipment. Estimated replacement value of \$30,000.
- f) New Vehicle #1: 2021 ¾ tonne pick-up is needed for use at the DC warehouse to offset the costs of personal vehicle use for work by the Field Services Foreman as well as necessity for a rental vehicle through the summer months. Rental vehicle costs an additional \$7500 for 2 months use. This vehicle would also be able to tow a smaller trailer and allow for the smaller 4x4 truck at the warehouse to be available for office staff to utilize if vehicle availability becomes challenging. Estimated value of \$55,000.
- g) New Vehicle #2: 2021 4x4 Service Van. This van would house all of the necessary tools and equipment required for plumbing, electrical, and carpentry jobs that are performed in-house. Again, this added vehicle would allow for warehouse staff to have ample fleet availability applicable to the job they are performing. Estimated value of \$70,000.

The total estimated budget is \$285,000, as shown in Table 1 for Fleet Capital Replacement under Financial Considerations. If pre-approved, the estimated budget will be reflected in the vehicle allocations for all affected functions (see Table 2 for details on vehicle usage).

A supplemental request for the purchases of the fleet units is attached for Board consideration.

ALTERNATIVE OPTIONS:

1. That the Regional Board approve the replacement of Fleet Units 18, 20, 26, 9, and 16; and further, approve the purchase of one ¾ tonne 4x4 pick-up.
2. That the Regional Board approve the replacement of Fleet Units 18, 20, 26, 9, and 16; and further, approve the purchase of one 4x4 service van.
3. That the Regional Board approve the replacement of Units 18, 20, 26, 9, and 16 only.
4. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Develop a Corporate Asset Management Program

FINANCIAL CONSIDERATION(S):

Table 1 outlines the 2020-2025 annual capital replacement reserve allocations, the capital reserve balances estimated to be carried forward including the current Building Inspection Capital Reserve, and the estimated purchase amounts for the current year. (For an overview of the 10-year Fleet Capital Plan, please refer to Attachment 1.) As noted for the 2021 year, the addition of two new fleet vehicles

results in the risk of a deficit. In order to prevent this occurrence, additional allocations to functions that will benefit from the use of the new vehicles is required. An addition of \$50,000 will be allocated to account for any unforeseen price increases that could occur prior to vehicle purchase.

Table 1. 2020-2025 Annual Fleet Capital Replacement Estimates

Financial Implications	2020	2021	2022	2023	2024	2025
Annual Capital Reserve Allocation	\$101,171.80	\$109,028.44	\$138,662.68	\$140,263.44	\$141,376.25	\$142,315.66
Additional Reserve Dollars (carry forward)	\$268,962.00	\$142,766.63	\$(33,204.93)	\$39,856.40	\$134,512.79	\$237,388.74
Purchases	\$255,676.00	\$285,000.00	\$65,601.35	\$45,607.05	\$38,500.30	\$112,359.80
Reserve Balance:	\$114,457.80	\$(33,204.93)**	\$39,856.40	\$134,512.79	\$237,388.74	\$267,344.60

**\$50,000 additional capital to be added to the 2021 vehicle allocations. Table 2 includes the allocations with the two new purchases, including the additional \$50,000.

Table 2 outlines the financial implications to each of the applicable functions. These allocations include capital replacement costs, new capital purchases, and operational costs for the 2021 budget year. These values will be reflected in the 2021 budget package.

Table 2. 2021 Vehicle Allocations per Function

Function	2021 Vehicle Allocation	Function	2021 Vehicle Allocation
100- Admin	\$ 40,213.53	405- Building Inspection	\$ 12,029.95
200- Reg. Parks	\$ 50,682.50	430- Rolla Creek Dyke	\$ 3,615.89
210- Comm. Parks	\$ 3,426.58	500- Regional Solid Waste	\$ 151,994.84
220- Reg. Rec.	\$ 554.84	520- Invasive Plants	\$ 17,385.48
221- Sub-Reg. Rec.	\$ 136.96	525- NP TV	\$ 753.42
225- Kelly Lake Comm. Centre	\$ 136.96	601- Charlie Lake Sewer	\$ 2,385.62
245- NP Leisure Pool	\$ 264.42	602- Chilton Sewer	\$ 4,628.22
260- Clearview Arena	\$ 136.96	603- NP Airport Sewer	\$ 2,046.88
265- Buick Creek Arena	\$ 342.41	605- Harper Imperial Sewer	\$ 4,628.22
275- Grants to Comm. Org.	\$ 254.91	606- Kelly Lake Sewer	\$ 12,263.18
300- Emergency Planning	\$ 2,257.51	607- Rolla Sewer	\$ 11,157.83
315- Charlie Lake Fire	\$ 1,333.32	701- NP Airport Water	\$ 1,679.60
335- Mob. Lake Rural	\$ 136.96	702- Area B Pot Water	\$ 5,023.91
400- Management Of Development	\$ 9,011.80	Total:	\$ 338,482.71

OTHER CONSIDERATION(S):

1. Asset Management is a key priority for the Regional Board as outlined in the current Strategic Plan. To support this key priority, scheduling regular vehicle replacement and evaluating current needs to sustain fleet is done as follows:

- a. Budget is calculated for capital replacement based on 5 year depreciation for vehicles, 10 year depreciation for trailers and attachments, and 8 years for vehicles that have specialized use;
 - b. Vehicles remain covered under warranty and are replaced before significantly increasing maintenance costs are incurred; and
 - c. The PRRD can continue to provide safe and reliable vehicles which are intended for differing working purposes (such as off-road site inspections compared to highway travel between offices).
2. COVID-19 had implications on fleet usage in 2020. First, the onset of the pandemic saw the number of staff per vehicle restricted to one, then two persons. Second, Board meetings were restricted to the Dawson Creek office. Third, in-person non-essential meetings were cancelled. With an increase in staff in the warehouse and the DC office, and a return to off-site Board meetings, and in person meetings, there will be an increase in vehicle use as travel restrictions are lifted. Rental vehicles can cost \$3000 per month and personal use of vehicles are charged back to the organization at \$0.59/km.
3. A Request for Proposals will be issued to offer fair opportunity to vendors to bid on the capital expenditures. There may be a difference in price which could be reflected in the 2021 budget. Any unused capital funds will be placed in the capital reserve fund for future fleet replacements and/or purchases.

Attachments:

1. 10-year Fleet Capital Plan
2. 2021_160_Fleet_Supplemental

Vehicle Description	Year	Replacement Year	Location of Vehicle	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Unit 15 - Sierra 2500	2005	2020	Warehouse	\$ 2,563.23											
Unit 17 - Sterling Picker	2009	2020	Warehouse	\$ 14,174.29											
Unit 10 5500 International	2020	2028	Warehouse		\$ 13,963.88	\$ 13,963.88	\$ 13,963.88	\$ 13,963.88	\$ 13,963.88	\$ 13,963.88	\$ 13,963.88	\$ 13,963.88			
Replacement 10	2028	2036	Warehouse										\$ 15,667.47	\$ 15,667.47	\$ 15,667.47
Unit 19 - Chev Equinox	2012	2020	DC Office	\$ 6,213.56											
Unit 28 Chev Colorado	2020	2025	DC Office		\$ 8,731.51	\$ 8,731.51	\$ 8,731.51	\$ 8,731.51	\$ 8,731.51						
Replacement 28	2025	2030	DC Office							\$ 9,796.75	\$ 9,796.75	\$ 9,796.75	\$ 9,796.75	\$ 9,796.75	\$ 10,234.22
Again replace 28	2030	2035	DC Office												
Unit 21 - Chev Sierra 3500	2012	2020	Warehouse	\$ 4,713.50											
Unit 27 Sierra 3500	2020	2025	Warehouse		\$ 13,740.45	\$ 13,740.45	\$ 13,740.45	\$ 13,740.45	\$ 13,740.45						
Replacement 27	2025	2030	Warehouse							\$ 15,416.78	\$ 15,416.78	\$ 15,416.78	\$ 15,416.78	\$ 15,416.78	\$ 17,297.63
Again replace 27	2030	2035	Warehouse												
Unit 18 Chev Equinox	2012	2021 (*2017)	DC Office	\$ 6,231.14	\$ 6,231.14										
Replacement 18	2021	2026	DC Office			\$ 7,854.00	\$ 7,854.00	\$ 7,854.00	\$ 7,854.00	\$ 7,854.00					
Again replace 18	2026	2031	DC Office												
Unit 20 Chev Equinox	2012	2021 (*2017)	FSU Office	\$ 6,215.56	\$ 6,215.56										
Replacement 20	2021	2026	FSU Office			\$ 8,976.00	\$ 8,976.00	\$ 8,976.00	\$ 8,976.00	\$ 8,976.00					
Again replace 20	2026	2031	FSU Office								\$ 10,071.07	\$ 10,071.07	\$ 10,071.07	\$ 10,071.07	\$ 10,071.07
Unit 26 Dodge Caravan	2017	2021	DC Office	\$ 6,761.62	\$ 6,761.62										
Replacement 26	2021	2026	DC Office			\$ 8,976.00	\$ 8,976.00	\$ 8,976.00	\$ 8,976.00	\$ 8,976.00					
Again replace 26	2026	2031	DC Office								\$ 10,071.07	\$ 10,071.07	\$ 10,071.07	\$ 10,071.07	\$ 10,071.07
Unit 22 Chev Equinox	2013	2022 (*2018)	DC Office	\$ 6,165.73	\$ 6,165.73	\$ 6,165.73									
Replacement 22	2022	2027	DC Office				\$ 6,917.95	\$ 6,917.95	\$ 6,917.95	\$ 6,917.95	\$ 6,917.95				
Again replace 22	2027	2032	DC Office									\$ 7,761.94	\$ 7,761.94	\$ 7,761.94	\$ 7,761.94
Unit 23 GMC Sierra 1500	2014	2022 (*2019)	Warehouse	\$ 6,955.27	\$ 6,955.27	\$ 6,955.27									
Replacement 23	2022	2027	Warehouse				\$ 7,803.81	\$ 7,803.81	\$ 7,803.81	\$ 7,803.81	\$ 7,803.81				
Again replace 23	2027	2032	Warehouse									\$ 8,755.87	\$ 8,755.87	\$ 8,755.87	\$ 8,755.87
Unit 24 Chev Sierra	2017	2023	Warehouse	\$ 9,121.41	\$ 9,121.41	\$ 9,121.41	\$ 9,121.41								
Replacement 24	2023	2028	Warehouse					\$ 10,234.22	\$ 10,234.22	\$ 10,234.22	\$ 10,234.22	\$ 10,234.22			
Again replace 24	2028	2033	Warehouse										\$ 11,482.79	\$ 11,482.79	\$ 11,482.79
Unit 8 Chev Colorado	2019	2024	Warehouse	\$ 7,700.06	\$ 7,700.06	\$ 7,700.06	\$ 7,700.06	\$ 7,700.06							
Unit 8 Replacement	2024	2029	Warehouse						\$ 8,639.47	\$ 8,639.47	\$ 8,639.47	\$ 8,639.47	\$ 8,639.47		
Again replace 8	2029	2034	Warehouse											\$ 9,693.49	\$ 9,693.49
Trailers	Year	Replacement Year	Location of Vehicle	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Unit 9 Trailtech Trailer	2001	2021 (*2012)	Warehouse	\$ 1,308.03	\$ 1,308.03										
Replacement 9	2021	2031	Warehouse			\$ 1,683.00	\$ 1,683.00	\$ 1,683.00	\$ 1,683.00	\$ 1,683.00	\$ 1,683.00	\$ 1,683.00	\$ 1,683.00	\$ 1,683.00	\$ 1,683.00
Unit 12 Lamar Trailer	2018	2028	Warehouse	\$ 403.38	\$ 403.38	\$ 403.38	\$ 403.38	\$ 403.38	\$ 403.38	\$ 403.38	\$ 403.38	\$ 403.38	\$ 403.38	\$ 403.38	\$ 403.38
Replacement 12	2028	2038	Warehouse										\$ 452.59	\$ 452.59	\$ 452.59
Unit 13 Big Tex Flatdeck	2018	2028	Warehouse	\$ 315.42	\$ 315.42	\$ 315.42	\$ 315.42	\$ 315.42	\$ 315.42	\$ 315.42	\$ 315.42	\$ 315.42	\$ 315.42	\$ 315.42	\$ 315.42
Replacement 13	2028	2038	Warehouse										\$ 353.90	\$ 353.90	\$ 353.90
Unit 14 Flatdeck Hauler	2018	2028	Warehouse	\$ 1,527.88	\$ 1,527.88	\$ 1,527.88	\$ 1,527.88	\$ 1,527.88	\$ 1,527.88	\$ 1,527.88	\$ 1,527.88	\$ 1,527.88	\$ 1,527.88	\$ 1,527.88	\$ 1,527.88
Replacement 14	2028	2038	Warehouse										\$ 1,714.28	\$ 1,714.28	\$ 1,714.28
Unit 16 Load Trail Dump	2006	2021 (*2016)	Warehouse	\$ 900.41	\$ 900.41										
Replacement 16	2021	2031	Warehouse			\$ 3,366.00	\$ 3,366.00	\$ 3,366.00	\$ 3,366.00	\$ 3,366.00	\$ 3,366.00	\$ 3,366.00	\$ 3,366.00	\$ 3,366.00	\$ 3,366.00
Unit 25 20 ft Flatdeck	2018	2028	Warehouse	\$ 998.69	\$ 998.69	\$ 998.69	\$ 998.69	\$ 998.69	\$ 998.69	\$ 998.69	\$ 998.69	\$ 998.69	\$ 998.69	\$ 998.69	\$ 998.69
Replacement 25	2028	2038	Warehouse										\$ 1,120.53	\$ 1,120.53	\$ 1,120.53
Misc. Fleet	Year	Replacement Year	Location of Vehicle	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Unit 11 Bobcat	2018	2028	Warehouse	\$ 8,497.72	\$ 8,497.72	\$ 8,497.72	\$ 8,497.72	\$ 8,497.72	\$ 8,497.72	\$ 8,497.72	\$ 8,497.72	\$ 8,497.72	\$ 8,497.72	\$ 8,497.72	\$ 8,497.72
Replacement 11	2028	2038	Warehouse										\$ 9,534.11	\$ 9,534.11	\$ 9,534.11
Unit 29 - Falcon Picker	2020	2035	Warehouse	\$ 5,080.18	\$ 5,080.18	\$ 5,080.18	\$ 5,080.18	\$ 5,080.18	\$ 5,080.18	\$ 5,080.18	\$ 5,080.18	\$ 5,080.18	\$ 5,080.18	\$ 5,080.18	\$ 5,080.18
Unit 30 - Generator Trailer	2020	2035	Warehouse	\$ 4,410.10	\$ 4,410.10	\$ 4,410.10	\$ 4,410.10	\$ 4,410.10	\$ 4,410.10	\$ 4,410.10	\$ 4,410.10	\$ 4,410.10	\$ 4,410.10	\$ 4,410.10	\$ 4,410.10
2021 Additional Fleet Added	Year	Replacement Year	Location of Vehicle	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Additional 3/4 tonne	2021	2026	Warehouse			\$ 12,342.00	\$ 12,342.00	\$ 12,342.00	\$ 12,342.00	\$ 12,342.00					
Replace 3/4 tonne	2026	2031	Warehouse								\$ 13,847.72	\$ 13,847.72	\$ 13,847.72	\$ 13,847.72	\$ 13,847.72
Additional cube van	2021	2031	Warehouse			\$ 7,854.00	\$ 7,854.00	\$ 7,854.00	\$ 7,854.00	\$ 7,854.00	\$ 7,854.00	\$ 7,854.00	\$ 7,854.00	\$ 7,854.00	\$ 7,854.00
Financial Implications				2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Annual Capital Reserve Allocation				\$ 101,171.80	\$ 109,028.44	\$ 138,662.68	\$ 140,263.44	\$ 141,376.25	\$ 142,315.66	\$ 145,057.23	\$ 149,711.28	\$ 151,507.33	\$ 155,891.81	\$ 156,945.83	\$ 159,264.15
Additional Reserve Dollars (carry forward)				\$ 268,962.00	\$ 142,766.63	\$ (33,204.93)	\$ 39,856.40	\$ 134,512.79	\$ 237,388.74	\$ 267,344.60	\$ 277,201.83	\$ 353,313.11	\$ 234,494.30	\$ 337,201.86	\$ 368,080.04
Purchases				\$ 255,676.00	\$ 285,000.00	\$ 65,601.35	\$ 45,607.05	\$ 38,500.30	\$ 112,359.80	\$ 135,200.00	\$ 73,600.00	\$ 270,326.14	\$ 53,184.25	\$ 126,067.65	\$ 343,040.25
Reserve Balance:				\$ 114,457.80	\$ (33,204.93)	\$ 39,856.40	\$ 134,512.79	\$ 237,388.74	\$ 267,344.60	\$ 277,201.83	\$ 353,313.11	\$ 234,494.30	\$ 337,201.86	\$ 368,080.04	\$ 184,303.94

Vehicle replaced
Vehicle replaced 2nd time
Vehicle replaced 3rd time

2021 Budget - Supplemental Item

Title	Fleet Replacement and New Fleet Purchases	Department	ENVIRONMENTAL SERVICES
Division	ENVIRONMENTAL SERVICES	Function	160 - Fleet
Type	Capital - New and Replacement	Priority	1

Description

Replace vehicle units 18 (2012 Equinox), 20 (2012 Equinox), 26 (2017 Grand Caravan), 9 (2001 Traitech flatdeck trailer), and 16 (2006 Load Trail Dump Trailer) with 2 small 4x4 trucks, 1 all-wheel drive highway vehicle, 1 equivalent flatdeck trailer, and 1 triduum dump trailer.

Benefits

The older fleet that have high operating maintenance costs and low value will be replaced with vehicles with full warranty and service packages. The new fleet will match the needs of staff in terms of off-road demands during inspections of sites such as solid waste, sewer, water, building inspection, and parks.

Risks

The vehicles will breakdown and be out of services for long periods of time. The vehicles will only increase in operational maintenance costs. The vehicles/trailers will be used for services that are outside of their intended use. Staff will use their own personal vehicles and charge the PRRD for maintenance. The vehicles/trailers will malfunction and rental trailers will have to be used in their place.

Financial Information

Capital						
Funding Sources	2020	2021	2022	2023	2024	5 Year Total
Capital Surplus	268,962	142,767		73,061	167,717	624,197
Capital Requisition	101,172	184,028	138,663	140,263	141,376	705,502
						-
	370,134	298,485	138,663	213,324	309,093	1,329,699
Expenses						
	2020	2021	2022	2023	2024	5 Year Total
Replacement Purchase Costs	255,676	160,000	65,601	45,607	38,500	565,384
New Purchases		138,485				138,485
						-
						-
						-
						-
	255,676	298,485	65,601	45,607	38,500	703,869

For full 10 year capital replacement plan, please see attachment 1. Some years have more fleet replacements than others. By 3031 all vehicles will have been replaced at least once. Estimated capital reserve following 2031's capital expenditures will be \$184,304.00.

Administration

Author	Kari Bondaroff	Date Prepared	October 27, 2020
Approval Date			



REPORT

To: Chair and Directors

Report Number: DS-BRD-084

From: Shawn Dahlen, Chief Administrative Officer

Date: October 23, 2020

Subject: Subdivision within the ALR, PRRD File No. 20-015-ALRSub

OPTIONS: [Corporate Unweighted]

1. That the Regional Board support ALR Subdivision application 20-015-ALRSub, to subdivide the 92.36 ha property identified as PID 004-012-046 into fourteen \pm 2 ha lots and one \pm 64.36 ha lot, and authorize the application to proceed to the Agricultural Land Commission.
2. That the Regional Board respectfully refuse authorization for ALR Subdivision application 20-015-ALRSub, to subdivide the 92.36 ha property identified as PID 004-012-046 into fourteen \pm 2 ha lots and one \pm 64.36 ha lot, to proceed to the Agricultural Land Commission.

BACKGROUND/RATIONALE:

Proposal

The applicant would like to subdivide the 92.36 ha lot into fourteen \pm 2 ha lots, with a remainder of \pm 64.36 ha. The applicant wants to sell the subdivided parcels to provide smaller and affordable lots for young couples who want to continue living in the community.

File/Site Details

Owner: Gordon Wiebe & Verna Wiebe
Area: Electoral Area B
Location: Prespatou
Legal: District Lot 2516 Peace River District, Except Plans 21383, 21704, 24605 and PGP44332
PID: 004-012-046
Civic Address: 22096 Triad Rd
Lot Size: 92.36 ha (228.23 ac)¹
ALC ID: 61318

¹ The PRRD's internal webmap specifies that the lot size for the property identified as PID 004-012-046 is 92.36 ha. However, the applicant's application quotes the lot size to be 101.8 ha. This report is in line with PRRD's information.

Official Community Plan (OCP)

Pursuant to PRRD Rural Official Community Plan Bylaw No. 1940, 2011, the property is designated Rural Community. Section 6 states that the objective of land within this designation is to provide areas for population growth and rural businesses. The principal use of land should be for agricultural, residential and commercial purposes. The minimum parcel size for lands is 1.6 ha (4 acres).

Therefore, the proposed land uses and parcel size for the subdivision are consistent with the OCP.

Land Use Zoning

Pursuant to PRRD Zoning Bylaw No. 1000, 1996, the property is zoned A-2 (Large Agricultural Holdings Zone). Section 36 states that agriculture and dwelling units are permitted in this zone. The minimum parcel size is 63 ha (155 ac). The proposed land uses comply with the zoning regulations, though the parcel sizes do not, and a zoning amendment is required.

Fire Protection Area

The property is outside all fire protection areas.

Mandatory Building Permit Area

The property is outside the Mandatory Building Permit Area.

Development Permit Areas

The property is outside all Development Permit Areas.

Development Cost Charge Area

The property is outside the Development Cost Charge Area.

School District 60 School Site Acquisition Charge Area

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

ALTERNATIVE OPTIONS:

1. That the Regional Board support ALR Subdivision application 20-015-ALRSub, to subdivide the 92.36 ha property identified as PID 004-012-046 into fourteen \pm 2 ha lots and one \pm 64.36 ha lot, and authorize the application to proceed to the Agricultural Land Commission with recommended conditions of approval.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

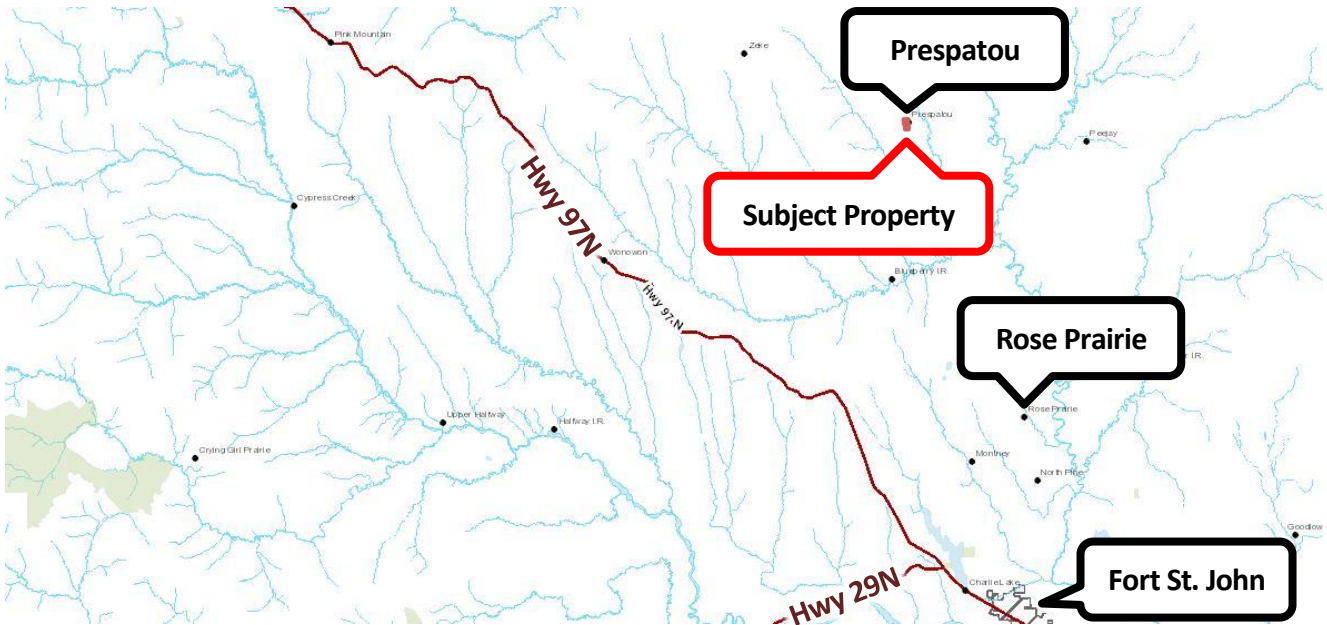
OTHER CONSIDERATION(S):

None at this time.

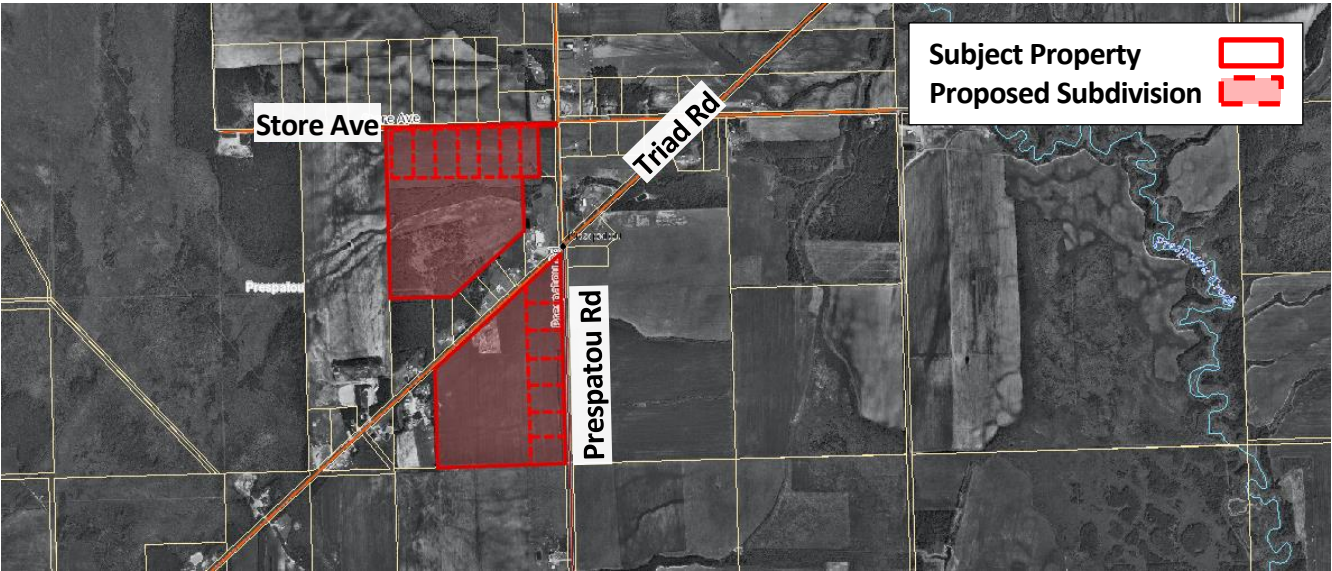
Attachments:

1. Maps
2. ALC Application (ALC ID 61318)
3. Comments from Electoral Area Director

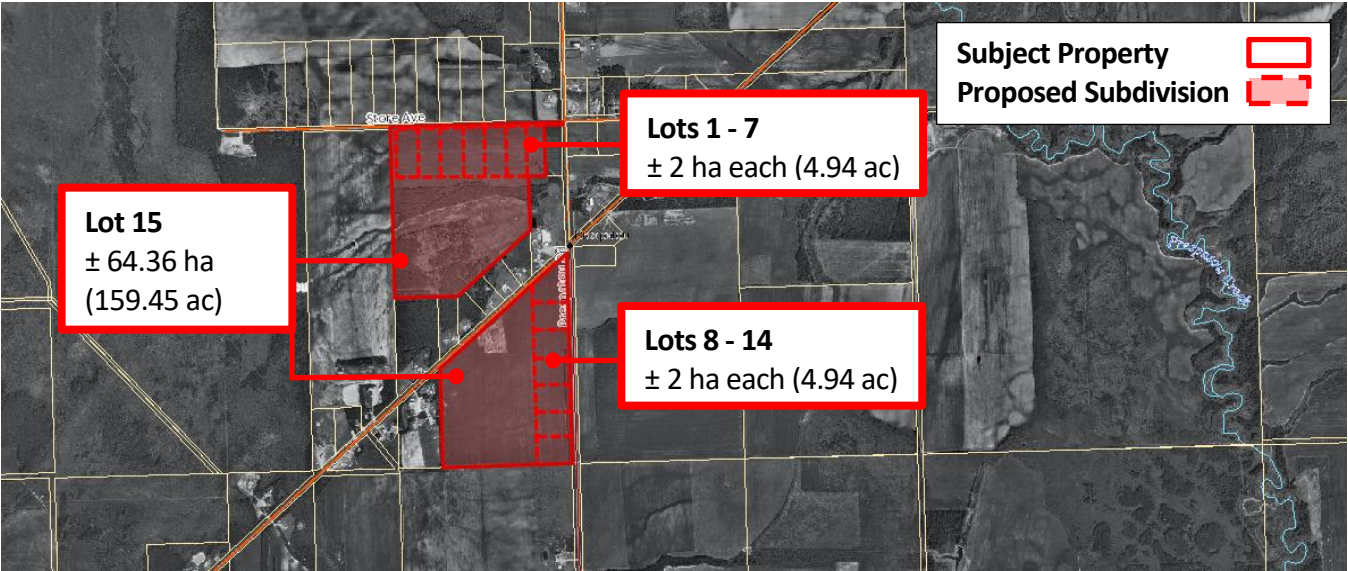
Location: Prespatou



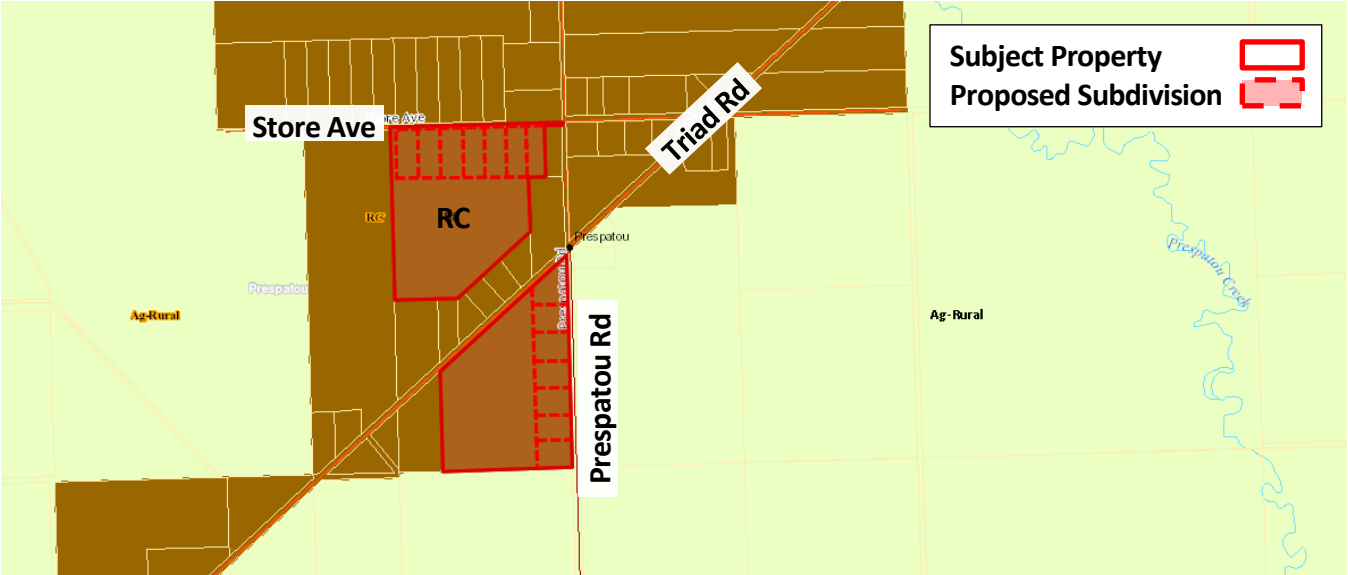
Aerial imagery



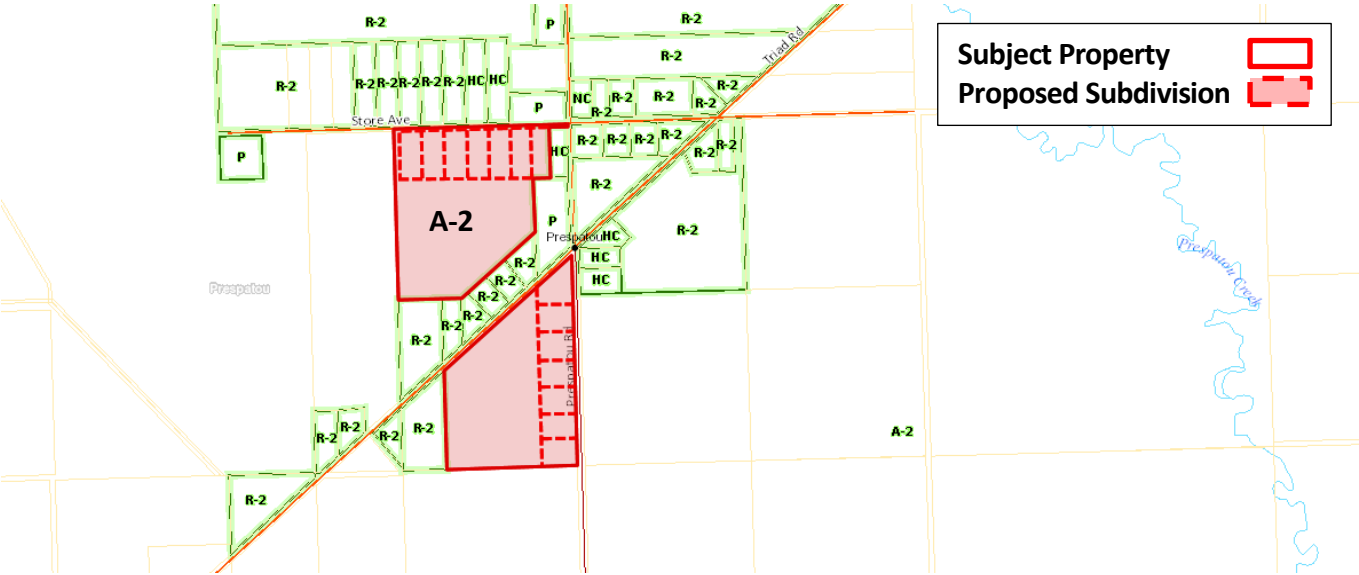
Proposal



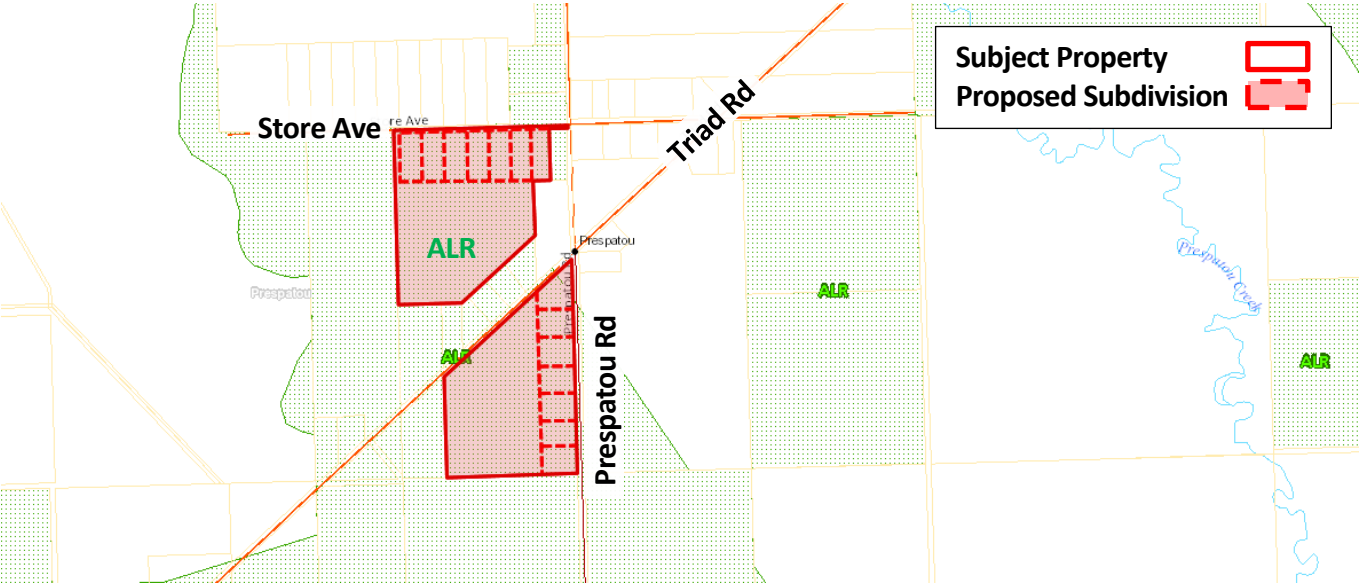
PRRD Rural Official Community Plan Bylaw No. 1940, 2011: Rural Community (RC)



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



Agricultural Land Reserve: Within



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 61318

Application Status: Under LG Review

Applicant: Gordon Wiebe

Local Government: Peace River Regional District

Local Government Date of Receipt: 09/12/2020

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

Proposal Type: Subdivision

Proposal: Our community is growing more every year. We usually have 15 weddings a year. These young couples want to stay in this community. They are finding it increasingly difficult to find a place to live. Many of the couples end up squatting on their parents land. They have been asking for small lots that are more affordable for those that are just trying to get established.

Mailing Address:

[REDACTED]

Primary Phone: [REDACTED]

Email: [REDACTED]

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 004-012-046

Legal Description: District Lot 2516 Peace River District EXCEPT Plans 21383, 21704, 24605

Parcel Area: 101.8 ha

Civic Address: Prespatou

Date of Purchase: 07/22/1993

Farm Classification: Yes

Owners

1. **Name:** Gordon Wiebe

Address:

[REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Current Use of Parcels Under Application

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

Pasture land - grazing for cattle and horses

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

Plowed and reseeded it twice for pastureland.

Fenced and cross fenced 251.569 acres for cattle and horses.

Put in 4 cattle waterers and 3 dugouts.

Built corral holding pens.

Built a calving barn.

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

Used as a homestead.

Adjacent Land Uses

North

Land Use Type: Residential

Specify Activity: General Store, Car/truck wash, church, single family dwellings on 8 acre lots

East

Land Use Type: Commercial / Retail

Specify Activity: Welding shop, restaurant, clothing shop and a bit of farm land

South

Land Use Type: Agricultural/Farm

Specify Activity: Cattle farmers

West

Land Use Type: Residential

Specify Activity: Single family dwelling on 10 acre lots

Proposal

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

2 ha

2 ha

2 ha

2 ha

2 ha

2 ha

2 ha

2 ha

2 ha

2 ha

2 ha

2 ha

2 ha

2 ha

73.8 ha

2. What is the purpose of the proposal?

Our community is growing more every year. We usually have 15 weddings a year. These young couples want to stay in this community. They are finding it increasingly difficult to find a place to live. Many of the couples end up squatting on their parents land. They have been asking for small lots that are more affordable for those that are just trying to get established.

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

Our parcel is surrounded by residential and commercial lots. A large part of this parcel of land has already been subdivided into lots. As cattle farmers, we feel we are slowly being asked to make changes. We often get complaints about the smells that come from our farm, which are only the regular smells from the animals; we can't change those and as we are retirement age we feel the best step is to subdivide and provide places for young couples to live. Many have asked about our parcel because it is central to businesses, school and the churches in this community. We feel by keeping the young people in the community they will be able to contribute to the building of our community. Staying here gives them the opportunity to partner up with someone that has more land and they can continue farming but still have their own small place.

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

In the long term this will help young people stay in the community and continue to farm with their parents. Many of these young couples will, also, choose to raise their own vegetables and likely, chickens and goats.

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

No

Applicant Attachments

- Proposal Sketch - 61318
- Certificate of Title - 004-012-046

ALC Attachments

None.

Decisions

None.

Jacqueline Burton

From: Director Karen Goodings
Sent: Friday, October 23, 2020 3:59 PM
To: Planning Department
Cc: PRRD_Internal
Subject: Re: Referral: 20-015 ALRSub

I support this application.

From: Planning Department
Sent: Friday, October 23, 2020 2:05 PM
To: Director Karen Goodings
Cc: PRRD_Internal
Subject: Referral: 20-015 ALRSub

Good afternoon Director Goodings,
Please find attached a referral package for an application for subdivision within the ALR for your review.

Kindly return any comments by November 6, 2020.

Thank you.

Regards,

Nikita Kheterpal | Junior Planner

Phone: 250-784-4845 | nikita.kheterpal@prrd.bc.ca | www.prrd.bc.ca

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



PEACE RIVER REGIONAL DISTRICT



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REPORT

To: Chair and Directors

Report Number: ADM-BRD-101

From: Kori Elden, Executive Assistant/HR Generalist

Date: November 3, 2020

Subject: Notice of Closed Session – November 12, 2020

RECOMMENDATION: [Corporate Unweighted]

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

Agenda Item 3.1 - Closed Meeting Minutes, CC Section 97(1)(b)

Agenda Item 7.1 & 7.2– Negotiations, CC Section 90(1)(k)

Agenda Item 7.3 – Labour Relations, CC Section 90(1)(c)

Agenda Item 7.4 – Legal Advice, CC Section 90(1)(i)

BACKGROUND/RATIONALE:

As per the Closed Meeting Process and Proactive Disclosure Policy.

ALTERNATIVE OPTIONS:

1. The Board may recess to a Closed Meeting to discuss whether or not the items proposed properly belong in a Closed Session. *Community Charter* Section 90(1)(n).

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Not applicable.

COMMUNICATIONS CONSIDERATION(S):

Not applicable.

OTHER CONSIDERATION(S):

Not applicable.



REPORT

To: Chair and Directors

Report Number: DS-BRD-082

From: Shawn Dahlen, Chief Administrative Officer

Date: October 29, 2020

Subject: Zoning Amendment Bylaw No. 1924, 2011, PRRD File No. 10-153

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board give Zoning Amendment Bylaw No. 1924, 2011 to allow three dwellings on the property identified as PID 030-945-461, third reading.

RECOMMENDATION #2: [Corporate Unweighted – 2/3 Majority]

That the Regional Board adopt Zoning Amendment Bylaw No. 1924, 2011.

BACKGROUND/RATIONALE:

Proposal

To allow three dwellings on the subject property by adding a site-specific text amendment within Section 36 (A-2 – Large Agricultural Holdings Zone) of PRRD Zoning Bylaw No. 1000, 1996, and provide an exception to the limit on the number of dwellings normally permitted to authorize three dwellings on this specific location.

File Details

Owner: Samuel Ranch Ltd.
Agent: Doug Marquardt
Area: Electoral Area B
Location: Pineview area
Legal: Lot A St. John Indian Reserve No. 172 Township 85 Range 18 W6M Peace River District
Plan EPP95788
PID: 030-945-461
Civic Address: 13801 & 13805 Rose Prairie Road
Lot Size: 373.1 ha (921.9 ac)

Site Context

The property is approximately 8.5 km north of Fort St. John, along Rose Prairie Road. The property is surrounded by agricultural uses.

Summary of Procedure

Zoning Amendment Bylaw No. 1924, 2011 was read for the second time on October 8, 2020. The following activities have occurred since then:

October 20, 2020 Public notification mailed to landowners within notification area
October 29 & November 5, 2020 Notice of intent to consider advertised in the Alaska Highway

Staff Initials: *ND*

Dept. Head:

CAO: *Shawn Dahlen*

Page 1 of 2

Comments Received from the Public

The requirement for a public hearing was waived as the proposal is compliant with the Official Community Plan. Alternatively, public notification was issued in accordance with the *Local Government Act*. At the time of preparing this report, one comment from the public had been received and is attached to this report. Should any be submitted prior to the November 12, 2020 Board meeting, they will be reported verbally and attached as late items to the report as an addendum to the Agenda.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse Zoning Amendment Bylaw No. 1924, 2011, to allow three dwellings on the property identified as PID 030-945-461, as submitted.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Public Notification for Zoning Amendment Bylaw No. 1924, 2011
2. Zoning Amendment Bylaw No. 1924, 2011
3. Comments received from the public

External Links:

1. [Bylaw 11.1 –Zoning Amendment Bylaw No. 1924, 2011, PRRD File No. 10-153 ZN – October 8, 2020](#)



Industry

Residential

Farm Use

Notice of Intent to Consider

ZONING AMENDMENT BYLAW NO. 1924, 2011

FILE NO. 10-153 ZN

Pineview area

Property Location: Lot A St. John Indian Reserve No. 172 Township 85 Range 18 W6M Peace River District Plan EPP95788

13801 & 13805 Rose Prairie Road

Proposal: To allow three dwellings on the subject property by adding a site-specific text amendment within Section 36 (A-2 – Large Agricultural Holdings Zone) of PRRD Zoning Bylaw No. 1000, 1996.

How to Participate

1 Get More Information

Contact the Peace River Regional District to get more information about a proposal.

In Person (During Office Hours)

Dawson Creek Office

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

Fort St. John Office

9505-100th Street
Fort St. John, BC V1J 4N4

By Email

planning@prrd.bc.ca

By Phone

250-784-3200
Toll Free 1-800-670-7773
Fax 250-784-3201

Online

View Development
Applications at
prrd.bc.ca/engage



2 Send in a Written Comment

In person, by mail, through Engage, or by email. Written comments or concerns will be accepted until 4:00 pm on November 11, 2020.

3 Watch the Board Meeting

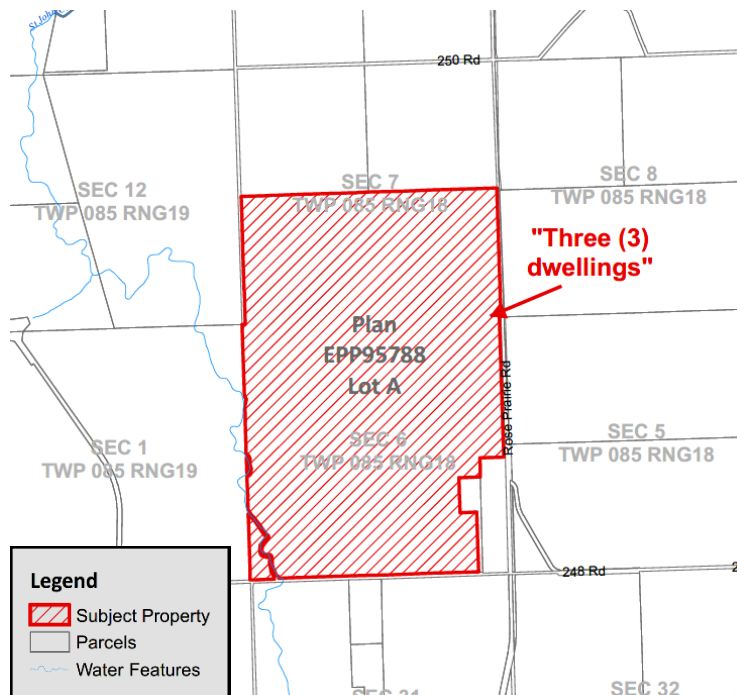
Public attendance at meetings is limited- please call ahead to register to attend ([Attending a Board or Committee Meeting](#)) or watch the meeting livestream via the PRRD 'Official Page' on Facebook.

When:

Thursday, November 12, 2020 at 10:00 am

Where:

Peace River Regional District 'Official Page' on Facebook
Peace River Regional District Office
1981 Alaska Avenue
Dawson Creek, BC



PEACE RIVER REGIONAL DISTRICT
Bylaw No. 1924, 2011

A bylaw to amend the "Peace River Regional District Zoning Bylaw
No. 1000, 1996."

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt the "Peace River Regional District Zoning Bylaw No. 1000, 1996";

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. This by-law may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 1924, 2011."
2. "Peace River Regional District Zoning Bylaw No. 1000, 1996" is hereby amended in the following manner:
 - a) by adding the following to Section 36(2)(b), in the A-2 "Large Agricultural Holdings Zone":
except for:
 - i) Lot A, St. John Indian Reserve #172, Township 85, Range 18, W6M, PRD,
Plan EPP95788, wherein three (3) single detached family dwellings shall be permitted."

READ A FIRST TIME THIS	<u>23rd</u>	day of	<u>June</u>	, 2011.
Notification mailed on the	<u>21st and 22nd</u>	day of	<u>July</u>	, 2011.
READ A SECOND TIME THIS	<u>27th</u>	day of	<u>October</u>	, 2011.
READ A THIRD TIME THIS	<u>27th</u>	day of	<u>October</u>	, 2011.
Second and Third reading rescinded this	<u>8th</u>	day of	<u>October</u>	, 2020.
RE-READ A SECOND TIME as amended this	<u>8th</u>	day of	<u>October</u>	, 2020.
Public Notification mailed on the	<u>20th</u>	day of	<u>October</u>	, 2020.
READ A THIRD TIME this		day of		, 2020.
ADOPTED this		day of		, 2020.

(Corporate Seal has been affixed to the original
bylaw)

Chair

Corporate Officer

I hereby certify this to be a true and correct copy
of "PRRD Zoning Amendment Bylaw No. 1924, 2011,
as adopted by the Peace River Regional District Board
on _____, 2020.

Corporate Officer

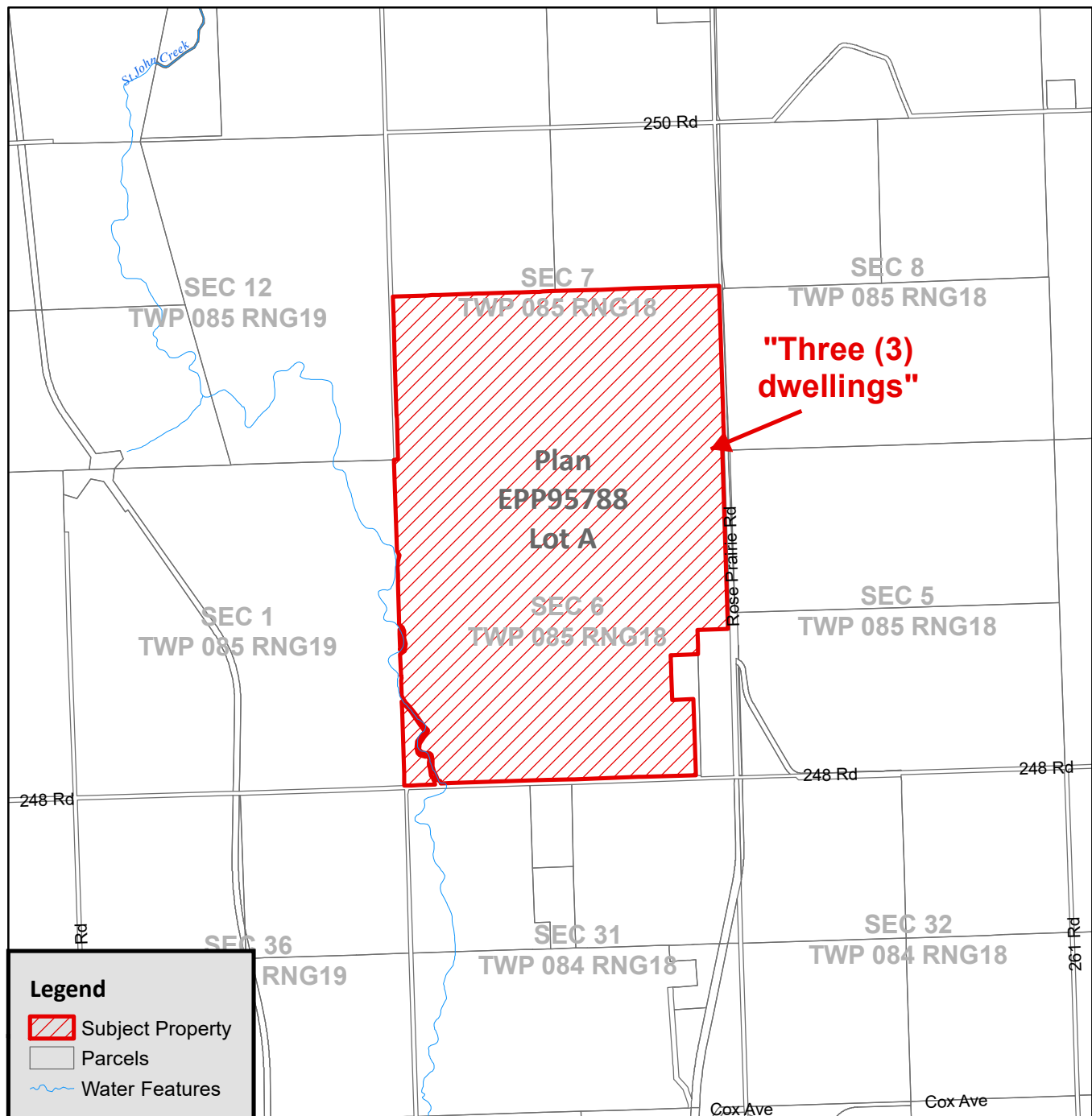


Peace River Regional District
Bylaw No. 1924, 2011
SCHEDULE "A"



1:30,000

Index Map - Schedule A of "Peace River Regional District Zoning By-law No. 1000, 1996" is hereby amended in the following manner: a) By adding the following to Section 36(2)(b), in the A-2 "Large Agricultural Holdings Zone": except for: i) Lot A, St. John Indian Reserve #172, Township 85, Range 18, W6M, PRD, Plan EPP95788, wherein three (3) single detached family dwellings shall be permitted" as shown shaded on the drawing below:



G:\Development_Services\BYLAWS\Bylaw_1924 - Zoning - PENDING.mxd

From:

Sent: Thursday, November 5, 2020 8:56 PM

To: Planning Department <planning@prrd.bc.ca>

Subject: RE: Zonning Bylaw amendment #1924,2011

On the map provided for the paper the site of the "3" dwellings is a bush portion of the South ½ Section that was included by the ALC with the restrictions or covenants mentioned. The dwellings in question are to the West of the small lot in the SE ¼ of the map provided.

It is also noted that there is a large Auto Body Shop on the property which I expect exceeds the "Home Based Business" class in the PRRD bylaws.

From the map provided it looked like the application was to allow a further 3 dwellings on the property. I believe that the map supplied needs to be changed to show the actual location of the dwellings in question. Please advise and or supply the map provided by the applicant for further reference. Thanks for the prompt response.

From: Planning Department <planning@prrd.bc.ca>

Sent: Thursday, November 05, 2020 3:04 PM

To:

Cc: PRRD_Internal <prrd.internal@prrd.bc.ca>

Subject: RE: Zonning Bylaw amendment #1924,2011

Good afternoon,

The ALC allowed the existing three homes to remain subject to the section being consolidated with the ½ Section to the North and this has now been completed.

The PRRD further required a covenant that has now been registered on title restricting future subdivision: 'The Land shall not be subdivided by any means, including by deposit of a bare land strata plan, phased strata plan or leasehold plan under the *Strata Property Act* (British Columbia)' and restricting development to: 'Except for the three residential buildings on the Land, the Owner shall not excavate, construct, build or undertake development of any kind on any part of the Land, except as permitted in the Agricultural Land Commission Act, its regulations, and any orders of the Agricultural Land Commission'.

This application is going back to the Regional Board on November 12, 2020 for:

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board give Zoning Amendment Bylaw No. 1924, 2011 to allow three dwellings on the property identified as PID 030-945-461, third reading.

RECOMMENDATION #2: [Corporate Unweighted – 2/3 Majority]

That the Regional Board adopt Zoning Amendment Bylaw No. 1924, 2011.

This is to legitimize the existing third dwelling not to permit any additional dwellings, I hope this helps to clarify.

From: >

Sent: Thursday, November 5, 2020 2:09 PM

To: Planning Department <planning@prrd.bc.ca>

Subject: Zonning Bylaw amendment #1924,2011

Please forward more information on this application. It is my understanding that the ALC limited the number of residents on this parcel. That being the case why is this being revisited.

Thanks



MACKENO VENTURES
 Div of Company #588255 B.C. LTD.
KASKADEENA KENNELS
 Margaret & Jim Little
 S.S. #2, Site 13, Comp. 23
 Fort St. John, B.C. V1J 4M7
 Cell: 250-262-7840
 Phone: 250-785-5365
 Fax: 250-785-5353
 Email: mackeno@xplornet.ca

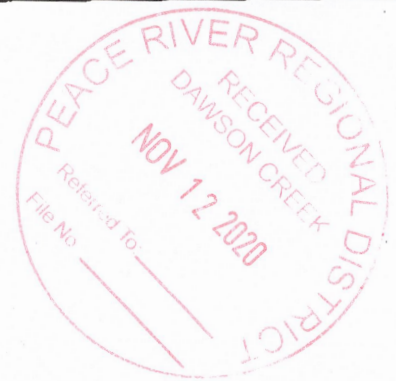


Sand & Gravel

GST #866491277RT0001

November 10, 2020

Peace River Regional District
 Box 810,
 1981 Alaska Highway Avenue,
 Dawson Creek
 BC, V1G4H8

**NOTICE TO CONSIDER: File No. 10-153**

Reference is made to the Map provided by the PRRD in the Alaska Highway News as a portion of the Information Package for this "Notice to Consider"

We have had many phone calls and emails regarding this Notice to Consider.

The Map suggests that the "3 Dwellings" are located where the arrow on the map has been placed! It has been assumed that this was to allow a further 3 Dwellings on this property.

That site on the map has been used by the applicants for equipment storage and other uses in the operation of the farm. Prior to the approval of this "Notice to the Board", this map must be amended to **clearly show the actual location of the 3 Dwellings in question!**

This letter is being sent to advise the Board that we are opposed to an increase in the number of dwellings to be allowed on this property. Previous rulings by the Agriculture Land Commission and the Board of the PRRD clearly covered the concern of increasing the number of Dwellings on the property.

Yours truly,

James & Margaret Little
 CC: North Pine Farmers Institute, Brad Sperling & Karen Goodings



REPORT

To: Chair and Directors

Report Number: DS-BRD-085

From: Shawn Dahlen, Chief Administrative Officer

Date: October 26, 2020

Subject: OCP & Zoning Amendments, Bylaws 2413 & 2414, 2020, PRRD File No. 20-007

RECOMMENDATION #1: [Corporate Unweighted]

Whereas the Regional Board has considered the requirements of s. 475 of the *Local Government Act* and has provided opportunity for early and ongoing consultation with those persons, organizations and authorities the Board considers will be affected by an application proposing to redesignate and rezone land in the Wonowon area for an industrial landfill, further;

That the Regional Board give Official Community Plan Amendment Bylaw No. 2413, 2020 to amend the designation of 234.67 ha of unsurveyed Crown Land within Units 14, 15, 23, 24, 25, 33, 34 and 35, Block J, Group 94-A-12, from Agricultural Rural to Heavy Industrial, first and second readings.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board give Zoning Amendment Bylaw No. 2414, 2020, to rezone 234.67 ha of unsurveyed Crown Land within Units 14, 15, 23, 24, 25, 33, 34 and 35, Block J, Group 94-A-12 from A-2 (Large Agricultural Holdings Zone) to I-4 (Oil and Gas Production Zone) and add a site specific text amendment to allow 'secure landfill and oilfield waste management' as a permitted use in this location, first and second readings, and finally;

That a public hearing, delegated to the Director of Electoral Area B, be held at a future date, subject to confirmation that the applicant has obtained the necessary approvals from the provincial Environmental Assessment Office and a signed agreement between the applicant and Canfor for use of the Mile 96 Rd to access the site for the proposal, and provided them to the PRRD.

BACKGROUND/RATIONALE:

Proposal

To redesignate and rezone the property from Agricultural to Industrial land uses, and add a site specific text amendment that allows 'secure landfill and oilfield waste management' as a permitted use on this particular site. The applicant intends to use the site as a landfill facility which will include four landfill cells, a field office, small waste quality control lab, garage, monitoring wells, and three control ponds.

File Details

Owner: Crown Land
Agent: Secure Energy
Area: Electoral Area B
Location: Wonowon
Legal: Within Units 14, 15, 23, 24, 25, 33, 34 and 35 Block J, Group 94-A-12
Lot Size: 234.67 ha (579.88 ac)

Site Context

The subject site is located in an agricultural rural area, 11 km southeast of Wonowon, east of Highway 97. Areas to the north, south, east, and west of the site include an access road, undeveloped forested crown land and a pipeline right-of-way.

Site FeaturesLand

The site is approximately 70% logged and cleared.

Structures

There are no structures on the site.

Access

The site is proposed to be accessed from Mile 96 Rd, east of Highway 97. Mile 96 Rd is currently used by Canfor for forestry purposes and the applicant will negotiate an agreement with them about access and any potential road improvements that may be required. In addition, Ministry of Transportation and Infrastructure may have additional comments and/or requirements, which will be provided after first and second readings.

Canada Land Inventory Soil Rating

According to the Canada Land Inventory, soils on the subject property are classified as 5_{TW}. Class 5 soils have very severe limitations that restrict their capability in producing perennial forage crops. Subclass TW denotes topography and excess water.

Comments & ObservationsApplicant

The applicant has proposed an oilfield waste landfill 11 km south of Wonowon, intended to provide a facility for the disposal of oilfield and industrial wastes for northeast British Columbia. The site will have four landfill cells and will also include a scale, field office, small waste quality control lab, garage, stockpile areas, monitoring wells and three control ponds to collect water that doesn't encounter waste. The proposed facility is a Class II landfill that will accept non-hazardous solid wastes such as drill cuttings and drilling muds, residual solids from spill cleanups, residual solids from treatment processes, and spill materials.

The applicant also requires an Environment Assessment Certificate from the BC Environmental Assessment Office (EAO) and a Permit to Operate from the BC Ministry of Environment, for which they are at the pre-application stage and intend to apply between late 2020 and early 2021. The applicant states they submitted a Draft Application Information Requirements to the EAO in April 2020, with a

public comment period open from May 27 to July 11, 2020. The applicant states that they have also been engaged in conversations with Blueberry River First Nations since 2016.

Agricultural Land Reserve (ALR)

The subject property is outside the Agricultural Land Reserve.

Official Community Plan (OCP)

The subject site is designated as Agricultural Rural (Ag-rural) within the PRRD Rural Official Community Plan Bylaw No. 1940, 2011. Section 7, Policy 2 states the principal use of land within this designation will generally be limited to agriculture, agri-tourism, residential use, and businesses directly compatible or complementary to the agricultural industry. The minimum parcel size is 63 hectares (155 acres).

While the parcel size is consistent, the proposed uses are not. Therefore, an OCP amendment is required.

Land Use Zoning

Pursuant to Zoning Bylaw No. 1000, 1996, the site is zoned A-2 (Large Agricultural Holdings Zone). Section 36 states the permitted uses are agriculture, temporary worker camps, and oil and gas activities. The minimum parcel size is 63 ha (155 ac).

While the parcel size is consistent, the proposed uses are not. Therefore, a zoning amendment is required.

Fire Protection Area

The subject property is outside all fire protection areas.

Mandatory Building Permit Area

The subject site is outside 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.

Impact Analysis

Context

The proposed secure landfill will be consistent with surrounding areas as the site is located in a rural area, approximately 11 km south of Wonowon, with no residential development in close proximity.

Population & Traffic

The applicant anticipates an increase in traffic along Highway 97 of about 20 inbound trucks per day.

Sewage & Water

The sewage is proposed to be trucked to an approved facility for disposal. Drinking water will be trucked to the site as well.

Comments Received from Municipalities & Provincial Agencies

Ministry of Environment & Climate Change, School District 60, Chetwynd, Dawson Creek, Fort St. John, Hudson's Hope, Pouce Coupe, Taylor, Tumbler Ridge

No response.

Northern Health

No objections provided that the applicant follows Northern Health's prescribed regulations.

Ministry of Transportation & Infrastructure

The Ministry will provide a response once the application receives 1st and 2nd readings.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse Official Community Plan Amendment Bylaw No. 2413, 2020 to amend the designation of 234.67 ha of unsurveyed Crown Land within Units 14, 15, 23, 24, 25, 33, 34 and 35 Block J, Group 94-A-12 from Agricultural Rural to Heavy Industrial, as submitted.
2. That the Regional Board respectfully refuse Zoning Amendment Bylaw No. 2414, 2020 to rezone the same site from A-2 (Large Agricultural Holdings Zone) to I-4 (Oil and Gas Production Zone) and add a site specific text amendment, as submitted.
3. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

The Regional Board does not have the option to waive the public hearing on this application. Current direction from the Province under Division 5 of Ministerial Order M192 and subsequently, Bill 19, allows for local governments to conduct public hearings by electronic or other communication facilities, or to hold public hearings electronically, in person, or a combination of both.

To date, Electoral Area Directors have requested the scheduling of public hearings be deferred until in person public hearings are permitted. In person meetings of up to fifty people are currently permitted, if proper physical distancing and other safety protocols are in place, however, the public cannot be

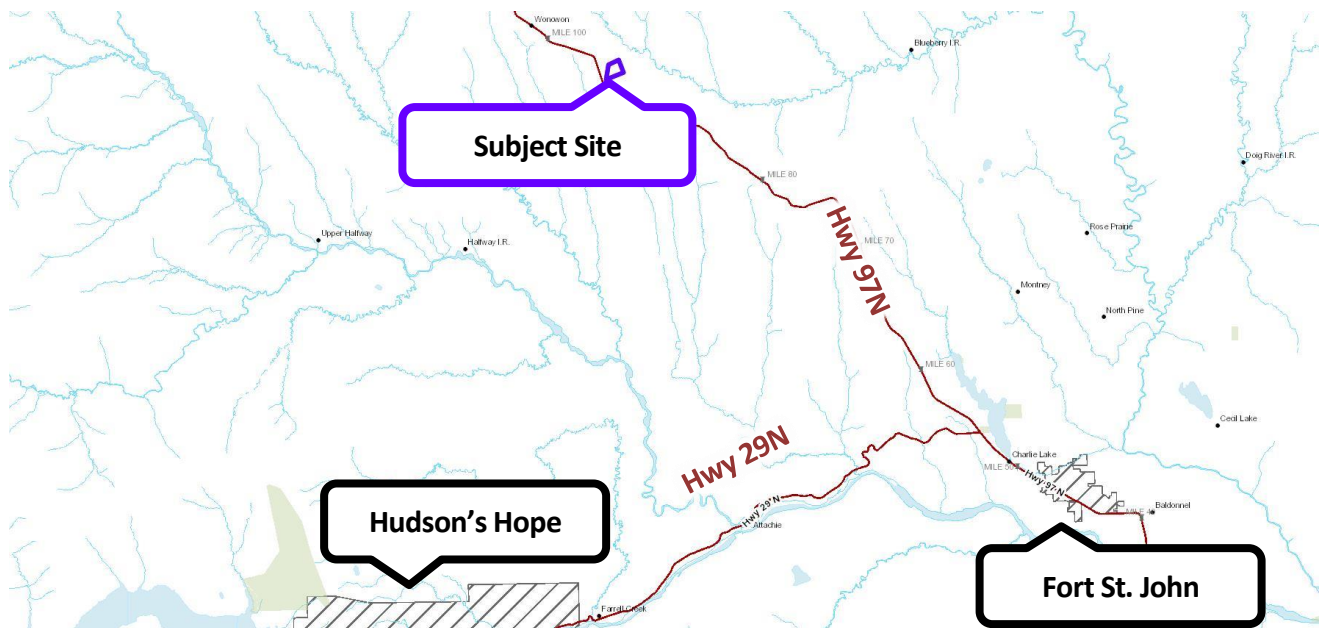
denied access to a public hearing and there are few venues available that will accommodate fifty people properly physically distanced. Residents would be encouraged to submit comments in writing and asked to register in advance to attend a public hearing, to allow for advance planning for the anticipated number of guests. (Attendance at public hearings cannot be staggered in the same way that staff have been managing public attendance at Board meetings as the intent of a public hearing is to allow all attendees a chance to be heard, and to hear submissions from others.) This file would be on hold until either a safety plan allowing an in person or hybrid (ie: livestreamed to allow participation in the entire hearing by any interested member of the public, with provision for either audio or video participation electronically) public hearing could be implemented.

At this time, no files in Area B are waiting for a public hearing.

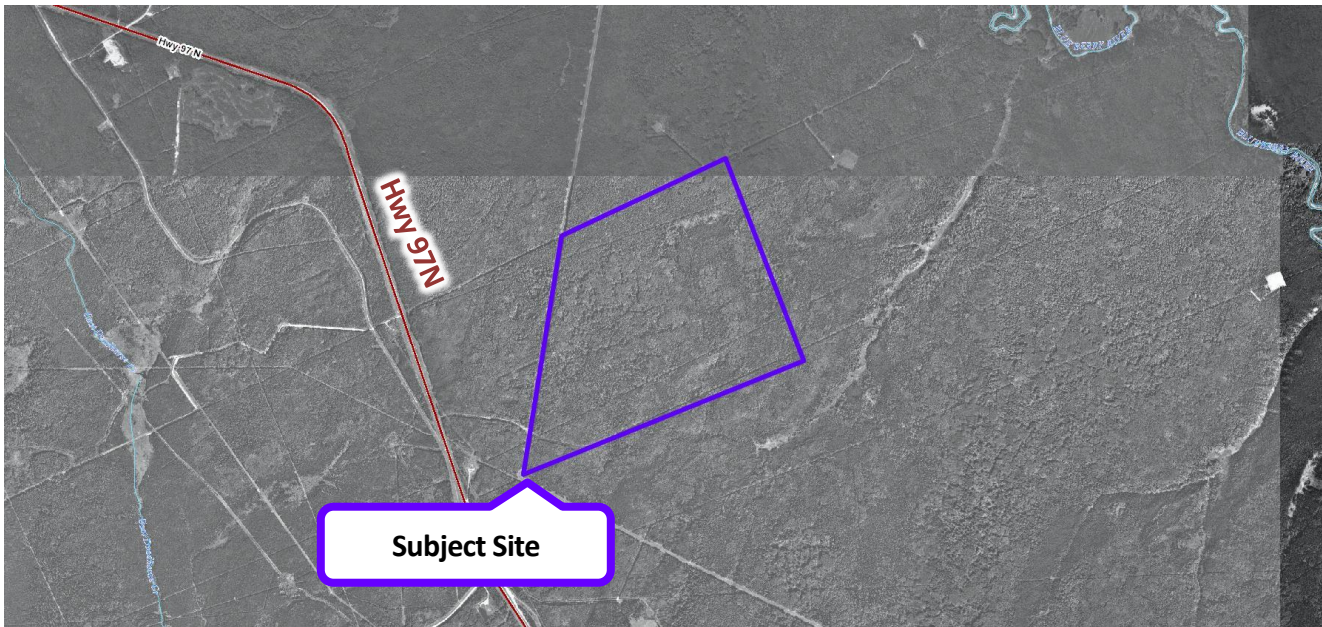
Attachments:

1. Maps
2. Application
3. Comments Received from Municipalities & Provincial Agencies
4. Comments Received from Electoral Area Director
5. Section 11 of PRRD Rural OCP Bylaw No. 1940, 2011
6. Section 47 of PRRD Zoning Bylaw No. 1000, 1996
7. Draft Official Community Plan Amendment Bylaw No. 2413, 2020
8. Draft Zoning Bylaw No. 2414, 2020

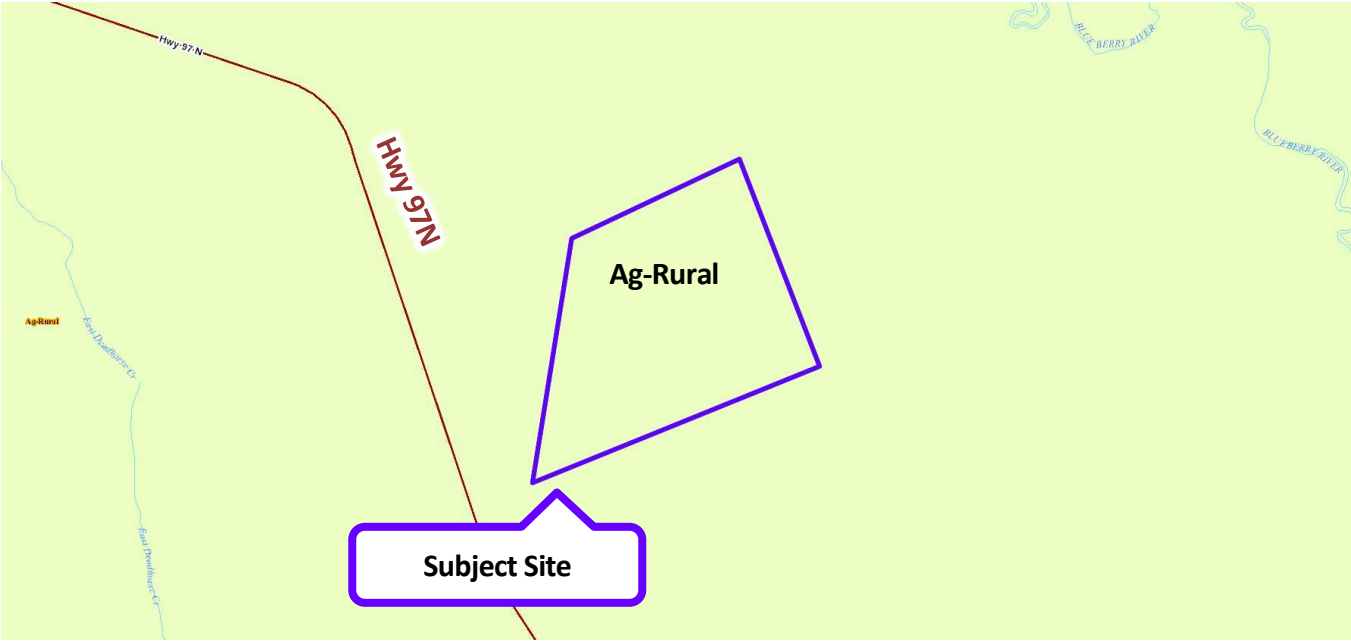
Location: Wonowon area



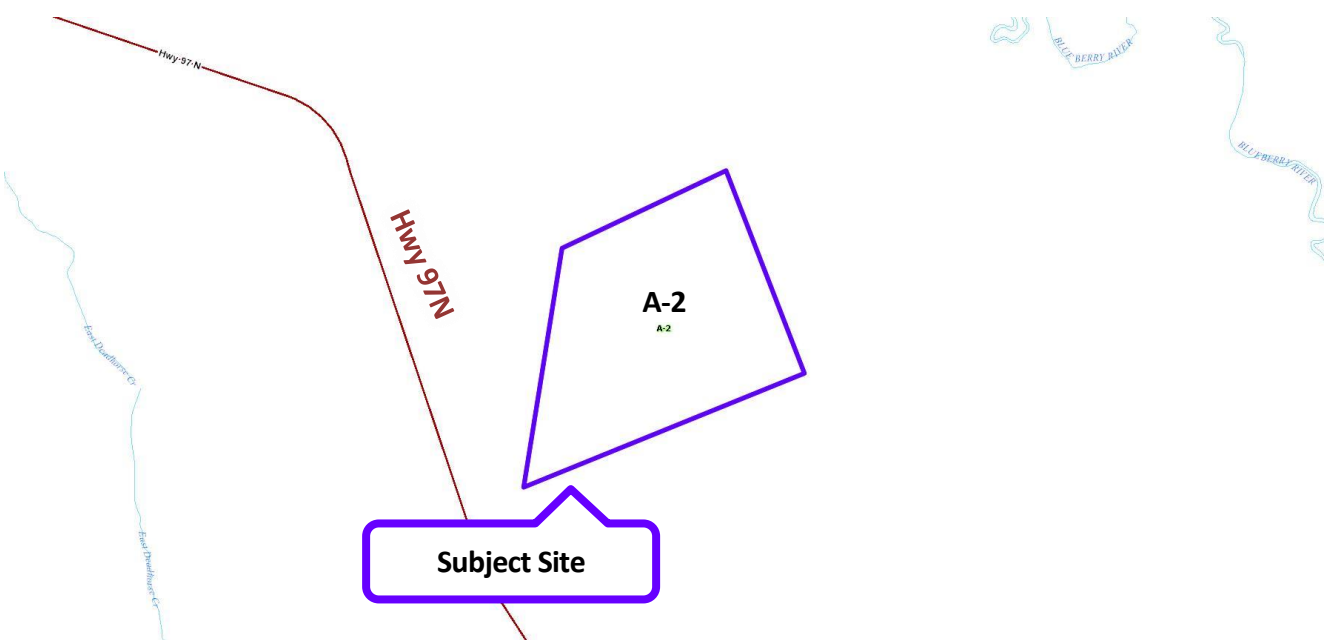
Aerial imagery



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



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





PEACE RIVER REGIONAL DISTRICT

DAWSON CREEK 1981 Alaska Avenue (Box 810), Dawson Creek, BC (T) 250-784-3200..(F) 250-784-3201
FORT ST. JOHN 9505 100TH Street, Fort St. John, BC V1J 4N4 (T) 250-785-8084 (F) 250-785-1125
 [Toll Free: 1-800-670-7773]

Receipt # _____

Application for Development

1. TYPE OF APPLICATION

	FEE
<input type="checkbox"/> Official Community Plan Bylaw Amendment	\$ 1,000.00
<input type="checkbox"/> Zoning Bylaw Amendment	650.00
<input checked="" type="checkbox"/> Official Community Plan / Zoning Bylaw Amendment combined	1,050.00
<input type="checkbox"/> Temporary Use Permit	350.00
<input type="checkbox"/> Development Permit	165.00
<input type="checkbox"/> Development Variance Permit	165.00
<input type="checkbox"/> Sign requirement	150.00

In regard to applications for:

- i) an official community plan and/or zoning bylaw amendment;
- ii) temporary use permit;

Sign provided by the PRRD and sign posted pursuant to Section 8 of Bylaw No. 2165, 2016, **attached**.

2. PLEASE PRINT

Property Owner's Name Province of BC	Authorized Agent of Owner (if applicable) Alastair Graham - SECURE Energy
Address of Owner 100-10003-110th Ave	Address of Agent [REDACTED]
City/Town/Village Fort St. John	City/Town/Village [REDACTED]
Postal Code V1J 6M7	Postal Code [REDACTED]
Telephone Number: [REDACTED]	Telephone Number: [REDACTED]
Fax Number: [REDACTED]	Fax Number: [REDACTED]
E-mail: [REDACTED]	E-mail: [REDACTED]

3. PROPERTY DESCRIPTION

Full legal description of each property under application	Area of each lot
within Units 14, 15, 23, 24, 25, 33, 34 and 35 Block J, Group 94-A-12	234.67 ha./acres
	ha./acres
	ha./acres
	TOTAL AREA 234.67 ha./acres

Notice of collection of personal information:

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

4. Civic Address or location of property: not applicable

5. PARTICULARS OF PROPOSED AMENDMENT

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

☒ Official Community Plan (OCP) Bylaw amendment:
Existing OCP designation: agriculture - rural
Proposed OCP designation: heavy industrial
Text amendment: _____

☒ Zoning Bylaw amendment:
Existing zone: A-2 (Large Agricultural Holdings)
Proposed zone: I-4 (Oil and Gas Production Zone)
Text amendment: secure landfill and oilfield waste management

☐ Development Variance Permit – describe proposed variance request:

☐ Temporary Use Permit – describe proposed use:

☐ Development Permit: Bylaw No. _____ Section No. _____

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

the land is in a rural location with no existing buildings, approximately 70% of the parcel has previously been logged

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

(a) North gravel resource/access road
(b) East undeveloped forested crown land
(c) South undeveloped forested crown land
(d) West pipeline right-of-way

8. Describe the proposed development of the subject property. Attach a separate sheet if necessary:

"secure landfill" per the requirements of BC regulations

9. Reasons and comments in support of the application. Attach a separate sheet if necessary:

In order to meet existing and increasing industry demand, SECURE wishes to provide oilfield and industrial waste generators in northeast BC with a viable waste management alternative. The proposed SECURE Wonowon Landfill will provide an environmentally sound and economical option for the disposal of upstream oilfield and industrial wastes in the Wonowon region and throughout northeast BC.

10. Describe the means of sewage disposal for the development:

All sewage generated at the site (i.e. site office washroom) will be trucked to an approved facility for disposal.

11. Describe the means of water supply for the development:

All drinking water for facility staff and any fresh water required for operations will be trucked to the site.

THE FOLLOWING INFORMATION IS REQUIRED. FAILURE TO PROVIDE MAY DELAY YOUR APPLICATION.

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

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

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

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

Signature of Applicant

2020-03-26

Date signed

Signature of Owner

2020-08-06

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)	to act on my/our behalf regarding this	
application.	Alastair Graham - SECURE Energy	
Agent address:	[REDACTED]	
Telephone:	Fax:	Email:
Signature of Owner:	Date:	
Signature of Owner:	Date:	

For Reference - excerpt from "Development Application Procedures and Fees Bylaw No. 2165, 2016."

8. Public Notice Sign Requirements

- (a) On those parcel(s) that are subject to an amendment to:
 - (i) an official community plan and / or zoning bylaw; or
 - (ii) temporary use permit;the applicant shall post a development application sign on the subject property, which shall be provided by the Peace River Regional District.
- (b) The sign shall be a minimum of 1.2 metres x 1.2 metres (4 feet x 4 feet) in dimension;
- (c) The sign shall be constructed of recyclable material;
- (d) The sign shall have a white background with black block lettering that is not less than 6 centimeters in height;
- (e) The sign shall contain the following wording:
'This site is subject to an application to change land use or density. For further information please contact the Peace River Regional District at 1-800-670-7773';
- (f) The sign must be placed at the driveway entrance or midpoint of the property fronting the main service road, providing the most effective legibility and visibility for passersby from the road;
- (g) The sign shall be erected on the property at a minimum of fourteen (14) days prior to the Regional Board considering the application, and the applicant must submit to the Regional District a photograph clearly showing the sign posted on the property;
- (h) The sign shall be placed in a manner that does not interfere with pedestrian or vehicle traffic flow, or create a potential hazard by obstructing visibility from a highway, road or lane;
- (i) The sign shall be installed in a safe, sturdy manner, capable of withstanding typical wind and other weather conditions;
- (j) The sign shall remain in place continuously until the conclusion of the Public Hearing or issuing of the permit, as the case may be, and shall be removed within fourteen (14) days after the decision(s) of the Regional Board on the said application. Applicants are encouraged to dispose of the signs by recycling them.
- (k) Failure to post and keep the sign in accordance with this bylaw may result in a delay or postponement of the Public Hearing and / or Board decision process;
- (l) Any additional notification costs incurred by the Regional District as a result of the applicant failing to post the required sign shall be payable by the applicant prior to advertising of the Public Hearing or delivering public notification.
- (m) Where a sign required by this bylaw is removed, destroyed or altered due to vandalism or the actions of unknown persons, the validity of any bylaw that is the subject of the relevant application and Public Hearing shall not be impacted;
- (n) If a land owner receives any written comments regarding the land use application, those comments must be delivered to the Peace River Regional District office as soon as they are received so that this information may be considered with the subject application.
- (o) A non-refundable fee in the amount of \$150.00 shall be levied for the sign.

25 September 2020

Peace River Regional District

**RE: Official Community Plan & Zoning Amendments, Bylaw Nos. 2413 & 2414,
2020 PRRD File No. 20-007-OCPZN**

I have reviewed the application to redesignate the site from Ag-Rural to Heavy Industrial and rezone the site from A-2 (Large Agricultural Holdings Zone) to I-4 (Oil & Gas Production Zone) and develop a secure landfill for the disposal of upstream oilfield and industrial wastes.

Based on the intent of the proposal, Northern Health has no objections, subject to the following conditions:

- As per the Public Health Act [SBC 2008] Ch. 28, the proponent must not cause a health hazard during construction and under normal operation of the landfill
- Offices or work stations at the proposed landfill site must be connected to permitted sewer and drinking water systems as per the requirements of Sewerage System Regulations and Drinking Water System Protection Act and regulation made under it.
- If plan includes providing accommodations and prepared meal for workers, a Health Approval application must also be submitted

Please do not hesitate to contact me if you have any questions at [REDACTED] or [REDACTED].

Sincerely

[REDACTED]

Seyoum Gebeyehu, BSc, MSc, BASc, MPH, CPHI (C)
Environmental Health Officer,
Health Protection and Disease Prevention,
Northern Health

Jacqueline Burton

From: Hopkins, Heather N FLNR:EX <[REDACTED]>
Sent: Thursday, October 1, 2020 10:29 AM
To: Planning Department
Subject: RE: PRRD File No. 20-007-OCPZN | External Referral

CAUTION: This email originated from outside of the organization.

Good morning,

FLNRORD has no objection to the zoning amendment for this parcel in Wonowon.

Heather N. Hopkins | Authorization Specialist
[REDACTED]

From: Schlitt, Linda FLNR:EX <[REDACTED]>
Sent: September 23, 2020 9:44 AM
To: FLNRO_LANDS_REFERRALS FLNR:EX <FLNRO_LANDS_REFERRALS@gov.bc.ca>
Subject: FW: PRRD File No. 20-007-OCPZN | External Referral

This is a referral for Lands.



Linda Schlitt

Client Services Representative

FrontCounter BC

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Suite 100, 10003 - 110th Ave. Fort St. John, BC V1J 6M7

Phone: 778-576-8923 Fax: (250)261-2084

[FrontCounter BC Website](#) | Toll-Free Contact Centre: 1-877-855-3222

Tell us about your experience with FrontCounter BC: [Complete an Online Comment Card](#)

From: FrontCounter BC FLNR:EX <[REDACTED]>
Sent: September 23, 2020 7:53 AM
To: FLNR FortStJohn ARFD FLNR:EX <[REDACTED]>
Subject: FW: PRRD File No. 20-007-OCPZN | External Referral

Good morning,

Please see message below and attached referral documents.

Have a great day!



Becky

Natural Resource Specialist

FrontCounter BC Provincial Team

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Toll Free Phone: 1-877-855-3222 | [Freedom of Information Disclaimer](#)

[FrontCounter BC Website](#)

Tell us about your experience with FrontCounter BC:

[Complete an Online Comment Card.](#)

From: Planning Department <planning@prrd.bc.ca>
Sent: September 17, 2020 4:02 PM
To: Planning Department <planning@prrd.bc.ca>
Cc: PRRD_Internal <prrd.internal@prrd.bc.ca>
Subject: PRRD File No. 20-007-OCPZN | External Referral

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Good afternoon,

Please review the attached document regarding an OCP and Zoning amendment application to establish a secure landfill on Crown land in the Wonowon area. A KML file is also attached to help you find the site via GIS/Google Earth. If you have any comments about the proposal, please submit them by October 8, 2020.

Best,

Development Services

Phone: 250-784-3200 | planning@prrd.bc.ca | www.prrd.bc.ca

Peace River Regional District



PEACE RIVER REGIONAL DISTRICT



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Jacqueline Burton

From: Prothman, Kristy TRAN:EX <[REDACTED]>
Sent: Thursday, October 8, 2020 3:03 PM
To: Planning Department
Subject: FW: PRRD File No. 20-007-OCPZN
Attachments: 20-007-OCPZN_ExternalReferral.pdf; Site 4 bndy.kml

CAUTION: This email originated from outside of the organization.

Good afternoon,

I am following up on File 20-007-OCPZN (eDas file 2020-04659). Do we have any additional information about this proposal? Specifically, when we see a proposal like this, it typically comes from FCBC directly. Do you know if we should be expecting one for this? Secondly, do you know how they are planning to access the lot?

Thanks,
Kristy Prothman
Senior Development Services Officer
300-10003 110 Ave
Fort St. John, BC V1J 6M7
Phone: [REDACTED]
Email: [REDACTED]

From: Chopra, Suraj TRAN:EX
Sent: September 24, 2020 3:26 PM
To: 'Michael Blatz' <Michael.Blatz@prrd.bc.ca>
Subject: RE: PRRD File No. 20-007-OCPZN

MB,

Can you please provide some more information about this proposal such as any intersection upgrades, access location, traffic numbers, types of vehicles and such. Also should we also be expecting a Crown Land Referral from FCBC on this one? Do you know what part of the process the applicant currently completing?

Cheers,

Raj Chopra
Development Technician
Ministry of Transportation and Infrastructure
Peace District
300 – 10003 – 110th Avenue
Fort St. John BC V1J 6M7
Tel: 778-576-1100

From: Planning Department <planning@prrd.bc.ca>
Sent: September 22, 2020 10:14 AM
To: TRAN Peace Development Approvals TRAN:EX <DevApps.FSJ@gov.bc.ca>

Nikita Kheterpal

From: Prothman, Kristy TRAN:EX <[REDACTED]>
Sent: Wednesday, October 14, 2020 3:44 PM
To: Nikita Kheterpal
Subject: RE: PRRD File No. 20-007-OCPZN

CAUTION: This email originated from outside of the organization.

Hi Nikita,

Thank you for the call today. As discussed, we will hold off on providing a response to the PRRD about this file at this time.

Typically we receive the referrals after second reading and after we have been referred to from Front Counter BC. Once we are at this stage, please let the Ministry know and we will re-open our file (eDas: 2020-04659) and provide a response at that time.

Thanks,
Kristy Prothman
Senior Development Services Officer
300-10003 110 Ave
Fort St. John, BC V1J 6M7
Phone: [REDACTED]
Email: [REDACTED]

From: Nikita Kheterpal <Nikita.Kheterpal@prrd.bc.ca>
Sent: October 14, 2020 8:42 AM
To: Prothman, Kristy TRAN:EX <[REDACTED]>
Subject: RE: PRRD File No. 20-007-OCPZN

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Kristy,
Sure, you can give me a call anytime at 250-784-4845.

Nikita

From: Planning Department <planning@prrd.bc.ca>
Sent: Wednesday, October 14, 2020 8:37 AM
To: Nikita Kheterpal <Nikita.Kheterpal@prrd.bc.ca>
Subject: FW: PRRD File No. 20-007-OCPZN

From: Prothman, Kristy TRAN:EX <[REDACTED]>
Sent: Tuesday, October 13, 2020 4:39 PM
To: Planning Department <planning@prrd.bc.ca>
Subject: RE: PRRD File No. 20-007-OCPZN

Nikita Kheterpal

From: Renée Jamurat <[REDACTED]>
Sent: Friday, October 16, 2020 2:51 PM
To: Nikita Kheterpal
Cc: Charlene Jackson
Subject: RE: PRRD File No. 20-007-OCPZN | External Referral

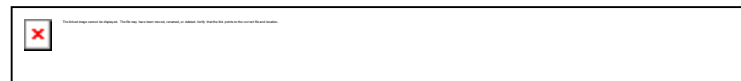
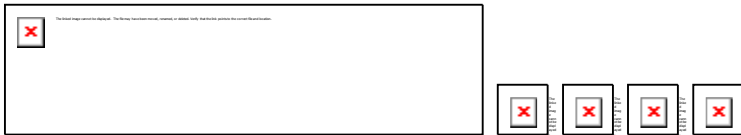
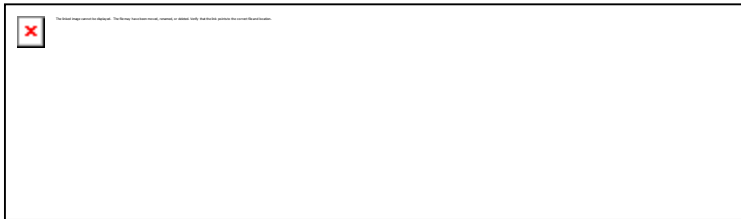
CAUTION: This email originated from outside of the organization.

Hi Nakita,

Thank you for the clarification. No further comment to provide.

Renée Jamurat , MCIP,RPP
Planning Manager

Direct [REDACTED]
Mobile [REDACTED]
Beaton Building | 10003 110 Avenue | Fort St. John, BC | V1J 6M7



From: Nikita Kheterpal <Nikita.Kheterpal@prrd.bc.ca>
Sent: Friday, October 16, 2020 1:38 PM
To: Renée Jamurat <[REDACTED]>
Cc: Planning Department <planning@prrd.bc.ca>
Subject: RE: PRRD File No. 20-007-OCPZN | External Referral

Thank you for your reply, Renée.
I connected with the applicant and he said they would just be using the Alaska Highway. No City roads.

Regards

Nikita Kheterpal | Junior Planner

Phone: 250-784-4845 | nikita.kheterpal@prrd.bc.ca | www.prrd.bc.ca

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



PEACE RIVER REGIONAL DISTRICT



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From: Planning Department <planning@prrd.bc.ca>
Sent: Friday, October 16, 2020 1:07 PM
To: Nikita Kheterpal <Nikita.Kheterpal@prrd.bc.ca>
Subject: FW: PRRD File No. 20-007-OCPZN | External Referral

Saved in the file, thanks

From: Renée Jamurat <[REDACTED]>
Sent: Friday, October 16, 2020 12:33 PM
To: Planning Department <planning@prrd.bc.ca>
Cc: Charlene Jackson <[REDACTED]>
Subject: RE: PRRD File No. 20-007-OCPZN | External Referral

CAUTION: This email originated from outside of the organization.

Good Afternoon,

Comments for the noted application are as follows:

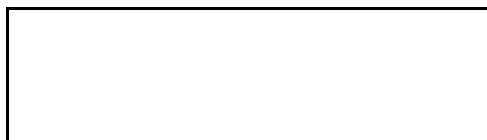
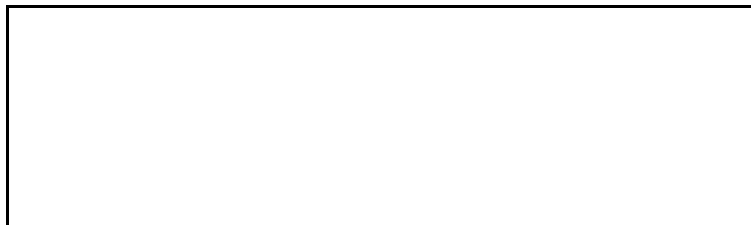
- For the proposed use, does the transport route use City roads, and/or travel through the City? (Alaska highway excluded).

Thank you for the opportunity to comment.

Regards,

Renée Jamurat , MCIP,RPP
Planning Manager

Direct [REDACTED]
Beaton Building | 10003 110 Avenue | Fort St. John, BC | V1J 6M7



From: Planning Department <planning@prrd.bc.ca>
Sent: Thursday, September 17, 2020 4:02 PM
To: Planning Department <planning@prrd.bc.ca>
Cc: PRRD_Internal <prrd.internal@prrd.bc.ca>
Subject: PRRD File No. 20-007-OCPZN | External Referral

Good afternoon,

Please review the attached document regarding an OCP and Zoning amendment application to establish a secure landfill on Crown land in the Wonowon area. A KML file is also attached to help you find the site via GIS/Google Earth. If you have any comments about the proposal, please submit them by October 8, 2020.

Best,
Development Services
Phone: 250-784-3200 | planning@prrd.bc.ca | www.prrd.bc.ca
Peace River Regional District



PEACE RIVER REGIONAL DISTRICT



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Jacqueline Burton

From: Director Karen Goodings
Sent: Monday, October 5, 2020 3:33 PM
To: Nikita Kheterpal
Cc: PRRD_Internal; Planning Department
Subject: Re: PRRD File No. 20-007-OCPZN

I have no comments on this proposal. They have been through the Environmental assessment process and have answered my questions.

From: Nikita Kheterpal
Sent: Monday, October 5, 2020 3:21 PM
To: Director Karen Goodings
Cc: PRRD_Internal; Planning Department
Subject: RE: PRRD File No. 20-007-OCPZN

Good afternoon Director Goodings,

I was wondering if it may be possible to get your response on this referral sometime soon, possibly today or tomorrow? Apologies that the email body for the same says October 8 (It is actually October 1, as per the memo.)

Sorry for bothering you with this. Your response would be appreciated.

Thanks you.

Regards,

Nikita Kheterpal | Junior Planner

Phone: 250-784-4845 | nikita.kheterpal@prrd.bc.ca | www.prrd.bc.ca

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



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From: Planning Department <planning@prrd.bc.ca>
Sent: Thursday, September 17, 2020 4:04 PM
To: Director Karen Goodings <karen.goodings@prrd.bc.ca>
Cc: PRRD_Internal <prrd.internal@prrd.bc.ca>; Planning Department <planning@prrd.bc.ca>
Subject: PRRD File No. 20-007-OCPZN

Good afternoon Director Goodings,

Please review the attached document regarding an OCP and Zoning amendment application to establish a secure landfill on Crown land in the Wonowon area. If you have any comments about the proposal, please submit them by October 8, 2020.

11.0 Heavy Industrial

Heavy industrial uses typically involve large manufacturing or processing operations and can produce significant externalities. They often have very specific locational requirements, like the need for a certain geography, geology, or access to highway and rail. The Peace Region has several such facilities, like a secure landfill in the Blueberry area and a major gas plant near Doe River.

Objective: To locate heavy industrial developments on land that satisfies the development's locational requirements while not disrupting lifestyles of rural residents.

Policy 1 Lands designated as Heavy Industrial are delineated on the Plan Maps.

Policy 2 Within the Heavy Industrial designation the principal use of land will generally be those permitted in Light Industrial (Section 10) and those heavy or large resource industrial uses, including but not limited to: manufacturing plants; processing facilities; auction markets; abattoirs; stockyards; salvage yards; bulk fuel facilities; oil and gas production facilities; commercial land treatment; secure landfills; coal, mineral or gravel extraction and processing; and asphalt plants.

Policy 3 Heavy Industrial developments are directed away from Rural Communities and Rural Neighbourhoods.

Policy 4 Heavy Industrial development proposals will be examined and considered subject to the factors as set out in Section 20.4.

Policy 5 Heavy Industrial development proposals will also be examined and considered, subject to the following factors:

- (a) the siting, orientation, and layout of proposed buildings and structures;
- (b) propensity to emit dust, air emissions (including prevailing wind direction), noise, and light affecting neighbouring properties;
- (c) drainage;
- (d) location, visibility, and containment of outdoor storage areas;
- (e) plans for vehicle access, parking and circulation on the property;
- (f) impact to homesites and nearby Rural Places;
- (g) any other issues that may be relevant to the specific proposal.

Policy 6 Based upon the factors in Policies 4 and 5 (Section 11), proposals should not interfere with agriculture or environmental sensitive areas, negatively impact neighbours or nearby residents, or damage watercourses through impacts to water flow or quality.

Policy 7 The proposed Industrial Land Use Study, recommended in the North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009, may include land within this Rural Official Community Plan.

SECTION 47-2 I-4 (Oil and Gas Production Zone)

[Bylaw No. 1385, 2002]

Permitted Uses

1. Subject to Section 26 of this bylaw, the following uses and no others are permitted in an I-4 zone:
 - (a) Oil and gas wells, pipelines, production facilities;
 - (b) Land Treatment Facility, non-commercial;Permitted accessory uses and buildings on any parcel include the following;
 - (c) Accessory buildings and accessory structures.

Regulations

2. On a parcel located in an I-4 zone;

Minimum Parcel Size

- (a) The minimum parcel size is 1.8 ha (4.5 acres).

Setbacks

[Bylaw No. 1385, 2002]

- (b) Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within:
 - (i) 7 metres (23 ft.) of a front parcel line;
 - (ii) 7 metres (23 ft.) of an interior side parcel line;
 - (iii) 5 metres (17 ft.) of an exterior side parcel line;
 - (iv) 7 metres (23 ft.) of a rear parcel line.

Additional Uses

[Bylaw No. 1385, 2002]

- (c) The following additional uses are permitted on lands legally described as:
Block B, Section 7 and Block A, Section 8, Township 88, Range 20, W6M
 - i) Agriculture
 - ii) Solid waste disposal site

Additional requirements

See Sections 13 - 32 of this bylaw.

PEACE RIVER REGIONAL DISTRICT

Bylaw No. 2413, 2020

A bylaw to amend the "Peace River Regional District Rural
Official Community Plan Bylaw No. 1940, 2011"

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt "Peace River Regional District Rural Official Community Plan Bylaw No. 1940, 2011";

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as the "Peace River Regional District Rural Official Community Plan Amendment Bylaw No. 2413, 2020."
2. Map Index - ii of "Peace River Regional District Rural Official Community Plan Bylaw No. 1940, 2011" is hereby amended by redesignating Unsurveyed Crown Land within Units 14, 15, 23, 24, 25, 33, 34 and 35, Block J, Group 94-A-12 from "Agriculture Rural" to "Heavy Industrial" as shown shaded on Schedule "A" which is attached to and forms part of this bylaw.

READ A FIRST TIME THIS _____ day of _____, 2020.

READ A SECOND TIME THIS _____ day of _____, 2020.

Notification mailed on the _____ day of _____, 2020.

Public Hearing held on the _____ day of _____, 2020.

READ A THIRD TIME THIS _____ day of _____, 2021.

ADOPTED THIS _____ day of _____, 2021.

Chair

(Corporate Seal has been affixed
to the original bylaw)

Corporate Officer

I hereby certify this to be a true and correct copy
of "PRRD Rural Official Community Plan
Amendment Bylaw No. 2413, 2020", as adopted by
the Peace River Regional District Board on
_____, 2021.

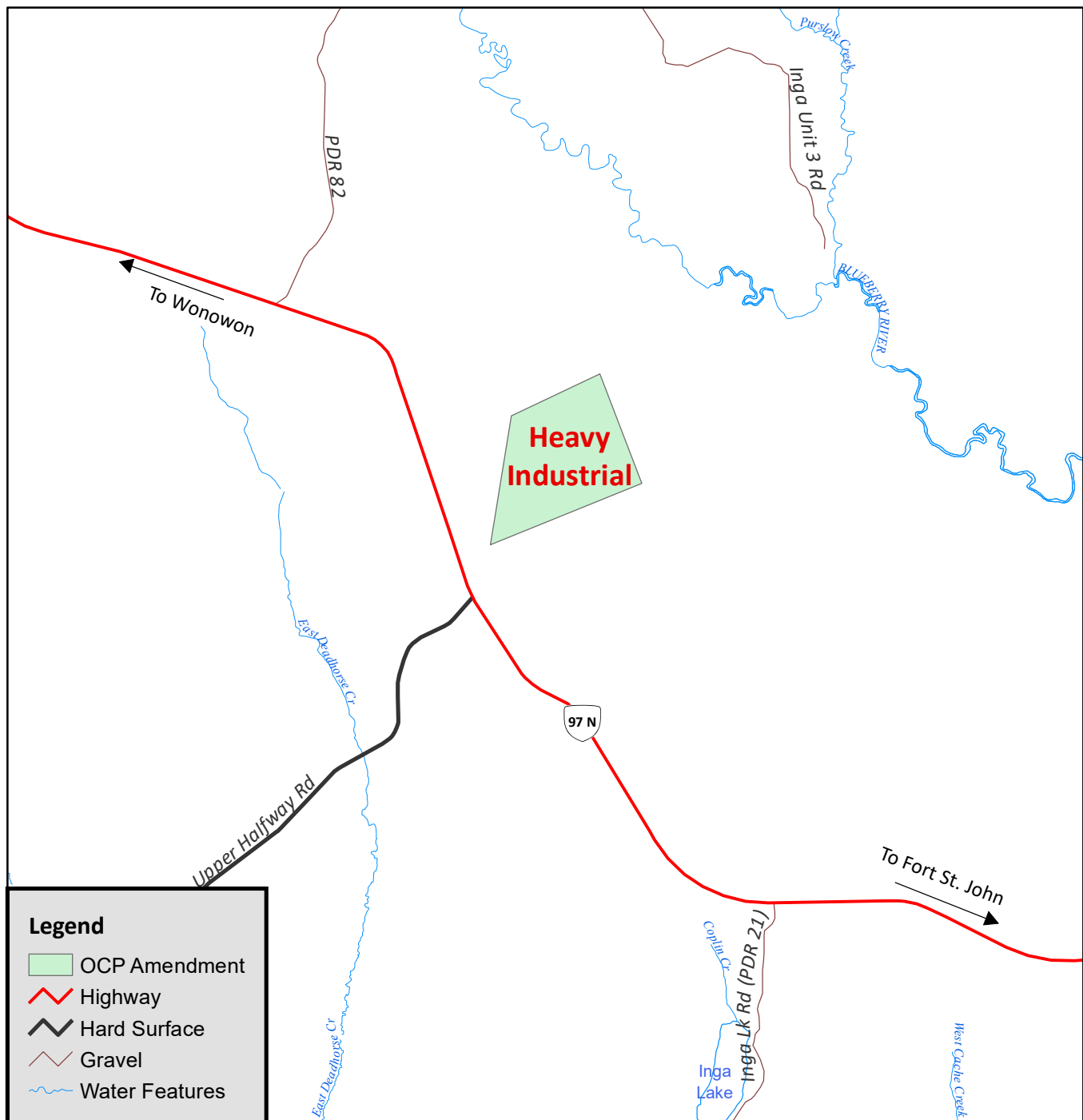
Corporate Officer



Peace River Regional District
Bylaw No. 2413, 2020
SCHEDULE "A"



Schedule A - Map Index - ii of "Peace River Regional District Rural Official Community Plan Bylaw 1940, 2011" is hereby amended by redesignating Unsurveyed Crown Land within Units 14, 15, 23, 24, 25, 33, 34 and 35, Block J, Group 94-A-12 **from "Agriculture Rural" to "Heavy Industrial"** as shown on the drawing below:



PEACE RIVER REGIONAL DISTRICT

Bylaw No. 2414, 2020

A bylaw to amend Peace River Regional District
Zoning Bylaw No. 1000, 1996"

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt "Peace River Regional District Zoning Bylaw No. 1000, 1996";

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 2414, 2020."
2. Index Map – Map 1 of "Peace River Regional District Zoning Bylaw No. 1000, 1996" is hereby amended by rezoning Unsurveyed Crown Land within Units 14, 15, 23, 24, 25, 33, 34 and 35, Block J, Group 94-A-12 from A-2 "Large Agricultural Holdings Zone" to I-4 "Oil and Gas Production Zone" as shown shaded on Schedule 'A' which is attached to and forms part of this bylaw.
3. "Peace River Regional District Zoning Bylaw No. 1000, 1996" is hereby amended by adding the following text amendment to Part VI Zones, Section 47 1-4 (Oil and Gas Production Zone), 2. Regulations – Additional Uses.

(d) The following use is permitted on lands legally described as:

Unsurveyed Crown Land within Units 14, 15, 23, 24, 25, 33, 34 and 35, Block J,
Group 94-A-12 as shown on Schedule 'A' which is attached to and forms part of Zoning
Amendment Bylaw No. 2414, 2020:

- i) secure landfill and oilfield waste management.

READ A FIRST TIME THIS	_____ day of _____	, 2020.
READ A SECOND TIME THIS	_____ day of _____	, 2020.
Notification mailed on	_____ day of _____	, 2020.
Public Hearing held on the	_____ day of _____	, 2020.
READ A THIRD TIME THIS	_____ day of _____	, 2021.
Ministry of Transportation approval received this	_____ day of _____	, 2021.
ADOPTED THIS	_____ day of _____	, 2021.

Chair

(Corporate Seal has been affixed to
the original bylaw)

Corporate Officer

I hereby certify this to be a true and correct copy of "PRRD Zoning
Amendment Bylaw No. 2414, 2020, as adopted by the Peace River
Regional District Board on _____, 2021.

Corporate Officer



Peace River Regional District
Bylaw No. 2414, 2020
SCHEDULE "A"



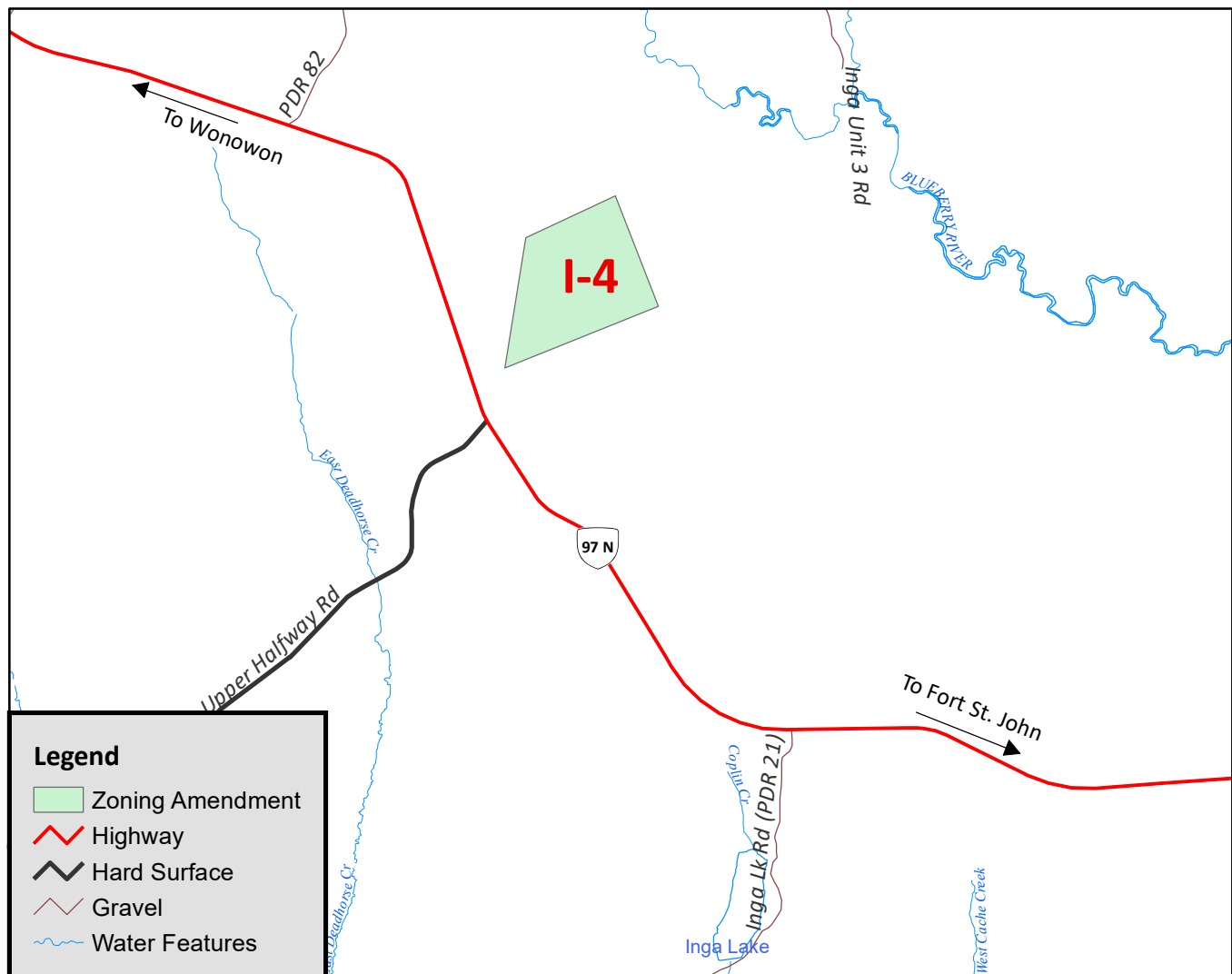
Schedule A - Index Map - Map 1 of "Peace River Regional District Zoning Bylaw No. 1000, 1996" is hereby amended by rezoning Unsurveyed Crown Land within Units 14, 15, 23, 24, 25, 33, 34 and 35, Block J, Group 94-A-12 **from** A-2 "Large Agricultural Holdings Zone" **to** I-4 "Oil and Gas Production Zone" as shown on the drawing below:

"Peace River Regional District Zoning Bylaw No. 1000, 1996" is hereby amended by adding the following text amendment to Part VI Zones, Section 47 I-4 (Oil and Gas Production Zone),
2. Regulations - Additional Uses.

(d) The following use is permitted on lands legally described as:

Unsurveyed Crown Land within Units 14, 15, 23, 24, 25, 33, 34 and 35, Block J, Group 94-A-12 as shown on the drawing below:

i) secure landfill and oilfield waste management





REPORT

, so: Chair and Directors

Report Number: ADM-BRD-094

From: Teri Vetter, Chief Financial Officer & Kelsey Bates, Deputy CO

Date: October 20, 2020

Subject: Area B Potable Water Capital Reserve Bylaw No. 2418, 2020

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board give 'Area B Potable Water Capital Reserve Bylaw No. 2418, 2020', which authorizes the establishment of a capital reserve fund for the Area B potable water service/function, first three readings.

RECOMMENDATION #2: [Corporate Unweighted – 2/3 Majority]

That the Regional Board adopt 'Area B Potable Water Capital Reserve Bylaw No. 2418, 2020'.

BACKGROUND/RATIONALE:

Electoral Area B Potable Water Service was established through adoption of Bylaw No. 2283, 2017. At that time, a capital reserve for the function was not authorized. The purpose of this capital reserve fund is to establish reserves for:

1. the replacement of existing machinery and equipment;
2. the purchase of additional machinery and equipment; and
3. the undertaking of other major and capital projects within the function.

Section 377 of the *Local Government Act* provides the authority for the PRRD to establish reserve funds by applying Division 4 [Reserve Funds] of Part 6 of the *Community Charter*, specifically, Section 188(1) of the *Charter*, which states, "A council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund".

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse 'Area B Potable Water Capital Reserve Bylaw No. 2418, 2020', which authorizes the establishment of a capital reserve fund for the Area B potable water service/function.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

If approved, the opportunity to requisition \$150,000 in 2021 to establish a reserve fund will be available.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Area B Potable Water Capital Reserve Bylaw No. 2418, 2020

PEACE RIVER REGIONAL DISTRICT
BYLAW NO. 2418, 2020

*A bylaw to establish a Capital Reserve Fund for the
Electoral Area “B” Potable Water Service.*

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to “Electoral Area “B” Potable Water Service Establishment Bylaw No. 2283, 2017, establish the Electoral Area “B” Potable Water Service function;

AND WHEREAS, the *Local Government Act* and *Community Charter* empower regional districts to establish reserve funds for specified purposes;

AND WHEREAS, the Regional Board wishes to establish a Capital Reserve Fund to be used for the purposes of constructing, altering, extending, replacing and/or upgrading the works of any Electoral Area “B” Potable Water Services.

NOW THEREFORE, the Regional Board of the Peace River Regional District in open meeting assembled, enacts as follows:

SECTION 1 - CITATION

- 1.1 This bylaw may be cited for all purposes as “**Area B Potable Water Capital Reserve Bylaw No. 2418, 2020**”.

SECTION 2 – ESTABLISHMENT OF FUND

- 2.1 A Capital Reserve Fund to be known as the “Area B Potable Water Capital Reserve Fund” is hereby established.

SECTION 3 – PAYMENTS INTO FUND

- 3.1 Money from current revenues or, as available, from general revenue surplus or as otherwise provided by law may be paid into the Capital Reserve Fund.

SECTION 4 – EXPENDITURES FROM FUND

- 4.1 Money in the Capital Reserve Fund, and interest earned on it, shall only be used for expenditures related to the construction, alteration, extension, replacement or upgrade of the works in the Electoral Area B Potable Water Service Area.

SECTION 5 – ADMINISTRATIVE

- 5.1 If any provision of this bylaw is declared to be illegal, invalid, or ultra vires, in whole or part, then that provision shall not apply and the remainder of this bylaw shall continue in full force and effect and be construed as if it had been enacted without the illegal, invalid, or ultra vires provision.

READ A FIRST TIME THIS _____ day of _____, 2020.

READ A SECOND TIME THIS _____ day of _____, 2020.

READ A THIRD TIME THIS _____ day of _____, 2020.

ADOPTED THIS _____ day of _____, 2020.

(Corporate Seal has been
affixed to the original
bylaw)

Chair

Corporate Officer

I hereby certify this to be a true and correct copy of "Area B Potable
Water Capital Reserve Bylaw No. 2418, 2020", as adopted by the
Peace River Regional District Board on _____, 2020.

Corporate Officer



REPORT

To: Chair and Directors

Report Number: ADM-BRD-095

From: Teri Vetter, Chief Financial Officer & Kelsey Bates, Deputy CO

Date: October 20, 2020

Subject: Operating Reserve Fund Establishment Bylaw Amendment No. 2417, 2020

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board give 'Operating Reserve Fund Establishment Amendment Bylaw No. 2417, 2020', which establishes an operating reserve for Area B Potable Water Service, and updates the maximum amounts in a number of existing reserves, first three readings.

RECOMMENDATION #2: [Corporate Unweighted – 2/3 Majority]

That the Regional Board adopt 'Operating Reserve Fund Establishment Amendment Bylaw No. 2417, 2020'.

BACKGROUND/RATIONALE:

In 2017, the Regional Board established the 'Electoral Area "B" Potable Water Service' through Bylaw No. 2283, 2017.

Section 377 of the *Local Government Act* provides the authority for the PRRD to establish reserve funds by applying Division 4 [Reserve Funds] of Part 6 of the *Community Charter*. Specifically, Section 188(1), which states, "A council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund". The purpose of this new reserve is to establish an operating reserve fund for the Area B Potable Water Service function for unexpected costs, special projects, and extraordinary operational requirements.

It is essential that governments maintain adequate levels of operating reserves to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. The Government Finance Officers Association recommends, at a minimum, that governments maintain operating reserves of no less than two months of regular operating expenditures or revenue.

The Bylaw Amendment also proposes the following increases to other existing operating reserve funds:

Name of Service/Function	Name of Reserve	Current Maximum (plus interest)	Proposed Increase Maximum (plus interest)
Fort St. John Airport Water	FSJ Airport Water	50,000	75,000
Charlie Lake Sewer	Charlie Lake Sewer	50,000	300,000
Legislative – Electoral Areas	Elections	50,000	150,000
Fort St. John Airport Sewer	FSJ Airport Sewer	50,000	75,000
Legislative - Regional	Feasibility	150,000	400,000
Admin – Fiscal & Other	Information Systems	350,000	400,000
Rolla Sewer	Rolla Sewer	50,000	75,000
Solid Waste	Solid Waste	2,000,000	3,500,000
Charlie Lake Fire	Charlie Lake Fire Dept.	50,000	250,000
Emergency Planning	Emergency Planning	250,000	400,000
Clearview Arena Ice	Clearview Arena	130,000	250,000
Buick Creek Arena	Buick Creek Arena	75,000	250,000
Regional Parks	Regional Parks	50,000	150,000
Community Parks	Community Parks	50,000	150,000
Administrative – Electoral Areas	Insurance	400,000	600,000
Tomslake Fire	Tomslake Fire	50,000	100,000
Area B Potable Water	Area B Potable Water		350,000

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse 'Operating Reserve Fund Establishment Amendment Bylaw No. 2417, 2020', which establishes an operating reserve for Area B Potable Water Service, and updates other reserves' maximum amounts.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Funds will be requisitioned or added from surplus to operating reserves specific to the corresponding function. For example, only Function 500 – Solid Waste would requisition or use their surplus to add to that specific operating reserve.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Operating Reserve Fund Establishment Amendment Bylaw No. 2417, 2020
2. Electoral Area “B” Potable Water Service Establishment Bylaw No. 2283, 2017

PEACE RIVER REGIONAL DISTRICT

BYLAW NO. 2417, 2020

A bylaw to amend "Operating Reserve Fund Establishment Bylaw No. 2274, 2016", as previously amended by Bylaw No. 2392, 2019.

WHEREAS, the Regional Board of the Peace River Regional District has, established various service functions authorized either through an establishing bylaw, Supplementary Letters Patent or the *Local Government Act*;

AND WHEREAS, operating reserve funds may be established under the provisions of the *Local Government Act*;

AND WHEREAS, it is deemed advisable to establish operating reserve funds for many of the Regional District's service functions for unexpected costs, special projects, and extraordinary operational requirements;

AND WHEREAS, the Regional Board wishes to amend Bylaw 2274, 2016 to create a new operating reserve for the "Electoral Area "B" Potable Water Service" function, and increase the maximum limits of some existing reserve funds;

NOW THEREFORE, the Regional Board of the Peace River Regional District in open meeting assembled enacts as follows:

SECTION 1 - CITATION

- 1.1 This bylaw may be cited as "Operating Reserve Fund Establishment Amendment Bylaw No. 2417, 2020".

SECTION 2 – TEXT AMENDMENTS

"Operating Reserve Fund Establishment Bylaw No. 2274, 2016" is amended as follows:

- 2.1 Schedule 'A' to Bylaw 2274 is replaced with the attached Schedule 'A' — Operating Reserves Index.

SECTION 3 – ADMINISTRATIVE

- 3.1 Schedule 'A' – Operating Reserves Index is attached to the bylaw and forms part of this bylaw.
- 3.2 If any provision of this bylaw is declared to be illegal, invalid, or ultra vires, in whole or part, then that provision shall not apply and the remainder of this bylaw shall continue in full force and effect and be construed as if it had been enacted without the illegal, invalid, or ultra vires provision.

READ A FIRST TIME THIS	_____	day of	_____	, 2020
READ A SECOND TIME THIS	_____	day of	_____	, 2020.
READ A THIRD TIME THIS	_____	day of	_____	, 2020.
ADOPTED THIS	_____	day of	_____	, 20120

(Corporate Seal has been affixed to
the original bylaw)

Chair

Corporate Officer

I hereby certify this to be a true and correct copy of "Operating
Reserve Fund Establishment Amendment Bylaw No. 2417, 2020",
as adopted by the Peace River Regional District Board on
_____, 2020.

Corporate Officer

SCHEDULE A - OPERATING RESERVES INDEX

Name of Service/Function	Service Established by	Name of Reserve	Maximum (plus interest)
Legislative – Electoral Areas	LGA	Election	150,000
Administrative – Fiscal & Other	LGA	Feasibility	400,000
Administrative – Fiscal & Other	LGA	Information Systems Plan	400,000
Administrative – Human Resources	LGA	Human Resources	460,000
Administrative – Information Technology	LGA	Information Technology	250,000
Administrative – Financial Services	LGA	Financial Services	300,000
Charlie Lake Fire	Bylaw 1360, 2001	Charlie Lake Fire	250,000
Emergency Planning	Bylaw 1598, 2005	Emergency Planning	400,000
Fort St. John Airport Water	Bylaw 659, 1990	FSJ Airport Water	75,000
Charlie Lake Sewer	Bylaw 691, 1990	Charlie Lake Sewer	300,000
Chilton Sewer	Bylaw 1328, 2000	Chilton Sewer	50,000
Fort St. John Airport Sewer	Bylaw 658, 1990	FSJ Airport Sewer	75,000
Friesen Sewer	Bylaw 1609, 2005	Friesen Sewer	50,000
Harper Imperial Sewer	Bylaw 1878, 2010	Harper Imperial Sewer	50,000
Kelly Lake Sewer	Bylaw 1320, 2000	Kelly Lake Sewer	50,000
Rolla Sewer	Bylaw 661, 1990	Rolla Sewer	75,000
Solid Waste	Bylaw 1044, 1996	Solid Waste	3,500,000
Kelly Lake Community Centre	Bylaw 1673, 2006	Kelly Lake Community	50,000
Economic Dev Commissions	Bylaw 1531, 2004	NP Ec. Dev.	No maximum
Clearview Arena	Bylaw 598, 1988	Clearview Arena	250,000
Buick Arena	Bylaw 1671, 2006	Buick Arena	250,000
Regional Parks	SLP #26	Regional Parks	150,000
Community Parks	SLP#60	Community Parks Water	150,000
North Pine Television	Bylaw 823, 1992	North Pine Television	50,000
Administrative – Electoral Areas	LGA	Insurance	600,000
Administrative – Electoral Areas	LGA	Fair Share – Area B	No maximum
Administrative – Electoral Areas	LGA	Fair Share – Area C	No maximum
Administrative – Electoral Areas	LGA	Fair Share – Area D	No maximum
Administrative – Electoral Areas	LGA	Fair Share – Area E	No maximum
Administrative – Electoral Areas	LGA	Rural Loan Fund	No maximum
Administrative – Electoral Areas	LGA	Rural Fringe	No maximum
Administrative – Electoral Areas	LGA	BC Rail	No maximum
Administrative – Electoral Areas	LGA	Gas Tax	No maximum
Administrative – Electoral Areas	LGA	Peace River Agreement	No maximum
Tomslake Fire	Bylaw 1080, 1997	Tomslake Fire	100,000
Rolla Creek Dyking	Bylaw 647, 1989	Rolla Creek Dyking	50,000
Legislative – Regional	LGA	Green ‘carbon’ projects	No maximum
Area B Potable Water	Bylaw 2883, 2017	Area B Potable Water	350,000

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2283, 2017

A bylaw to establish a potable water service in
Electoral Area "B" of the Peace River Regional District

WHEREAS pursuant to Section 332 of the *Local Government Act* the Peace River Regional District may establish and operate any service that the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Peace River Regional District Board wishes to establish a service for the supply, treatment, conveyance, storage or distribution of potable water in Electoral Area "B";

AND WHEREAS the Regional District Board has obtained the assent of the electors of Electoral Area "B", in accordance with the *Local Government Act* and *Community Charter*;

NOW THEREFORE the Peace River Regional District Board, in open meeting assembled, enacts as follows:

1. SERVICE BEING ESTABLISHED

The Peace River Regional District hereby establishes a service to be known as the "Electoral Area "B" Potable Water Service" for the purpose of providing for the supply, treatment, conveyance, storage, or distribution of potable water.

2. SERVICE AREA

The boundary of the Service Area is all of Electoral Area "B".

3. PARTICIPATING AREAS

The participating area for the service is all of Electoral Area "B".

4. COST RECOVERY

As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) property value taxes imposed pursuant to the provisions of the *Local Government Act*, on the basis of the net taxable value of improvements only;
- (b) revenues raised by way of agreement, enterprise, gift, grant or otherwise; and,
- (c) revenues raised by user fees and other means authorized by the *Local Government Act* or another Act.

5. MAXIMUM REQUISITION LIMIT

The maximum amount that may be requisitioned in any one year for the service is the greater of \$1,025,000, or an amount equal to the amount that could be raised by a property value tax of \$0.3339/\$1,000 when applied to the net taxable value of land and improvements in the service area.

Explanatory Note:

The property tax limit of \$0.3339 per \$1,000 is an average of rates of all classes on land and improvements to determine the maximum amount that may be raised in any one year based on that year's net taxable assessment. The estimated residential tax rate is \$0.14 per \$1,000. The tax rate is applicable to improvements only.

6. CITATION

This bylaw may be cited for all purposes as "Electoral Area "B" Potable Water Service Establishment Bylaw No. 2283, 2017".

READ A FIRST TIME this 23rd day of March, 2017.

READ A SECOND TIME this 23rd day of March, 2017.

READ A THIRD TIME this 23rd day of March, 2017.

I hereby certify the foregoing to be a true and correct copy of "Electoral Area "B" Potable Water Service Establishment Bylaw No. 2283, 2017" as read a third time by the Peace River Regional District Board on the 23rd day of March, 2017.



Corporate Officer

APPROVED BY THE INSPECTOR OF MUNICIPALITIES on the 25 day
of April, 2017.

RECEIVED the assent of the electors on the 24 day of June, 2017.

ADOPTED this 13 day of July, 2017.

(Corporate Seal has been
affixed to the original bylaw)



Chair


Corporate Officer

I hereby certify this to be a true and correct copy of
"Electoral Area "B" Potable Water Service Establishment
Bylaw No. 2283, 2017" as adopted by the Peace River
Regional District Board on July 13, 2017.



Corporate Officer



Statutory Approval

Under the provisions of section _____ ***342***

of the _____ ***Local Government Act***

I hereby approve Bylaw No. _____ ***2283***

of the _____ ***Peace River Regional District***,

a copy of which is attached hereto.

Dated this _____ ***April day***
of _____ ***25*** , ***2017***

A handwritten signature in black ink, appearing to be "JL", written over a horizontal line.

Deputy Inspector of Municipalities

Purpose of the Strategic Plan

The 2019-2022 Strategic Plan was developed by the Board to ensure that our decisions, activities and policies are aligned with our vision and goals. The plan addresses the most significant opportunities and challenges facing the region and supports the continued provision of quality services, amenities and infrastructure for our citizens.

The plan will inform the development of our annual budgets and departmental work plans. Quarterly reports to the Board and the Annual Report will provide an opportunity to review and communicate progress in achieving the Board's goals and update the plan as necessary.



Strategic Focus Areas

1. Organizational Effectiveness

Goal

To ensure the PRRD is functioning in a prudent and effective manner and operations and policies are consistent with, and reflective of local government legislative requirements and best practices.

Why?

A well-functioning organization with an appropriate allocation of resources and effort contributes to effective and efficient delivery of services, supports the retention and recruitment of staff and safeguards the organization from risk and liability.

STRATEGIES	ACTIVITIES	TARGETS
1. Develop a corporate Asset Management Program	a) Develop an asset management policy b) Complete inventory of assets c) Undertake condition assessments for all PRRD owned assets d) Determine service expectations for all assets e) Identify funding and investment strategies f) Adopt asset management plan	• Q4 2019 • Q4 2019 • 2020 • 2021 • 2021 • 2022
2. Comprehensive Policy Review	a) Inventory, assess and prioritize existing governance and administrative policies to identify gaps or deficiencies b) Revise and amend policies on a priority basis	• Q4 2019 • 2021
3. Support and Develop our Human Resources	a) Establish a corporate employee development program b) Review and update performance review process c) Develop an employee retention and recruitment strategy	• Q4 2019 • Q4 2019 • Q4 2020
4. Develop Performance Reporting System	a) Create an Annual Report that aligns with the Strategic Plan b) Implement a quarterly reporting structure to Board c) Investigate and implement performance reporting systems/technology platforms	• Q3 2019 • Quarterly • Q4 2019

2. Partnerships

Goal

To enhance the effectiveness of our service delivery and advocacy through the pursuit of local, regional and inter-provincial partnerships.

Why?

There are many benefits and advantages to be achieved through cooperation and collaboration with partners within the region and adjacent to our region. Economies of scale and expertise can reduce costs and enhance productivity, while a collective voice on important issues in the region can positively influence decisions and policies of government.



STRATEGIES	ACTIVITIES	TARGETS
1. Collaboration with Local and First Nations governments	<ul style="list-style-type: none"> a) Identify overlaps, duplications or gaps in service with partnering governments. b) Identify and pursue Community to Community Forum program opportunities. c) Develop policy for establishment of service agreements 	<ul style="list-style-type: none"> • 2019 • 2019 • Q3 2019
2. Inter-provincial collaboration with Alberta local governments	<ul style="list-style-type: none"> a) Identify gaps and opportunities for cooperation at 2019 Inter-Provincial meeting. b) Establish follow-up and accountability framework for inter-provincial outcomes. 	<ul style="list-style-type: none"> • 2019 • 2019



3. Responsive Service Delivery

Goal

To ensure services provided to our residents and communities are responsive to the significant issues and demands facing our region now and into the future.

Why?

Our region is increasingly facing impacts from climate change, growth and development. We must ensure that our services and infrastructure are responsive and resilient and that we are able to anticipate and respond effectively to natural hazard events throughout our region.

STRATEGIES	ACTIVITIES	TARGETS
1. Review and Amend Solid Waste Management Plan	a) Undertake public and stakeholder consultation/engagement process b) Issue Request for Expressions of Interest for alternative waste management/disposal c) Amend Solid Waste Management Plan	<ul style="list-style-type: none"> • Q4 2019 • 2019 • 2019
2. Enhance Emergency Planning and Response Capacity	a) Provide training to Board of Directors on Emergency Management roles and responsibilities b) Increase staffing capacity within the Emergency Management Division c) Formalize and adopt a Collaborative Emergency Management Model d) Formalize an Inter-Agency cooperation framework with provincial and federal agencies and non-profit organizations e) Develop and implement a public education program for emergency preparedness	<ul style="list-style-type: none"> • 2019 • 2019 • 2020 • 2022 • 2022



4. Advocacy

Goal

To represent and advance the interests of the region with other levels of government and agencies responsible for providing governance and services in our region.

Why?

Issues facing our local communities and the region can often be overlooked or underestimated by other levels of government. As a regional district, we have the benefit of a strong, collective voice to influence decisions and policies through strategic advocacy efforts.

TOPICS	AUDIENCE
1. Increased broadband connectivity for rural communities - Situational/Gap Analysis and Investment	<ul style="list-style-type: none">• Ministry of Jobs, Trades and Technology• Federal Ministry of Infrastructure and Communities and Rural Economic Development• Private Service Providers• NCLGA, First Nations, Industry
2. Senior's Housing – Needs Assessment and Investment	<ul style="list-style-type: none">• Northern Health• Ministry of Health• Community Partners and Agencies
3. Emergency Response Capacity for Local Governments	<ul style="list-style-type: none">• Ministry of Public Safety and Solicitor General• NCLGA• UBCM



REPORT

To: Chair and Directors

Report Number: ADM-BRD-099

From: Tyra Henderson, Corporate Officer

Date: October 29, 2020

Subject: **Appointment to Site C Working Group**

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board rescind the appointment of Director Goodings to the Site C Project Advisory Working Group, and appoint a new Regional Board representative who shall be authorized to participate in the review of proposed amendments to the Environmental Assessment Certificate for the Site C Project.

BACKGROUND/RATIONALE:

The Regional Board authorized Directors Fraser and Goodings to participate in the Site C Project Advisory Working Group at its March 8, 2018 meeting in response to an invitation from the Environmental Assessment Office (EAO). The Site C Project Advisory Working Group is comprised of federal, provincial, local government and First Nation representatives and its purpose is to assist the EAO with the review of any proposed amendments to the Site C Project Environmental Assessment Certificate.

At the October 22, 2020 Regional Board meeting, Director Goodings advised that she no longer wished to participate in the Site C Project Advisory Working Group and requested that a new representative be appointed.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Authorization to participate allows the appointed Director to submit expense claims for any meetings they attend for the Site C Advisory Committee Working Group.

COMMUNICATIONS CONSIDERATION(S):

The Environmental Assessment Office will be advised of any change in representative approved by the Board.

OTHER CONSIDERATION(S):

None.

Board Appointments – 2020

Standing Committees – (Appointed by the Chair, LGA 218(2))

Electoral Area Directors' Committee

Director Goodings
Director Sperling
Director Hiebert
Director Rose

Community Measures Advisory Committee

Brad Sperling
Steve Thorlakson
Jim Little
Julie Ziebart
Glynnis Maundrell

Invasive Plant Committee

Director Sperling
Director Hiebert
Director Goodings

Regional Parks Committee

Director Fraser
Director Goodings
Director Rose
Director Michetti

Solid Waste Committee

Director Goodings, or Alternate Director Sperling
Director Rose, or Alternate Director Hiebert
Director Courtoreille, or Alternate Director
Director Bumstead, or Alternate Director
Director Zabkinsky, or Alternate Director
Board Chair (ex-officio)

(updated: October 22, 2020 Board Meeting)

Select Committees (Appointed by the Board, LGA 218 (1))

Chetwynd Public Library Advisory Committee [RD/16/11/38 (24)] (ToR)

Chetwynd Library Board Representatives: Sara Hoehn and Tanya Harmacek
 PRRD Representative: Director Rose
 Chetwynd Public Library Rep (Mgr): Melissa Millsap
 District of Chetwynd Representative: Councillor Rochelle Galbraith

Health Care Scholarship Committee RD/18/06/23 (ToR)

Director Ackerman Director Bumstead
 Director Sperling Director Rose

North Peace Fringe Area Official Community Plan (NPFA OCP) Steering Committee -

Director Goodings	Director Sperling	(RD/17/07/20 (27))
Director Hiebert	Director Ackerman	
Director Fraser		
Merilyn Scheck	Ken Forest	Dianne Hunter
Ann Sawyer	Glynnis Maundrell	Darrell Blades
Wendy Basisty	O'Brien Blackall	Tony Pellet
David Smith	Myron Dirks	Renee Jamurat
Jim Collins	Brad Filmer	Dave Tyreman
Ethelann Stewart	Jim McKnight	Nicole Hansen
Steve Byford	Bill Adair	Corey Jonsson
SD#60 representative	Karrilyn Vince	Matt Austin
Sarah McDougal	Edward Albury, CLFD Chief	

North Peace Leisure Pool Facility Replacement Steering Committee (RD/20/07/03) (ToR)

Director Goodings Alternate Director Boon (RD/20/08/30)
 Director Sperling Alternate Director Wylie (RD/20/08/30)
 Director Ackerman
 Director Bolin
 TBD - Taylor representatives x 2

North Peace Rural Roads Committee (RD/20/05/19) (ToR)

Director Goodings Director Heiberg
 Director Fraser Director Bumstead

Socio Economic and Caribou Recovery Related Land Use Objective Stakeholder Committee Snowmobile Advisory Committee (RD/20/05/07)

Director Sperling Director Rose

Solid Waste Management Plan Technical Advisory Committee

Technical (RD/20/01/42)

Alex Adams, Director of Engineering and Public Works, District of Chetwynd
 Doug Beale, District of Tumbler Ridge
 Blair Deveau, Village of Pouce Coupe
 Peter Nilsen, Development Services Manager, City of Dawson Creek
 Ryan Nelson, Director of Operations and Approving Manager, District of Taylor
 Victor Shopland, General Manager of Integrated Services, City of Fort St. John

Select Committees (Appointed by the Board, LGA 218 (1))

Solid Waste Management Plan Technical Advisory Committee (continued)

SW Contractors

Dave Straube, Green For Life Environmental (GFL)
 Deanne Ringland, Operations Manager, Tervita
 Corey Pomeroy, Oscar's Disposal Ltd.
 Eric Tricker, Aim Trucking Ltd
 Ian McLeod, Trans Peace Construction

Recyclers

Sally Paquette, Chetwynd Lions Club Recycling
 Jeremy Parslow, Owner – DC Recycling
 Lindsay Heal, Owner – Recycle It Resource Recovery

Construction and Demolition

Aaron Henry, Kalmar Construction
 Dale Neul, WL Construction
 Jonathan Simmons, Ascension Builders
 Travis Hiebert, Celtic Construction
 David Toews, Colteran Construction
 Will, Complete Carpentry Services
 Easy Eaves Home and Improvement (Stonehammer)
 Chad or Clayton, Hegge Construction
 Luke Barrett, KB Construction
 Tyler Marion, Marion Construction
 John, Toms Construction
 Hendrick, Kor-Kraft Construction

First Nations

Merli du Guzman, Band Manager/Admin, Blueberry River
 Randy Orr, Band Manager, Halfway River
 Ronda Lalonde-Auger, Director of Assets and Infrastructure, Saulteau First Nations
 Doig River First Nation, Treaty 8, West Moberly First Nations - TBA

Interested Parties

Karen Mason-Bennett, Northern Environmental Action Team
 Sarah/Don Johnson, Reclaimed Supply

Member at Large

Vicki Burt - District of Hudson's Hope
 Mike Fitzgerald - Electoral Area 'B'
 Ken Drover (Nodes Construction) – Electoral Area 'D'
 Rob Henry – Electoral Area 'E'
 Carl Chandler (Celtic Construction) – City of Dawson Creek
 TBA - City of Fort St. John, District of Chetwynd, Taylor, Tumbler Ridge, Village of Pouce Coupe, and Electoral Area C

Legislated / Bylaw Commissions or Committees

Chetwynd Civic Properties Commission (Bylaw 1049, 1996 as amended)

Director Courtoreille [RD/20/01/44]

Councillor Galbraith [RD/20/01/44]

Councillor Wark [RD/20/01/44]

Director Rose

Walter MacFarlane

Larry Houley

Electoral Area 'E' Industrial Development Committee / Commission

Director Rose

Emergency Executive Committee [RD/18/01/46 (25)]

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Director Bumstead

Director Ackerman

Fire Management Committees:

Chetwynd

Director Rose

Mayor Courtoreille, District of Chetwynd

Dawson Creek / Pouce Coupe

Director Hiebert

Mayor Bumstead, City of Dawson Creek or designate

Mayor Michetti, Village of Pouce Coupe Mayor or designate

Fort St. John

Director Sperling

Mayor Ackerman, City of Fort St. John Mayor or designate

Moberly Lake

Director Rose

Taylor

Director Sperling

Director Hiebert

Mayor Fraser or representative of Council

Tomslake

Director Hiebert

Legislated / Bylaw Commissions or Committees - continued**North Peace Leisure Pool Commission**

Electoral Area B - Director Goodings and Arlene Boon

Electoral Area C – Director Sperling and Alvilda (Willi) Couch

*City of Fort St. John – Councillor Bolin and Councillor Grimsrud

These appts are made by the respective municipalities and are recorded here for convenience.

Parcel Tax Roll Review Panel

Director Goodings

Director Sperling

Director Hiebert

Rural Budgets Administration Committee

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Board Liaison Appointments to Outside Agencies

Alaska Highway Community Society

Director Hiebert
Director Goodings

Buick Arena

Director Goodings

Charlie Lake Conservation Society

Director Sperling

Chetwynd Communications Society

Director Rose
Mayor Courtoreille, District of Chetwynd

Chetwynd Library

Director Rose

Clearview Arena

Director Goodings

FSJ Results Based Pilot Project Public Advisory Group

Director Fraser
Director Goodings (Alternate)

FSJ Land and Resource Management Plan Community Leaders Group [RD/19/12/12]

Director Sperling
Director Goodings (Alternate)

Hydro Go Fund (BCH Peace Region Non-Profit Community Fund)

Director Sperling
Carol Kube [RD/19/10/40 (24)]

Invasive Plant Council of BC

Director Hiebert

Municipal Finance Authority of BC

Director Rose
Director Sperling - Alternate

Municipal Insurance Association of BC [RD/18/01/47 (25)]

Leanne Milliken
Director Bumstead – Alternate Voting Member

Board Liaison Appointments to Outside Agencies - continued

North Peace Airport Society

Electoral Area B – Director Goodings and Arlene Boon

Electoral Area C - Director Sperling and Jim McKnight

PRRD Member Representative - Director Goodings [RD/19/11/39 (28)] Term – December 15, 2022

Northern Development Initiative (NDI) Trust - NE Regional Advisory Committee

Director Goodings

Director Hiebert

Director Sperling

Director Rose

Northeast Roundtable

All PRRD Board members

Northeast Strategic Advisory Group 2015

Director Goodings

Director Ackerman (Alternate)

North Peace Fall Fair Society

Director Goodings

North Wind Wellness Centre [RD/20/08/36]

(Addiction Recovery Community Housing Building Committee)

Director Hiebert

Peace Williston Advisory Committee [May 30, 2019]

Director Goodings

Recreation Planning – Site C [RD/19/01/36]

Director Fraser

Director Heiberg

Regional Community Liaison Committee – Site C Clean Energy Project

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Tumbler Ridge Museum Foundation and Tumbler Ridge UNESCO Global Geopark

Director Fraser

Director Heiberg – Alternate [RD/20/01/45]

UBCM Flood and Wildfire Advisory Committee [RD/19/06/32]

Director Sperling

Industry Sector Liaison Appointments

Coastal Gas Link Pipeline

Director Rose

Environmental Assessment Project Working Groups

Enbridge Frontier Project [RD/19/10/41 (24)]

Director Rose

Hermann Mine [RD/18/10/35]

Director Rose

Crystal Brown, EA Manager

Kemess Underground Project

Director Goodings

Northern Gateway – Enbridge Pipeline

Director Hiebert

Red Willow Wind Project

Director Hiebert

Silverberry Secure Landfill Project

Director Goodings

Site C Project Working Group [RD/18/03/39]

Director Goodings

Director Fraser

Sukunka Coal Project

Director Rose

Westcoast Connector Gas Transmission (WCGT) [RD/18/10/36]

Director Rose

Director Goodings

Crystal Brown, EA Manager

Wolverine East Bullmoose Mine Review Committee [RD/18/05/33]

Director Rose

Wonowon Landfill Project [RD/20/02/54]

Director Goodings



ELECTORAL AREA DIRECTORS COMMITTEE MEETING MINUTES

THURSDAY, OCTOBER 15, 2020

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE Directors

Chair Sperling, Electoral Area 'C'
Vice-Chair Rose, Electoral Area 'E'
Director Goodings, Electoral Area 'B', Meeting Chair
Director Hiebert, Electoral Area 'D'

Staff

Tyra Henderson, Corporate Officer
Shawn Dahlen, Chief Administrative Officer
Crystal Brown, Electoral Area Manager
Trish Morgan, GM of Community Services
Teri Vetter, Chief Financial Officer
Paulo Eichelberger, GM of Environmental Services
Kari Bondaroff, Environmental Services Manager
Jeff McDonald, Communications Manager
Hunter Rainwater, Recorder

Others

Katrin Saxty, Urban Systems Ltd.

1. CALL TO ORDER The Chair called the meeting to order at 10:16 am.

2. DIRECTORS' NOTICE OF NEW BUSINESS

3. ADOPTION OF AGENDA

MOVED Director Rose, SECONDED Director Sperling,
That the Electoral Area Directors Committee adopt the October 15, 2020 Meeting Agenda

1. Call to Order

1.1. Meeting Chair - Director Goodings

2. Directors' Notice of New Business

3. Adoption of Agenda

4. Gallery Comments or Questions

5. Adoption of Minutes

5.1. Electoral Area Directors Committee Draft Meeting Minutes of September 17, 2020

6. Business Arising from the Minutes

7. Delegations

8. Correspondence

9. Reports

9.1. Notice of Closed Session – October 15, 2020, ADM-EADC-020

9.2. Potable Water Stations Operational Update, ENV-EADC-005

9.3. Zoning Bylaw No. 1343, 2001 Housekeeping Amendment, DS-EADC-004

9.4. Bylaw Enforcement File Quarterly Update, DS-EADC-006

10. Discussion Item(s)

10.1. Health Care Assistant Course

11. New Business

12. Diary

12.1. Diary Items

(Continued on next page)



Adoption of Agenda
(continued)

13. Item(s) for Information
13.1. EADC TOR
14. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

5.1
Sept. 17/20 EADC Minutes

MOVED Director Rose, SECONDED Director Hiebert,
That the Electoral Area Directors Committee adopt the September 17, 2020 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

8. CORRESPONDENCE

9. REPORTS

Vary Agenda

MOVED Director Sperling, SECONDED Director Rose,
That the Electoral Area Directors Committee vary the agenda to move report number 9.1 (Notice of Closed Session – October 15, 2020, ADM-EADC-202) to the end of the meeting.

CARRIED

9.2
Potable Water Stations
Operational Update – ENV-
EADC-005

MOVED Director Sperling, SECONDED Director Rose,
That the Electoral Area Directors Committee recommend that the Regional Board authorize the amendment of the Electoral Area B Potable Water Fees and Charges Bylaw 2409, 2020 to include a bottle fill water rate charge of \$3 per 18 Liter Bottle.

CARRIED

9.3
Zoning Bylaw No. 1343,
2001 Housekeeping
Amendment – DS-EADC-
004

MOVED Director Rose, SECONDED Director Sperling,
That the Electoral Area Directors Committee receive the report titled “Zoning Bylaw No. 1343, 2001 Housekeeping Amendment DS-EADC-004”, which explains a number of proposed minor amendments to Zoning Bylaw 1343, for the fringe areas around Dawson Creek, Chetwynd, and Fort St. John, for discussion.

CARRIED

MOVED Director Rose, SECONDED Director Sperling,
That the Electoral Area Directors Committee recommend that the Regional Board refer the report titled “Zoning Bylaw No. 1343, 2001 Housekeeping Amendment – DS-EADC-004” back to staff for further consideration on proposed changes to Section 7 (Inspections) and Section 13 (accessory building floor area).

CARRIED

9.3
Bylaw Enforcement File
Quarterly Update – DS-
EADC-006

MOVED Director Sperling, SECONDED Director Rose,
That the Electoral Area Directors Committee receive the report titled “Bylaw Enforcement File Quarterly Update – DS-EADC-006”, for discussion.

CARRIED



10. DISCUSSION ITEM(s)

10.1 Health Care Assistant
Course

The Committee discussed the response Director Sperling received regarding the Health Care Assistant Course offered at the Northern Lights College.

11. NEW BUSINESS

12. DIARY

12.1
Diary Items

MOVED Director Hiebert, SECONDED Director Sperling,
That the Electoral Area Directors Committee update item number 2 (Electoral Area D Referendum) to reflect changing the year from 2020 to 2022 in the Diary.

CARRIED

13. ITEMS FOR INFORMATION

13.1
EADC TOR

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

9. REPORTS

9.1
Notice of Closed Session –
October 15, 2020, ADM-
EADC-020

MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee recess to a Closed Meeting for the purpose of discussing the following items:

Agenda Items 3.1, 3.2 and 3.3 – Closed Meeting Minutes (CC Section 97(1)(b))

Agenda Item 6.1 – Negotiations (CC Section 90(1)(k))

Agenda Item 7.1 – Negotiations (CC Section 90 (1)(c) and 90(1)(k))

Agenda Item 7.2 – Negotiations (CC Section 90 (1)(j) and 90(2)(b))

CARRIED

14. ADJOURNMENT

The Chair adjourned the Meeting at 12:35 pm.

Director Goodings, Meeting Chair

Hunter Rainwater, Recorder



RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, OCTOBER 15, 2020

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE Directors

Chair Sperling, Electoral Area 'C'
Vice-Chair Rose, Electoral Area 'E', Meeting Chair
Director Goodings, Electoral Area 'B'
Director Hiebert, Electoral Area 'D'

Staff

Tyra Henderson, Corporate Officer
Shawn Dahlen, Chief Administrative Officer
Teri Vetter, Chief Financial Officer
Crystal Brown, Electoral Area Manager
Paulo Eichelberger, GM of Environmental Services
Kari Bondaroff, Environmental Services Manager
Jeff McDonald, Communications Manager
Hunter Rainwater, Recorder

Others

Katrin Saxty, Urban Systems Ltd.

1. CALL TO ORDER The Chair called the meeting to order at 1:07 pm.

2. DIRECTORS' NOTICE OF NEW BUSINESS

3. ADOPTION OF AGENDA

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee adopt the October 15, 2020 Meeting Agenda.

1. Call to Order

1.1. Meeting Chair - Director Rose

2. Directors' Notice of New Business

3. Adoption of Agenda

4. Gallery Comments or Questions

5. Adoption of Minutes

5.1. Rural Budgets Administration Committee Draft Meeting Minutes of September 17, 2020

6. Business Arising from the Minutes

7. Delegations

8. Correspondence

8.1. Rory Todd - Thank You Letter

8.2. Cindy Willson - Electrical Extension Grant Application

9. Reports

9.1. Gas Tax Allocation Analysis, FN-RBAC-027

9.2. Cemetery Grant in Aid, FN-RBAC-030

9.3. Grant Request – Cutbank Community Club, FN-RBAC-023

9.4. Grant Request – Dawson Creek for Community Living, FN-RBAC-031

9.5. Area B Recreational and Cultural Grants-in-Aid – Unspent Prior Year Allocations, FN-RBAC-032

(Continued on next page)



Adoption of Agenda
(continued)

- 9.6. Area C Recreational and Cultural Grants-in-Aid – Unspent Prior Year Allocations, FN-RBAC-033
- 9.7. Area E Recreational and Cultural Grants-in-Aid – Unspent Prior Year Allocations, FN-RBAC-034
- 9.8. Charlie Lake Reclaim Water Facility – Funds Securement, ENV-RBAC-002
- 9.9. Potable Water Stations Capital Update and Loan Repayment, ENV-RBAC-001
- 9.10. Sub-Regional Rec and Cultural Grants-in-Aid – Unspent Prior Year Allocations, FN-RBAC-035
- 9.11. September 2020 Financial Report, FN-RBAC-028

10. Discussion Items

11. New Business

12. Diary

- 12.1. Diary Items

13. Item(s) for Information

- 13.1. RBAC Establishing Bylaw

14. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

- 5.1
Setp. 17/20 RBAC Minutes
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee adopt the September 17, 2020 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

8. CORRESPONDENCE

- 8.1
Rory Todd – Thank You Letter
- MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee receive the Thank You Letter from Rory Todd for information.

CARRIED

- 8.2
Cindy Willson – Electrical Extension Grant Application
- MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize an Electrical Extension Grant to Cindy Willson in the amount of \$4,000, payable from Electoral Area B Fair Share.

CARRIED

9. REPORTS

- 9.1
Gas Tax Allocation Analysis, FN-RBAC-027
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the report titled “Gas Tax Allocation Analysis – FN-RBAC-027”, which examines options on splitting Gas Tax, for discussion.

CARRIED



9.1
Gas Tax Allocation Analysis, FN-RBAC-027
(continued)

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve that the Community Works Gas Tax Fund gets split evenly between Area B, Area C, Area D and Area E, based on individual electoral area usage retroactive to 2018.

CARRIED

9.2
Cemetery Grant in Aid, FN-RBAC-030

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional Board amend Bylaw No. 839, 1993, Cemetery Grants-In-Aid for Electoral Areas B,C D and E, to include the distribution of grants to member municipalities that provide cemetery Services to Electoral Areas B, C, D or E.

CARRIED

Vary Agenda

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee vary the agenda to deal with report numbers 9.8 (Charlie Lake Reclaim Water Facility –Funds Securement, ENV-RBAC-002) and 9.9 (Potable Water Stations Capital Update and Loan Repayment, ENV-RBAC-001) at this time.

CARRIED

9.8
Charlie Lake Reclaim Water Facility – Funds Securement, ENV-RBAC-002

MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee release \$533,400 from Peace River Agreement funds previously committed by the following resolution at the July 19, 2018 RBAC meeting:

MOVED, SECONDED and CARRIED

That the Rural Budgets Administration Committee commit funding for the portion of the Charlie Lake Reclaimed Water Facility project that is not eligible under the Canada-British Columbia Investing in Canada Infrastructure Program-Green Infrastructure: Environmental Quality Sub-system Program, estimated at 26.67% of the total project cost, which is up to a maximum of \$2 million

CARRIED

MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee approve a commitment of \$1,000,000, payable from Electoral Area C Peace River Agreement Funds - Spending Item #9 PRRD Sewer Services Assistance, to the Charlie Lake Sewer for the construction of a reclaim water system at the Charlie Lake Wastewater Treatment Facility.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional Board endorse the “Water Conservation in the Peace River Regional District” plan, dated August 2018, in support of the grant application to “Investing in Canada Infrastructure Program - British Columbia - Rural and Northern Communities Infrastructure” for the construction of a reclaim water system at the Charlie Lake Wastewater Treatment Facility.

CARRIED



- 9.8
Charlie Lake Reclaim Water
Facility – Funds
Securement, ENV-RBAC-
002
(continued)
- MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee recommend that the Regional Board authorize a grant application for \$2,000,000 for the Charlie Lake Wastewater Treatment Facility be submitted to the “Investing in Canada Infrastructure Program - British Columbia - Rural and Northern Communities Infrastructure”; further
- That the Regional Board commit funding in the amount of \$1,000,000 to be paid from Electoral Area C Peace River Agreement Funds to the Charlie Lake Wastewater Treatment Facility.
- CARRIED**
- 9.9
Potable Water Stations
Capital Update and Loan
Repayment, ENV-RBAC-001
- MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize that the \$2.9 million loan from the Municipal Finance Authority for the Area B Potable Water Capital Project be paid out using \$1.9 million dollars from Area B Peace River Agreement - Spending Item #1 - Potable Water and Water Security/Studies, and \$1 million from the Area B Community Works Gas Tax fund.
- CARRIED**
- 9.3
Grant Request – Cutbank
Community Club, FN-RBAC-
023
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve a grant in the amount of \$40,806.87, payable from Electoral Area D Community Works Gas Tax, to be issued to Cutbank Community Club to assist with the Exterior Façade Improvement project for the Cutbank Community Hall.
- CARRIED**
- 9.4
Grant Request – Dawson
Creek Society for
Community Living, FN-
RBAC-031
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee release the funding approved for the rural seniors initiative project on April 16, 2020 in the following amounts: \$50,000 from Area E PRA, Spending Item #4 – Assistance to Other Organizations, and \$50,000 from Area D PRA, Spending Item #4 – Assistance to Other Organizations.
- CARRIED**
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve an additional grant in the amount of \$100,000 payable from Electoral Area D Peace River Agreements, Spending Item #4 – Assistance to Other Organizations, to the Dawson Creek Society for Community Living for the Rural Seniors Initiative.
- CARRIED**
- 9.5
Area B Recreational and
Cultural Grants-in-Aid –
Unspent Prior Year
Allocations, FN-RBAC-032
- MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the remaining unclaimed 2019 Area B Recreational and Cultural Grants-in-Aid allocated to the North Peace Regional Grad Fest Society in the amount of \$1,000, be returned to the funding area and used to reduce the tax requisition for 2021 since no funding has been claimed and the event occurred in June 2019.
- CARRIED**



9.5
Area B Recreational and
Cultural Grants-in-Aid –
Unspent Prior Year
Allocations, FN-RBAC-032
(continued)

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the remaining \$1,894.09 unclaimed grant from the original allocation of \$17,995.84, approved in 2016 from Area B Recreational and Cultural Grants-in-Aid funds allocated to Golata Creek Recreation Society, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the remaining \$8,023.16 unclaimed grant from the original allocation of \$38,700, approved in 2016 from Area B Recreational and Cultural Grantsin-Aid funds allocated to Goodlow Community Club, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the release of the remaining \$7,621.50 unclaimed grant from the original allocation of \$7,621.50, approved in 2019 from Area B Recreational and Cultural Grants-in-Aid, to King's Valley Christian Camp, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$7,621.50 to assist with improvements for the kitchen, the cabins and purchase of dining room tables.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the remaining \$686.42 unclaimed grant from the original allocation of \$18,582, approved in 2017 from Area B Recreational and Cultural Grantsin-Aid allocated to Montney Recreation Commission, be returned to the funding area and used to reduce the tax requisition for 2021 as the project is completed.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the release of the remaining \$22,123.28 unclaimed from the original allocations of \$19,142 in 2018 and \$17,500 in 2019, approved from Area B Recreational and Cultural Grants-in-Aid, to Montney Recreation Commission, in accordance with policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$22,123.28 to assist with the completion of the Pioneer Wall and improvement to the kitchen and parking lot.

CARRIED



9.5
Area B Recreational and
Cultural Grants-in-Aid –
Unspent Prior Year
Allocations, FN-RBAC-032
(continued)

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the remaining \$1,656.42 unclaimed grant from the original allocation \$11,062.05, approved in 2016 from Area B Recreational and Cultural Grants-in-Aid allocated to Osborn Community Hall, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

CARRIED

The CFO will note that, the 2021 Area B Recreational and Cultural Grants-in-Aid Budget, will include an allocation will \$1,656.42 for the Osborn Community Hall. It was noted, that as per policy, Osborn Community Hall will need to submit a new grant application for 2021.

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the remaining \$20,578.05 unclaimed grant from Area B Recreational and Cultural Grants-in-Aid, approved between 2015-2019 to Osborn Community Hall, remain as an allocation until such time the outcomes for the future of the community hall have been finalized.

CARRIED

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the remaining \$2,386.23 unclaimed grant from the original allocation \$12,120, approved in 2019 from Area B Recreational and Cultural Grants-in-Aid to the Rock of Ages Bible Camp, in accordance with policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$2,386.23 to assist with the lawn seeding project.

CARRIED

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the release of the remaining \$1,729.75 unclaimed grant from the original allocation of \$7,000, approved in 2019 from Area B Recreational and Cultural Grants-in-Aid to Rose Prairie Community Curling Centre Society, in accordance with policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$1,729.75 to assist with the draining of the ice rink lines.

CARRIED

9.6
Area C Recreational and
Cultural Grants-in-Aid –
Unspent Prior Year
Allocations, FN-RBAC-033

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the release of the remaining \$12,336.76 unclaimed grant from the original allocation of \$16,746.76, approved in 2019 from Area C Recreational and Cultural Grants-in-Aid, to Charlie Lake Community Club, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of a reimbursement claim, and issue a grant payment in the amount of \$12,336.76 for the completion of their renovation project.

CARRIED



9.6
Area C Recreational and
Cultural Grants-in-Aid –
Unspent Prior Year
Allocations, FN-RBAC-033
(continued)

MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee authorize the remaining \$ 82.56 unclaimed grant from the original allocation of \$11,500, approved in 2018 from Area C Recreational and Cultural Grants-in-Aid allocated to Charlie Lake Community Club, be returned to the funding area and used to reduce the tax requisition for 2021 as their renovation project is now complete.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the remaining unclaimed 2019 Area C Recreational and Cultural Grants-in-Aid allocated to the North Peace Regional Grad Fest Society in the amount of \$1,000, be returned to the funding area and used to reduce the tax requisition for 2021 since no funding has been claimed and the event occurred in June 2019.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the release of the remaining \$1,599.25 unclaimed grant from the original allocation of \$3,500, approved in 2019 from Area C Recreational and Cultural Grants-in-Aid, to North Peace Fall Fair Society, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of a reimbursement claim, and issue a grant payment in the amount of \$1,599.25 for the completion of their accessibility improvements project.

CARRIED

MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee authorize the release of the remaining \$1,307.14 unclaimed grant from the original allocation of \$9,250.00, approved in 2019 from Area C Recreational and Cultural Grants-in-Aid, to North Peace Historical Society, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of a reimbursement claim, and issue a grant payment in the amount of \$1,307.14 for completion of their renovation project.

CARRIED

9.7
Area E Recreational and
Cultural Grants-in-Aid –
Unspent Prior Year
Allocations, FN-RBAC- 034

MOVED Director Rose, SECONDED Director Goodings,
That the Rural Budgets Administration Committee authorize the release of the remaining \$8,307.24 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$8,307.24 approved in 2019 to Camp Emile Society, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$8,307.24 to fund the completion of their renovation project.

CARRIED



9.7
Area E Recreational and
Cultural Grants-in-Aid –
Unspent Prior Year
Allocations, FN-RBAC- 034
(continued)

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the remaining \$10,000.00 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$10,000 approved in 2019 to Chetwynd Electric Eels, , to remain in the allocation.

CARRIED

MOVED Director Rose, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the remaining \$63.08 unclaimed grant from the original allocation of \$5,387.50, approved in 2016 from Area E Recreational and Cultural Grants-in-Aid funds allocated to Chetwynd Gymkhana Club, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize all unspent Area E Recreational and Cultural Grants-in-Aid allocated to Chetwynd Horse Club in the amount of \$5,713.75 remain in the allocation until the society is in compliance with the Societies Act of BC.

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the remaining \$35.00 unclaimed grant from the original allocation of \$10,325.00, approved in 2019 from Area E Recreational and Cultural Grants-in-Aid allocated to Foothills Team Roping, be returned to the funding area and used to reduce the tax requisition in 2021 as the project is complete.

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize all unspent Area E Recreational and Cultural Grants-in-Aid allocated Jackfish Community Association in the amount of \$17,580.56 remain in the allocations until the society is in compliance with the Societies Act of BC.

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the release of the remaining \$9,316.65 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$4,337.50 in 2017, \$6,506.25 in 2018, and \$8,675.00 in 2019 to Little Prairie Heritage Society, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$9,316.65 to fund the completion of their various renovation projects.

CARRIED



9.7
Area E Recreational and
Cultural Grants-in-Aid –
Unspent Prior Year
Allocations, FN-RBAC- 034
(continued)

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the release of the remaining \$3,762.84 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$5,000.00 in 2017 and 2019 to Moberly Lake Community Association, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$3,762.84 to fund the completion of their various renovation projects.

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the release of the remaining \$6,021.29 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$21,000 in 2018 and \$20,838.00 in 2019 to Pine Valley Exhibition Park, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$6,021.29 to fund the completion of their Pen Revitalization.

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the remaining \$120.00 unclaimed grant from the original allocation of \$2,579.00, approved in 2019 from Area E Recreational and Cultural Grants-in-Aid allocated to Pine Valley Seniors Association, be returned to the funding area and used to reduce the tax requisition in 2021 as the project is now complete.

CARRIED

9.10
Sub-Regional Rec and
Cultural Grants-in-Aid –
Unspent Prior Year
Allocations, FN-RBAC-035

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the release of the remaining \$23,673.19 unclaimed grant from the original allocation of \$23,673.19 approved in 2019 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds to the Dawson Creek Sportsman's Club, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$23,673.19 for the maintenance of their property and buildings, expansion of youth programs, archery and shot gun improvements project.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the remaining \$6,558.72 unclaimed grant from the 2016 Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Hats 'N' Chaps Gymkhana Society, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years

CARRIED



9.10
Sub-Regional Rec and
Cultural Grants-in-Aid –
Unspent Prior Year
Allocations, FN-RBAC-035
(continued)

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the release of the remaining \$90.00 unclaimed grant from the original allocation of \$2,200 approved in 2019 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds to the Groundbirch Recreation Commission, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$90.00 to assist with painting costs.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the remaining \$4,047.05 unclaimed grant from the 2016 Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Doe River Gymkhana Club, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee defer the following recommendation to the next Rural Budgets Administration Committee meeting;

That the Rural Budgets Administration Committee authorize the unclaimed 2019 Sub-Regional Recreational and Cultural Grants-in-Aid South Peace Trades Bursary, in the amount of \$1,500, be returned to the funding area and used to reduce the tax requisition for 2021 since the recipient did not claim within one year as required for bursaries.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the remaining \$5,125 unclaimed grant approved in 2017, 2018 and 2019 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Kilkerran Recreation Commission, remain in the allocation until the society is in compliance with the Societies Act of BC.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the remaining \$32.36 unclaimed grant approved in 2017 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Kiskatinaw Fall Fair Association, be returned to the funding area and used to reduce the tax requisition for 2021 as the society no longer exists.

CARRIED



9.10
Sub-Regional Rec and
Cultural Grants-in-Aid –
Unspent Prior Year
Allocations, FN-RBAC-035
(continued)

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the release of the remaining \$7,471.89 unclaimed grant from the original Sub-Regional Grants-in-Aid allocations approved \$9,315.15 in 2017 and \$15,673.19 in 2019 to Sunset Prairie Recreation Commission, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$7,471.89 to assist with improvements animal pens and purchase of folding picnic tables.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the remaining \$42.83 unclaimed grant approved in 2018 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Sunset Prairie Recreation Commission, be returned to the funding area and used to reduce the tax requisition in 2021 as the project was completed.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the remaining \$225.00 unclaimed grant approved in 2017 from Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Sweetwater 905 Society, be returned to the funding area and used to reduce the tax requisition in 2021 since the society no longer exists.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the release of the remaining \$2,207.84 unclaimed grant from the original allocation of \$11,500 approved in 2018 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, to the Tupper Community Club, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment of \$2,207.84 to assist with improvements floor joist at the hall.

CARRIED

9.11
September 2020 Financial
Report, FN-RBAC-028

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee receive the report titled "September 2020 Financial Report – FN-RBAC-028", for discussion.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize the removal of the Youth Travel report from the monthly Financial Reports.

CARRIED



9.11
September 2020 Financial
Report, FN-RBAC-028
(continued)

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize that the Scholarship Bursey
report include receiptents who have received a bursay within the last four years, on the
monthly Financial Reports.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize that the the interest earned
on investments and reserves be included on the m monthly Financial Reports.

CARRIED

Chair Sperling requested that a report be prepared for the November RBAC meeting
regarding the rural loan fund, including, how the fund was created and what the fund can
be used for.

10. NEW BUSINESS

11. DIARY

11.1
Diary Items

No changes were made to the Diary.

12. ITEMS FOR INFORMATION

12.1
RBAC Establishing Bylaw

The RBAC Establishing Bylaw was included for the Committee's information.

13. ADJOURNMENT

The Chair adjourned the Meeting at 2:34 pm.

Director Rose, Meeting Chair

Hunter Rainwater, Recorder



Chetwynd Public Library

Regular Board Meeting Minutes - APPROVED
September 22, 2020 - Zoom & In person at the library

Call to Order: 5:31pm

Present: In person: Dana Bergen, Sara Hoehn, Gloria Millsap, Melissa Millsap, Dan Rose. Via zoom: Danielle Burt, Sorene Kampen, Krixia Padilla, Janet Wark. guests: Pam Engelland, Carlene Smith, Lori Spoklie

Regrets: Myra Grodzuik, Sherlana Schroeder

Agenda: MOVED by SH, SECONDED by GM That the agenda be adopted. – CARRIED

Minutes: MOVED by SH, SECONDED by GM That the minutes of the June 23, 2020 regular board meeting and the August 25, 2020 special meeting be adopted. – CARRIED

Pam Engelland with Crazy Beanz Bistro presented to the board with how things have been going for the bistro during this time of Covid. She is wondering what the boards expectations are for the bistro and inquired about what the new library will look like. Discussion about budget, safety measures during Covid, reduced hours, no in-house library programming at this time, contract and memorandum of understanding. The bistro and library have an excellent working relationship. The high usage times are during Chetwynd Secondary School recess and lunch breaks. Pam is asking the students to pre-order so they can come, pay, grab and go.

Lori Spoklie presented to the board with how things have been going with the janitorial services during Covid. Discussion on the janitorial duties and the impact if any that Covid has caused due to the low flow of traffic and heightened disinfecting. The board thanked Lori for working with the library throughout the Covid closure and the gradual reopening.

Correspondence: Letter of resignation from Lynda Johnson

Treasurer Report

Reviewed the Comparative Income Statement.

MOVED by DB, SECONDED by SH That the treasurer report be received for information. – CARRIED

Chair – Reminder to look at the monthly BCLTA bulletins. They have some upcoming online courses and webinars that the board members may be interested in signing up to take.

Library Director – During this time of Covid the library has been present and actively working with our community partners. Library staff helped out with the Walk & Talk the Peace, brought community groups together through the promotion and video for the virtual run and attended the local Farmers Market. The summer reading program was held predominantly through the zoom platform; however the wrap-up party was held at the library on the green space with the fire department making an appearance. Technology grant update, consultant call, and inquiry about fiber optic lines. Library staff have been busy rearranging books within the library. Update on meetings, funding, timeline of opening, and staff notes

(NELF) North East Library Federation Representative – Fall NELF Board meeting will be Wednesday, October 21, 2020.

District of Chetwynd – Nil (Janet's sound was not working and left the meeting)

Peace River Regional District – Budget time.

Library Project Committee – The committee is optimistic and would like to see the construction of the new library break ground in the spring. PRRD had a meeting with Northern Lights College; DR had a meeting with Saulteau First Nations and will be meeting with West Moberly First Nations next week. Discussions on partnerships and what our community partners would like to see in the new library.

Children's Area Upgrade Planning Committee – Nil

Fundraising Committee – Discussion on ideas to raise funds for the new library.

Friends of the Library – Nil

MOVED by DR, SECONDED by DB That the reports be accepted as presented. – CARRIED

New Items:

Bylaws – will add to Diary Items and review at our next meeting.

MOVED by SH, SECONDED by DR That we approve the Covid Closure Policy. – CARRIED

MOVED by GM, SECONDED by DB That we approve the Draft Covid Sickness Policy. – CARRIED

MOVED by SH, SECONDED by GM That Starting in October the library will be open Mon/Wed 9am-5pm Tue/Thu/Fri 9am-8pm and Sat 12pm-4pm and that there are two or three designated times where the public can walk-in without making an appointment. – CARRIED

Discussion: Children under the age of 10 must be accompanied by an adult to enter and use the library. Place a sandwich board outside the library with the Covid policies and library daily schedule. Promote after school care at Little Prairie School. Students using the bistro will exit the library using the back emergency exit by the children's section.

Thank you to Lynda Johnson for her years of service on the Library Board. Since Lynda has already moved, GM will mail a thank you gift to her.

Old Items:

Capital Asset Policy – tabled until next meeting

Diary Items:

Lease agreement with District of Chetwynd – tabled until next meeting

In-Camera:

Entered into in-camera meeting at 7:21pm

Resumed regular meeting at 8:09pm

Adjournment: MOVED by DB, SECONDED by GM to adjourn the meeting at 8:10pm. – CARRIED

Next Meeting: Tuesday October 27th @ 5:30pm both in person and zoom invite will be emailed out.

Board Chair

Library Director



<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	North Peace Airport Society President Jim McKnight, Electoral Area C Vice-President Brent Taillefer, District of Taylor Director Arlene Boon, Electoral Area B Director Rob Fraser, District of Taylor Director Karen Goodings, Electoral Area B Director Moira Green, City of Fort St. John Director Dave Heiberg, District of Hudson's Hope Director Bob Norton, District of Hudson's Hope Director Byron Stewart, City of Fort St. John Miranda V. Flury, Director of Strategy, Capital & Planning (D.SCP) North Peace Airport Services Mike Karsseboom, Managing Director Stacy Smith, Manager of Operations and Emergency Services Vantage Airport Group Zachary Berglund, Manager Facilities, Projects, and Capital Planning David Grant, Director Asset Management Absent Director Brad Sperling, Electoral Area C
1.1	Call to Order	9:33 am
1.2	Amendments to Agenda	None.
2.0	Meeting Minutes	
2.1	Meeting Minutes July 6, 2020	OCT/7/2020- 1 MOVED: Rob Fraser SECONDED: Arlene Boon THAT the regular meeting minutes from July 6, 2020 are approved as presented. CARRIED



3.0	Consent Agenda	OCT/7/2020- 2 MOVED: Dave Heiberg SECONDED: Rob Fraser THAT the consent agenda on October 7, 2020 is approved as presented. CARRIED
4.0	Society's Financial Statements	OCT/7/2020- 3 MOVED: Karen Goodings SECONDED: Rob Fraser THAT the Society's financial statements dated August 31, 2020 are accepted as presented. CARRIED
5.0	North Peace Airport Services Reports	
5.1.1- 5.1.3	NPAServices' Operational Report July-September 2020	<ul style="list-style-type: none">• Received.• What is the impact to YXJ if Nav Canada permanently reduces service overnight?<ul style="list-style-type: none">○ YXJ would not have weather observations at night which has the potential to impact medevac. If the change becomes permanent, YXJ will request Nav Canada puts in a weather observation system to mitigate medevac issues.
5.2.1- 5.2.3	NPAServices' Financial Statements June-August 2020	<ul style="list-style-type: none">• Received.
5.3	Project Status Updates	
5.3.1	Project Update- Runway Rehabilitation 03/21 ACAP	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.2	Project Update- Apron	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.



	Rehabilitation by Baggage Area	
5.3.3	Project Update- FEC Generator	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
6.0	Unfinished Business	
7.0	New Business	
7.1	NPAServices Draft 2021 Operating Budget	<ul style="list-style-type: none">• Received. <p>OCT/7/2020- 4 MOVED: Rob Fraser SECONDED: Dave Heiberg THAT YXJ increase the ARFF Regulatory Recovery Fee from \$7.35 to \$12.00 effective January 1, 2021 ending December 31, 2021.</p> <p>CARRIED</p> <p>Questions related to Draft 2021 Operating Budget</p> <p>1) How did Vantage project an approximate 40% decrease in pax traffic from 2019 for the 2021 pax projections?</p> <ul style="list-style-type: none">• Conversations with airlines indicating changes to flight schedules;• Reviewed Sabre data trends;• Assessed the airline industry (noting a longer recovery time);• Considered YXJ's trends relative to other regional airports (YXJ is recovering faster than most regional airports). <p>2) Does the employee expense line factor in a 75% wage subsidiary for the laid off employees for the entire fiscal year?</p>



		<ul style="list-style-type: none">• There is no official indication that the program will continue beyond December 2020. The decrease in this expense line results from the layoffs and not backfilling empty positions. <p>3) What is causing a reduction in the contracted services expense line?</p> <ul style="list-style-type: none">• Slight reduction in security requirements (due to lower pax);• No tree trimming required;• Runway friction testing is not required this year. <p>4) How is the utilities line item decreasing by ~\$800,000?</p> <ul style="list-style-type: none">• Change in the budget template sheet, there was an error in the 2020 budget (firefighting expenses and utilities were swapped in 2020). <p>5) What is encompassed under bank charges?</p> <ul style="list-style-type: none">• Includes monthly bank fees, and credit card processing fees for parking fees. <p>6) How is the preventative maintenance program amended in 2021?</p> <ul style="list-style-type: none">• No real changes from the post-COVIDs. There have been no cutbacks in preventative maintenance, but there is a focus to do as much work as possible in-house. <p>7) What bad debt is projected in 2021?</p> <ul style="list-style-type: none">• Vantage has put in a 0.5% of revenue provision due to economic uncertainty.
7.2	NPAServices Proposed Capital Plan	<ul style="list-style-type: none">• Received, the Capital Planning Committee will review further and bring forward a recommendation to the Board.
8.0	Adjournment	OCT/7/2020- 5



		MOVED: Dave Heiberg THAT the meeting is adjourned at 10:22 am. CARRIED
9.0	Closed Meeting	See closed meeting minutes.



October 28, 2020

Ref: 256691

Brad Sperling, Chair
and Board Members
Peace River Regional District
PO Box 810
Dawson Creek BC V1G 4H8

Dear Chair Sperling and Members of the Board:

On behalf of the Province of British Columbia, I am pleased to advise you that your application under the Local Government Grants Act for an infrastructure planning grant was approved on August 31, 2020 for the following project:

Grant Description	Amount
Charlie Lake Reclaimed Wastewater	\$10,000

Details of the terms and conditions attached to this grant will be dealt with in an agreement that will be forwarded to you by Ministry of Municipal Affairs and Housing staff as soon as possible. This agreement must be signed and returned to the ministry, indicating your acceptance of the terms and conditions.

The Province welcomes the opportunity to support planning in the Peace River Regional District. We believe that early and ongoing planning is the best way to ensure that the environmental, social, and economic needs of your community will continue to be met in the years ahead.

Through your planning efforts, the Province encourages you to find ways to use new technology to promote environmental excellence and sustainable service delivery.

Congratulations on your successful application and my best wishes with your infrastructure study. Please direct follow up inquiries to program staff by email: infra@gov.bc.ca or by phone: 250-387-4060.

Sincerely,

Tara Faganello
Assistant Deputy Minister



November 2, 2020

Ref: 257735

Shawn Dahlen
Chief Administrative Officer
Peace River Regional District
Box 810
Dawson Creek BC V1G 4H8

Dear Shawn Dahlen:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
 - other related costs.

.../2

As you may recall, during the early months of COVID-19, the provincial government required all municipalities to fully remit requisitions to regional districts by August 1, 2020, despite any shortfalls in municipal tax collection. This was designed to ensure regional district requisitions were kept whole in 2020. Because of this earlier action, the COVID-19 Safe Restart Grant for Local Governments will place a funding emphasis on municipalities. However, there is still considerable funding under this grant program for regional districts.

I am pleased to advise you that **Peace River** is the recipient of a **\$700,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your regional district in the coming days.

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all regional districts. The funding formula for regional districts is based on three components: a flat funding amount plus two per capita amounts. The flat amount will be \$300,000 to each regional district.

The first per capita amount will be based on the total regional district population (rural and municipal). This will provide \$3.10 per person. There will be a funding limit on this first per capita amount. The limit is \$1.8 million for Metro Vancouver and \$900,000 for all other regional districts. The higher limit for Metro Vancouver is in recognition of their larger population. The overall purpose of these limits is to ensure that the very largest regional districts do not receive a disproportionate share of funding compared to smaller and mid-sized regional districts.

The second per capita amount will be based on the rural population of a regional district (i.e. the population outside the boundaries of an incorporated municipality). This second per capita amount will provide \$8.13 per rural population. This second per capita amount is in recognition of the additional burden on regional districts because they are the primary local service provider in rural parts of British Columbia.

This overall formula is designed to ensure that larger regional districts receive more money than smaller ones, but that smaller and rural regional districts receive higher per capita funding than larger ones. This is in recognition that small regional districts often lack a diverse revenue base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a regional district of 65,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 total population of **66,726** and rural population of **23,756** to determine your total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each regional district.

.../3

Before December 31, 2021, (a little over a year from this letter) the regional board must fully allocate the grant funds to the appropriate services. This allocation will be entirely at the discretion of the board. Ministry staff are available to assist regional district staff should they have any questions on allocation.

To ensure optimal transparency on the use of funds, there are two reporting requirements for regional districts. **First**, as part of the 2021 audited financial statements, the regional district must provide a report on how the funds were allocated to various regional and local services.

The **second** reporting requirement is an annual report on how the grant funds were spent in that year. This will be a schedule to your audited financial statements, under section 377 of the Local Government Act. The schedule will include the amount of funding received, the use of those funds, and the year-end balance of unused funds. This report may be consolidated for the entire regional district, rather than reporting on a service-by-service level. Your regional district must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778-698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
Teri Vetter, Chief Financial Officer, Peace River Regional District

Attachment 1: Example Calculation for a Regional District with 65,000 People

Rockridge Regional District

Variables:

	Population	Per Capital Amount	Funding Limit	Flat Funding Amount
Total RD	65,000	\$3.10	\$900,000	n/a
Rural Part of RD	20,000	\$8.13	n/a	n/a
Other	n/a	n/a	n/a	\$300,000

Calculation:

	A	B	C=AxB	D	E=min(C or D)
Cost Item	Population	Per Capital Amount	Pop-Based Funding	Ceiling	Funding
Total Population	65,000	\$3.10	201,500	900,000	201,500
Rural Population	20,000	\$8.13	162,600	n/a	162,600
Flat Amount	-----				300,000

TOTAL

664,100

Funding is based on a flat amount (**\$300,000**) plus two per capita amounts.

One per capita amount is based on total RD population times \$3.10 per person. This first per capita amount is subject to a funding ceiling of \$0.9M (or \$1.8M for Metro). In the above example, this amount equals **\$201,500**.

The second per capital amount is based on the rural population (i.e. outside municipal boundaries) times \$8.13 per person. In the above example, this equals **\$162,600**.

The total funding is the sum of these three amounts. In the above example, this equals **\$664,100**.

The RD population data is for 2018 (from BC Stats as at Oct 1, 2020)
<https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates>
"Municipal and sub-provincial areas population, 2011 to 2019.xls"



October 28, 2020

File: 0280-30

Ref: 193111

Brad Sperling, Chair
and Council Members
Peace River Regional District
Email: brad.sperling@prrd.bc.ca

Dear Brad Sperling and Council Members:

I would like to thank you and your colleagues for meeting with me at this year's virtual Union of British Columbia Municipalities (UBCM) Annual Convention process to discuss some of the agricultural issues and pressures Peace River RD is experiencing. As a provincial election has been called, and we are currently in an interregnum period, I am pleased to respond on behalf of the Ministry.

Due to the evolving COVID-19 situation, we have had to develop new approaches and adaptations to many aspects of our everyday life. I thank your delegation for its flexibility with provincial appointments this year and I am pleased that our governments still had the chance to connect.

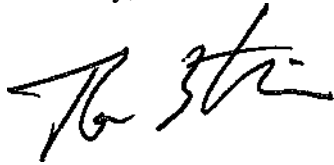
During our meeting, we discussed some of the changes around Business Risk Management. We also discussed the Future of BC food's system report, specifically your concern that it does not reflect the Peace Region, and the weight imbalance between the Province and big business within the report. Additionally, I have also included an overview of the Food Hub Network program with this letter.

Now that we are in the election period, issues regarding future funding programs and other policy decisions must be deferred until after the election is complete and the incoming government is in place. All topics brought up in your meeting will be shared with the incoming Minister.

.../2

Again, thank you for participating in this year's convention and I look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Ethier', written in a cursive style.

Tom Ethier
Deputy Minister

The B.C. Food Hub Network

Context

The Ministry of Agriculture has heard directly from farmers, processors, industry associations and post-secondary institutions that B.C.'s agriculture and food sectors need increased access to processing facilities and specialized processing equipment, business services, research and development, and innovation supports to advance a competitive food and beverage processing sector in the province.

To respond to this need, the Ministry conceptualized the B.C. Food Hub Network as a joint effort with industry, communities, post-secondary institutions and other levels of government. This initiative is an innovative, novel model that is intended to be reflective of provincial priorities and regional diversity.

Overview

The BC Food Hub Network ('Network') aims to foster growth and innovation in the processing sector through improved industry access to facilities, equipment, technology, technical services and business supports. The Network model is being developed in collaboration with industry, communities and post-secondary institutions. It is an innovative approach that is intended to build provincial food and beverage processing while serving the regional and sector diversity of the province.

The BC Food Hub Network will be comprised of a Food and Beverage Innovation Centre at the University of British Columbia (UBC) Vancouver and a series of inter-connected regional Food Processing and Innovation Hubs ('Food Hubs') across the province that will be regionally-tailored, shared food innovation and processing facilities. The Network will bring together services and technology that improve supports to the agriculture, seafood, and food processing industry and advance innovation in the Province's processing sector.

Vision

Leading the world in food and beverage processing and innovation.

Mission

Helping B.C.'s food and beverage businesses grow, innovate and commercialize.

Regional Food Hubs

The Ministry of Agriculture is supporting a series of regional Food Hubs including a pilot and demonstration Food Hub, located at Commissary Connect's Laurel Street facility in Vancouver, a Food Hub in Port Alberni and in Surrey both of which launched in summer 2020. Two additional Food Hubs are being established in Quesnel and Salmon Arm.

UBC Food and Beverage Innovation Centre

The Ministry of Agriculture is currently supporting the development of the UBC Food and Beverage Innovation Centre, to be located at UBC's Vancouver campus, through an endowed professorship position. Dr. Anubhav Singh, who currently holds the professorship, will help to:

- Improve B.C.'s food processors' access to modern processing technology and practices;
- Provide expertise to help the sector continue to innovate and develop new products;
- Support the creation of new potential post-secondary programs in B.C. to develop qualified personnel who will help grow the industry locally;
- Lead development of the B.C. Food and Beverage Innovation Centre at UBC Vancouver; and
- Facilitate improved research and information sharing for processors accessing the B.C. Food Hub Network.

The B.C. Food Hub Network

What the B.C. Food Hub Network Will Offer

Infrastructure & Equipment

- Shared, commercial production and kitchen spaces
- Shared office space
- Storage and distribution facilities
- Regionally-tailored processing and packaging equipment

Mentorship and Training Support

- Access to business mentors and industry experts
- Product development support

Innovation, Product Development and Testing Services

- R&D and analytical testing
- Product/prototype/process development, demonstration/proof of concept, commercialization/market validation
- Collaborative opportunities with academic institutions, industry associations and public and private companies

Networking and Information Sharing

- Technology platforms and/or digital resource portals to virtually connect Food Hubs
- Mechanism to support facilities/equipment booking and operation
- Support for information sharing and knowledge transfer between sites

Partnerships

The Ministry of Agriculture is working closely with industry associations, post-secondary institutions, local governments and regional organizations to develop and implement the Food Hub Network.

CONTACT INFORMATION

Dennis Jess, Manager, Food Innovation
B.C. Ministry of Agriculture

E: Dennis.Jess@gov.bc.ca | P: 778 974-3832

<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/growbc-feedbc-buybc/feed-bc/feed-bc-the-bc-food-hub-network>

feedBC

From: Deputy Minister ENV:EX <DM.ENV@gov.bc.ca>

Sent: October 30, 2020 2:41 PM

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

Subject: 2020 UBCM Convention Meeting with Ministry of Environment and Climate Change Strategy

Reference: 361767

October 30, 2020

Brad Sperling, Chair
and Directors
Peace River Regional District
Email: prrd.dc@prrd.bc.ca

Dear Chair Sperling and Directors:

I am writing to follow up on the meeting between the Peace River Regional District and the Ministry of Environment and Climate Change Strategy at the 2020 Union of British Columbia Municipalities (UBCM) Convention. Although the COVID-19 pandemic prevented us from meeting in person, the Minister and I were pleased to have the opportunity to discuss issues of mutual importance. As a provincial election has been called, I am pleased to have the opportunity to respond.

Whether online or in person, the annual UBCM Convention offers an important opportunity for local governments to have conversations and outline priorities with the provincial government. These meetings help to inform ministries on issues that matter most to British Columbians. We hope that you continue to engage with the ministry on issues that matter to you and your community so that we can continue to move forward with our goal of building a strong, sustainable, innovative economy, a cleaner environment, and healthy communities that work for everyone.

We appreciated the opportunity to meet with you to discuss important issues and topics of shared interest. The ministry welcomes your input regarding potential products for inclusion in the Recycling Regulation and policy initiatives to minimize waste. We look forward to receiving your feedback on our Recycling Regulation Policy Intentions Paper.

Thank you again for taking the time to meet. We look forward to continuing to work closely with you in the future.

With best regards,

Kevin Jardine
Deputy Minister

cc: Laurel Nash, Assistant Deputy Minister, Environmental Protection Division, Ministry of Environment and Climate Change Strategy



REPORT

To: Chair and Directors

Report Number: ADM-BRD-096

From: Kori Elden, Executive Assistant/HR Generalist

Date: October 22, 2020

Subject: Items Previously Released from Closed Meetings

For information only.

The following resolutions have been authorized for release to the public from prior closed meetings.

October 8, 2020

MOVED, SECONDED, AND CARRIED

That the Regional Board authorize the presentation of the Peace River Regional District's requests made to BC Hydro for inclusion in a Community Measures Agreement regarding the Site C project to the New Democratic, Conservative, Liberal and Green parties in advance of the October 24, 2020 Provincial election.

October 8, 2020

MOVED, SECONDED, AND CARRIED

That the Regional Board enter into an agreement with Valo Networks to develop a high level design and costing for the PRRD connectivity strategy, at a cost of \$10,000, with an additional \$5,000 per in-person Fiber Working Group meeting; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

October 22, 2020

MOVED, SECONDED, AND CARRIED

That the Regional Board approve RN/RPN Return of Service Health Care Scholarships for the following applicants:

1. Zoe Berg
2. Reegen Guise
3. Marissa Nichol
4. Hayley Pryor
5. Kyla Conlon-Fettes

in the amount of \$2,500 per recipient, payable from Function 275 – Grants to Community Organizations, with part two funds payable upon the signing of a return of service agreement with Northern Health; further, that the resolution be immediately released to the public.

BACKGROUND/RATIONALE:

The above resolutions were authorized for release, and are provided in this report as the official disclosure of the items to the regular Board agenda, as per the 'Closed Meetings and Proactive Disclosure Policy.'

ALTERNATIVE OPTIONS:

Not applicable.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Not applicable.

COMMUNICATIONS CONSIDERATION(S): N/A

Not applicable.

OTHER CONSIDERATION(S):

Not applicable.