



# PEACE RIVER REGIONAL DISTRICT

## Regional Parks Committee Meeting Agenda

December 10, 2020, 1:00 p.m.  
1981 Alaska Avenue, Dawson Creek, BC

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	Pages
<b>1. Call to Order</b>	
1.1. Director Rose to Chair the meeting	
<b>2. Directors' Notice of New Business</b>	
<b>3. Adoption of Agenda</b>	
<b>4. Gallery Comments or Questions</b>	
<b>5. Adoption of Minutes</b>	
5.1. Regional Parks Committee Draft Meeting Minutes of January 20, 2020	3
<b>6. Business Arising from the Minutes</b>	
<b>7. Delegations</b>	
<b>8. Correspondence</b>	
<b>9. Reports</b>	
9.1. Blackfoot Boat Launch – BC Hydro Correspondence, CS-RPC-006	8
9.2. 2020 Overview of Year Two In-House Parks Maintenance, CS-RPC-007	61
9.3. Blackfoot Regional Park – Caretaker Services, CS-RPC-003	64
9.4. Blackfoot Regional Park – Development Plan Update, CS-RPC-008	66
9.5. Montney Park – Transition to Day-Use, CS-RPC-004	75
9.6. 2021 Recreational Trails Grants-in-Aid - Application, FN-RPC-003	86
9.7. 2021 Budget Review – Function 200 Regional Parks, CS-RPC-005	133
<b>10. New Business</b>	
<b>11. Diary</b>	

<b>12.</b>	<b>Item(s) for Information</b>	
12.1.	Terms of Reference	149
<b>13.</b>	<b>Adjournment</b>	



## PEACE RIVER REGIONAL DISTRICT

### REGIONAL PARKS COMMITTEE

### MEETING MINUTES

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DATE: Monday, January 20, 2020

PLACE: Peace River Regional District Office, Dawson Creek, BC

PRESENT: **Directors**

Director Goodings, Electoral Area 'B'

Director Rose, Electoral Area 'E'

Alternate Director Smith, Village of Pouce Coupe

Director Fraser, District of Taylor

**Staff**

Trish Morgan, General Manager of Community Services

Bryna Casey, Parks & Rural Recreation Coordinator

Kari Bondaroff, Environmental Services Manager

Kyla Traichevich, Community Services Clerk

Lyle Smith, Chief Financial Officer

Jill Rickert, Grants Coordinator

**CALL TO ORDER**

The General Manager of Community Services called the meeting to order at 10:01 a.m.

**ELECTION OF CHAIR**

The General Manager of Community Services called for nominations for the Office of Committee Chair for 2020.

Director Fraser nominated Director Rose for the Office of Committee Chair for 2020.

Director Goodings SECONDED the nomination.

Director Rose ACCEPTED the nomination.

The General Manager of Community Services called a second time for nominations for the Office of Committee Chair for 2020.

The General Manager of Community Services called a third time for nominations for the Office of Committee Chair for 2020.

Hearing none, the General Manager of Community Services declared Director Rose, Chair of the Regional Parks Committee for 2020.

**ELECTION OF VICE-CHAIR**

The General Manager of Community Services called for nominations for the Office of Committee Vice-Chair for 2020.

Director Goodings nominated Director Fraser for the Office of Committee Vice-Chair for 2020.

Director Smith SECONDED the nomination.

Director Fraser ACCEPTED the nomination.

The General Manager of Community Services called a second time for nominations for the Office of Committee Vice-Chair for 2020.

The General Manager of Community Services called a third time for nominations for the Office of Committee Vice-Chair for 2020.

Hearing none, the General Manager of Community Services declared Director Fraser, Vice-Chair of the Regional Parks Committee for 2020.

**DIRECTORS NOTICE OF NEW BUSINESS:**

**ADOPTION OF AGENDA:**

MOVED by Director Goodings, SECONDED by Director Fraser,  
That the Regional Parks Committee agenda for the January 20, 2020 including  
Director's new business and additional items for the agenda, be adopted as amended

1. **Call to Order**
2. **Election of Chair and Vice-Chair**
3. **Director's Notice of New Business**
4. **Adoption of Agenda**
5. **Adoption of Minutes**
  - M-1 Regional Parks Committee Meeting Minutes of February 12, 2019
6. **Business Arising from the Minutes**
7. **Delegations**
8. **Reports**
  - R-1 2020 Recreational Trails Grants Request – Tumbler Ridge Mountain Bike Association
  - R-2 Site C Recreation Opportunities Plan Development and Rustic Recreation Sites Fund
  - R-3 Blackfoot/Clayhurst Boat Launch
  - R-4 2019 Overview of Year One In-House Parks Maintenance
  - R-5 Blackfoot Regional Park 5-Year Development Plan
  - R-6 Montney Centennial Regional Park Update
  - R-7 Peace Lookout Drainage Plan
  - R-8 Prespatou Walking Trail – Permit and MoU
  - R-9 Connecting Communities – Trails Project Update
  - R-10 2020 Budget Review – Function 200 Regional Parks
9. **New Business**
10. **Adjournment**

**CARRIED.**

**ADOPTION OF MINUTES:**

M-1  
February 12, 2019

MOVED by Director Fraser, SECONDED by Director Smith,  
That the Regional Parks Committee Meeting Minutes of February 12, 2019 be adopted.

**CARRIED**



**BUSINESS ARISING FROM THE MINUTES:**

**DELEGATIONS:**

**REPORTS:**

- R-1  
January 14, 2020  
2020 Recreational  
Trails Grant Request
- MOVED by Director Fraser, SECONDED by Director Smith,  
That the Regional Parks Committee review the grant application from Tumbler Ridge Mountain Bike Association in the amount of \$20,000 to support a Pump Track facility located in Tumbler Ridge.
- CARRIED.**
- MOVED by Director Fraser, SECONDED by Director Smith,  
That the Regional Parks Committee make recommendation to the Regional Board to include the grant commitment in the draft 2020 Regional Grants (Parks) Budget.
- CARRIED.**
- R-2  
January 13, 2020  
Site C Recreation  
Opportunities Plan  
Development and  
Rustic Recreation Sites  
Fund
- MOVED by Director Goodings, SECONDED by Director Smith,  
That the Regional Parks Committee recommend to the Regional Board that a letter be sent to BC Hydro to decline the invitation to lead and manage the Recreation Opportunities Plan project; and further
- That should BC Hydro initiate the project, that the Peace River Regional District will consider appointing a representative(s) to sit on a working group if requested.
- CARRIED.**
- MOVED by Director Goodings, SECONDED by Director Fraser,  
That the Regional Parks Committee recommend to the Regional Board that they decline the invitation to become involved in the administration and management of the Site C – Peace River Community Recreation Site Fund.
- CARRIED.**
- R-3  
January 10, 2020  
Blackfoot/Clayhurst  
Boat Launch
- MOVED by Director Goodings, SECONDED by Director Fraser,  
That the Regional Parks Committee receive the report titled “Blackfoot/Clayhurst Boat Launch” dated January 10, 2020 for discussion.
- CARRIED.**
- MOVED by Director Fraser, SECONDED by Director Goodings,  
That the Regional Parks Committee recommend to the Regional Board that members of the Regional Parks Committee meet with BC Hydro and the Comptroller of Water Rights to advocate for the development of a boat launch in the Blackfoot/Clayhurst area as originally required under the Peace Water Use Plan.
- CARRIED.**
- R-4  
January 10, 2020  
2019 Overview of Year  
One In-House Parks  
Maintenance
- MOVED by Director Smith, SECONDED by Director Fraser,  
That the Regional Parks Committee receive the report entitled “2019 Overview of Year One In-House Parks Maintenance” dated January 10, 2020 for discussion.
- CARRIED.**

- R-5  
January 10, 2020  
Blackfoot Regional  
Park 5-Year  
Development Plan
- MOVED by Director Fraser, SECONDED by Director Smith,  
That the Regional Parks Committee Recommend to the Regional Board that the  
Blackfoot Park 5-Year Development Plan be adopted as presented.
- CARRIED.**
- R-6  
December 23, 2019  
Montney Centennial  
Regional Park update
- MOVED by Director Goodings, SECONDED by Director Smith,  
That a report be provided to the Regional Parks Committee that outlines the costs and  
benefits of transitioning Montney Centennial Regional Park from overnight camping to  
a day use only recreation area.
- CARRIED.**
- R-7  
January 10, 2020  
Peace Lookout  
Drainage Plan
- MOVED by Director Fraser, SECONDED by Director Smith,  
That the Regional Parks Committee recommend to the Regional Board that all work on  
the Peace Lookout Park project be ceased until the Peace River Valley Geohazard  
Assessment has been completed.
- CARRIED.**
- R-8  
January 10, 2020  
Prespatou Walking  
Trail – Permit and  
MoU
- MOVED by Director Goodings, SECONDED by Director Fraser,  
That the Regional Parks Committee receive the report entitled “Prespatou Walking  
Trail – Permit and MoU” dated January 10, 2020 for discussion.
- CARRIED.**
- MOVED by Director Goodings, SECONDED by Director Smith,  
That the Regional Parks Committee recommend the report entitled “Prespatou  
Walking Trail – Permit and MoU” be forwarded to the Regional Board and further;
- That the report include financial considerations and options for trail maintenance or  
remediation by the Peace River Regional District, should the Society go defunct or  
become unable to care for the trail.
- CARRIED.**
- R-9  
January 8, 2020  
Connecting  
Communities – Trails  
Project Update
- MOVED by Director Fraser, SECONDED by Director Goodings,  
That the Regional Parks Committee recommend to the Regional Board that the  
Connecting Communities Trails Project be completed and presented to the Board at a  
future Committee of the Whole.
- CARRIED.**
- R-10  
December 17, 2019  
2020 Budget Review –  
Function 200 Regional  
Parks
- MOVED by Director Fraser, SECONDED by Director Goodings,  
That the Regional Parks Committee recommend that the Regional Board include the  
draft 2020 budget for Function 200 - Regional Parks in the 2020 Financial Plan.
- CARRIED.**
- MOVED by Director Fraser, SECONDED by Director Goodings,  
That the Regional Parks Committee recommend that the Regional Board approve the  
Supplementary Request to contract a caretaker for Blackfoot Regional Park; further,  
that it be included in the 2020 Financial Plan.
- CARRIED.**

R-10  
Continued

MOVED by Director Fraser, SECONDED by Director Goodings,  
That the Regional Parks Committee recommend that the Regional Board approve the  
Supplementary Request to complete Campsite Area 'C' at Blackfoot Regional Park;  
further, that it be included in the 2020 Financial Plan.

**CARRIED.**

MOVED by Director Fraser, SECONDED by Director Goodings,  
That the Regional Parks Committee recommend that the Regional Board approve the  
Supplementary Request to complete the Archaeological Desktop Assessment at  
Minaker Regional Park; further, that it be included in the 2020 Financial Plan.

**CARRIED.**

MOVED by Director Fraser, SECONDED by Director Goodings,  
That the Regional Parks Committee recommend that the Regional Board approve the  
Supplementary Request to complete the Archaeological Desktop Assessment at  
Sundance Regional Park; further, that it be included in the 2020 Financial Plan.

**CARRIED.**

MOVED by Director Fraser, SECONDED by Director Goodings,  
That the Regional Parks Committee recommend that the Regional Board approve the  
Supplementary Request to complete the trail finishing at Montney Centennial Regional  
Park; further, that it be included in the 2020 Financial Plan.

**CARRIED.**

MOVED by Director Fraser, SECONDED by Director Goodings,  
That the Regional Parks Committee recommend that the Regional Board approve the  
Supplementary Request to upgrade the access road at Montney Centennial Regional  
Park; further, that it be included in the 2020 Financial Plan.

**CARRIED.**

MOVED by Director Goodings, SECONDED by Director Fraser,  
That the Regional Parks Committee refer the supplementary request to complete a  
feasibility study for the replacement of the Osborn Community Hall, to the Rural  
Budgets Administration Committee for consideration on which function to allocate  
project revenues and expenses in the 2020 Financial Plan.

**CARRIED.**

**NEW BUSINESS:**

**ADJOURNMENT**

The Chair adjourned the meeting at 12:01 p.m.

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Director Rose, Meeting Chair

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Kyla Traichevich, Community Services Clerk



# REPORT

To: Regional Parks Committee

Report Number: CS-RPC-006

From: Trish Morgan, General Manager of Community Services

Date: December 1, 2020

**Subject: Blackfoot Boat Launch – BC Hydro Correspondence**

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## RECOMMENDATION:

That the Regional Parks Committee receive the report titled “Blackfoot Boat Launch – BC Hydro Correspondence” CS-RPC-006 for information.

## BACKGROUND/RATIONALE:

At the July 9, 2020 PRRD Board Meeting the following motion was passed:

*MOVED, SECONDED and CARRIED*

That the Regional Board refer the correspondence dated February 20, 2020 from BC Hydro regarding the Clayhurst / Blackfoot boat launch to the Regional Parks Committee for a response.

At the February 13, 2020 PRRD Board Meeting, the following resolution was passed:

*MOVED, SECONDED and CARRIED*

That members of the Regional Parks Committee be authorized to meet with BC Hydro and the Comptroller of Water Rights to advocate for the development of a boat launch in the Blackfoot/Clayhurst area, as originally required under the Peace Water Use Plan.

As a result a letter was sent to the Director and Comptroller of Water Rights, Water Management Branch. On February 20, 2020, the Regional Community Liaison Committee for Site C received, from BC Hydro, the attached letter (note the PRRD did not receive a copy of the letter until June 25, 2020). The letter outlines the requests that the PRRD has made advocating for a boat launch and the responses from BC Hydro and the Comptroller since 2014. The Comptroller has repeatedly stated that their office will not be authorizing/requiring BC Hydro to conduct further work on a boat launch at Blackfoot Park.

The Blackfoot boat launch has been included in the negotiation regarding the Site C Community Measures Agreement. As this agreement is currently under negotiation it is recommended that no further action be taken on the boat launch until the Community Measures Agreement is finalized.

## ALTERNATIVE OPTIONS:

1. That the Regional Parks Committee provide further direction.

## STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

Staff Initials:

Dept. Head: *Trish Morgan*

CAO: *Shawn Dahlen*

Page 1 of 2

**FINANCIAL CONSIDERATION(S):**

None.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

This report was originally drafted for the July 23, 2020 Regional Parks Committee which was cancelled due to lack of quorum.

**Attachments:**

1. Email from B. Gammer re: Boat Launch at Blackfoot/Clayhurst – June 25, 2020
2. Report re: Boat Launch at Blackfoot/Clayhurst - January 10, 2020 (includes correspondence back to 2014)

**External Links**

1. [BC Hydro/Regional District Site C Community Measures Agreement: Background Brief on Regional District Requests – October 2020](#)

February 20<sup>th</sup>, 2020

Regional Community Liaison Committee  
Site C Clean Energy Project

Sent via email

**RE: Clayhurst/Blackfoot Boat Launch Background and Communications Summary**

Dear RCLC members,

This letter is in response to the RCLC's request for information regarding the construction of a boat launch at Clayhurst/Blackfoot and specifically to provide the chronology of facts that led to the decision by the Comptroller of Water Rights (CWR) to cancel the boat launch project at Clayhurst/Blackfoot.

On August 9, 2007, under the Water Act Peace Order issued by the CWR, BC Hydro was required to:

*"...submit, for approval, terms of reference for a study to improve boat ramp access to the river at Lynx Creek, Halfway River, Peace Island Park and Clayhurst/Blackfoot Regional Park."*

If feasible, the CWR would provide BC Hydro a separate direction for leave to commence construction. Projects undertaken under this clause of the Peace Order are funded by the CWR, and therefore require the CWR approval prior to expenditures.

BC Hydro commissioned a study by Moffatt & Nichol to assess the old (now removed) Blackfoot boat ramp, immediately downstream of the Clayhurst Bridge on the south bank of the river at Blackfoot Regional Park. The report initially determined that a new boat launch facility was required due to ongoing significant erosion of the existing boat launch.

However, as the design process progressed it was determined that the area was subject to three key inhibiting factors: the parking area was determined to be at risk of regular flooding, the relative forecast usage was low and the cost of building a boat ramp was prohibitive. As such, the CWR determined that a boat ramp was not feasible at this location and cancelled the project.

As further background, on April 9<sup>th</sup>, 2013, Klohn Crippen Berger, BC Hydro and three local boat users including a member of the Peace Country River Rats, a local non-profit boat user organization, visited the site location of the proposed Blackfoot Park Boat ramp and determined it floods regularly. Based on this site visit, the engineers determined that locating the ramp and parking lot within a flood plain where considerable siltation occurs was not prudent. As well, the engineers concluded that siting the parking lot in another location within the park boundaries away from the ramp location was not user-friendly nor fully functional.

BC Hydro recommended cancelling the Clayhurst/Blackfoot boat launch in a letter to the CWR dated August 19, 2013. It was concluded that the construction of a boat ramp within Blackfoot Park was not feasible for the following reasons:

- flooding risks;
- high complexity and high cost of construction of a new boat ramp in the Peace River based on recent experience at Peace Island Park (opened on March 31, 2013 approximately 40km upstream); and
- recreational user surveys indicating markedly less boat ramp use for Blackfoot than forecast for the ramp at Peace Island Park.

The CWR approved the cancellation of the Blackfoot Park boat ramp projects in a letter to BC Hydro dated October 10, 2013.

Subsequently, there have been numerous letters and discussions confirming that BC Hydro no longer has obligations for a boat ramp at Blackfoot Park. Below is an outline of some of the key letters and discussions that have occurred over time:

- June 2014 BC Hydro meeting with directors and staff from the Peace River Regional District (PRRD): BC Hydro advised that the plan to construct an engineered boat launch at Blackfoot Park had been discontinued.
- October 29, 2014 letter to BC Hydro from PRRD: PRRD requested that BC Hydro consider building a boat ramp at a location outside of the Blackfoot Park;
- October 30, 2014 BC Hydro meeting with the PR Regional Parks Committee: to discuss the alternate location and possible in-kind support provided to PRRD if they undertook to build the ramp at this alternate location.
- July 23, 2015 letter to CWR from PRRD: : PRRD requested that the CWR authorize BC Hydro to conduct a feasibility study using existing CWR funds to examine an alternative location for a boat launch on the Peace River on the west side of the Clayhurst Bridge.
- August 18, 2015 letter to PRRD from CWR: the CWR replied and advised the PRRD that the CWR was not required to request further feasibility work from BC Hydro.
- On June 23, 2016 the CWR again wrote the PRRD to reconfirm that it would not be authorizing further works at Blackfoot Park. The CWR noted that BC Hydro has a current requirement to build three new boat launch/day use sites on the new Site C reservoir. The CWR also confirmed the reasons for their decision were:
  - the new high-capacity boat launch at Peace Island Park;
  - the higher cost for Peace Island Park boat ramp that was greater than the cost estimate considered by the original Peace Consultative Committee; and
  - the low use forecasted for a Blackfoot/Clayhurst boat launch in contrast to Peace Island Park (attached).
- On March 3, 2017 the PRRD wrote BC Hydro requesting further clarification on the cancellation of the Blackfoot/Clayhurst boat and on April 19, 2017, BC Hydro had a conference call with the PRRD to respond to their March 3, 2017 letter.
- On December 14, 2017 MLA Mike Bernier wrote to the PRRD with an explanation that included details that BC Hydro provided to the PRRD in our April conference call:
  1. That the sites within Blackfoot Regional Park were deemed not technically feasible as they were within the floodplain;
  2. The usage studies undertaken for Site C indicated that Taylor would have higher use;

3. Given the costs incurred to upgrade Taylor (building a ramp in the challenging, fast-flowing river), that the expected cost per use at a Blackfoot Regional Park site would be even higher.
- Additionally, this topic has been discussed on numerous occasions at the Peace Williston Advisory Committee (PWAC) meetings.

We are hopeful that the provision of this historic chronology of decisions relating to the proposed Clayhurst / Blackfoot boat ramp will provide the RCLC members clarity regarding how the matter came to conclusion.

BC Hydro is currently focusing on designing and implementing the three new boat launches to be constructed as part of the Site C project on the future reservoir and would be happy to provide updates on the status of these boat launches at future meetings.

Sincerely,

A handwritten signature in black ink, consisting of several overlapping loops and a trailing line, positioned above a horizontal line.

---

Shanna Mason  
Director Regulatory, Environmental, Social, Properties and Communication Programs  
Site C Clean Energy Project





# REPORT

To: Regional Parks Committee

Date: January 10, 2020

From: Trish Morgan, General Manager of Community Services

Subject: Blackfoot/Clayhurst Boat Launch

## RECOMMENDATION:

That the Regional Parks Committee receive the report titled "Blackfoot/Clayhurst Boat Launch" dated January 10, 2020 for discussion.

## BACKGROUND/RATIONALE:

At the September 19, 2019 meeting of the Board of the Peace River Regional District, the following resolution was made;

*That the PRRD include a request for a Blackfoot Park/Clayhurst Bridge boat launch in the Community Measures Agreement (CMA) between BC Hydro and the PRRD.*

Further it was requested that this topic be included in the Regional Parks Committee agenda for discussion.

The attached documents outline a history of the boat launch at Blackfoot Regional Park and includes all correspondence on the subject.

## ALTERNATIVE OPTIONS:

- 1) That the Regional Parks Committee provide further direction.

## STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

## FINANCIAL CONSIDERATION(S):

None at this time.

## COMMUNICATIONS CONSIDERATION(S):

None at this time.

## OTHER CONSIDERATION(S):

Attachments:

1. September 14, 2018 – Report: Blackfoot Park Boat Launch Review – Page 1 – 5
2. April 20, 2017 – Report: Blackfoot Park Boat Launch Update – Page 6 – 7
3. August 12, 2019 – Report: History of Blackfoot Regional Park Boat Launch – Page 8 – 10

Staff Initials:

Dept. Head:

*T. Morgan*

CAO:

*[Signature]*

Page 1 of 2

4. September 18, 2014 – Report: Recommendations for the Blackfoot Park Boat Launch – Page 11 – 12
5. Blackfoot Regional Park Boat Launch – Board Resolutions – Page 13 – 15
6. February 22, 2018 – Letter: Comptroller of Water Rights to PRRD – Page 16 – 17
7. December 14, 2017 – Letter: MLA Bernier to PRRD – Page 18 – 19
8. November 15, 2017 – Letter: PRRD to MLA Davies – Page 20 – 22
9. November 15, 2017 – Letter: PRRD to MLA Bernier – Page 23
10. October 16, 2017 – Letter: PRRD To Comptroller of Water Rights – Page 24 – 25
11. October 16, 2017 – Letter: PRRD to MLA Bernier – Page 26 – 28
12. March 3, 2017 – Letter: PRRD to BC Hydro – Page 29
13. June 23, 2016 – Letter: Comptroller of Water Rights to PRRD – Page 30 -31
14. January 19, 2016 – Letter: PRRD to Comptroller of Water Rights – Page 32
15. August 18, 2015 – Letter: Comptroller of Water Rights to PRRD – Page 33
16. July 23, 2015 – Letter: PRRD to Comptroller of Water Rights – Page 34 – 36
17. October 29, 2014 – Letter: PRRD to BC Hydro (with supporting documents) – Page 37 – 46

Previously Received  
January 20, 2020  
RPC Meeting



# REPORT

To: Regional Parks Committee

Date: September 14, 2018

From: Trish Morgan, General Manager of Community Services

Subject: Blackfoot Park Boat Launch Review

## RECOMMENDATION #1:

That the Regional Parks Committee receive the report titled "Blackfoot Park Boat Launch Review" for discussion.

## BACKGROUND/RATIONALE:

At its April 18, 2018 meeting, the Regional Board resolved that;

*Staff be authorized to research the original intention of the 2007 Water Use Plan and compile all prior correspondence regarding the Blackfoot/Clayhurst boat launch and bring all information back to the Regional Parks Committee to determine next steps.*

The conditions in the 2007 Water Use Plan (WUP), for the operation of BC Hydro's Peace hydroelectric facilities, reflect the December 2003 consensus recommendations of the Peace Water Use Planning Committee. The WUP described the operating and non-operating activities that were to be implemented by BC Hydro. Access to the Peace River was required in this plan and stated as the following;

*To provide safe and reliable access to and from the Peace for the full operating range at Peace Canyon Generating Station. Four sites below Peace Canyon Dam were identified for the construction and maintenance of river access. They are: Lynx Creek, Halfway River, Peace Island Park, and Clayhurst/Blackfoot Regional Park.*

The intention of WUPs are "to find a better balance between competing uses of water, such as domestic water supply, fish and wildlife, recreation, heritage, flood control, and electrical power needs, which are environmentally, socially, and economically acceptable to British Columbians (BC Hydro - [https://www.bchydro.com/about/sustainability/conservation/water\\_use\\_planning.html](https://www.bchydro.com/about/sustainability/conservation/water_use_planning.html))

## ALTERNATIVE OPTIONS:

- 1) That the Regional Parks Committee recommend to the Regional Board that further direction be provided to staff.

## STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.

Staff Initials:

Dept. Head: *T. Morgan*

CAO: *[Signature]*

Page 1 of 5

- ☒ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☐ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

A public boat launch was built at Blackfoot Regional Park to provide river access for boaters, fishermen, hunters, search and rescue groups, and for other users of the Peace River. When in operation it was the only boat launch on the Peace River between the Taylor Landing Provincial Park boat launch and the Alberta border.

Over the summers of 1994/95, the main components for this boat launch were installed located downstream from and abutting the Don Phillips Bridge. This location is reportedly vulnerable to Peace River water level fluctuation, in part due to waters generated by hydroelectric generation and seasonal precipitation. It is also indicated that this location was susceptible to damage caused by the freezing and thawing of the river.

In 1995, when the boat launch was completed, it consisted of:

- A concrete pad above the high water mark
- In-water pads
- A concrete pad below the high water mark.

Almost immediately after the launch was completed, in 1996, BC Hydro had a planned release of water to investigate a sinkhole in the dam. The release impacted the boat launch and displaced the original “in-water pads” for the boat launch approximately 60m downstream. This required repair in that same year.

In August of 2003, the boat launch was blocked off due to degradation of the boat launch area, concerns about liability, and because the boat launch was no longer considered safe for public use.

BC Hydro approached the PRRD in September of 2010 in regards to repairing the boat launch at this location. The offer came as part of the Water Use Plan imposed on BC Hydro by the Director and Comptroller of Water Rights. The Peace Water Use Plan recommended physical works for the Peace Hydroelectric System that would result in enhanced recreational access to the Peace River below Peace Canyon Dam. At this time, BC Hydro had completed a feasibility study and were moving towards a design and costing phase for upgrading the existing boat launch ramp and required the Regional District's consent to proceed. A letter of authorization was supplied from the PRRD, being the upland owner/license of occupation holder, so that BC Hydro could apply to the Province for a license of occupation for the beach site, which was supplied in September of 2010. The PRRD offered to relinquish License of Occupation for

the foreshore property between the Peace River and the Park so that BC Hydro could acquire it to construct an engineered boat launch.

In June of 2011, BC Hydro released its “Management Plan for Proposed Blackfoot Park Upgraded Public Boat Launch Site – Peace River” which outlined the project overview, description, background, location and development requirements and impacts and even went so far as to propose starting the work on the project in ‘low water’ period of summer 2012.

Then, in June of 2014, BC Hydro informed the Regional District that they were no longer planning to construct the boat launch. On June 12, 2014 Bob Gammer, Manager of Community Relations, met with Director Goodings, Director Hiebert, and Director Jarvis along with Chris Cvik, CAO and Trish Morgan, Manager of Community Services. Mr. Gammer explained that the Comptroller of Water Rights had released BC Hydro from their obligation under their Water Use Plan to construct a boat launch at the Blackfoot Park based on the following issues:

- The cost to construct the Taylor Landing boat launch was over budget due to unforeseen construction conditions.
- The Ministry of Forests, Lands, and Natural Resources Operations would not allow a parking lot to be constructed on the banks of the Peace River due to their concern for flooding.

BC Hydro was still open to considering other options for a boat launch in the vicinity of Blackfoot Park, but recommendations needed to be made by the end of summer 2014. The Community Services Staff held a public meeting on August 25, 2014 at Blackfoot Regional Park to examine the Boat Launch and to look at alternate options for water access. Over 20 members of the public came to this meeting to offer questions, comments, concerns and discuss best sites for building the new boat launch.

In September 2014, Community Services staff submitted an application to remove the boat launch, which was previously just blocked off so that people could not use it. The Regional District felt it was necessary to remove as it posed a safety hazard. All necessary approvals were received from the Province and work commenced on remediating the former boat launch area to previous condition. At this time, a recommendation by the Board was made to forward information from the August 25, 2014 public meeting to BC Hydro that identified an alternate location on BC Hydro property on the opposite side of the road from Blackfoot Regional Park. The recommendation was also made that the send a letter to the BC Comptroller of Water Rights and the Regional Water Manager with the Ministry of Forests, Lands and Natural Resource Operations recommending that BC Hydro be held accountable to fulfill their obligations under the 2007 Water Use Plan to provide safe and reliable access to the Peace River at Clayhurst/Blackfoot Regional Park.

In late October 2014, the Regional Parks Committee met with BC Hydro to discuss the recommendations from the August 25 public meeting to identify next steps. BC Hydro was open to examining the new site and planned to go back to the Comptroller of Water Rights to look at whether the Province would support and fund this new potential location, as it was not identified in the 2007 Water Use Plan. A recommendation was made to the Board to authorize that a letter be sent to BC Hydro to indicate that the PRRD would work in partnership with BC Hydro to examine the feasibility of constructing a boat launch at the aforementioned location.

On July 23, 2015 a letter was forwarded to the office of the Comptroller of Water Rights asking for authorization from that office to examine this new location (to the west of the bridge) so that BC Hydro would be able to move forward with conducting a feasibility study working cooperatively with the Regional District.

A letter, dated August 18, 2015, was then received from the Director and Comptroller of Water Rights responds that their authorization is not required for BC Hydro to provide feasibility support.

In response, on January 19, 2016 a letter was sent, on Board approval, to Comptroller of Water Rights clarifying that the Regional District is requesting that funds originally set aside for the Blackfoot boat launch be redirected to assist with the cost of conducting a feasibility study for an alternative boat launch site.

Then, on June 23, 2016, the Regional District received a letter from the Comptroller of Water Rights which denied any request for funding on the basis of;

- A new high capacity boat launch along with upland facilities have been developed at Taylor (Peace River Island Park) at an expense far greater than was originally envisioned.
- Recreational use surveys resulted in markedly less use forecasted for a boat ramp at or near Blackfoot in comparison to use at Taylor.
- No funds remain associated with the Blackfoot Launch feasibility study for re-allocation elsewhere.
- This letter stated that the “obligation for BC Hydro to conduct a boat launch feasibility study at or near Blackfoot Park was removed in 2013.”

A letter was forwarded from the Chair of The Regional District to BC Hydro to request its rationale for the cancellation of upgrades. A conference call was held on April 18, 2017 with the Regional Parks Committee members and BC Hydro Staff. BC Hydro stated that the discontinuation of the project was due to safety concerns, low expected use, and that the launch would be expensive and difficult to construct.

Staff then sent a letter on October 16, 2017, with background information to Peace River South MLA Mike Bernier to encourage him to assist in lobbying BC Hydro and the Comptroller of Water Rights for the installation of a boat launch at Peace River Regional District’s Blackfoot Park.

In November 2017, the Regional Board resolved that staff be authorized to organize a meeting with the North Peace and South Peace MLAs to discuss the boat launch project at Blackfoot Regional Park. The MLAs attended the Board Meeting of December 8, 2017. MLA Bernier provided a follow up letter after conversations with the Deputy Comptroller of Water Rights and BC Hydro. In his response, MLA Bernier stated that BC Hydro had been relieved of its obligation to construct the boat launch due to the site being not technically feasible, usage studies forecasting lower use than a boat launch at Taylor, and that costs were expected to be very high. The Comptroller Water Rights advised MLA Bernier that a letter was being sent to the PRRD to clarify his position.

A letter was forwarded to the Comptroller of Water Rights to request that that the decision to discontinue the project be revisited. A response was received in February 2018 stating that without any information contradicting the low forecasted use there is insufficient justification to revisit the Comptroller’s decision to not require additional boat ramp feasibility studies at this location.



In 2018 the Regional Board authorized that the Chair hand deliver a letter to Minister Donaldson, Minister of Forests, Lands and Natural Resource Operations and Rural Development expressing disappointment over the 2016 decision to relieve BC Hydro of its obligation to construct a boat launch at Blackfoot Regional Park and requesting that the Minister review and reconsider the decision. No response has been received to this letter.

There are residents in the Peace River Regional District would work support a boat launch at this newly proposed location, though initial cost, liability, ongoing maintenance, and safety concerns may make it impractical to move forward on any boat launch at this Regional Park.

**Attachments:**

1. Blackfoot Regional Park Boat Launch Resolutions
2. [March 28, 2018 – Report: Recommendations from the March 27, 2018 Regional Parks Committee](#) (link, R-6 Page 23)
3. February 22, 2018 – Letter: Comptroller of Water Rights to PRRD
4. December 14, 2017 – Letter MLA Bernier to PRRD
5. November 15, 2017 – Letter: PRRD to MLA Davies
6. November 15, 2017 – Letter: PRRD to MLA Bernier
7. [October 17, 2017 – Report: Recommendation from Regional Parks Committee](#) (link, R-6)
8. October 16, 2017 – Letter: PRRD to Comptroller of Water Rights
9. October 16, 2017 – Letter: PRRD to MLA Bernier
10. April 20, 2017 – Report: Blackfoot Park Boat Launch
11. March 3, 2017 – Letter: PRRD to BC Hydro
12. [November 2, 2016 – Report: Letter of Request - Blackfoot Regional Park Boat Launch](#) (link, R-4)
13. [August 18, 2015 – Comptroller of Water Rights to PRRD](#) (link, CA-5)
14. July 23, 2015 – Letter: PRRD to Comptroller of Water Rights
15. [November 29, 2014 – Report: Boat Launch on Peace River](#) (link, I-1 Page 16)
16. October 29, 2014 – Letter: PRRD to BC Hydro
17. September 18, 2014 – Report: Recommendations for the Blackfoot Park Boat Launch
18. [August 21, 2007 – Peace Project Water Use Plan](#) (link)



# Peace River Regional District REPORT

To: Regional Parks Committee

Date: April 20, 2017

From: Bryna Casey, Parks and Rural Recreation Coordinator

Subject: Blackfoot Park Boat Launch Update

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## FOR CHAIR AND DIRECTOR'S INFORMATION:

### BACKGROUND/RATIONALE:

On April 18, the Chair of the Regional District, Regional Parks Committee, and staff participated in a conference call with BC Hydro staff (Bob Gammer, Alison Briggs, and Shelley Wenaas) for the purpose of clarifying the reasons for BC Hydro's discontinuation of the Blackfoot Regional Park Boat Launch Project.

BC Hydro had been required by the Comptroller of Water Rights, as part of the 2007 Water Use Plan, to ensure access to the Peace River at Blackfoot Regional Park. There was some preliminary work done on the project, including a feasibility study by BC Hydro. In 2014, BC Hydro informed the Regional District that the Comptroller of Water Rights had released BC Hydro from that obligation. The reasons for the discontinuation of the project were stated on the conference call as being;

- Safety concerns; they felt that there was no safe place to provide parking for boat launch users, annual flooding, and that the beach didn't provide a stable location to build access to a boat launch;
- Expected use; as part of the feasibility study, at least one user group was queried to their expected use of a launch at that location and the reported response is that there would have been limited use, and that there was more recreational value and use forecasted in the creation of a boat launch at the Taylor landing;
- Expensive and difficult to construct; that there could be potential erosion at the location, and that the cost of building a boat launch into a river was very high.

On that call, it was explained, that BC Hydro would only be required to build a launch at that location upon the order of the Comptroller of Water Rights. Further, BC Hydro stated that it is unlikely that they would reconsider the cancellation of the project without an order from the Comptroller of Water Rights. BC Hydro said that the Peace River Regional District may be able to provide BC Hydro and the Comptroller of Water Rights some forecasted use numbers and public comment on the potential project, which may help to build a case to reinstate the order.

In the summer of 2017, there is a Park Design Study slated to take place at Blackfoot Regional Park. As part of the community engagement, staff could ensure that the scope of the project extend to include querying the public as to their desire and potential use for the boat launch at this location, beginning to build a case for this location as the next BC Hydro funded boat launch.

BC Hydro further stated that there will be a review of the Water Use Plan in the next number of years, which may give the Peace River Regional District opportunity to provide input on the plan.

Staff Initials: *BCasey*

Dept. Head: *J. Morgan*  
Page 20 of 149

CAO: *Ch. Birk*

Page 1 of 2



BC Hydro said that the support that they may be able to provide in moving this project forward would be to provide the name and contact information for their boat launch engineer, who may be able to provide some information on where a more suitable location may be for such a launch. No financial contribution was mentioned.

Staff have previously been directed to send background information and a request to assist in lobbying BC Hydro to Peace River South MLA Mike Bernier. This has not yet been completed, as staff were waiting for confirmation from BC Hydro as to their reasons for the discontinuation of the project.

**OPTIONS:**

For Director's Information

**STRATEGIC PLAN RELEVANCE:**

In the 2015-2018 Strategic Plan, Strategic Objective 1.6.1 is to "Implement the Regional Parks and Trails Master Plan (adopted in 2014)."

**FINANCIAL CONSIDERATION(S):**

None at this time

**COMMUNICATIONS CONSIDERATION(S):**

None at this time

**OTHER CONSIDERATION(S):**

None at this time

**Attachments:**

Letter – August 18, 2015 – Response from the Comptroller of Water Rights re: PRRD requesting Comptroller's support for BC Hydro providing feasibility study at Blackfoot Park.

Letter – June 23, 2016 – Response from the Comptroller of Water Rights responding to redirect funds originally set aside for boat launch be redirected to assist with cost of conducting a feasibility study for alternative boat launch site

Report – History of Blackfoot Regional Park Boat Launch



# Peace River Regional District

## REPORT

To: Regional Parks Committee

Date: August 12, 2016

From: Bryna Casey, Parks and Rural Recreation Coordinator

Subject: History of Blackfoot Regional Park Boat Launch

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### FOR DIRECTORS' INFORMATION:

A public boat launch was built at Blackfoot Regional Park to provide river access for boaters, fishermen, hunters, search and rescue groups, and for other users of the Peace River. When in operation it was the only boat launch on the Peace River between the Taylor Landing Provincial Park boat launch and the Alberta border.

Over the summers of 1994/95, the main components for this boat launch were installed located downstream from and abutting the Don Phillips Bridge. This location is reportedly vulnerable to Peace River water level fluctuation, in part due to waters generated by hydroelectric generation and seasonal precipitation. It is also indicated that this location was susceptible to damage caused by the freezing and thawing of the river.

In 1995, when the boat launch was completed, it consisted of:

- A concrete pad above the high water mark
- In-water pads
- A concrete pad below the high water mark.

Almost immediately after the launch was completed, in 1996, BC Hydro had a planned release of water to investigate a sinkhole in the dam. The release impacted the boat launch and displaced the original "in-water pads" for the boat launch approximately 60m downstream. This required repair in that same year.

In August of 2003, the boat launch was blocked off due to degradation of the boat launch area, concerns about liability, and because the boat launch was no longer considered safe for public use.

BC Hydro approached the PRRD in September of 2010 in regards to repairing the boat launch at this location. The offer came as part of the Water Use Plan imposed on BC Hydro by the Director and Comptroller of Water Rights. The Peace Water Use Plan recommended physical works for the Peace Hydroelectric System that would result in enhanced recreational access to the Peace River below Peace Canyon Dam. At this time, BC Hydro had completed a feasibility study and were moving towards a design and costing phase for upgrading the existing boat launch ramp and required the Regional District's consent to proceed. A letter of authorization was supplied from the PRRD, being the upland owner/license of occupation holder, so that BC Hydro could apply to the Province for a license of occupation for the beach site, which was supplied in September of 2010. The PRRD offered to relinquish License of Occupation for the foreshore property between the Peace River and the Park so that BC Hydro could acquire it to construct an engineered boat launch.

Staff Initials: *BCasey*

Dept. Head: *J. Morgan*  
Page 22 of 149

CAO: *Ch. Birk*

Page 1 of 3

In June of 2011, BC Hydro released its "Management Plan for Proposed Blackfoot Park Upgraded Public Boat Launch Site – Peace River" which outlined the project overview, description, background, location and development requirements and impacts and even went so far as to propose starting the work on the project in 'low water' period of summer 2012.

Then, in June of 2014, BC Hydro informed the Regional District that they were no longer planning to construct the boat launch. On June 12, 2014 Bob Gammer, Manager of Community Relations, met with Director Goodings, Director Hiebert, and Director Jarvis along with Chris Cvik, CAO and Trish Morgan, Manager of Community Services. Mr. Gammer explained that the Comptroller of Water Rights had released BC Hydro from their obligation under their Water Use Plan to construct a boat launch at the Blackfoot Park based on the following issues:

- The cost to construct the Taylor Landing boat launch was over budget due to unforeseen construction conditions.
- The Ministry of Forests, Lands, and Natural Resources Operations would not allow a parking lot to be constructed on the banks of the Peace River due to their concern for flooding.

BC Hydro was still open to considering other options for a boat launch in the vicinity of Blackfoot Park, but recommendations needed to be made by the end of summer 2014. The Community Services Staff held a public meeting on August 25, 2014 at Blackfoot Regional Park to examine the Boat Launch and to look at alternate options for water access. Over 20 members of the public came to this meeting to offer questions, comments, concerns and discuss best sites for building the new boat launch.

In September 2014, Community Services staff submitted an application to remove the boat launch, which was previously just blocked off so that people could not use it. The Regional District felt it was necessary to remove as it posed a safety hazard. All necessary approvals were received from the Province and work commenced on remediating the former boat launch area to previous condition. At this time, a recommendation by the Board was made to forward information from the August 25, 2014 public meeting to BC Hydro that identified an alternate location on BC Hydro property on the opposite side of the road from Blackfoot Regional Park. The recommendation was also made that the send a letter to the BC Comptroller of Water Rights and the Regional Water Manager with the Ministry of Forests, Lands and Natural Resource Operations recommending that BC Hydro be held accountable to fulfill their obligations under the 2007 Water Use Plan to provide safe and reliable access to the Peace River at Clayhurst/Blackfoot Regional Park.

In late October 2014, the Regional Parks Committee met with BC Hydro to discuss the recommendations from the August 25 public meeting to identify next steps. BC Hydro was open to examining the new site and planned to go back to the Comptroller of Water Rights to look at whether the Province would support and fund this new potential location, as it was not identified in the 2007 Water Use Plan. A recommendation was made to the Board to authorize that a letter be sent to BC Hydro to indicate that the PRRD would work in partnership with BC Hydro to examine the feasibility of constructing a boat launch at the aforementioned location.

On July 23, 2015 a letter was forwarded to the office of the Comptroller of Water Rights asking for authorization from that office to examine this new location (to the west of the bridge) so that BC Hydro would be able to move forward with conducting a feasibility study working cooperatively with the Regional District.

A letter, dated August 18, 2015, was then received from the Director and Comptroller of Water Rights responds that their authorization is not required for BC Hydro to provide feasibility support. In response, on January 19, 2016 a letter was sent, on Board approval, to Comptroller of Water Rights clarifying that the Regional District is requesting that funds originally set aside for the Blackfoot boat launch be redirected to assist with the cost of conducting a feasibility study for an alternative boat launch site.

Finally, on June 23, 2016, the Regional District received a letter from the Comptroller of Water Rights which denied any request for funding on the basis of;

- A new high capacity boat launch along with upland facilities have been developed at Taylor (Peace River Island Park) at an expense far greater than was originally envisioned.
- Recreational use surveys resulted in markedly less use forecasted for a boat ramp at or near Blackfoot in comparison to use at Taylor.
- No funds remain associated with the Blackfoot Launch feasibility study for re-allocation elsewhere.
- This letter stated that the “obligation for BC Hydro to conduct a boat launch feasibility study at or near Blackfoot Park was removed in 2013.”

There are residents in the Peace River Regional District would work support a boat launch at this newly proposed location, though initial cost, liability, ongoing maintenance, and safety concerns may make it impractical to move forward on any boat launch at this Regional Park.

#### **OPTIONS:**

This report is for information only.

#### **STRATEGIC PLAN RELEVANCE:**

This report supports Strategic Objective 1.6.1 stating that the PRRD shall “implement the 10 Year – Regional Parks and Trails Master Plan (adopted in 2014).”

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

When it was constructed, between 1994/95, construction of the boat launch was funded through the “BC 21” grant provided by the Province of BC (\$6,450), the “Rendezvous ’92 Legacy Fund” (\$9,427) and through a tax requisition of \$15,360 for a total cost of \$31,237.

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

None at this time.

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

None at this time.

#### **Attachments:**

C-1 – Letter from BC Hydro (June 23, 2016)





# Peace River Regional District REPORT

To: Regional Parks Committee

Date: September 18, 2014

From: Trish Morgan, Manager of Community Services

Subject: Recommendations for the Blackfoot Park Boat Launch

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## RECOMMENDATION 1:

That the Regional Board forward information from the August 25, 2014 public meeting at Blackfoot to BC Hydro identifying an alternative location on BC Hydro property, at Clayhurst, for the construction of a public boat launch and that a meeting be scheduled between the Regional Parks Committee and BC Hydro to discuss the option.

## RECOMMENDATION 2:

That the Regional Board send a letter to the BC Comptroller of Water Rights and the Regional Water Manager with the Ministry of Forests, Lands and Natural Resource Operations recommending that BC Hydro be held accountable to fulfill their obligations under the 2007 Water Use Plan to provide safe and reliable access to the Peace River at Clayhurst/Blackfoot Regional Park.

## BACKGROUND/RATIONALE:

On June 12, 2014 Bob Gammer, Manager of Community Relations, met with Director Goodings, Director Hiebert and Director Jarvis along with Chris Cvik, CAO and Trish Morgan, Manager of Community Services. Mr. Gammer explained that the Comptroller of Water Rights had released BC Hydro from their obligation under their Water Use Plan to construct a boat launch at Blackfoot Park but that they are open to considering other options for a boat launch in the vicinity of Blackfoot Park, but recommendations need to be made by the end of the summer.

From the meeting at Blackfoot Park on August 25, 2014 it was recommended that a launch be constructed on the property adjacent to Blackfoot park, also known as the "old Greene property," where the Clayhurst ferry crossing used to be located. This property is Crown land and is regularly used for camping when Blackfoot Park is full. There was consensus amongst the group in attendance that this was the only suitable location on either side of the river. A number of community members also offered to assist with the construction should it go forward.

**STRATEGIC PLAN RELEVANCE:** none

**FINANCIAL CONSIDERATION(S):** none

**COMMUNICATIONS CONSIDERATION(S):** none

**OTHER CONSIDERATION(S):**

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

*Please see the attached meeting notes from the August 25, 2014 meeting.*

Excerpts from the Peace Project Water Use Plan (August 21, 2007)

<http://www.ceaa-acee.gc.ca/050/documents/p63919/97604E.pdf>

### **1.0 Introduction**

"The conditions proposed in this Water Use Plan, for the operation of BC Hydro's Peace River hydroelectric facilities, reflect the December 2003 consensus recommendations of the Peace Project Water Use Plan Committee...

The proposed conditions will change current operations at the Peace Canyon and Williston Reservoir and are expected to positively affect fisheries and wildlife habitat, shoreline conditions, flood control, and recreation interests. The proposed conditions are expected to decrease power generation revenues" (page 1).

### **5.4 Recommended Non-Operating Alternatives for the Peace**

"The Peace Management Plan is limited to the portion of the Peace within British Columbia between Peace Canyon Dam and the BC/Alberta border. The work would be primarily conducted from Peace Canyon Dam to the Pine River confluence.

Following are the components of the Management Plan ...

Peace Access – To provide safe and reliable access to and from the Peace for the full operating range at Peace Canyon Generating Station. Four sites below Peace Canyon Dam were identified for the construction and maintenance of river access. They are: Lynx Creek, Halfway River, Peace Island Park and Clayhurst/Blackfoot Regional Park" (page 12).

### **7.6 Recreation**

"The proposed operating conditions in this Water Use Plan are expected to have a minimal affect on the access or recreation activities on Williston Reservoir. The proposed physical works (e.g., improving or constructing reliable and safe reservoir access, debris removal, etc.) are expected to improve the recreation opportunity and public safety on Williston Reservoir...

The Peace operating regime is not changing. The proposed physical works are expected to provide safe and reliable access on the river at four locations. These are Peace Island Park, Lynx Creek, Halfway River and Clayhurst/Blackfoot Regional Park" (page 14).

## BLACKFOOT REGIONAL PARK BOAT LAUNCH – BOARD RESOLUTIONS

### April 12, 2018 Board Meeting:

RD/18/04/42

That staff be authorized to research the original intention of the 2007 Water Use Plan and compile all prior correspondence regarding the Blackfoot / Clayhurst boat launch and bring all information back to the Regional Parks Committee to determine next steps.

**CARRIED.**

### March 8, 2018 Board Meeting:

RD/18/03/42

That the correspondence dated February 22, 2018 from the Office of the Deputy Comptroller of Water Rights regarding the Blackfoot Regional Park boat launch be referred to the Regional Parks Committee.

**CARRIED.**

### January 11, 2018 Board Meeting:

RD/18/01/61

That the Peace River Regional District Board Chair hand deliver a letter to Minister Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development expressing disappointment over the 2013 decision to relieve BC Hydro of its obligation to construct a boat launch at Blackfoot Regional Park and requesting that the Minister review and reconsider the decision.

**CARRIED.**

### October 26, 2017 Board Meeting:

RD/17/10/22 (26)

- 1) That staff be authorized to organize a meeting with the North Peace and South Peace MLAs to discuss the boat launch project at Blackfoot Regional Park; and
- 2) That the Regional Parks Committee and Regional Board Chair be authorized to attend.

**CARRIED.**

### May 25, 2017 Board Meeting:

RD/17/05/36 (25)

That a letter be forwarded to the Comptroller of Water Rights to request that the decision regarding the requirement for BC Hydro (Site C) to replace the boat launch at or near Blackfoot Park be revisited, to explain the current situation and include various options for the boat launch.

**CARRIED.**

### January 26, 2017 Board Meeting:

RD/17/01/42 (26)

That the Chair forward a letter to BC Hydro to request its rationale for the cancellation of upgrades to the Blackfoot Park boat launch.

**CARRIED.**



## BLACKFOOT REGIONAL PARK BOAT LAUNCH – BOARD RESOLUTIONS

### November 24, 2016 Board Meeting:

RD/16/11/08 (24)

That staff forward a letter, with background information, to Peace River South MLA Mike Bernier to encourage him to assist in lobbying BC Hydro and the Comptroller of Water Rights for the installation of a boat launch at Peace River Regional District's Blackfoot Park.

**CARRIED.**

### July 14, 2016 Board Meeting:

RD/16/07/30

That the correspondence dated June 23, 2016 from the Ministry of Forests, Lands and Natural Resource Operations regarding the Blackfoot Launch Site, be referred to the Regional Parks Committee.

**CARRIED.**

### September 3, 2015 Board Meeting:

RD/15/09/44

That a letter be forwarded to the Comptroller of Water Rights clarifying that the Regional District is requesting that funds originally set aside for the Blackfoot Boat launch be redirected to assist with the cost of conducting a feasibility study for an alternative boat launch site.

**CARRIED.**

### November 27, 2014 Board Meeting:

RD/14/11/22 (27)

That the Regional Board authorize a letter to be sent to BC Hydro requesting that the Peace River Regional District work in partnership with BC Hydro to examine the feasibility of constructing a boat launch on Crown land adjacent to Blackfoot Park and that the details of the partnership be outlined once the Comptroller of Water Rights makes a decision whether to support the examination of the new boat launch location.

**CARRIED.**

### September 18, 2014 Board Meeting:

RD/14/09/19 (18)

That the Regional Board forward information from the August 25, 2014 public meeting at Blackfoot to BC Hydro identifying an alternative location on BC Hydro property, at Clayhurst, for the construction of a public boat launch and that a meeting be scheduled between the Regional Parks Committee and BC Hydro to discuss the option.

**CARRIED.**

RD/14/09/20 (18)

That a letter be forwarded to the BC Comptroller of Water Rights and the Regional Water Manager with the Ministry of Forests, Lands and Natural Resource Operations recommending that BC Hydro be held accountable to fulfill their obligations under the 2007 Water Use Plan to provide safe and reliable access to the Peace River at Clayhurst / Blackfoot Regional Park.

**CARRIED.**



## BLACKFOOT REGIONAL PARK BOAT LAUNCH – BOARD RESOLUTIONS

### August 7, 2014 Board Meeting:

RD/14/08/17

That the Regional Parks Committee be authorized to schedule a meeting in Blackfoot Park and invite former members of the Blackfoot Park Commission, as well as other interested community members, to identify and discuss potential options for a boat launch in the vicinity of the park for presentation back to BC Hydro before the end of August.

**CARRIED.**

Previously Received  
January 20, 2020  
RPC Meeting



February 22, 2018

File: 76975-35/Peace

Ref: 235214

Bryna Casey  
Parks and Rural Recreation Coordinator  
Peace River Regional District  
Box 810, 1981 Alaska Ave  
Dawson Creek BC V1G 4H8

Email: prrd.dc@prrd.bc.ca

Dear Bryna Casey:

Thank you for your letter of October 16, 2017 regarding reservoir access near Blackfoot Regional Park. Your letter forwards a request from the Peace River Regional District (PRRD) Board of Directors that the Comptroller of Water Rights (CWR) revisit a decision made on October 10, 2013 to relieve BC Hydro of the requirement to improve boat ramp access at Blackfoot Regional Park.

We understand that the public currently accesses the Peace River at unsanctioned areas around, and adjacent to, the park and that the nearest formal boat ramps are a significant distance away, near Taylor and Dunvegan (1-2 hour drive). Looking at a map of the area it is also easy to understand that the informal boat ramp at this location opens up access to a long stretch of the Peace River and multiple parks, both in BC and Alberta. We therefore understand your desire to have improved boat ramp access near Blackfoot Regional Park.

The Peace Water Use Plan (WUP) Order only requires BC Hydro to study improvements to boat ramp access within Blackfoot Regional Park. That study was completed, and improved boat ramp access in the park was determined to not be feasible. Subsequently, the PRRD has previously requested that BC Hydro be required to conduct a feasibility study for an alternate boat launch location on the west side of the Don Philips Bridge on Crown property adjacent to the park (letters dated July 23, 2015 and January 19, 2016). In a letter dated June 23, 2016, the CWR declined to order a new feasibility study for an alternate boat ramp location, citing low forecasted use (based on a recreational user survey reported by BC Hydro in 2013) relative to high projected costs for boat ramp construction along the Peace River.

.../2

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

Resource Stewardship Division

Office of the Deputy  
Comptroller of Water Rights

Water Management Branch

Mailing Address:  
PO Box 9340 Stn Prov Govt  
Victoria BC V8W 9M1  
Telephone: 778-698-7344  
Facsimile: 250-356-0605

Location:  
3rd Floor, 395 Waterfront Cres  
Victoria BC V8T 5K7



At this time, without any information contradicting the low forecasted use, there is insufficient justification to revisit the Comptroller's decision to not require additional boat ramp feasibility studies near Blackfoot Regional Park.

If you have new or additional information regarding forecasted use of a boat ramp near the park, we would be happy to review that to determine whether it would impact this decision.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bruce O'Neill", is written over a large, light gray diagonal watermark that spans the lower half of the page. The watermark text reads "Previously Received January 20, 2020 RPC Meeting".

Bruce O'Neill, P.Eng.  
Deputy Comptroller of Water Rights



Constituency Office:  
103, 1100 Alaska Avenue  
Dawson Creek BC  
V1G 4V8  
Toll Free: 1-855-582-3430  
Phone: 250-782-3430  
Fax: 250-782-6454



Province of  
British Columbia



Mike Bernier, MLA  
Peace River South

December 14, 2017

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

Attention: Chair Sperling

Thank you again for the opportunity to present at your Dec 8, 2017 board meeting where the board asked me to follow up on their questions around the Blackfoot Regional Park Boat launch.

At your request, I contacted both BC Hydro and the Comptroller of Water Rights to enquire on not only the history of the issue, but also future opportunities as I stressed this is something the Regional District is still hoping to have completed.

Originally, as an outcome of the Peace River Water Use Plan (Peace WUP) process, BC Hydro was required to build a boat ramp at the location of the old (now removed) Blackfoot boat ramp, immediately downstream of the Clayhurst Bridge on the south bank of the river at Blackfoot Regional Park. In 2013, though, the provincial Comptroller of Water Rights relieved BC Hydro of the obligation. The Comptroller also wrote the PRRD in 2016 to say that it would not be authorizing further works at Blackfoot Park at this time.

In April of this year, BC Hydro met by teleconference at the invitation of the PRRD to explain further the reasoning behind the cancelling of BC Hydro's obligation at Blackfoot Park.

BC Hydro stated:

1. That the sites within Blackfoot Regional Park were deemed not technically feasible as they were within the floodplain
2. The usage studies undertaken for Site C indicated that Taylor would have higher use
3. Given the costs incurred to upgrade Taylor (building a ramp in the challenging fast flowing river), that the expected cost per use at a Blackfoot Regional Park site would be even higher.

BC Hydro advises me that they explained on the conference call to the PRRD that they did not conduct the feasibility of the boat ramps internally and therefore had no engineering support that they could offer in-kind. BC Hydro does not have boat ramp engineers. They outsourced the feasibility studies to an external engineering firm. They also say they explained that they can provide the PRRD with the engineering firm's contact information and can provide information on the process/steps from feasibility through to construction if the PRRD wishes to proceed on their own and construct the ramp. In BC Hydro's opinion, all of these key reasons for cancellation continue to exist and they can confirm that there has been no further feasibility work conducted by BC Hydro as the project is cancelled as far as they are concerned and they will not be funding or constructing another boat launch.

I then had a conversation with the Comptroller of Water Rights who confirmed to me that they did relieve BC Hydro of its obligation years back. They also informed me that within the last few weeks, the PRRD office had written to the comptroller and he suggests I wait until his formal response to the board which may have more information that will clarify the situation.

I appreciate the Regional District is still eager to see another boat launch created on the Peace River at the Blackfoot Park, and once we receive correspondence from the Comptroller, it may guide the board in the direction that will need to be taken or considered, and whether the Province, or another agency is willing to financially support this initiative.

Thank you again for including me in this issue, and I will do my best to voice your concerns to the new government in hopes that there will be opportunities they can consider.

Regards,



Mike Bernier, MLA  
Peace River South



## PEACE RIVER REGIONAL DISTRICT

November 15, 2017

10104 100 St.  
Fort St. John, BC  
V1J 3Y7

via Email: dan.davies.MLA@leg.bc.ca

Attention: The Honourable Dan Davies  
Peace River North Member of Legislative Assembly

On behalf of the Board of Directors of the Peace River Regional District, this letter is to invite you to a meeting with the Peace River Regional District's Regional Parks Committee members and the Peace River South Member of Legislative Assembly to discuss the Blackfoot Regional Park Boat Launch Project.

The Peace River Regional District is requesting that BC Hydro and the Comptroller of Water Rights fulfill the obligations under the 2007 Peace Project Water Use Plan. Under that plan BC Hydro had been required to provide for a boat launch to be installed at a location adjacent to Blackfoot Regional Park, on the banks of the Peace River at Clayhurst. In 2014 the Comptroller of Water Rights released BC Hydro from that obligation.

At the October 26, 2017 Regional Board meeting, the Board of Directors passed the following:  
*that staff be authorized to organize a meeting with the North Peace and South Peace MLAs to discuss the boat launch project at Blackfoot Regional Park.*

The following is some information on the history of the boat launch and the association between the Peace River Regional District and BC Hydro.

A public boat launch was built (at the east side of the bridge) by the Peace River Regional District in 1994/95 at Blackfoot Regional Park to provide river access for boaters, fishermen, hunters, search and rescue groups, and for other users of the Peace River. When in operation it was the only boat launch on the Peace River between the Taylor Landing Provincial Park boat launch and the Alberta border. The Regional District maintained and authorized use of this boat launch until 2003, when it was blocked off due to degradation of the boat launch area and safety concerns.

BC Hydro approached the PRRD in September of 2010 in regards to repairing and upgrading the boat launch at this location, as it had been identified in BC Hydro's Peace River Water Use Plan. In June of 2011, BC Hydro released it's "Management Plan for Proposed Blackfoot Park Upgraded Public Boat Launch Site – Peace River" which outlined the project overview and even went so far as to propose starting the work on the project in the of summer of 2012.

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PLEASE REPLY TO:

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☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

Next, in June of 2014, BC Hydro informed the Regional District that they were no longer planning to construct the boat launch. In a meeting with PRRD staff and Directors, Mr. Gammer, BC Hydro Manager of Community Relations, explained that the Comptroller of Water Rights had released BC Hydro from their obligation under the Peace River Water Use Plan to construct a boat launch at that location. However, BC Hydro was still open to considering other options for a boat launch, but recommendations needed to be made by the end of summer 2014. The Community Services Staff held a public meeting on August 25, 2014 and with public input, discerned a superior location for new boat launch at a piece of Crown land on the opposite side of the road from the park.

In September 2014, the Regional District felt it was necessary to remove the boat launch as it posed a safety hazard. All necessary approvals were received from the Province and work commenced on remediating the former boat launch area to previous condition. At this time, a recommendation by the Board was made to forward information and suggest the alternate location from the August 25, 2014 public meeting to BC Hydro. The recommendation was also made that a letter be sent to the BC Comptroller of Water Rights and the Regional Water Manager with the Ministry of Forests, Lands and Natural Resource Operations recommending that BC Hydro be held accountable to fulfill their obligations under the 2007 Peace River Water Use Plan.

In late October 2014, the Regional Parks Committee met with BC Hydro to discuss the recommendations from the August 25 public meeting to identify next steps. As BC Hydro was open to examining the new site, they planned to go back to the Comptroller of Water Rights to look at whether the Province would support and fund this new potential location, as it specifically was not identified in the 2007 Water Use Plan. Furthermore, a recommendation was made to the Board to authorize that a letter be sent to BC Hydro to indicate that the PRRD would work in partnership with BC Hydro to examine the feasibility of constructing a boat launch at the aforementioned location.

On July 23, 2015 a letter was forwarded to the office of the Comptroller of Water Rights asking for authorization from that office to examine this new location (to the west of the bridge) so that BC Hydro would be able to move forward with conducting a feasibility study working cooperatively with the Regional District.

A letter, dated August 18, 2015, was then received from the Director and Comptroller of Water Rights responds that their authorization is not required for BC Hydro to provide feasibility support. In response, on January 19, 2016 a letter was sent, on Board approval, to Comptroller of Water Rights clarifying that the Regional District is requesting that funds originally set aside for the Blackfoot boat launch be redirected to assist with the cost of conducting a feasibility study for an alternative boat launch site.

Finally, on June 23, 2016, the Regional District received a letter from the Comptroller of Water Rights which denied any request for funding on the basis of;

- A new high capacity boat launch along with upland facilities have been developed at Taylor (Peace River Island Park) at an expense far greater than was originally envisioned.
- Recreational use surveys resulted in markedly less use forecasted for a boat ramp at or near Blackfoot in comparison to use at Taylor.



- No funds remain associated with the Blackfoot Launch feasibility study for re-allocation elsewhere.
- This letter stated that the "obligation for BC Hydro to conduct a boat launch feasibility study at or near Blackfoot Park was removed in 2013."

There are many residents in the Peace River Regional District who would support and use a boat launch at this newly proposed location, though initial cost, liability, ongoing maintenance, and safety concerns may make it impractical to move forward on any boat launch at this Regional Park without further support from outside organizations.

As you can see, the history of the boat launch at Blackfoot Regional Park is long and complicated. The Board of the Regional District hopes to work in partnership with BC Hydro to provide a feasibility study with the eventual hope of replacing the boat launch to provide public access to the river that gives our region its name.

If you are amenable to this meeting, please respond with your availability. Should you have any questions regarding our request, please feel free to contact Trish Morgan, General Manager of Community Services, at [trish.morgan@prrd.bc.ca](mailto:trish.morgan@prrd.bc.ca) or 250-784-3218.

Yours truly,



Bryna Casey, Parks and Rural Recreation Coordinator  
Peace River Regional District

Attached:

Letter – August 18, 2015 – Response from the Comptroller of Water Rights re: PRRD requesting Comptroller's support for BC Hydro providing a feasibility.

Letter – July 23, 2015 – Letter from PRRD to Comptroller of Water Rights requesting feasibility study.

Letter – June 23, 2016 – Response from the Comptroller of Water Rights responding to request to redirect funds to assist with the cost for feasibility study for alternative boat launch site.

Letter – July 19, 2016 – Letter from PRRD to Comptroller of Water rights providing clarification for original funds for boat launch be used for feasibility study.





## PEACE RIVER REGIONAL DISTRICT

November 15, 2017

103-1100 Alaska Ave.  
Dawson Creek, BC  
V1G 4V8

via Email: [mike.bernier.MLA@leg.bc.ca](mailto:mike.bernier.MLA@leg.bc.ca)

Attention: The Honourable Mike Bernier  
Peace River South Member of Legislative Assembly

On behalf of the Board of Directors of the Peace River Regional District, this letter is to invite you to a meeting with the Peace River Regional District's Regional Park Committee members and the Peace River North Member of Legislative Assembly to discuss the Blackfoot Regional Park Boat Launch Project.

As you may recall, the Peace River Regional District is requesting that BC Hydro and the Comptroller of Water Rights to fulfill the obligations under the 2007 Peace Project Water Use Plan. Under that plan BC Hydro had been required to provide for a boat launch to be installed at a location adjacent to Blackfoot Regional Park, on the banks of the Peace River at Clayhurst. In 2014 the Comptroller of Water Rights released BC Hydro from that obligation.

At the October 26, 2017 Regional Board meeting, the Board of Directors passed the following resolution:

*that staff be authorized to organize a meeting with the North Peace and South Peace MLAs to discuss the boat launch project at Blackfoot Regional Park.*

There are many residents in the Peace River Regional District who would support and use a boat launch at this location, which would provide the only boat launch to access to the Peace between Taylor and the Alberta Border. The Board of the Regional District hopes to work in partnership with BC Hydro to provide a feasibility study with the eventual hope of replacing the boat launch to provide public access to the river that gives our region its name.

If you are amenable to this meeting, please respond with your availability. Should you have any questions regarding our request, please feel free to contact Trish Morgan, General Manager of Community Services, at [trish.morgan@prrd.bc.ca](mailto:trish.morgan@prrd.bc.ca) or 250-784-3218.

Yours truly,

Bryna Casey, Parks and Rural Recreation Coordinator  
Peace River Regional District

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☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)



## PEACE RIVER REGIONAL DISTRICT

October 16, 2017

Water Management Branch  
PO Box 9340 Stn Prov Govt  
Victoria, BC V8W 9M1

via email: [ted.white@gov.bc.ca](mailto:ted.white@gov.bc.ca)

Attention: Ted White, Director and Comptroller of Water Rights

Dear Mr. White,

At the Regional Board meeting of May 25, 2017 the Peace River Regional District Board of Directors passed the following resolution;

*That a letter be forwarded to the Comptroller of Water Rights to request that the decision regarding the requirement for BC Hydro (Site C) to replace the boat launch at or near Blackfoot Regional Park be revisited, to explain the current situation, and include various options for the boat launch.*

BC Hydro was required by the Comptroller of Water Rights, as part of the 2007 Water Use Plan, to ensure access to the Peace River at Blackfoot Regional Park. In 2014 however, BC Hydro informed the Regional District that the Comptroller of Water Rights had released BC Hydro from that obligation. This decision came forward despite the conditions outlined in the water use plan that "safe and reliable access" to the Peace River should be constructed and maintained at that location.

Currently, the public accesses the Peace River at unsanctioned areas around and adjacent to the Regional Park. A major barrier to robust park use at this location is the lack of appropriate locations to access the water. The nearest water access to this location is at the Peace Island Park, in Taylor, approximately 40km away by water. In a meeting in August of 2015 at Blackfoot Park with members of the public, it was proposed that there may be a more appropriate location for a boat launch on the west side of the Don Philips Bridge, on Crown property directly adjacent to the park.

The Peace River Regional District believes that BC Hydro should be required to provide access to the Peace River at or around Blackfoot Regional Park and that the decision to discontinue the project be revisited.

Should you have any questions regarding this request, please contact Trish Morgan, General Manager of Community Services at [trish.morgan@prrd.bc.ca](mailto:trish.morgan@prrd.bc.ca) or 250 784-3218.

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Yours truly,



Bryna Casey,  
Parks and Rural Recreation Coordinator

Attached:

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Letter – July 23, 2015 – Letter from PRRD to Comptroller of Water Rights requesting feasibility study.

Letter – June 23, 2016 – Response from the Comptroller of Water Rights responding to request to redirect funds to assist with the cost for feasibility study for alternative boat launch site.

Letter – July 19, 2016 – Letter from PRRD to Comptroller of Water rights providing clarification for original funds for boat launch be used for feasibility study.

Report – August 12, 2016 – Staff Report - History of Blackfoot Regional Park Boat Launch

Previously Received  
January 20, 2020  
RPC Meeting



## PEACE RIVER REGIONAL DISTRICT

October 16, 2017

103-1100 Alaska Ave.  
Dawson Creek, BC  
V1G 4V8

via Email: [mike.bernier.MLA@leg.bc.ca](mailto:mike.bernier.MLA@leg.bc.ca)

Attention: The Honourable Mike Bernier  
Peace River South Member of Legislative Assembly

On behalf of the Board of Directors of the Peace River Regional District, this letter is to request your assistance in lobbying BC Hydro and the Comptroller of Water Rights to fulfill the obligations under the 2007 Peace Project Water Use Plan. Under that plan BC Hydro had been required to provide for a boat launch to be installed at a location adjacent to Blackfoot Regional Park, on the banks of the Peace River at Clayhurst. In 2014 the Comptroller of Water Rights released BC Hydro from that obligation.

At the November 24, 2016 Regional Board meeting, the Board of Directors passed the following motion:

*that staff forward a letter, with background information, to Peace River South MLA Mike Bernier to encourage him to assist in lobbying BC Hydro and the Comptroller of Water Rights for the installation of a boat launch at Peace River Regional District's Blackfoot Park.*

The following is some information on the history of the boat launch and the association between the Peace River Regional District and BC Hydro.

A public boat launch was built (at the east side of the bridge) by the Peace River Regional District in 1994/95 at Blackfoot Regional Park to provide river access for boaters, fishermen, hunters, search and rescue groups, and for other users of the Peace River. When in operation it was the only boat launch on the Peace River between the Taylor Landing Provincial Park boat launch and the Alberta border. The Regional District maintained and authorized use of this boat launch until 2003, when it was blocked off due to degradation of the boat launch area and safety concerns.

BC Hydro approached the PRRD in September of 2010 in regards to repairing and upgrading the boat launch at this location, as it had been identified in BC Hydro's Peace River Water Use Plan. In June of 2011, BC Hydro released its "Management Plan for Proposed Blackfoot Park Upgraded Public Boat Launch Site – Peace River" which outlined the project overview and even went so far as to propose starting the work on the project in the of summer of 2012.

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☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)

Next, in June of 2014, BC Hydro informed the Regional District that they were no longer planning to construct the boat launch. In a meeting with PRRD staff and Directors, Mr. Gammer, BC Hydro Manager of Community Relations, explained that the Comptroller of Water Rights had released BC Hydro from their obligation under the Peace River Water Use Plan to construct a boat launch at that location. However, BC Hydro was still open to considering other options for a boat launch, but recommendations needed to be made by the end of summer 2014. The Community Services Staff held a public meeting on August 25, 2014 and with public input, discerned a superior location for new boat launch at a piece of Crown land on the opposite side of the road from the park.

In September 2014, the Regional District felt it was necessary to remove the boat launch as it posed a safety hazard. All necessary approvals were received from the Province and work commenced on remediating the former boat launch area to previous condition. At this time, a recommendation by the Board was made to forward information and suggest the alternate location from the August 25, 2014 public meeting to BC Hydro. The recommendation was also made that a letter be sent to the BC Comptroller of Water Rights and the Regional Water Manager with the Ministry of Forests, Lands and Natural Resource Operations recommending that BC Hydro be held accountable to fulfill their obligations under the 2007 Peace River Water Use Plan.

In late October 2014, the Regional Parks Committee met with BC Hydro to discuss the recommendations from the August 25 public meeting to identify next steps. As BC Hydro was open to examining the new site, they planned to go back to the Comptroller of Water Rights to look at whether the Province would support and fund this new potential location, as it specifically was not identified in the 2007 Water Use Plan. Furthermore, a recommendation was made to the Board to authorize that a letter be sent to BC Hydro to indicate that the PRRD would work in partnership with BC Hydro to examine the feasibility of constructing a boat launch at the aforementioned location.

On July 23, 2015 a letter was forwarded to the office of the Comptroller of Water Rights asking for authorization from that office to examine this new location (to the west of the bridge) so that BC Hydro would be able to move forward with conducting a feasibility study working cooperatively with the Regional District.

A letter, dated August 18, 2015, was then received from the Director and Comptroller of Water Rights responds that their authorization is not required for BC Hydro to provide feasibility support. In response, on January 19, 2016 a letter was sent, on Board approval, to Comptroller of Water Rights clarifying that the Regional District is requesting that funds originally set aside for the Blackfoot boat launch be redirected to assist with the cost of conducting a feasibility study for an alternative boat launch site.

Finally, on June 23, 2016, the Regional District received a letter from the Comptroller of Water Rights which denied any request for funding on the basis of;

- A new high capacity boat launch along with upland facilities have been developed at Taylor (Peace River Island Park) at an expense far greater than was originally envisioned.



- Recreational use surveys resulted in markedly less use forecasted for a boat ramp at or near Blackfoot in comparison to use at Taylor.
- No funds remain associated with the Blackfoot Launch feasibility study for re-allocation elsewhere.
- This letter stated that the "obligation for BC Hydro to conduct a boat launch feasibility study at or near Blackfoot Park was removed in 2013."

There are many residents in the Peace River Regional District who would support and use a boat launch at this newly proposed location, though initial cost, liability, ongoing maintenance, and safety concerns may make it impractical to move forward on any boat launch at this Regional Park without further support from outside organizations.

As you can see, the history of the boat launch at Blackfoot Regional Park is long and complicated. The Board of the Regional District hopes to work in partnership with BC Hydro to provide a feasibility study with the eventual hope of replacing the boat launch to provide public access to the river that gives our region its name.

Should you have any questions regarding our request, please feel free to contact Trish Morgan, General Manager of Community and Electoral Area Services, at trish.morgan@prrd.bc.ca or 250-784-3218.

Yours truly,



Bryna Casey, Parks and Rural Recreation Coordinator  
Peace River Regional District

Attached:

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## PEACE RIVER REGIONAL DISTRICT

Office of the Chair

March 3, 2017

BC Hydro  
6911 Southpoint Drive E11  
Burnaby, BC  
V3N 4X8

via email: julie.fournier@bchydro.com

via email: bob.gammer@bchydro.com

Attention: Bob Gammer, Community Relations Manager, Northern Region  
Julie Fournier, Peace Water License Requirements, Environmental Risk Management

### Re: Clarification for project cancellation – Blackfoot Regional Park Boat Launch

Dear Mr. Gammer and Ms. Fournier;

The Peace River Regional District Board of Directors is requesting clarification as to why BC Hydro requested relief from the Comptroller of Water Rights for the construction of the Blackfoot boat launch in 2014, as there is uncertainty as to the official reasons for the termination of the project.

As you are aware, in June 2014, BC Hydro met with directors and staff from the Peace River Regional District and advised that they were discontinuing their plan to construct an engineered boat launch at Blackfoot Park on the east side of the Clayhurst Bridge. At that time the Regional District was advised that due to cost overruns at the Taylor launch that it was impractical to construct a boat launch at Blackfoot. This decision came forward despite the conditions outlined in BC Hydro's 2007 Water Use Plan that "safe and reliable access" to the Peace River should be constructed and maintained at Clayhurst/Blackfoot Regional Park.

However, based on a discussion and an email between BC Hydro staff and a Regional District Director it was suggested that the reasons for discontinuing the boat launch project at Blackfoot were not due to the cost overruns at the Taylor launch.

The boat launch was a valued piece of infrastructure by residents of the Peace River Regional District and as such, the Regional District would like written clarification on all the reasons to discontinue the project.

We look forward to receiving your reply,

Yours truly,

Brad Sperling,  
Chair of the Peace River Regional District Board

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#### PLEASE REPLY TO:



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June 23, 2016

Ref: 219790

Ms. Trish Morgan  
General Manager of Community & Electoral Area Services  
Peace River Regional District  
Box 810, 1981 Alaska Ave  
Dawson BC V1G 4H8

Dear Ms. Morgan:


This is a belated response to your letter dated January 19, 2016. I apologise for the delay.

Your letter forwards a motion by the Regional Board of Directors seeking to clarify a request for funds originally set aside for the Blackfoot launch site be made available to help fund a feasibility study for an alternate site.

In reviewing the Peace Project Water Use Plan I note there was agreement by the Peace Consultative Committee "To provide safe and reliable access to and from the Peace for the full operating range at Peace Canyon Generating Station. Four sites below Peace Canyon dam were identified for the construction and maintenance of river access. They are: Lynx Creek, Halfway River, Peace River Island Park and Clayhurst/Blackfoot Regional Park."

As a result of the Site C Environmental Assessment Certificate issued by the Province on October 14, 2014, BC Hydro is required to build three new boat launch/day use sites to be located at Hudson's Hope, Lynx Creek and Cache Creek on the new Site C reservoir. The potential of nearby land-slides into the Site C Reservoir has excluded Halfway River as an appropriate site for a new launch. As well a new high capacity boat launch along with upland facilities has been developed at Taylor (Peace River Island Park) at an expense far greater than was originally envisioned by the Peace Consultative Committee. Also, recreational use surveys resulted in markedly less use forecasted for a boat ramp at or near Blackfoot in comparison to use at Taylor. For these reasons the obligation for BC Hydro to conduct a boat launch feasibility study at or near Blackfoot was removed in 2013.

.../2

<b>Ministry of Forests, Lands &amp; Natural Resource Operations</b>  <b>Resource Stewardship Division</b>	<b>Director's Office</b> Water Management Branch	<b>Mailing Address:</b> PO Box 9340 Stn Prov Govt Victoria BC V8W 9M1 Telephone: 250-387-6949 Facsimile: 250-356-0605	<b>Location:</b> 3 <sup>rd</sup> Floor, 395 Waterfront Cres Victoria BC V8T 5K7 
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Ms. Trish Morgan  
Page 2

I should point out that no funds remain associated with the Blackfoot launch feasibility study for re-allocation elsewhere.

I trust this provides the clarification the Board was seeking.

Yours truly,

A handwritten signature in blue ink, appearing to read 'G. Davidson', written over a large, light gray diagonal watermark that says 'Previously Received January 20, 2020 RPC Meeting'.

Glen Davidson, P.Eng.  
Director and Comptroller of Water Rights



## PEACE RIVER REGIONAL DISTRICT

January 19, 2016

Water Management Branch  
PO Box 9340 Stn Prov Govt  
Victoria, BC V8W 9M1

Attention: Glen Davidson, Director & Comptroller of Water Rights

**RE: Blackfoot Boat Launch**

Dear Mr. Davidson:

Thank you for your letter of August 18, 2015 which was reviewed by the Board of Directors on September 3, 2015. At that meeting the Board passed the following motion:

*That a letter be forwarded to the Comptroller of Water Rights clarifying that the Regional District is requesting that funds originally set aside for the Blackfoot boat launch be redirected to assist with the cost of conducting a feasibility study for an alternative boat launch site.*

BC Hydro has indicated a willingness to consider working in partnership with the Regional District to examine the alternative site, and as such we are requesting that funding that was originally set aside for the boat launch at Blackfoot Park should be considered to be reallocated to this project as it still supports the requirements of the Water Use Plan.

I sincerely hope that you will consider this recommendation and authorize funds to be expended so that BC Hydro may examine this new location in order to be consistent with the commitment outlined in the Water Use Plan.

Should you have any questions regarding this request please feel free to contact me at [trish.morgan@prrd.bc.ca](mailto:trish.morgan@prrd.bc.ca) or 250 784-3218.

Yours truly,

Trish Morgan  
General Manager of Community & Electoral Area Services

cc: Bob Gammer, BC Hydro

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August 18, 2015

File: 76975-35/Peace

Lori Ackerman  
Chair  
Peace River Regional District  
Box 810  
Dawson Creek BC V1G 4H8



Dear Lori Ackerman:

Thank you for your letter of July 23, 2015 regarding the Blackfoot boat launch. From your letter I understand that, in a meeting between the Peace River Regional District (PRRD) and boaters/fishers, an alternate boat launch location to that of Blackfoot Park was identified at the west side of Clayhurst Bridge.

I am aware BC Hydro is willing to provide support on assessing the feasibility of the Clayhurst Bridge site and that a number of people who attended the above referenced meeting are able to provide construction support.

The approval of the Comptroller of Water Rights is not required to authorise BC Hydro to provide feasibility support. Applications for required authorisations from the Ministry of Forests, Lands and Natural Resource Operations would however be required to access crown land and to construct works on the foreshore and in the river channel. Those applications would need to be submitted through the nearest Front Counter BC office.

Thank you for keeping us updated on Peace River access endeavours.

Yours truly,

Glen Davidson, P.Eng.  
Comptroller of Water Rights

Ministry of Forests, Lands &  
Natural Resource Operations  
  
Resource Stewardship Division

Office of the Comptroller  
of Water Rights  
Water Management Branch

Mailing Address:  
PO Box 9340 Stn Prov Govt  
Victoria BC V8W 9M1  
Telephone: 250-387-6949  
Facsimile: 250-356-0605

Location:  
3<sup>rd</sup> Floor, 395 Waterfront Cres  
Victoria BC V8T 5K7







## PEACE RIVER REGIONAL DISTRICT

Office of the Chair

July 23, 2015

Water Management Branch  
PO Box 9340 Stn Prov Govt  
Victoria, BC V8W 9M1

Attention: Glen Davidson, Director & Comptroller of Water Rights

**RE: Blackfoot Boat Launch**

Dear Mr. Davidson:

The Peace River Regional District is seeking the authorization of the Comptroller of Water Rights to support BC Hydro in working with the Regional District to conduct a feasibility study to examine an alternative location for a boat launch on the Peace River at Clayhurst.

As you are likely aware, in June 2014 BC Hydro met with directors and staff from the Peace River Regional District and advised that they were discontinuing their plan to construct an engineered boat launch at Blackfoot Park on the east side of the Clayhurst Bridge. This decision, with the agreement of your office, came forward despite the conditions outlined in BC Hydro's 2007 Water Use Plan that "safe and reliable access" to the Peace River should be constructed and maintained at Clayhurst/Blackfoot Regional Park.

Following this meeting with BC Hydro, the Regional District held a community meeting at Blackfoot Park on August 25, 2014 to identify alternative options. Twenty (20) members of the public (all avid boaters some representing our local boating association) attended the August 25th meeting and identified that the location of the previous Clayhurst Ferry crossing on the west side of the Clayhurst Bridge would provide the best option for a boat launch. Individuals identified that at this location the river's current naturally slows and historically there has been a reduced risk of ice build-up over the winter. It was for these reasons that the ferry crossing was maintained here for many years.

Although it was recognized that the river bank is very steep, individuals felt that given the large size of the property (Crown land SW ¼ of LS 5 Sec 24 TP 82 R14 W6M), that a boat launch could be developed, along with a parking area and some picnic tables.

PLEASE REPLY TO:

☒ BOX 810, DAWSON CREEK, BC V1G 4H8 TELEPHONE: (250) 784-3200 or (800) 670-7773 FAX: (250) 784-3201 EMAIL: prrd.dc@prrd.bc.ca  
☐ 9505 100 STREET, FORT ST. JOHN, BC V1J 4N4 TELEPHONE: (250) 785-8084 Fax: (250) 785-1125 EMAIL: prrd.fsj@prrd.bc.ca

...page 2

A number of the individuals in attendance also offered to donate their time and equipment to construct the launch in order to keep the overall construction costs low.

On October 30, 2014 the Regional District met with BC Hydro to discuss the recommendations from the public meeting. BC Hydro was open to examining the new site and suggested first that they would go back to the Comptroller of Water Rights to look at whether the Province of BC would support and fund this potential new location as they do not believe it was not identified in the 2007 Water Use Plan. If your office is in agreement, to examining this new location then BC Hydro would move forward with conducting a feasibility study working cooperatively with the Regional District.

I sincerely hope that you will consider this recommendation and authorize BC Hydro to examine this new location in order to be consistent with the commitment outlined in the Water Use Plan. The individuals who attended the community meeting are all avid boaters and have spent many years on the Peace River and we believe their expertise will be valuable in developing a new launch in a safe and cost efficient manner.

Should you have any questions regarding our request please feel free to contact Trish Morgan, General Manager of Community & Electoral Area Services, at [trish.morgan@prrd.bc.ca](mailto:trish.morgan@prrd.bc.ca) or 250 784-3218.

Yours truly,



Leri Ackerman, Chair



### **BACKGROUND INFORMATION**

- In 2011 the Peace River Regional District conducted a public survey as part of the development of our Parks and Trails Master Plan. Residents clearly identified that they would like more access points to the Peace River for day use and boating.
- There are very few "safe and reliable" access points along the Peace River and with the construction of Site C the number of locations will decrease.
- The lack of suitable and established boat launches along the Peace River has been identified many times over the years and for that reason the proposal of constructing a proper boat launch at Blackfoot Park was recommended in BC Hydro's 2007 Water Use Plan.
- A map has been provided and identifies boat launches on the Peace River east of Site C. As you will note there is currently only one boat launch located in BC at Peace Island Park near Taylor. The next closest boat launch is located at Many Islands Park in Alberta and is almost 200km driving distance and over 100km by boat. By establishing a launch at Blackfoot, the distances will be cut almost in half. Please see the chart below and attached map:

Boat Launches	Distance by Road (approximate)	Distance by Boat (approximate)
Taylor to Blackfoot (Proposed)	90 km	40 km
Blackfoot (Proposed) to Many Islands Park	105 km	63 km
Many Islands Park to Carters Camp	75 km	16 km
Carters Camp to Pratt's Landing (+ 2km)	28 km	23 km
Pratt's Landing to Dunvegan Bridge	46 km	30 km





## PEACE RIVER REGIONAL DISTRICT

Office of the Chair

October 29, 2014

BC Hydro – Northern Region  
6911 Southpoint Drive  
Burnaby, BC V3N 4X8  
Email: [Bob.Gammer@bchydro.com](mailto:Bob.Gammer@bchydro.com)

Attention: Bob Gammer, Manager of Community Relations

**RE: Peace River Boat Launch near Blackfoot Park**

Dear Mr. Gammer,

Further to our meeting on June 12, 2014 regarding BC Hydro's decision to discontinue the plan to construct an engineered boat launch at Blackfoot Park, the Regional District held a community meeting at Blackfoot Park on August 25, 2014 to identify alternative options.

20 members of public attended the August 25th meeting and identified that the location of the previous Clayhurst Ferry crossing on the former "Green Family" property would provide the best option for a boat launch. Individuals identified that at this location the river's current naturally slows and there is reduced risk of ice build-up over the winter. It was for these reasons that the ferry crossing was maintained here for many years.

Although it was recognized that the river bank is very steep, individuals felt that given the large size of the property (now Crown land SW ¼ of LS 5 Sec 24 TP 82 R14 W6M), that a boat ramp could be developed, along with a parking area and some picnic tables. A number of the individuals in attendance also offered to donate their time and equipment to construct the launch in order to keep the overall construction costs low.

The Regional District hopes that you will consider this recommendation. The individuals who attended the community meeting are all avid boaters and have spent many years on the Peace River. The lack of suitable and established boat launches along the Peace River has been identified many times over the years and for that

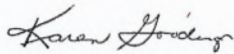
PLEASE REPLY TO:

☒ BOX 810, DAWSON CREEK, BC V1G 4H8 TELEPHONE: (250) 784-3200 or (800) 670-7773 FAX: (250) 784-3201 EMAIL: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)  
☐ 9505 100 STREET, FORT ST. JOHN, BC V1J 4N4 TELEPHONE: (250) 785-1124 Fax: (250) 785-1125 EMAIL: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)

reason the proposal of constructing a proper boat launch at Blackfoot Park was recommended in BC Hydro's 2007 Water Use Plan.

A copy of the meeting notes, pictures and map have been attached for your review. Should you have any questions about this recommendation please feel free to contact Trish Morgan, Manager of Community Services at [trish.morgan@prrd.bc.ca](mailto:trish.morgan@prrd.bc.ca) or 250 784-3218.

Yours truly,



Karen Goodings, Chair

Previously Received  
January 20, 2020  
RPC Meeting

## Peace River Regional District Regional Parks Committee Meeting

**Date:** Monday, August 25, 2014

**Location:** Blackfoot Regional Park

**Present:** Director Jarvis (Chair); Trish Morgan-Manager of Community Services, Jill Rickert-Community Services Coordinator (Recorder)

**Community Members:** Dave & Paula Friesen; Dave & Judy Russell, Tim & Charlie Hartnell, Steve Hartnell, George Streeper, Marvin Meeres, Tim Thomsen, Dwayne Shawchek, Tim Bennett (FLNRO), John Haukings (FLNRO), Dennis Nelson, Chad & Tia Esau, Donovan & Alex Giesbrecht, Perry Piper, Roni Nelson

Refreshments and a fire for roasting hotdogs prior to the meeting was supplied for everyone by the PRRD.

1. Introductions and opening remarks were stated and the meeting was called to order at 7:00 p.m.
2. Trish Morgan presented information and discussion to provide a background to the history of the boat launch located at Blackfoot Park.
  - Part of the Water Use Plan for the Peace Canyon and WAC Bennett Dam that identified Blackfoot Park as an area needing a boat launch as an obligation to communities impacted by the dams
  - Hydro approached the PRRD regarding a boat launch at Blackfoot Park in 2010
  - In 2011 a meeting regarding plans for a boat launch was held at Doe River Community Hall to discuss options
  - July 2014 Comptroller of Water Rights released BC Hydro of all obligations to land bordering river, therefore no longer obligated to PRRD to maintain/build boat launch.

**Q:** How much money do we have to work with?

**A:** TM – we don't know; FJ – need to work together on a plan that's reasonable and then approach them.

**Q:** What about the issues that Taylor has faced?

**A:** FJ – some issues occurred due to lack of knowledge regarding the nature of the rivers in the north; rivers run hard and aren't deep; unfortunately cost BC Hydro more money in the long run, important to help BC Hydro understand what needs to be done here with a good solid plan

**Q:** Are we restricted to the current location of the old launch?

**A:** TM – no not necessarily.

**Comment:** Ideal place would be above the bridge and upriver, out of the flood plain area to avoid the launch flooding and ruining it.

**Comment:** There is a lot of experience and knowledge just among the people present tonight that could help and tell you where the launch should go.

**Group walked to current site of broken boat launch at near river...**

**Q:** Will the new dam (Site C) stabilize the water level of the river at all?

**A:** FJ – yes in all likelihood, it could. Site C involves 3 major rivers located behind the dam, fewer running into it, means can control levels more with new dam

**Comment:** It's important that if and when a new boat launch is built the old one in the current location is cleaned up. A lot of mess there, concrete and rebar, should be cleaned up before new project is started.

**Q:** Any way there could be a bigger parking lot built if moved location of launch upriver?

**A:** TM – possibility if enough room.

**Group walked to Bill Greene's land across from Blackfoot park and upriver from current location of launch...**

**Q:** If boat launch built up river on Greene property, would PRRD/Hydro own it?

**A:** TM – Hydro land then hydro own it but likely PRRD would lease and run it, most likely

**Q:** Last time some of us met with BC Hydro to discuss launch, we told them where it should go, showed them and took pictures. What happened to all that information?

**A:** TM – not sure what Hydro did with all that info, but we are going to take this information we get tonight to the next Parks Committee mtg come up with some type of plan/report to take to the Board.

**Q:** How often would boat launch be used?

**A:** Daily when water levels are good, very busy on weekends. At current location, vehicles get stuck all the time and need a 4 wheel drive to get out, constantly helping people get out of launch area.

**Q:** TM – Is the water at the Greene site for new launch deep enough? High river bank (20-30 ft) and erosion, wonder about the stability and recession.

**A:** Lots of room and river plenty deep enough, could build ramp sideways (45° angle) and follow bank, fill in low spots not a lot of waste material must be utilised, very little maintenance in this area, easy area to expand with washrooms and picnic tables, keep access to public open.

**Comment:** The location of the old ferry crossing on the Green property is the ideal location. The river naturally slows at this location and although there is a steep bank, a ramp could be built back onto the property. (Group was in consensus that this was the only location)

**Comment:** BC Hydro met with some of us in 2013 and we walked this property and showed them this same location. They took pictures and notes. What did BC Hydro do with all of this information?

**Q:** TM - Cost?

**A:** \$200,000 to \$300,000 to complete, lot of experience and knowledge here in community, people willing to help and donate time and equipment as long as there is money to finish it.

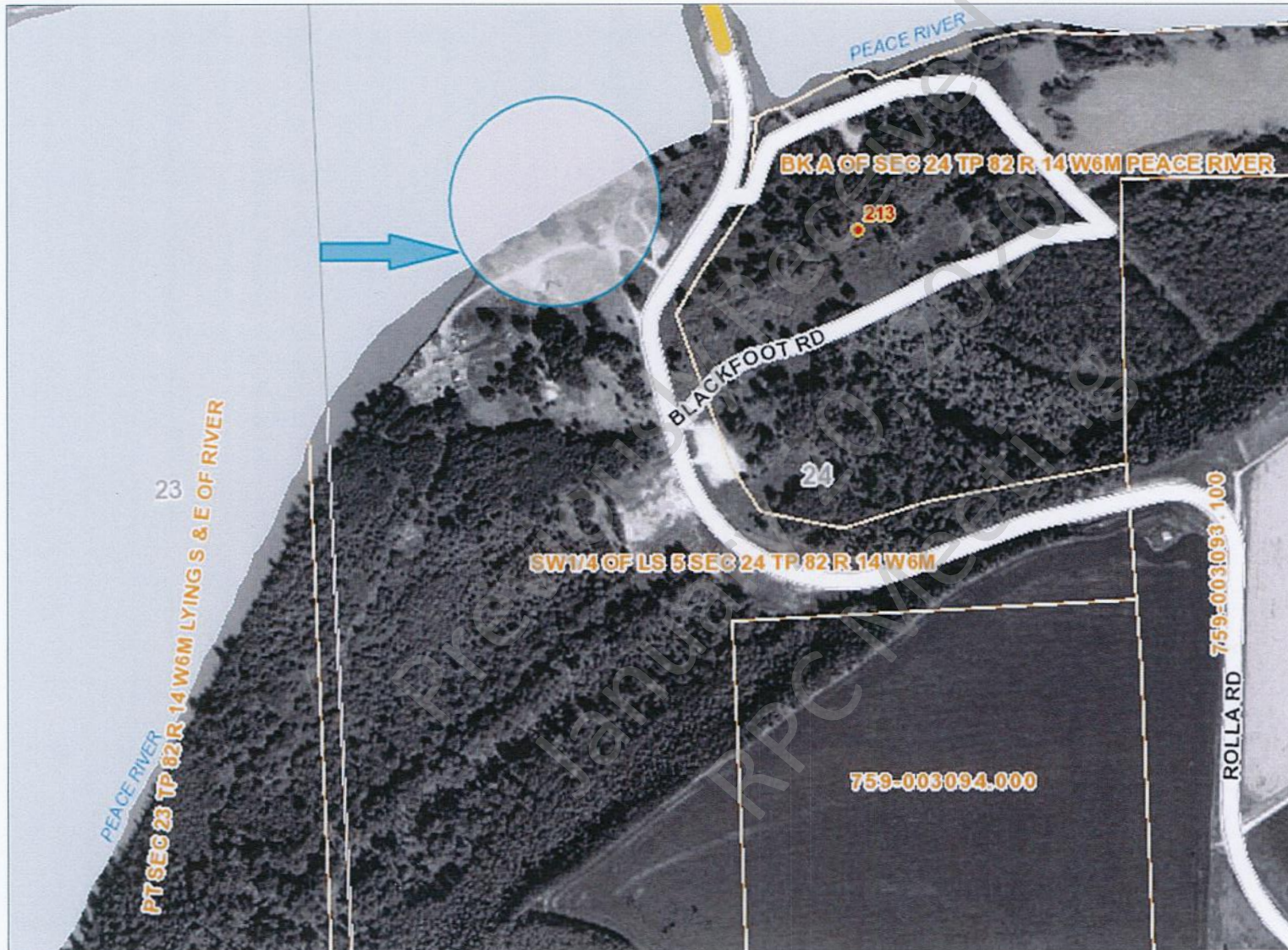
**Group walked back to Blackfoot Park and examined a map and marked the location of a potential new boat launch.**

6. Meeting Adjourned at 8:30 p.m.





# Peace River Regional District



## Legend

- Highway Mile Marker
- Rural Community
- 911 Civic Address
- Sections
- Main Roads (> 1:10000)
- Minor Roads (> 1:10000)
- Water Course
- Water Bodies
- Parcels
- West Peace Aerial Photo
  - Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3
- North Peace Aerial Photo
  - Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3
- South Peace Aerial Photo
  - Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3
- B&W Aerial Photo-1998
  - High : 255
  - Low : 0

1:6,084



309.0 0 154.52 309.0 Meters

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

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

Recommended location of boat launch on Peace River



## Recommended Location of a New Boat Launch on the Peace River



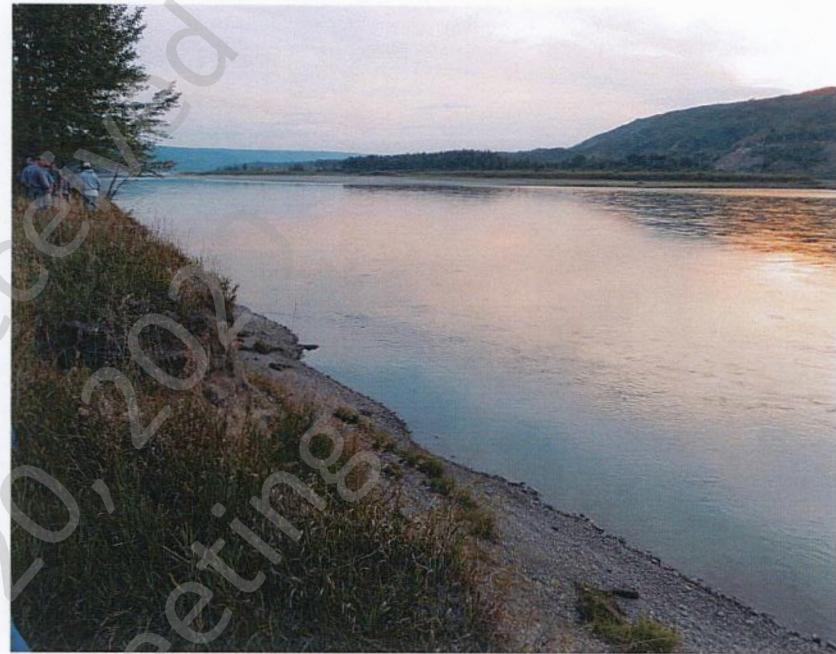


**Examination of the previous boat launch site  
on the east side  
of the Clayhurst Bridge**





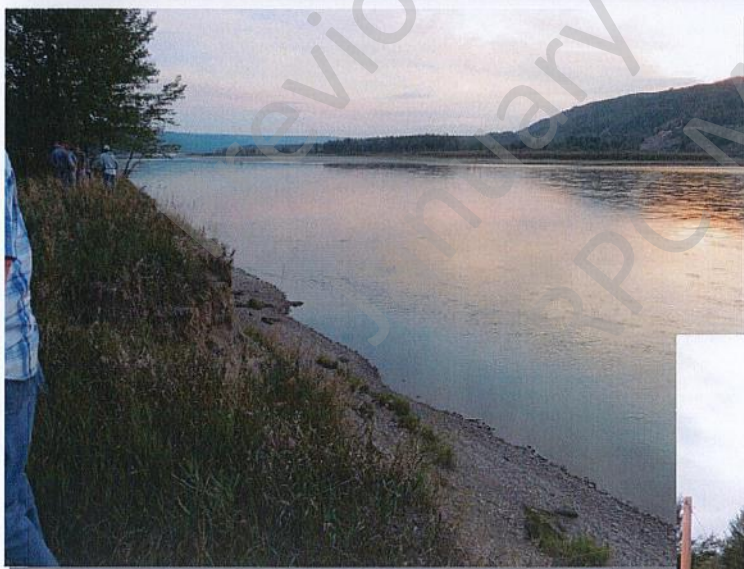
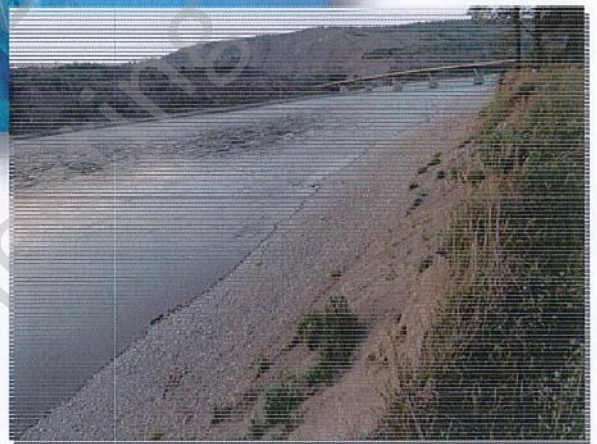
**Examination of proposed boat launch site  
on the west side  
of the Clayhurst Bridge**



**Photos of ice build up on the  
east side of the Clayhurst Bridge  
sent in April 2013 from  
Dwayne Shawchek  
to Conny-Maud Groenvelt,  
Division Manager with BC Hydro**









# REPORT

To: Regional Parks Committee

Report Number: CS-RPC-007

From: Kari Bondaroff, Environmental Services Manager

Date: December 1, 2020

**Subject: 2020 Overview of Year Two In-House Parks Maintenance**

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## **RECOMMENDATION:**

That the Regional Parks Committee recommend to the Regional Board that park maintenance services remain a service that is conducted by Peace River Regional District in-house staff.

## **BACKGROUND/RATIONALE:**

2020 was the second year of the approved 2-year pilot project to provide in-house delivery of Peace River Regional District (PRRD) Regional and Community Park maintenance. Two full-time seasonal Field Services Assistants were hired for a 7-month (28 week) term, as well as 8% of Field Services time, including staff wages and benefits, were allocated to the Parks budget based on historical time expenditures. Beginning in 2019, an inspection app was developed, that enabled real-time delivery of information to the office and traceability of follow-up items to be completed. A total of 95 inspections were completed, beginning May 25, 2020 and ending October 25, 2020. During inspections, staff completed such duties as;

- |                       |                                    |
|-----------------------|------------------------------------|
| - Cleaning outhouses  | - Restocking of bathroom supplies  |
| - Mowing and brushing | - Removal of garbage and recycling |
| - Pothole repairs     | - Sign clean-up                    |
| - Painting            | - Necessary follow-up repairs      |

In addition to weekly inspection tasks, the Field Services staff worked with a professional Danger Tree and Removal Service to remove fallen and danger trees within each of the parks. Each of the regional parks, and one community park, Iver Johnson, are included within the regular routine of inspections and the on-going repairs and maintenance of PRRD parks. The following information summarize the majority of the works that were completed within each park for 2020.

### **Blackfoot Regional Park:**

#### Ongoing Maintenance:

- COVID-19 Signage was installed.
- Existing roads were maintained.
- New picnic tables and fire rings were installed and secured.

#### Capital Project:

- Construction of fence around caretaker site.
- Installation of septic and water services for caretaker site.
- Electrical service extension to 10 new or existing campsites.
- Telephone service establishment at the caretaker office.



- Work on 'commuter' trail from 'northern' sites to the playground and recreation area.
- Completed work on the caretaker office including building a separating wall, drywall, paint, finishing, and installation of stairs, a ramp, and railings.
- Installation of two gates to control traffic through the park.

**Spencer Tuck Regional Park**

- COVID-19 Signage was installed.
- Existing roads were maintained.
- Monitoring of flood activity was conducted from May-July.

**Montney Centennial Regional Park**

- COVID-19 Signage was installed.
- Cement outhouses were upgraded with new wooden siding and roofs.

**Minaker River Regional Park**

- Maintained existing road access.
- COVID-19 Signage was installed.

**Sundance Lake Regional Park**

- Installed new fire rings.
- Staff brushed around picnic tables, recycling bins, and widened existing trails.
- Installation of a new 'double' garbage and recycling bin near to the Recreation Sites and Trails BC Boat Launch.
- COVID-19 Signage was installed.

**Iver Johnson Community Park**

- COVID-19 Signage was installed.

**ALTERNATIVE OPTIONS:**

1. That the Regional Parks Committee recommend to the Regional Board that PRRD parks maintenance be contracted out in 2021; further, that the Regional Board recommend that a public Request for Proposal be put out for bid early in 2021.
2. That the Regional Parks Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness

**FINANCIAL CONSIDERATION(S):**

Wage allocations for the 2020 year were based upon actual time spent on different functions within the PRRD in 2018. This calculated out to 8% of Field Services wages. The Field Services Assistants wages were split equally between the Parks and Invasive Plant Program Budgets.

For 2021, Field Services Foreman and Labourers wage allocations are based on actual staff time expenditures from 2019. The wages are reflective of the capital works and upgrades that were

conducted at Blackfoot. In addition, they are inclusive of the work identified as necessary following the regular in-house park inspections.

See Table 1 for a breakdown of actual Field Services staff and contractual wage expenditures from 2018 to 2020 and projected wages (including benefits) for 2021. The full-time (FT) and Casual Field Services staff complete the repairs and capital upgrades for the Regional Parks. The seasonal Field Services Assistants complete the parks inspections and maintenance complimentary to what the contractors historically completed. This table excludes parks supplies and vehicle use.

Table 1. Wage and Contractual Costs Associated with Parks Operations.

Position	2018 % Allocation	2018 Wages (\$)	2019 % Allocation	2019 Wages \$	2020 % Allocation	2020 Wages (\$)	2021 % Allocation	2021 Wages (\$)
FT Field Services			8%	\$21,855	8%	\$35,803	27%	\$106,892
Casual Field Services							43%	\$38,276
Seasonal Field Services Assistant			100%	\$72,967	50%	\$35,150	50%	\$36,906
Contractual Costs		\$106,486						
<b>Total Wages:</b>		\$106,486		\$94,822		\$74,077		\$176,801
<b>Total Parks Maintenance:</b>		\$106,486		\$72,967		\$35,150		\$36,906

#### COMMUNICATIONS CONSIDERATION(S):

None at this time.

#### OTHER CONSIDERATION(S):

Retaining parks maintenance services in house will require the annual hiring of two seasonal Field Services Assistants for a 7-month term. Wages for the Field Services Assistants will be shared 50/50 with the Invasive Plant Program.



# REPORT

To: Regional Parks Committee

Report Number: CS-RPC-003

From: Trish Morgan, General Manager of Community Services

Date: November 25, 2020

**Subject: Blackfoot Regional Park – Caretaker Services**

---

## **RECOMMENDATION:**

That the Regional Parks Committee recommend that the Regional Board extend the contract for RFP 11-2020, “Blackfoot Regional Park Caretaker”, to MZTERZ Holdings Corp., for the provision of seasonal caretaker services at Blackfoot Regional Park, at a maximum cost of \$55,200 (plus GST) per year for the 2021 and 2022 seasons; further that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

## **BACKGROUND/RATIONALE:**

On May 19, 2020, The Regional Board passed the following resolution:

*MOVED, SECONDED, and CARRIED*

That the Regional Board award RFP 11-2020, “Blackfoot Regional Park Caretaker”, to MZTERZ Holdings Corp., for the provision of seasonal caretaker services at Blackfoot Regional Park, at a maximum cost of \$32,400 plus GST for the 2020 season; further, that an option to extend the term for two additional seasons, upon satisfactory annual contract performance, be included at a maximum total cost of \$142,800 over the three years; and finally that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

In the spring of 2020, the Board of the Peace River Regional District awarded MZTERZ Holdings Corp. the first-ever Blackfoot Regional Park Seasonal Caretaker contract. The scope of work for this position included remaining on-site through the summer, performing the bulk of daily and weekly park maintenance, providing park security, and overseeing park use and activities. MZTERZ Holdings Corp. fulfilled all obligations under the contract in 2020.

Due to COVID-19, the Park Caretaker began his duties at the end of June in 2020 and ended on September 15, 2020. Generally, the public’s feedback was that the Caretaker was a great addition to the park and that the park was looking tidy and well cared for. The Caretaker reported daily use by campsite, and noted an overall increase in use by the end of the summer. The increase in use is thought to be related to the updates, increased oversight that results in park users are abiding by the rules, and a more ‘family-friendly’ atmosphere.

It is expected that park use will continue to increase at Blackfoot Regional Park, especially if COVID-19 continues to restrict out-of-country travel.

**ALTERNATIVE OPTIONS:**

1. That the Regional Parks Committee recommend to the Regional Board that a request for proposals be issued.
2. That the Regional Parks Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

The rate for MZTERZ Holdings Corp. to provide Caretaking services at Blackfoot Regional Park for 2021 and 2022 is \$55,200 (plus GST) and includes the following:

- Providing general oversight for Park;
- Administering PRRD rules and regulations;
- Managing reservations and collecting fees (to begin in 2021 pending Regional Parks Committee and Board Approval);
- Mitigating hazards (removal of trip hazards, fallen branches, etc.);
- Daily park inspections and reporting;
- Removal of garbage;
- Maintenance and repairs to infrastructure;
- Grass cutting; and
- Cleaning of facilities.

If approved the caretaker would be in place at the start of May 1 to September 15<sup>th</sup> of each year.

**COMMUNICATIONS CONSIDERATION(S):**

If approved, a letter of extension will be sent to MZTERZ Holdings Corp.

**OTHER CONSIDERATION(S):**

Significant investment and work has been put into the Park to upgrade campsites, install powered sites, and develop a caretaker site; with the ultimate goal of continuing to upgrade the Park according to the [Blackfoot Park Master Plan](#).





# REPORT

To: Regional Parks Committee

Report Number: CS-RPC-008

From: Trish Morgan, General Manager of Community Services

Date: November 30, 2020

**Subject: Blackfoot Regional Park – Development Plan Update**

---

## **RECOMMENDATION:**

That the Regional Parks Committee receive the report titled “Blackfoot Regional Park – 2021 Development Plan Update – CS-RPC-008”, which outlines the proposed development plan for Blackfoot Regional Park for 2021-2025, for discussion.

## **BACKGROUND/RATIONALE:**

In early 2018 the Blackfoot Regional Park Plan was completed and presented to the Regional Board. Since that time a number of upgrades have been made to the Park, particularly since hiring seasonal parks staff to complete capital projects at the park.

On January 20, 2020, the Regional Parks Committee passed the following resolution:

*MOVED, SECONDED AND CARRIED*

That the Regional Parks Committee Recommend to the Regional Board that the Blackfoot Park 5-Year Development Plan be adopted as presented.

The Development Plan provides a road map for upgrades to the Park in order to meet the goals of the Blackfoot Regional Park Plan, Regional Parks Committee and Regional Board. Each year the plan is brought forward to the Committee for review and will be living document. The plan outlines the projects for the current year and next four years with estimated costs. Projects budgeted in the current year will be completed first. If funds remain after current projects are completed, staff will be able to move forward with completing projects planned for the next year. In some cases a budget amendment may be required in order to complete capital projects planned for the next year, however, a number of smaller projects may fall under operations and minor capital.

The “2020 Overview of Year Two In-House Parks Maintenance” report, also included on the December 10<sup>th</sup> Regional Parks Committee agenda, provides a detailed summary of the works completed in 2020.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Parks Committee provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

The budget for Blackfoot Regional Park for 2021 includes the following items:

<b>Minor Capital</b>	52,500
Signs	12,000
Fire Rings	1,000
Picnic Tables	6,000
Install Fence around Wood/Garbage Compound	4,000
Bear Proof Garbage/Recycling Bins	10,000
Update Cement Outhouses	10,000
Wood/Garbage Compound	4,000
Exhaust System - Caretaker Office	1,500
trail work	4,000
<b>Capital - Infrastructure</b>	90,000
(Supplemental Request approved in 2019)	
Blackfoot Campsites Area C	90,000

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.

## Attachments:

1. Blackfoot Park Development Plan updated December 1, 2020

## External Links:

1. [Blackfoot Park Design Study](#)

# Blackfoot Regional Park Development Plan 2021-2025





### **Blackfoot Regional Park Vision:**

Blackfoot Regional Park invites people to explore the natural splendor of the Peace River in a rustic, quiet and family-friendly forest campground with trails and river access. The park will be a place for many great adventures and memories. Visitors will have the opportunity to get away into nature, while still enjoying basic comforts in their home away from home.

### **Goals:**

#### **Increase Park Amenities:**

- Enhance park attraction by providing a greater variety of amenities that appeal to a wide range of campers.
- Expand and service campsites in a phased manner.
- Focus development on key park areas to maintain surrounding natural landscapes that are valued by visitors.

#### **Maintain Park Character:**

- Ensure future park improvements align with the rural and rustic feeling that is valued by park users.
- Retain and enhance trees and natural vegetation over the long-term.
- Develop amenities that appear timeless and robust, allowing them to feel in character with the park for years to come.

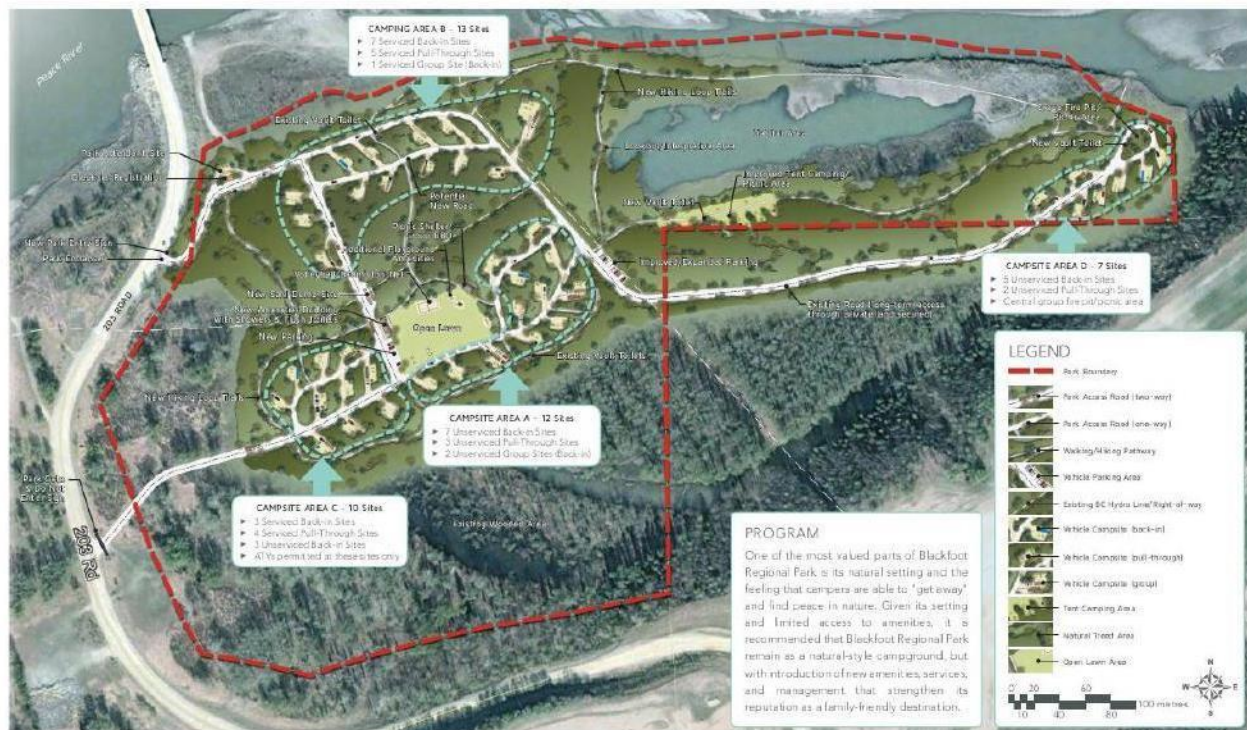
#### **Address Safety & User Conflicts:**

- Make physical and operational park improvements to encourage a family-friendly atmosphere and discourage disruptive activities.
- Consider addition of a seasonal park attendant to provide a higher standard of experience.

#### **Plan for Economic Sustainability:**

- Ensure increased operational costs can be balanced with revenue generation.
- Increase information available to encourage more users to visit and enjoy the park.
- Encourage use of the park by groups or for events.

## Park Map with Proposed Upgrades



## Capital Projects

Note: The following estimated costs have been based on costs provided in the Blackfoot Regional Park Plan (2018) and include a 30% contingency and 15%-30% to account for design, engineering, and administration fees. Upon annual review, costs will be adjusted based on actual costs of working at the Park.

Major Capital Projects – 2021	Estimated Cost
Create serviced campsite Area 'C' includes 10 new serviced sites, road running parallel to current access road, accessible vault toilets	\$90,000.00
Road Creation (tree removal, mulching, excavation, laying cloth, putting in fill)	
Campsite Creation (tree removal, mulching, excavation, laying cloth, putting in fill)	
Accessible Vault Toilets (build, install tank, install toilet on tank)	
New bear proof garbage receptacles	
<b>TOTAL Cost for Major Capital Projects 2021</b>	<b>\$90,000.00</b>

Minor Capital Projects - 2021	Estimated Cost
Install updated signage (stop signs, speed limit signs, park map, trail markers, new park welcome sign)	\$12,000.00
Replace fire rings	\$1,000.00
Replace picnic tables	\$6,000.00
Install fence around Wood/Garbage Compound	\$4,000.00
Bear Proof Garbage Bins	\$10,000.00
Update Cement Outhouses	\$10,000.00
Wood/Garbage Compound (Caretaker Site)	\$4,000.00
Fan for air circulation – Caretaker Office	\$1,500.00
Trail Work	\$4,500.00
<b>TOTAL Estimated Cost for Minor Capital Projects 2021</b>	<b>\$53,000.00</b>

<b>Major Capital Projects - 2022</b>	<b>Estimated Cost</b>
At activity area , add in picnic shelter and BBQ area	\$101,000.00
<b>TOTAL Estimated Cost for Major Capital Projects 2022</b>	<b>\$101,000.00</b>

<b>Minor Capital Projects – 2022</b>	<b>Estimated Cost</b>
At activity area, add in sand court area for volleyball or badminton	\$8,000.00
Develop signage to improve traffic flow making some roads one way only	\$2,000.00
Purchase and plant 20 mature evergreen trees to revegetate newly developed areas and in places where poplars have been removed due to safety concerns	\$4,000.00
Develop a trail around Campsite Area 'C'	\$8,000.00
Continue to make improvements to the trail system (Lookout Trail, Lookout to Tenting Area, Area 'B' to Playground)	\$8,000.00
Rework road within campsite area 'A' to remove spur road and improve traffic flow	\$16,000.00
Add day-use parking at or around activity area	\$9,000.00
Add parking for access to tenting area	\$16,000.00
<b>TOTAL Estimated Cost for Minor Capital Projects 2022</b>	<b>\$71,000.00</b>

<b>Major Capital Projects - 2023</b>	<b>Estimated Cost</b>
Playground – Standalone Equipment	\$40,000.00
Improve Campsite Area 'A' near to the activities area	\$99,000.00
<b>TOTAL Estimated Cost for Major Capital Projects 2023</b>	<b>\$67,000.00</b>

<b>Minor Capital Projects – 2023</b>	<b>Estimated Cost</b>
Develop Tenting Area sites	\$32,000.00
Install outhouses at Tenting Area	\$15,000.00
Develop trail from Tenting Area sites to Campsite Area 'D'	\$16,000.00
Purchase and plant 20 mature evergreen trees to revegetate newly developed areas and in places where poplars have been removed due to safety concerns	\$4,000.00
<b>TOTAL Estimated Cost for Minor Capital Projects 2023</b>	<b>\$67,000.00</b>



<b>Major Capital Projects – 2024</b>	<b>Estimated Cost</b>
Add interpretive and educational features where available throughout the park to relay information about the flora, fauna, history and heritage of the area, and details about the Peace River.	\$34,000.00
Develop Campsite Area 'D'	\$95,000.00
<b>TOTAL Estimated Cost for Major Capital Projects 2024</b>	<b>\$129,000.00</b>

<b>Minor Capital Projects – 2024</b>	<b>Estimated Cost</b>
Purchase and plant 20 mature evergreen trees to revegetate newly developed areas and in places where poplars have been removed due to safety concerns	\$4,000.00
Install outhouse at Campsite Area 'D'	\$15,000.00
<b>TOTAL Estimated Cost Minor Capital Projects 2024</b>	<b>\$19,000.00</b>

<b>TOTAL Estimated</b>	<b>\$596,500</b>
------------------------	------------------

## Operational Projects

### 2021

- Continue to identify and work towards the installation of a boat launch in or around Blackfoot Regional Park.
- Park Caretaker will continue to complete general park maintenance, provide guest services, enforce park rules, provide marketing support and keep record of;
  - o Who is camping where
  - o Length of stay
  - o Whether power is being used
- If approved by the Regional Parks Committee and Regional Board, camping fees can be charged as a pilot in 2021.

### 2022

- Continue to identify and work towards the installation of a boat launch in or around Blackfoot Regional Park.
- Work with adjacent land owner to formalize agreement to use the park access road to campsite area 'D'
- Park Attendant will continue to assist with park maintenance, provide guest services, enforce park rules, provide marketing support, keep record of campers, and collect fees.

### 2023

- Continue to identify and work towards the installation of a boat launch in or around Blackfoot Regional Park.
- Park Attendant will continue to assist with park maintenance, provide guest services, enforce park rules, provide marketing support, keep record of campers, and collect fees.

### 2024

- Continue to identify and work towards the installation of a boat launch in or around Blackfoot Regional Park.
- Develop amenity building with flush toilets and showers.
- Park Attendant will continue to assist with park maintenance, provide guest services, enforce park rules, provide marketing support, keep record of campers, and collect fees.

### Continuing after 2024

- Continue to identify and work towards the installation of a boat launch in or around Blackfoot Regional Park.
- Evaluate whether there is a need for sani-dump service.
- Park Attendant will continue to assist with park maintenance, provide guest services, enforce park rules, provide marketing support, keep record of campers, and collect fees.



# REPORT

To: Regional Parks Committee

Report Number: CS-RPC-004

From: Trish Morgan, General Manager of Community Services

Date: November 25, 2020

Subject: **Montney Park – Transition to Day-Use**

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## **RECOMMENDATION #1:**

That the Regional Parks Committee recommend that the Regional Board authorize that Montney Centennial Park be transitioned from an overnight campground to a day-use only park, for a three year pilot project starting in 2021 and ending December 31, 2023.

## **RECOMMENDATION #2:**

That the Regional Parks Committee recommend that the Regional Board approve the Montney Centennial Park Development Plan, dated July 13, 2020, which provides recommended updates and improvements for the park over the next five years.

## **BACKGROUND/RATIONALE:**

At the February 13, 2020 PRRD Board Meeting, the following resolution was passed:

*MOVED, SECONDED, and CARRIED*

That the Regional Parks Committee be provided with a report outlining the costs and benefits of transitioning Montney Centennial Regional Park from an overnight camping site to a day use only recreation area.

Montney Centennial Regional Park (22.8ha) is located on the northeast side of Charlie Lake. There are three other campgrounds in proximity to Montney, which offer over 200 campsites on the lake. Given the number of available sites, which are more easily accessed and include more overnight amenities, the demand for overnight camping at the Park is expected to remain low. Concerns have been raised regarding the open park configuration and lack of privacy while camping. This limits the attractiveness of the Park to small groups, and instead encourages large “group” camping experiences.

For the 3 year pilot, the focus at Montney would be to develop park amenities and activities to encourage additional day-use activities on the lake. The proposed upgrades to the Park are complimentary to both day-use and overnight camping. If the Regional Board decides, following completion of the pilot project, that the Park should remain an overnight campground, any upgrades made over the next two and a half years will compliment both a campground and day-use site.

Due to COVID-19, in 2020 the Park was open for day-use only, and moving forward would not require any significant changes to “officially” transition from a campground. Staff would ensure that the public are aware of the change in status of this park. If approved, barriers will be repositioned so that the

parking area can be used by vehicles for day-use but RV's will not be able to access the area. Additional signage will be posted.

In 2017 and 2018, public engagement was completed as part of the development of Montney Centennial Regional Park Plan. Input suggested that the Park is valued by those who use it; however, there is limited knowledge about the park and its amenities. Park visitors expressed concerns about limited recreational assets in the Park. Public input suggested that the most desired recreational amenities are as follows:

• Fishing dock	73.7%
• Improved toilets	60.5%
• Swimming dock	57.9%
• Group picnic shelter	57.9%
• Hiking trails	55.3%
• Improved boat launch	44.7%
• Interpretive signage	39.5%
• Winter activities	39.5%
• Mountain bike trails	36.8%

### **Development Plan**

Going forward, the purpose of the Development Plan is to provide a road map for upgrades to the Park in order to meet the goals of the Montney Centennial Regional Park Plan (2018), the Regional Parks Committee and the Regional Board. Each year the Plan will be brought forward to the Committee for review and will be a living document. The Plan outlines the projects for the current year and next four years with estimated costs. Projects budgeted in the current year will be completed first. If funds remain after current projects are completed, staff will be able to move forward with completing projects planned for the next year. In some cases a budget amendment may be required in order to complete capital projects planned for the next year; however, a number of smaller projects may fall under operations and minor capital.

The proposed plan uses data brought forward through the Montney Centennial Park Plan process, and current trends and best practices in other similar parks throughout the province. It is recommended that these upgrades happen in a phased approach, subject to regulatory approval, and over a number of years.

Please note that any plans to put in a Frisbee-golf course or mountain bike trails would be developed in association with a community group who would be willing to assist in maintaining any infrastructure installed. It should be noted that the Montney Centennial Park is currently subleased to the Northland Trail Blazers, who have a small clubhouse and recreational area for their members.

### **Upgrades by Area**

Upgrades are subject to regulatory approval and may change based on provincial or other requirements. The Development Plan will be updated on an annual basis to reflect changes and requirements.



**Park Access Road**

In 2020, a study was undertaken to provide an engineered solution to fix the access road to the Montney Centennial Park. The conclusion of the study was that there would be a significant cost to repairing the road, estimated at \$691,000; this cost includes contingency, engineering allocation, and allowances for construction and supplies. Staff are working with the consulting company to see if there are options to phase the project, and any cost savings that could be found.

**Lakefront Recreation Area**

This Plan would see the current lakefront access area improved with the addition of a boat launch, fishing dock, new outhouse, a parking area for boat trailers and the removal of the existing ‘campsite’ amenities. Note that staff are investigating with the Agricultural Land Commission (ALC) the possibility of a boat launch as it may not be a permitted use in the Agricultural Land Reserve. If it will not be allowed, this area will be re-examined. In 2021, staff will work with the ALC Land Use Planner to determine what uses are allowed at this park, and the process to do so. No funds have been budgeted in 2021 for this area.

**(New) Forest Activity Zone**

New activity area developed in the forested area east of the current outhouses. This space is relatively flat and would be used to encourage natural and outdoor inspired education for non-profits, school districts, etc.

**Trail Staging Area**

This area is located at the southernmost end of the current camping area. This will be the starting point to recreational trails loops and will include a picnic area, improved parking, outhouse, signage and pinch point to restrict motorized vehicle access.

**Recreational Trail Loops**

Trails would be installed that traverse the natural areas of the Park. A small loop trail would be developed to be accessible for people of varying abilities, with the larger loop hiking trail developed for more moderate and/or physically active individuals. Trails could be used in the winter, if desired, for non-motorized recreation, such as for cross-country skiing or snowshoeing.

**Tobogganing/Winter Activity Area**

It may be possible to use the natural terrain of the property to find an appropriate tobogganing hill for winter use. Given that winter in the Region can last for over half the year, providing winter activities would draw people to the park for the ‘off-season’ months.

**Other**

A number of upgrades are recommended for inclusion in this Park Development Plan that do not fit into the other ‘areas’, including a new entrance sign, an accessible path to the outhouses, outhouse improvement/replacement, and updated regulatory signage.

**ALTERNATIVE OPTIONS:**

1. That the Regional Parks Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

The total proposed cost for development over 5 years is estimated at \$433,500. Staff are working with an engineering firm to determine final pricing, but an additional cost of approximately \$691,000 has been proposed for road remediation and storm water runoff. Opportunities for grant funding will be sought when available, to offset funding from taxation. The Development Plan outlines the estimated costs for each asset and will be updated on an annual basis and brought forward for consideration during budget.

**COMMUNICATIONS CONSIDERATION(S):**

If the Board approves the pilot project, a communications plan will be developed to inform the public.

**OTHER CONSIDERATION(S):****Considerations for Development**

Various aspects of the Development Plan will require consent and/or permits from different Provincial organizations, such as the Agricultural Land Commission, the Ministry of Environment and Climate Change Strategy, the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and the Peace River Regional District.

**License of Occupation**

The PRRD has a License of Occupation from the Province for this property, which will come up for renewal in 2028. The License of Occupation restricts the PRRD from cutting or removing timber from the land without prior written consent from the Province, and requires Provincial approval for any alterations or improvements to the land. If approved by the Regional Board, the Development Plan will be reviewed with the Province to ensure compliance with the agreement.

**Agricultural Land Commission Approval**

Montney Centennial Regional Park was developed by the Montney Recreation Commission prior to the creation of the Agricultural Land Reserve in 1972. However, in order to develop the Park as outlined, staff will need to discuss the project with the Agricultural Land Commission (ALC) Land Use Planners to determine if a non-farm use or exclusion application would be required or recommended.

**Peace River Regional District Lakeshore Development Guidelines**

In 2000, the PRRD developed Lakeshore Development Guidelines to help guide environmentally responsible development on lands in proximity to lakes in the PRRD. The guidelines apply to private lands situated within 300m of the natural boundaries of lakes, and while the Montney Centennial Regional Park is public land, it should adhere to the guidelines where possible. These guidelines help manage development on lakeshore lands for the benefit of the environment and the community, and provide direction on siting, design, access, vegetation management, and construction materials for development in the lakeshore area.

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

Installation of concrete boat ramp and small fishing dock would be subject to permit approval from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development as well as the ALC.

**Development Permit Area**

The Park is affected by the North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009, and states that no person shall alter land, including the removal or trees or vegetation, the removal or deposit of soil, and/or construct a building or structure prior to the landowner applying for, and receiving, a development permit from the PRRD. It is anticipated that a [Development Permit](#) will be required.

**Ministry of Environment**

As the property is within the Ministry of Environment Watershed Reserve No. 0288651, Document No. 73265, any development that is proposed needs to be discussed with the Ministry of Environment and may be subject to further regulations or restrictions.

**Attachments:**

1. Draft Montney Centennial Regional Park Development Plan (2020 – 2024)

**External Links:**

1. [Montney Centennial Regional Park Plan \(February 2018\)](#)

# Montney Centennial Regional Park Development Plan

2021-2025



July 13, 2020



## **Interim Vision and Goals (focused on recreation amenities)**

### **Montney Centennial Regional Park Vision**

Montney Centennial Regional Park offers unique and rustic recreational experiences on Charlie Lake that invite people to stay and enjoy leisure and relaxation in a lakefront forest. The park will become increasingly well-used as new opportunities to play are added.

### **Goals**

- 1) Attract a Wider Range of Visitors
  - Expand potential recreational pursuits in the park to attract a broader range of park visitors
  - Encourage unique experiences that are not readily available in the surrounding area
  - Support partnerships with clubs and organizations to develop recreation amenities and add amenity to the park
- 2) Plan for Economic Sustainability
  - Work to establish strategic partnerships and grants that help manage capital and park operation costs
  - Plan and manage improvements incrementally, minimizing maintenance and operational costs, while still providing a higher quality experience

## PARK CONCEPT



## Upgrades by Area

*\*Upgrades are subject to regulatory approval and may change based on provincial or other requirements.*

*\*\* Costs are Class D estimates only*

### Lakefront Recreation Area:

This plan would see the current lakefront access area improved with the addition of a boat launch, fishing dock, new outhouse, a parking area for boat trailers and the removal of the existing 'campsite' amenities.

- Plan for and install new concrete boat launch	\$78,000
- Add a new outhouse	\$17,000
- Develop small parking area for boat trailers	\$17,000
- Remove current 'campsite' including fire pit and picnic table	\$1,000
- Develop and install fishing dock	<u>\$29,000</u>
	<b>\$142,000</b>

### (New) Forest Activity Zone:

New activity area developed in the forested area east of the current outhouses. This space is relatively flat and would be used to encourage natural and outdoor inspired education for non-profits, school districts, etc.

- Playground	\$65,000
- Group picnic area (shelter) with seating for up to 30	\$40,000
- Information kiosk	\$2,500
- Interpretive signage and games	\$5,000
- Develop adjacent day use parking	<u>\$17,000</u>
	<b>\$129,500</b>

### Trail Staging Area:

This area is located at the southernmost end of the current camping area. This will be the starting point to recreational trails loops and will include a picnic area, improved parking, outhouse, signage and pinch point to restrict motorized vehicle access.

- New Outhouse	\$17,000
- Small picnic shelter or hut	\$25,000
- Pinch point	\$1,000
- Develop a 'key-hole' turn-around and day use parking	<u>\$21,000</u>
	<b>\$64,000</b>

### Recreational Trail Loops:

Trails would be installed that traverse the natural areas of the park. A small loop trail would be developed to be accessible for people of varying abilities, with the larger loop hiking trail developed for more moderate and/or physically active individuals. Trails could be used in the winter, if desired, for non-motorized recreation, such as for cross country skiing or snowshoeing.

- |  |                 |
|--|-----------------|
| - Small Loop & Connection Trails   | \$7,000         |
| - Large Loop Hiking Trail  | \$21,000        |
| - Map signs and distance markers   | <u>\$5,000</u>  |
|  | <b>\$33,000</b> |
| - Optional - Mountain biking or horseback loop   |                 |
| o 3 to 5 km of trail   |                 |
| - Optional - 18 hole course Frisbee golf course within treed area.                                     |                 |
| o Potential for Frisbee golf course to double as cross country skiing or snowshoe route during winter. |                 |

### Tobogganing/Winter Activity Area

It may be possible to use the natural terrain of the property to find an appropriate tobogganing hill for winter use. Given that winter in the Region can last for over half the year, providing winter activities would draw people to the park for the 'off-season' months.

- |   |          |
|---|----------|
| - Tobogganing/tubing activity area for winter use | \$20,000 |
|---|----------|

### Other

A number of upgrades are recommended for inclusion in this Park Development plan, but that do not fit into the other 'areas'.

- |   |                 |
|---|-----------------|
| - Replace Park Entry Sign                           | \$9,000         |
| - Create an accessible path to access the outhouses | \$10,000        |
| - Improve Existing or Replace Outhouse              | \$20,000        |
| - Update regulatory signage                         | <u>\$6,000</u>  |
|   | <b>\$17,000</b> |



## PHASED PLAN

### Summary of Costs by Proposed Phase

Phase 1 (2021)	Area	Class 'D' Estimated Cost
Stairs & Trail Improvements	Other	\$10,000.00
Update Regulatory Signage	Other	\$6,000.00
Replace Park Entry Sign	Other	\$9,000.00
		\$25,000.00
Phase 2 (2022)	Area	Class 'D' Estimated Cost
Improve Existing or Replace Outhouse	Other	\$20,000.00
Develop and Install Fishing Dock	Lakefront Recreation Area	\$29,000.00
Remove current 'campsite'	Lakefront Recreation Area	\$1,000.00
		\$50,000.00
Phase 3 (2023)	Area	Class 'D' Estimated Cost
Small Loop & Connection Trails	Recreational Trail Loops	\$7,000.00
New Outhouse	Trail Staging Area	\$17,000.00
Large Loop Hiking Trail	Recreational Trail Loops	\$21,000.00
Small picnic shelter	Trail Staging Area	\$25,000.00
Pinch point	Trail Staging Area	\$1,000.00
Map Signs and Distance Markers	Recreational Trail Loops	\$5,000.00
		\$76,000.00
Phase 4 (2024)	Area	Class 'D' Estimated Cost
New Outhouse	Lakefront Recreation Area	\$17,000.00
Develop 'key-hole' and Day Use Parking	Trail Staging Area	\$21,000.00
Playground	(New) Forest Activity Zone	\$65,000.00
Group picnic area	(New) Forest Activity Zone	\$40,000.00
Day Use Parking	(New) Forest Activity Zone	\$17,000.00
Interpretive Signage and Games	(New) Forest Activity Zone	\$5,000.00
		\$165,000.00
Phase 5 (2025)	Area	Class 'D' Estimated Cost
Concrete Boat Launch	Lakefront Recreation Area	\$78,000.00
Parking Area for Boat Trailers	Lakefront Recreation Area	\$17,000.00
Tobogganing/tubing activity area	Winter Activity Area	\$20,000.00
		\$115,000.00

**TOTAL estimated**

**\$431,000.00**



# REPORT

To: Regional Parks Committee

Report Number: FN-RPC-003

From: Teri Vetter, Chief Financial Officer

Date: November 27, 2020

**Subject: 2021 Recreational Trails Grants-in-Aid - Application**

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## **RECOMMENDATION #1:**

That the Regional Parks Committee recommended that the Regional Board approve a 2021 Recreational Trails Grant, in the amount of \$50,775, to be issued to Bear Mountain Nordic Ski Association to assist with trail improvements; and further,

That a financial commitment of \$50,775 be included as part of the 2021 annual budget amount for General Grants-in-Aid in Function 200 – Regional Parks.

## **RECOMMENDATION #2:**

That the Regional Parks Committee recommend that the Regional Board authorize a 2021 Recreational Trails Grant, in the amount of \$22,500, to be issued to Northland Trailblazers Snowmobile Club to assist with Stewart Lake Trail maintenance and bridge repair; and further

That a financial commitment of \$22,500 be included as part of the 2021 annual budget amount for General Grants-in-Aid in Function 200 – Regional Parks.

## **BACKGROUND/RATIONALE:**

In 2014, the Regional District established its Recreational Trails Grants-in-Aid funding program as a means to recognize the importance of recreational trails in the area, how they enhance the quality of life, health and well-being, protect the environment, and preserve local history and culture. To date, the Regional District has given out a total of \$340,103.58 in grant contributions to organizations for the development, enhancement and maintenance of local trails throughout the PRRD.

The Regional Parks Committee (RPC) assists with the process of awarding Recreational Trails grant funds through the review of the grant applications to determine eligibility, merit, and financial need, and makes recommendations to the Regional Board regarding grant approval or denial. Grant contributions are determined using a cost-sharing formula based on the Regional District providing a maximum grant of 75% of the total request with the remaining 25% being the applicant contribution.

The purpose of this report is to provide the RPC with the information necessary to assist with this assessment.

### Recommendation #1

Bear Mountain Nordic Ski Association (BMNSA) is a registered not-for-profit society in good standing with the *Societies Act of BC* that operates and maintains an all season outdoor trail facility located on

Bear Mountain. BMNSA promotes healthy lifestyles and well-being through access to affordable and family-friendly outdoor recreation and is requesting financial assistance to assist with improvements to solve multiple water diversion concerns. The total cost of the project is \$67,700 and the recommended amount for funding is \$50,775 (75% of the total request). The project objectives are to improve drainage and watershed conditions by side cutting and sloping along existing trail surfaces, remove damaged and dangerous trees as well as the install and replace culvert. These upgrades are needed in order to protect and preserve existing trail systems and allow for continued use for recreational activities such as cross country skiing, snow-shoeing and hiking, mountain biking, horseback riding, orienteering, outdoor environmental studies and wildlife viewing. BMNSA has received a total of \$149,298.99 in Recreational Trails Grants-in-Aid since 2014.

#### Recommendation #2:

Northland Trailblazers Snowmobile Club (NLTBSC) is a registered not-for-profit society in good standing with the *Societies Act of BC* that promotes snowmobiling and the care and maintenance of many local trail systems. NLTBSC is requesting funding to assist with bridge repairs and trail maintenance in order to prepare the Stewart Lake Trail for safe and reliable use in the 2020/2021 season. The total cost of the project is \$30,000 and the recommended amount for funding is \$22,500 (75% of total request) of the total request.

The project consists of two bridge repairs, one located at Kilometer 6 and the other at Kilometer 8, brush clearing of approximately 30-40 kilometers of the trail and some debris removal at Kilometer 8 due to a small landslide. These upgrades are necessary to protect and preserve the trail for long term continued use. The Stewart Lake Trail is used primarily by snowmobilers throughout the winter and recreational vehicle bikers and hikers during the summer. NLTBSC has received a total of \$68,355.34 in Recreational Trails Grants-in-Aid since 2014 and all grant funding has been utilized.

Both applicants meet the eligibility criteria as outlined in the Recreational Trails Grants-in-Aid Policy and have provided all necessary application requirements. Please see the attached grant applications for more details.

#### **ALTERNATIVE OPTIONS:**

1. That the Regional Parks Committee recommend that the Regional Board respectfully deny the 2021 Recreational Trails Grants-in-Aid application from Bear Mountain Nordic Ski Association and provide no grant funding.
2. That the Regional Parks Committee recommend that the Regional Board respectfully deny the 2021 Recreational Trails Grants-in-Aid application from Northland Trailblazers Snowmobile Club and provide no grant funding.
3. That the Regional Parks Committee provide further direction.

#### **STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

Since 2014, \$75,000 has been included as an annual budget commitment for the purpose of providing Recreational Trails Grants-in-Aid funding. This commitment is budgeted in General Grants-in-Aid as part of the annual budget in Function 200 - Regional Parks.

A total of \$73,275 in grant contributions is being recommended for the inclusion in the 2021 annual budget commitment for General Grants-in-Aid in Function 200 – Regional Parks.

Under the current policy, grant funding is allocated to recipients and paid out by claim reimbursement. Recipients have up to three years to complete their projects and claim their grant, and are not able to carry over any funds beyond that time frame. Any funds remaining in allocations beyond three years will be returned to the service area and used to reduce the tax requisition for the next calendar year.

**COMMUNICATIONS CONSIDERATION(S):**

All applicants will be notified in writing of the Regional District's decision to approve or deny their grant request.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. 2021 Recreational Trails Grant Summary of Applications
2. Recreational Trails Grants-in-Aid Policy.



## 2021 Recreational Trails Grants-in-Aid - Summary of Applications

Organization name	Project Details	Total Project Cost	Amount Requested from PRRD	Maximum Grant Eligible (max 75% of total project costs)	Parks Committee Recommendation	Financials/ Budget/Quotes	Proof of Land Tenure	Societies Act of BC	Society Resolution	Proof of location	Letters of support	Meets Eligibility	Assessment Notes
Bear Mountain Nordic Ski Association	Trail upgrades to improve drainage and water conditions; project involves contouring, grading and ditching, removal of damaged and dangerous trees, installation of culverts - 30 new, 15 replaced.	\$ 67,700.00	\$ 67,700.00	\$ 50,775.00		✓	Recreation Site & Trails BC Site Agreement #PA 14 DPC-008; expires December 31, 2023	✓	✓	✓	3 - City of Dawson Creek; Rotary Club of Dawson Creek Sunrise; Special Olympics BC for Dawson Creek	✓	Applicant meets eligibility to be considered for funding under the Recreational Trails GIA policy; Applicant has established history with Regional District, uses grant funding in accordance with approval and completes projects in timely manner. BMNSA has received \$149,298.99 in Trials GIA since 2014; all funding has been utilized for projects.
Northland Trailblazers Snowmobile Club	Stewart Lake Trail cleanup and bridge repair at KM 6 and KM 8 of Stewart lake trail, brush clearing on trail at KM 30 - 40 of trail; clear and repair area of landslide (300 ft.) around KM 6 to prepare trails for 2020/2021 season	\$ 30,000.00	\$ 22,500.00	\$ 22,500.00		✓	Recreation Site & Trails BC Site Agreement #PA 14DPC-004; expires December 31, 2023	✓	✓	✓	3- MOF; Moose ATV Club; BC Snowmobile Federation; Rec Sites & Trails BC	✓	Applicant meets eligibility to be considered for funding under the Recreational Trails GIA policy; Applicant has established history with Regional District, uses grant funding in accordance with approval and completes projects in timely manner. NLTBSC has received \$68,355.34 in Trials GIA since 2014; all funding has been utilized for projects.
Subtotals		\$ 97,700.00	\$ 90,200.00	\$ 73,275.00	\$ -								

### Land Tenure Examples

1. Provincial Land Tenure Agreement; Park Use Permit, License of Occupation, Rec & Trails BC site agreement.
2. Private land owned by not-for-profit organization.
3. Local government agreement supported by Board/Council resolution for projects on government land.

Total Fund	\$ 75,000.00
Total Available	\$ 75,000.00
Less Recommendation	\$ -
Total Remaining	\$ 75,000.00



# PEACE RIVER REGIONAL DISTRICT

## Recreation Trails Grants-in-Aid

### Schedule "A" - Application

Date: September 22, 2020

Society Number: S-45828

#### APPLICANT INFORMATION

1) Name of Organization: Bear Mountain Nordic Ski Association

2) Contact Person: Jill Squires / Pat O'Reilly

Position: President / Vice-President

Mailing Address: PO Box 20133, Dawson Creek, V1G 4X8

Phone: [REDACTED] Fax: \_\_\_\_\_

Email: bearmountainnordic@gmail.com

Website: http://www.nordicski.ca

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)

#### 3) Purpose of your organization & description of the types of activities your organization is involved in.

The Bear Mountain Nordic Ski Association is a non-profit recreational association created to provide access, facilities and opportunities, for all ages to learn and experience the sport of cross country skiing in the South Peace Region. The trails activities have also been expanded to offer other all-season use, including snow-shoeing, hiking, cross-country running, wildlife-viewing, mountain biking, horseback riding, orienteering, outdoor environmental studies, and similar non-motorized recreational activities.

#### 4) If applicable, does your organization own any facilities or properties? ☐ Yes ☐ No (please check one)

Please give the 9-1-1 address and legal description of the property that your organization either leases or owns.

#### 5) Executives of Your Organization:

##### President/Chair

Name: Jill Squires Phone: \_\_\_\_\_ Email: \_\_\_\_\_

##### Vice President/Vice Chair

Name: Pat O'Reilly Phone: [REDACTED] Email: \_\_\_\_\_

##### Treasurer

Name: Jan Patterson Phone: [REDACTED] Email: \_\_\_\_\_

##### Secretary

Name: Deb Humphries Phone: \_\_\_\_\_ Email: \_\_\_\_\_



**6) Please provide a 5 year action plan for your organization.**

- Year 1:** Solve multiple water diversion concerns by repairing and replacing multiple culverts
- Year 2:** Increase opportunities to develop the physical fitness and health of the region's population
- Year 3:** Increase membership through increased sport / activity offerings
- Year 4:** Provide a competition class Nordic Ski training to support development of Nordic skiing in PRRD
- Year 5:** Provide a competition class Nordic Ski facility for hosting Northern & BC Winter Games

**PROPOSED PROJECT INFORMATION** (please complete the questions below or attach a separate sheet)

**7) Describe the project for which your organization is requesting funding.**

The Bear Mountain Nordic Ski Association is seeking funding to implement the next phase of a multi-phase trail upgrade and development plan for the Bear Mountain Nordic Ski trails nears Dawson Creek. The primary objective of the project is to improve drainage and watershed conditions by side cutting and sloping along existing trail surfaces, removing damaged and dangerous trees, and installing up to 30 new culverts and replacing 15 existing culverts that are deteriorating or are too small for current water volumes. The project will also involve necessary contouring, grading and ditching in order to clear up the trails. Increased usability and public safety is our objective.

**8) Describe how your project will provide opportunities for healthy lifestyles – physical, mental and spiritual.**

Providing a high quality trail system for all season use allows residents to enjoy healthy, affordable, family-friendly, and COVID-friendly recreation. Recreational facilities contribute to the health and wellbeing of residents, as well as improving overall quality of life through increased physical activity. Improvements to the facility help the club expand local interest in trail sports (cross-country skiing, snowshoeing, hiking, mountain biking, and other outdoor recreation).

**9) Describe how the project will foster "regional pride" in the natural environment of the Regional District.**

The eventual goal is to develop a competition-class facility that would be able to host regional and provincial sporting events, bringing greater awareness of, and economic benefits to, the regional district. The facility is also utilized by community groups throughout the regional district such as the local Scouts troop and school groups from throughout School District 59, providing unique opportunities for outdoor education, orienteering, and developing an appreciation for the Peace River Regional District landscape.

**10) Describe how the project will make trails more accessible for multiple different user groups and those with mobility challenges.**

Currently, the water diversion issues make portions of the trail completely inaccessible to user groups and volunteers. Drying the trails would provide secure footing and access to all users.



- 11) Describe how the project will utilize Crown or local government lands and measures that will be taken to avoid conflict with private lands (where applicable).**

The trails system is located 100% on crown land, with significant distance between our trails system and any privately held property. The trails system does not directly butt up against any privately held lands, and as such, this would not represent an issue for this project.

- 12) Describe how the project will build on the Provincial Trails Strategy**

([http://www.sitesandtrailsbc.ca/documents/Trail\\_Strategy%20for\\_BC.pdf](http://www.sitesandtrailsbc.ca/documents/Trail_Strategy%20for_BC.pdf))

The Provincial Trails Strategy highlights sustainability of the trails system, a mutual respect for the various user groups, and secure recreation opportunities for all users. With the current water pooling that is occurring in multiple sections of the trail pathways, we are experiencing erosion of the trail foundation that is requiring significant maintenance work each year to reconstruct. Furthermore, the pooling water is preventing the majority of trail users from experiencing long sections of the trail system through the spring and summer months. With the exception of the horseback riders, these trail sections become unusable for all users who are on foot. Lastly, the safety and security of the trail users is a paramount concern to the association, and leaving the standing and pooling water is contradictory to our safety directive.

- 13) How many volunteers does your organization have and approximately how many hours does your membership contribute each year?**

Individual volunteers have not been recorded, but typical hours are approximately 5,500 volunteer hours per year. In addition, the MLFRO fire crew including 22 fallers and buckers added an additional 880 hours (non-membership volunteers).

- 14) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?**

Once the culverts are installed, there is little to no additional maintenance work required to preserve their good working order, other than ensuring that the mouths of the culverts are not blocked through the season. The trails are open to the general public (as well as to members of the association), and are provided on per-use or membership basis. The funds raised annually will help to cover any costs associated with the culvert maintenance in the future. Furthermore, the large majority of our trails maintenance work (if able to be done by hand), is done so by volunteers, and thus does not incur any additional costs to the club.

- 15) Please provide on a separate sheet information on how your project addresses one or more of the secondary selection criteria:**

<b>Geographic Coverage</b>	Ideally the regional trail system should be effectively distributed throughout the Regional District. Potential sites should be of interest to the whole region in the interest of servicing all residents.
<b>Environmental, education or heritage representation</b>	Representative or regionally significant landscapes should be considered when developing a new trail or preserving an existing one. Potential sites should be chosen to represent the diverse landscapes that the area encompasses. Balancing wildlife values against the proposed benefits of trail development should also be considered along with the unique historic, cultural, ecological, and educational aspects of the area.
<b>Partnerships</b>	Fostering partnerships with interest groups or other government agencies should be considered as it will aid in offsetting costs to develop and maintain existing or future regional trails.
<b>Proximity</b>	Trails that are located in close proximity to existing trails and parks or similar amenities should be considered.





<b>Already established as an unofficial trailhead</b>	Trails that are already established or maintained in a positive manner and demonstrate a high utilization rate should be considered.
<b>User and site safety and the capacity to maintain</b>	User and site must be considered to ensure the non-profit groups are able to maintain them to a reasonable and safe standard expected of a natural trail for the safe enjoyment of the public.

**18) TOTAL funds requested from the Regional District:**

~~\$75,000~~    \$67,700 see budget, confirmed by email

**INCLUDED THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION**

- a) Application Checklist
- b) Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding
- c) Project budget including:
  - i. Detailed cost estimates
  - ii. Sources of confirmed revenue
  - iii. Sources of revenue yet to be confirmed (i.e., pending grant applications)
  - iv. Sources of donations for labour and/or materials
- d) Three (3) quotes for any items valued at over \$3,000
- e) Current and year-end financial statements (balance sheet and income statement)
- f) Map and pictures showing the location of the project and planned route
- g) Confirmation of an agreement with Recreation and Trail Sites BC or BC Parks or a Council/Board resolution providing authorization to develop or re-establish a trail on local government property
- h) Two (2) letter of support from other organizations or groups supporting the project.

Signature of Applicant

Phone

## Secondary Selection Criteria

- Education
- Partnerships
- Established trail
- User and site safety

The Bear Mountain Nordic Ski Association offers educational programs in both the winter and summer months. During the winter, the BMNSA offers youth programs focused on skate skiing techniques for both novice and advanced skiers. The program runs from January to the end of March, and all necessary equipment is provided for the youth skiers. We also offer ski lessons for adults! In the summer months, the trails are used for orienteering and outdoor skills development with Scouts and school groups, and wildlife viewing for all!

The BMNSA has been in partnership with Recreation Sites and Trails BC, who owns the land on which the trails system is laid out. With the COVID-19 pandemic, the BMNSA chose to eliminate the structured per-use fee system that was originally in place and move to a donation basis for use. This has helped to secure additional use of the trail as outdoor recreation has become a primary choice for community members to participate in physical activity while maintaining their health and safety. We are anticipating that this will continue in the years to come as a focus has been emphasized on health and well-being in environments that do not crowd individuals into confined spaces. The BMNSA is in a prime position to offer these additional safe recreation opportunities to our community members, who may have otherwise chosen indoor activities through the summer and winter months.

The Bear Mountain Demonstration Forest was initiated back in 1988, with trails being developed and laid out over the next few years. Over time, the trails system has expanded and grown within the 500 hectares of forest, and there are plans to continue expansion as time and funding permits. The BMNSA oversees a well-established trail system that is used by many local and geographical user groups, and we are always looking for new opportunities to expand our user base. Improvements to the trails systems provide new offerings to existing groups, and help to multiply the variety of groups who find use for the trails.

Lastly, the safety of all user groups is of paramount concern to the BMNSA. With the water that is pooling on the trails system, our users are limited to certain tracks of trails through the spring and summer months. In order to expand our outdoor recreation, we need to ensure that our users are safe and secure on all track paths, which will limit any congestion on turn-around points, or narrowing of the paths by water. The erosion of the trails system by the water is also cause for concern when it comes to providing safe and secure footing for our users. The water must be dealt with in order to ensure a solid foundation of the paths system for years to come.

Revenue Sources (Where the Funds Will Come From)	Sources			
	Confirmed Y/N	Cash \$	In-Kind \$	Total \$
BWO Welding	Y		6,800.00	6,800.00
Brassey Creek Ranches	Y		8,500.00	8,500.00
North Slope Enterprises	Y		11,250.00	11,250.00
Fibre Options	Y		10,250.00	10,250.00
Geopat Services	Y		2,000.00	2,000.00
Bear Mountain Nordic Clubs Volunteer Labour	Y		6,000.00	6,000.00
				-
Total		-	44,800.00	44,800.00
Expenditure Areas (Where Funds Will Be Spent)	Expenditures			
		Cash \$	In-Kind \$	Total \$
Track Hoe @ \$165.00 / Hr x 120 Hrs		19,800.00		19,800.00
D-8 Cat Dozer @ \$250.00 / Hr x 65 Hrs		16,250.00		16,250.00
Skidsteer @ \$100.00 / Hr x 150 Hrs		15,000.00		15,000.00
Vibra Pac Roller/Packer @ \$90.00 / Hr x 65 Hrs		5,850.00		5,850.00
Pipe Trailer @ \$200.00 / Day x 35 Days		7,000.00		7,000.00
Welding and Fabricating @ \$90.00 / Hr x 160 Hrs		14,400.00		14,400.00
Powersaw Bucking & Falling \$90.00 / Hr x 120 Hrs		10,800.00		10,800.00
Pipe		4,400.00		4,400.00
Seeding & Fertilizing		5,000.00		5,000.00
Project Supervision @ \$250.00 / Day x 35 Days		8,750.00		8,750.00
Labourers @ \$35 / Hr x 150 Hrs (* split between contractors for Hoe and Dozer work)		5,250.00		5,250.00
				-
Total		112,500.00	-	112,500.00
				-
Net Profit				- 67,700.00

# **Bear Mountain Nordic Ski Association**

## **Income Statement Apr 01, 2019 to Mar 31, 2020**

### **REVENUE**

#### **Sales Revenue**

Membership - Adult & Family	11,019.40
Youth Membership & Youth Program	419.05
Ski Lessons	0.00
Drop Box	3,979.72
Fundraising	13,975.00
Megal Lottery Deposits	0.00
Mega Lottery Fundraising Commission	0.00
Donations - In kind	75,097.32
Donations	10,010.00
Donations - Shop/Caretaker	0.00
Donations - Adventure Playground	6,000.00
Donations - Solar Project	16,015.00
Donnations- Snowcat	0.00
Grants	0.00
PRRD- Adventure Play ground grant	2,902.62
Northern Development Initiative Trust	47,568.00
Brush Removal Fundraising	0.00
Stump Grinder Rental	0.00
Grant - Coaching	0.00
Rental	0.00
Rental - Caretaker	3,600.00
Gaming	0.00
Coaching Clinic Fees	0.00
Trail Grooming (other locations)	0.00
<b>Net Sales</b>	<u>190,586.11</u>

#### **Other Revenue**

Equipment Rental	285.81
Interest Revenue	172.64
Miscellaneous Revenue	143.36
<b>Total Other Revenue</b>	<u>601.81</u>

<b>TOTAL REVENUE</b>	<u>191,187.92</u>
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### **EXPENSE**

#### **COST OF SALES**

COST OF SALES2	0.00
Loss on Disposal of Assets	<u>0.00</u>



**TOTAL COST OF SALES**

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0.00

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**General & Administrative Expenses**

Advertising & Promotions	251.70
Bookkeeping - in kind	0.00
Caretaker facility	851.66
Course fee reimbursement	135.00
CCBC Coaching course expenses	0.00
Club activities	0.00
Coaching - in kind	0.00
Courier & postage	169.00
Contract work	0.00
Contract work - In kind	0.00
Society Fees	40.00
CCBC Registration Processing fees	4.73
CCBC Insurance	-389.00
DCAA Registration	400.00
Interest & Bank Charges	98.17
Insurance	2,974.00
Office Supplies	426.78
Non-eligible GST paid	693.79
Grant Applications	0.00
Fundraising costs	10.00
Miscellaneous	269.88
Safety Training	0.00
Ski Supplies	136.96
Ski Programs	247.35
Ski equipment	0.00
Ski Equipment - Adult Ski Program	0.00
Adventure Ski Playground	2,764.40
Trail Maintenance	2,299.48
Trail maintenance - In kind	0.00
Bridge repairs	0.00
PRRD Grant- Trails Maintenance	-400.00
Repairs & maintenance - in kind	0.00
Repair & Maintenance - equipment	3,049.89
Snowplowing	750.00
Trail Upgrade & Culvert replacement	0.00
PRRD - Flood grant expenses	0.00
Trail & Culvert - Phase 2	0.00
Rental Expense	0.00
Phase 2 - In-kind donations	0.00
Shop addition	0.00
Building Repairs & Maintenance	295.19
Shop supplies	265.02
Stump grinding expenses	0.00
Small Equipment	45.39

Fuel	2,082.15
Fuel - in kind	834.88
Transporting	0.00
Utilities - Living Quarters	0.00
Utilities - Shop	21.34
Youth Program - Supplies	108.08
Youth Program - Ski Equipment	0.00
Youth Program - Coaching paid	1,240.00
Youth Program - Trail maintenance	0.00
Youth Group Uniforms	0.00
Youth Group - Adventure Playground	61,738.88
Youth Program - Coaching Clinic Fee	-1,240.00
Youth Program- Grooming	1,860.00
Youth Group - Donations in kind	72,512.00
Solar Project	13,281.94
Solar Project in kind	1,686.44
<b>Total General &amp; Admin. Expenses</b>	<u>169,515.10</u>
 <b>TOTAL EXPENSE</b>	 <u>169,515.10</u>
 <b>NET INCOME</b>	 <u><u>21,672.82</u></u>

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# **Bear Mountain Nordic Ski Association** **Balance Sheet As at Mar 31, 2020**

## **ASSET**

### **Current Assets**

Petty Cash	20.00	
Gaming	490.20	
BMNSA chequing account	23,874.88	
Snow Cat Account	<u>28,661.85</u>	
Total Cash		53,046.93
Accounts Receivable	0.00	
Accounts Receivable - Other	0.00	
Caretaker Rent Receivable	3,600.00	
Accounts Receivable - Mega Lottery	0.00	
Accounts Receivable - NDIT	<u>0.00</u>	
Total Receivable		3,600.00
Prepaid Co-op account		0.00
Prepaid Windsor Plywood Account		<u>0.00</u>
<b>Total Current Assets</b>		<u><b>56,646.93</b></u>

### **CAPITAL ASSETS**

Snowcat	43,450.30	
Snowcat Roller & Groomer	20,000.00	
Flex Tiler	26,000.00	
Twin Track	0.00	
Twin Track Roller & Groomer	4,000.00	
Bobcat/Stump Grinder	10,027.20	
Grooming Equipment	1,800.00	
Trail Equipment	12,500.00	
Yamaha Side-By-Side	6,955.00	
Ski Equipment	17,271.39	
Ski Equipment Trailer	8,165.61	
Misc. Equipment	4,345.51	
SeaCan	0.00	
Rental Shack	0.00	
Shop	92,382.74	
Caretaker Facility	<u>97,594.61</u>	
<b>Total Capital Assets</b>		<u><b>344,492.36</b></u>

### **Other Assets**

Goodwill	<u>0.00</u>	
<b>Total Other Assets</b>		<u><b>0.00</b></u>

<b>TOTAL ASSET</b>		<u><u><b>401,139.29</b></u></u>
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**LIABILITY****Current Liabilities**

Account Payable		0.00
Accounts Payable - Gaming		0.00
Other Trade Payables		0.00
Accounts Payable - NDIT Phase 2 Gra		0.00
GST Charged on Sales	578.29	
GST Paid on Purchases	-5,664.45	
deposit owing	0.00	
Total Payable		<u>-5,086.16</u>
<b>Total Current liabilities</b>		<u>-5,086.16</u>

**Long Term liabilities**

Loan - Community Futures		<u>0.00</u>
<b>Total Long Term liabilities</b>		<u>0.00</u>

<b>TOTAL LIABILITY</b>		<u>-5,086.16</u>
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**EQUITY****OWNERS EQUITY**

Retained Earnings - Previous Year	384,552.63	
Current Earnings	<u>21,672.82</u>	
<b>Total Equity</b>	<u>406,225.45</u>	

<b>TOTAL EQUITY</b>	<u>406,225.45</u>	
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<b>LIABILITIES AND EQUITY</b>	<u>401,139.29</u>	
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Generated On: Nov 15, 2020



# **Bear Mountain Nordic Ski Association**

## **Income Statement Oct 01, 2020 to Oct 26, 2020**

### **REVENUE**

#### **Sales Revenue**

Membership - Adult & Family	5,393.34
Youth Membership & Youth Program	0.00
Ski Lessons	0.00
Drop Box	65.45
Fundraising	0.00
Megal Lottery Deposits	897.40
Mega Lottery Fundraising Commission	0.00
Donations - In kind	0.00
Donations	0.00
Donations - Shop/Caretaker	0.00
Donations - Adventure Playground	0.00
Donations - Solar Project	0.00
Donnations- Snowcat	0.00
Grants	0.00
PRRD- Adventure Play ground grant	0.00
Northern Development Initiative Trust	0.00
Brush Removal Fundraising	0.00
Stump Grinder Rental	0.00
Grant - Coaching	0.00
Rental	0.00
Rental - Caretaker	3,600.00
Gaming	0.00
Coaching Clinic Fees	0.00
Trail Grooming (other locations)	0.00
Firewood	1,710.00
<b>Net Sales</b>	<b>11,666.19</b>

#### **Other Revenue**

Equipment Rental	95.24
Interest Revenue	0.00
Miscellaneous Revenue	0.00
<b>Total Other Revenue</b>	<b>95.24</b>

<b>TOTAL REVENUE</b>	<b>11,761.43</b>
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### **EXPENSE**

#### **COST OF SALES**

COST OF SALES2	0.00
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Loss on Disposal of Assets	0.00
<b>TOTAL COST OF SALES</b>	<b>0.00</b>

**General & Admin expenses**

Advertising & Promotions	0.00
Bookkeeping - in kind	0.00
Caretaker facility	0.00
Course fee reimbursement	134.87
CCBC Coaching course expenses	0.00
Club activities	0.00
Coaching - in kind	0.00
Courier & postage	0.00
Contract work	3,600.00
Contract work - In kind	0.00
Society Fees	0.00
CCBC Registration Processing fees	0.00
CCBC Insurance	0.00
DCAA Registration	0.00
Interest & Bank Charges	0.00
Insurance	0.00
Office Supplies	0.00
Non-eligible GST paid	0.00
Grant Applications	0.00
Fundraising costs	0.00
Miscellaneous	0.00
Safety Training	0.00
Ski Supplies	0.00
Ski Programs	0.00
Ski equipment	0.00
Ski Equipment - Adult Ski Program	0.00
Adventure Ski Playground	0.00
Trail Maintenance	0.00
Trail maintenance - In kind	0.00
Bridge repairs	0.00
PRRD Grant- Trails Maintenance	0.00
Repairs & maintenance - in kind	0.00
Repair & Maintenance - equipment	0.00
Snowplowing	0.00
Trail Upgrade & Culvert replacement	0.00
PRRD - Flood grant expenses	0.00
Trail & Culvert - Phase 2	0.00
Rental Expense	0.00
Phase 2 - In-kind donations	0.00
Shop addition	0.00
Building Repairs & Maintenance	0.00
Shop supplies	0.00
Stump grinding expenses	0.00

Small Equipment	0.00
Fuel	0.00
Fuel - in kind	0.00
Transporting	0.00
Utilities - Living Quarters	0.00
Utilities - Shop	0.00
Youth Program - Supplies	0.00
Youth Program - Ski Equipment	0.00
Youth Program - Coaching paid	0.00
Youth Program - Trail maintenance	0.00
Youth Group Uniforms	0.00
Youth Group - Adventure Playground	0.00
Youth Program - Coaching Clinic Fee	0.00
Youth Program- Grooming	0.00
Youth Group - Donations in kind	0.00
Solar Project	0.00
Solar Project in kind	0.00
<b>Total General &amp; Admin. Expenses</b>	<u>3,734.87</u>
 <b>TOTAL EXPENSE</b>	 <u>3,734.87</u>
 <b>NET INCOME</b>	 <u><u>8,026.56</u></u>

Generated On: Oct 27, 2020

# BEAR MOUNTAIN NORDIC SKI TRAILS



- BEGINNER
- INTERMEDIATE
- ADVANCED
- ..... SNOWSHOE/  
VIEWING TRAIL

LYNX TRAIL	1430M
* WOLF TRAIL	3640M
COYOTE TRAIL	500M
GRIZZLY TRAIL	1760M
FISHER TRAIL	610M
BEAVER TRAIL	580 M
FOX TRAIL	880M
MARMOT TRAIL	1050M
* BEAR TRAIL	950M
WEASEL TRAIL	520M
WOLVERINE TRAIL	1100M
* BISSETTE TRAIL	1940M
MUSKRAT TRAIL	580M
MARTEN TRAIL	960M
MINK TRAIL	840M
KIWANIS LOOP	1800M
LOG CABIN TRAIL	2010M
SOUTH LOOP	2040M

DISTANCE TO PARKING  
VIA LOG CABIN-LYNX TRAIL 2700M  
DISTANCE TO WOLF DEN  
VIA BISSETTE-WOLF TRAIL 3100M  
DISTANCE TO GRIZZLY DEN  
VIA BISSETTE-WOLVERINE-WEASEL-GRIZZLY TRAIL 2270M













October 28, 2020

File: 1-1-4

To Whom It May Concern:

**Re: Letter of Support – Grant Application for Bear Mountain Nordic Ski Association**

The Council of the City of Dawson Creek received a request from the Bear Mountain Nordic Ski Association for a letter of support to go along with their grant application to continue the next phase of the trails upgrade.

Dawson Creek is a youthful, vibrant and diverse community that is strategically located in the heart of the Peace River Region. The Bear Mountain Nordic Ski Association has created beautiful cross-country skiing trails which are available to the community year-round for other outdoor activities such as snow-shoeing, trail hiking and cross-country running.

Dawson Creek is in need of such an outdoor recreational facility especially in these times of the COVID-19 pandemic, therefore; an opportunity for upgrades to these trails is welcomed. The Council of the City of Dawson Creek supports the application from the Bear Mountain Nordic Ski Association for a grant to upgrade the trails with ditching, grading, contouring and placing culverts.

Thank you for your consideration.

Sincerely,

Dale Bumstead  
Mayor, City of Dawson Creek

/js



We are a dynamic group making a  
meaningful impact on individuals and

their communities.

To Whom it May Concern

Bear Mountain Nordic Ski Association  
Box 21033  
Dawson Creek, BC  
V1G 4X8

Re: Grant Application PRRD

Dear Sir:

On behalf of the Rotary Club of Dawson Creek, please accept this Letter of Support to the Bear Mtn Nordic Ski Association in their application for funding for completion of the next phase of the trails upgrade.

The Rotary Clubs of Dawson Creek are long time financial supporters of the Association. As well, members of the Club volunteer their time to make the ski trails available to the Community.

In this age of COVID, facilities such as the Nordic Ski Trails are more important than ever as they are able to provide physical distancing and outdoor activity for year-round pursuits.

Sincerely,

*Keith Brown*

Keith Brown  
Acting President Rotary Club of Dawson Creek Sunrise  
250-219-2434  
keithinformed@gmail.com





October 08, 2020

Jill Squires & Pat O'Reilly  
President & Vice President  
PO Box 20133  
Dawson Creek, BC V1G 4X8

Dear Jill & Pat,

On behalf of the local Dawson Creek Special Olympics group, please accept this letter of support to the Bear Mountain Nordic Ski Association in their pursuit of the multi-phase trail upgrades project related to water diversion and management.

With the onset of the COVID-19 pandemic, the traditional sports offerings that were previously provided by the Special Olympics group has been severely altered. At the moment, we are running pilot projects across the province of British Columbia to try to reintroduce some of our sport programming, such as 5-Pin Bowling. At the local level, we will be introducing snowshoeing into our fall & winter programs as this provides a sport program where physical distancing is much easier to achieve. The trails that are provided and maintained by the Bear Mountain Nordic Ski Association will be integral to our ability to offer this program.

Furthermore, the snowshoeing program is continued through the spring and summer months with the athletes through dry land training options. The effective diversion of water under or around the trails will be crucial to ensuring the safety of the athletes while they train on the trails. The water management project will also help to ensure that the maximum number and diversity of trail offerings are able to be provided through the spring and summer months to ensure a variety of challenging options for the athletes.

If you require more information about the Special Olympics BC – Dawson Creek local, please do not hesitate to reach out.

Sincerely,

Deanna Larson  
Local Coordinator  
Special Olympics BC – Dawson Creek  
(250) 219-2362 / [localcoordinator-sobcdc@outlook.com](mailto:localcoordinator-sobcdc@outlook.com)



# PEACE RIVER REGIONAL DISTRICT

## Recreation Trails Grants-in-Aid

### Schedule "A" - Application

Date: Oct 28 2020

Society Number: S0024297

#### APPLICANT INFORMATION

1) Name of Organization: Northland Trailblazers Snowmobile Club

2) Contact Person: Bryan Chatte

Position: Treasurer

Mailing Address: Box 6283 Fort St. John B.C. V1J 4H3

Phone: [REDACTED] Fax: \_\_\_\_\_

Email: northlandtrailblazers@hotmail.com

Website: www.northlandtrailblazers.com

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)

#### 3) Purpose of your organization & description of the types of activities your organization is involved in.

We are Local recreational snowmobile club, we have been developing a local trail system in the Stewart Lake area just south of Ft. St. John. We are trying to bring a safe, easy to access snowmobile trail for ever level / skill of riders. We also use our Charlie lake facility for local rides as well, we host weekend trail rides and poker runs on these trails. Robb Lake Trail is a B.C. Rec and trails designated trail that we have invested approx. \$20,000 in trail mulching and re-directing and currently we have passed phase 1 of the emergency shelters approvals. We have invested approx. \$50,000 in to the trails we have agreements with the Province of B.C. in the past 8 years. much of this was accomplished from Grants and donations from industry and many hours of club member time and donations in kind.

#### 4) If applicable, does your organization own any facilities or properties? ☐ Yes ☒ No (please check one)

Please give the 9-1-1 address and legal description of the property that your organization either leases or owns.

14460 Centennial park ave.

#### 5) Executives of Your Organization:

##### President/Chair

Name: Brian McBrearty Phone: [REDACTED]

##### Vice President/Vice Chair

Name: Peter Bueckert Phone: [REDACTED] Email: \_\_\_\_\_

##### Treasurer

Name: Bryan Chatten Phone: [REDACTED]

##### Secretary

Name: Justin Anderson Phone: [REDACTED]



**6) Please provide a 5 year action plan for your organization.**

<b>Year 1:</b>	Repair washed bridges at KM 6 and km 8 of Stewart lake trail as well as brush clearing on trail at km 30 - 40 of trail. some dozer work required around KM 6 where there was a landslide over the trail for about 300 feet, this is to get trail usable for the 2020/2021 season due to the wet year we suffered a lot of trail damage Estimated \$5000 per bridge and 3500-5000 per day for trail clean-up expect 3 days for dozer work Approx. 25,000 for 2020
<b>Year 2:</b>	10 more KM's of trail clean up and leveling on Stewart lake trail approx 3 days of dozer work \$15,000 estimate
<b>Year 3:</b>	Rob Lake / Halfway trail Cabin site prep and delivery of materials for emergency shelters need to bring in materials via Helicopter. need quote closer to time of install
<b>Year 4:</b>	Halfway trail McQue flats emergency shelter, delivery of materials and prep site
<b>Year 5:</b>	Redfern trail hand brushing of KM 55 to KM 60 of trail

**PROPOSED PROJECT INFORMATION (please complete the questions below or attach a separate sheet)**

**7) Describe the project for which your organization is requesting funding.**

Stewart Lake Trail cleanup and bridge repair

Repair washed bridges at KM 6 and km 8 of Stewart lake trail as well as brush clearing on trail at km 30 - 40 of trail. some dozer required around KM 6 where there was a landslide over the trail for about 300 feet, this is to get trail usable for the 2020/2021 season due to the wet year we suffered a lot of trail damage Estimated \$5000 per bridge and 3500-5000 per day for trail clean-up expect 3 days for dozer work Approx. 30,000 for 2020

**8) Describe how your project will provide opportunities for healthy lifestyles – physical, mental and spiritual.**

Repairs of the main local trail the Northland trailblazers maintain will create a safe and enjoyable experience for the many snowmobiler's in the area local and visiting. the trail is Family Friendly and very close to town. We have several warm up site along the trail to make it an enjoyable day trip for all ages. Healthy, outdoor fresh air, winter activities for those in the North making winter enjoyable. Many of the Stewart Lake trail upgrades have also benefited the summer users of the trail both recreational Vehicle and biking / hiking. The moose ATV club is our partner on this Stewart Lake trail system.

**9) Describe how the project will foster "regional pride" in the natural environment of the Regional District.**

Northland trailblazers put significant effort and volunteer time into cleaning up and grooming the Stewart lake trail. I believe we have a club that prides itself in the quality and the necessity to provide a safe and enjoyable place for families and friends of all ages to enjoy the snowmobile experience Enhanced trails increase Community enjoyment of the natural environment

**10) Describe how the project will make trails more accessible for multiple different user groups and those with mobility challenges.**

The cleaning of the trail and repairing of the bridges will make the trail usable by anyone that can operate a snowmobile. we have a large parking lot we completed last year. With maps of the area and and necessary facilities for a staging area at the head of the trail



- 11) Describe how the project will utilize Crown or local government lands and measures that will be taken to avoid conflict with private lands (where applicable).**

The Trail is registered with Rec. and Trails B.C. and is a partnership with the Province of B.C., the Moose ATV club and the Northland Trailblazers Snowmobile club

- 12) Describe how the project will build on the Provincial Trails Strategy**  
([http://www.sitesandtrailsbc.ca/documents/Trail\\_Strategy%20for\\_BC.pdf](http://www.sitesandtrailsbc.ca/documents/Trail_Strategy%20for_BC.pdf))

The Provincial trails strategy objectives are exactly what we are trying to accomplish

- provide user safety
- provide sanitary conditions
- protect the environment
- protect investment in infrastructure

- 13) How many volunteers does your organization have and approximately how many hours does your membership contribute each year?**

30 - 40 members 500 - 600 hours of volunteer time

- 14) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?**

once this project is completed it will be just minor maintenance, that can be covered from Membership revenues. Moose ATV club in the past summer installed a bridge over switchback crossing near the Septimus road crossing

- 15) Please provide on a separate sheet information on how your project addresses one or more of the secondary selection criteria:**

<b>Geographic Coverage</b>	Ideally the regional trail system should be effectively distributed throughout the Regional District. Potential sites should be of interest to the whole region in the interest of servicing all residents.
<b>Environmental, education or heritage representation</b>	Representative or regionally significant landscapes should be considered when developing a new trail or preserving an existing one. Potential sites should be chosen to represent the diverse landscapes that the area encompasses. Balancing wildlife values against the proposed benefits of trail development should also be considered along with the unique historic, cultural, ecological, and educational aspects of the area.
<b>Partnerships</b>	Fostering partnerships with interest groups or other government agencies should be considered as it will aid in offsetting costs to develop and maintain existing or future regional trails.
<b>Proximity</b>	Trails that are located in close proximity to existing trails and parks or similar amenities should be considered.





<b>Already established as an unofficial trailhead</b>	Trails that are already established or maintained in a positive manner and demonstrate a high utilization rate should be considered.
<b>User and site safety and the capacity to maintain</b>	User and site must be considered to ensure the non-profit groups are able to maintain them to a reasonable and safe standard expected of a natural trail for the safe enjoyment of the public.

**18) TOTAL funds requested from the Regional District:**  
\$22,500.00

**INCLUDED THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION**

- a) Application Checklist
- b) Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding
- c) Project budget including:
  - i. Detailed cost estimates
  - ii. Sources of confirmed revenue
  - iii. Sources of revenue yet to be confirmed (i.e., pending grant applications)
  - iv. Sources of donations for labour and/or materials
- d) Three (3) quotes for any items valued at over \$3,000
- e) Current and year-end financial statements (balance sheet and income statement)
- f) Map and pictures showing the location of the project and planned route
- g) Confirmation of an agreement with Recreation and Trail Sites BC or BC Parks or a Council/Board resolution providing authorization to develop or re-establish a trail on local government property
- h) Two (2) letter of support from other organizations or groups supporting the project.

Bryan D Chatten (electronic signed 2020-11-12 5:44pm)

Signature of Applicant

Phone

## Secondary Selection Criteria

### Geographic coverage

- The Stewart Lake trail system is conveniently located between the communities of Fort St. John, Taylor, And Dawson Creek. User also come from other surrounding areas to use this trail system as well

### Environmental, Education, or Heritage Representation

- The Stewart Lake Trail is already a designated trail system (registered with Recreation sites and trails BC) that was designed to allow for consideration of the diverse terrain, wildlife viewing, and secondary emergency access if required
- We host a cleanup event early in the season to gather up any garbage or debris that may have accumulated from the summer season
- We encourage new riders and members to come for the first ride to familiarize them with the are and the trails. Identify hazards and promote safe riding

### Partnerships

- The Stewart Lake trail has a Joint tenure with the Moose ATV Club, and is also enjoyed by many other users including hiker, Skiers, and horse riders

### Proximity

- The Stewart Lake Trail is part of a trail system cover hundreds of Kilometers of trails

### Official Trailhead

- The Stewart Lake Trail is established and Registered with Recreation Sites and Trails BC. We have completed the new parking lot and installed an information Kiosk. The clubs maintain the parking lot, trails and warm up shelters as well as signage

### User and Site Safety and the Capacity to Maintain

- The Northland Trailblazers currently maintains over 800 KM's of trails in the Peace river Area. We have an annual program that focuses on maintenance to ensure that the trails are safe for all users.

**Northlandtrailblazers 2020 Financial statements to date**

	Start	Expenses	Revenue	End total
January	53,081.94	3503	3208.63	52,787.57
February	52,787.57	619.92	4500.74	56,668.39
March	56,668.39	2815.99	770.29	54,622.69
April	54,622.69	3225.2	3619.2	55,016.69
May	55,016.69	179.75	0	54,836.94
June	54,836.94	6.5	381.85	55,212.29
July	55,212.29	6.5	0	55,205.79
August	55,205.79	6.5	0	55,199.29
September	55,199.29	300.23	0	54,899.06
October	54,899.06	820.25	1480	55,558.81

**2020/2021 Stewart lake trail restoration grant budget**

TASK for budget

Estimated budget

Bridge 1 repair KM 6	5000
Bridge 2 repair KM 8	5000
Bridge 3 repair KM 36	5000
Trails restoration 10kms	15000
	30000
Northland Trailblazers	7500
PRRD Recreation Trails Grants in Aid	22,500



Invoice number	Quote
Date	04-Nov-20

**Sold to: Northland Trail Blazers Snowmobile Club**

[illegible]





Invoice number	Quote
----------------	-------

Date 04-Nov-20

~~~~~

[illegible]



✉ 6494 Airport Road  
P.O. Box 6357, Fort St. John, B.C., V1J 4H8  
☎ 250-787-7707  
@ info@wlconstruction.com

Nov 9 2020

Att Bryan Chatten (northland trailblazers)

Price \$4900

Thanks for asking us to bid on your project.  
As per our conversation the cost for clearing trail on the Stewart Lake trail system.  
Cost includes  
our dozer,  
delivered with truck and trailer  
and operator and helper

We look forward to hearing from you on this project.

Jadon Christianson  
Millwork foreman / WL construction Ltd  
jadon@wlconstruction.com

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*We thank you for the opportunity to price this project and look forward to hearing from you with any questions or concerns you may have.*

*Payment for work completed will be due thirty (30) days after date of invoicing.*

---



DATE:  
CONTACT: TJ Corr  
CELL: (250)265-7422  
EMAIL: highmarktj@gmail.com

LSD:  
FIELD:  
AFF:  
PO:

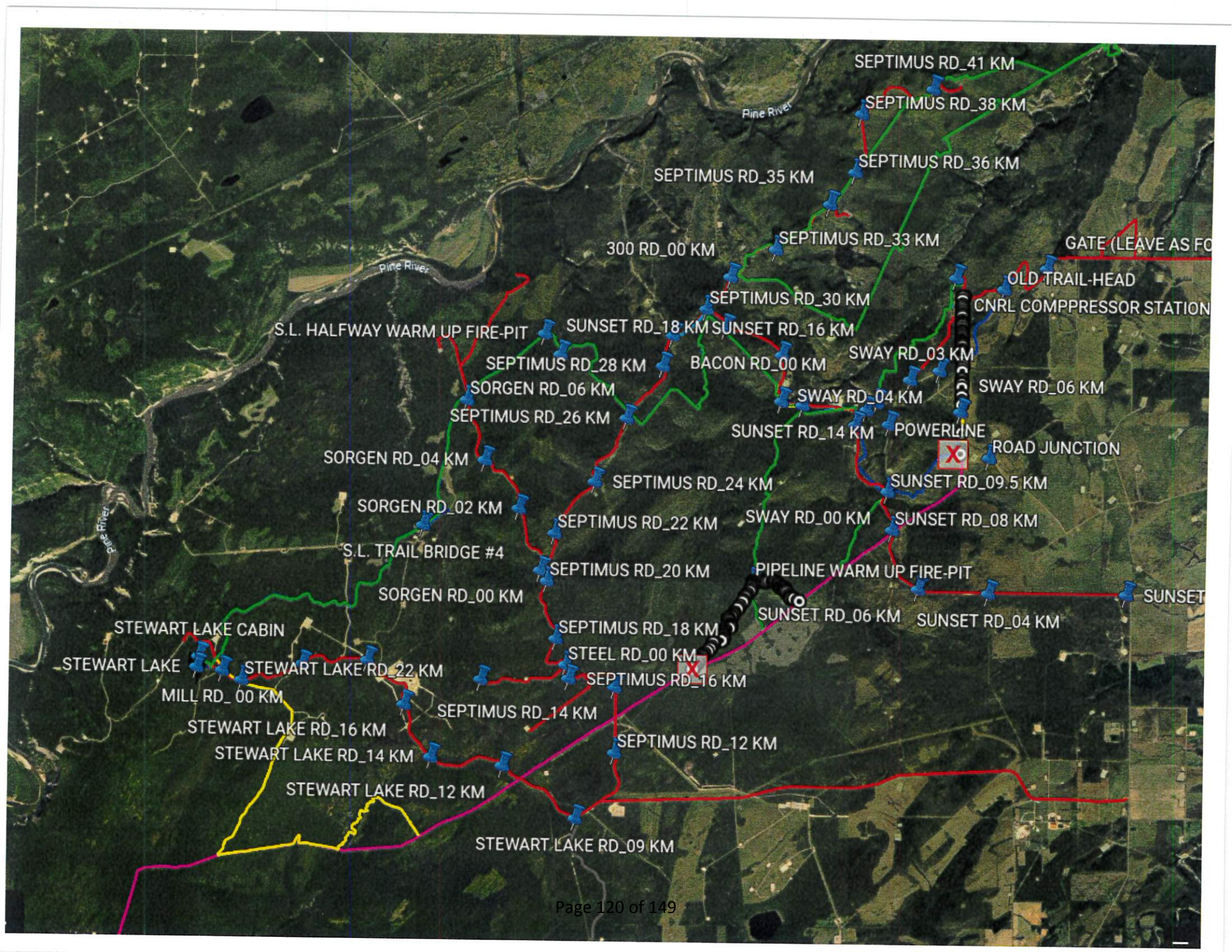
INVOICED

TOTAL DISCOUNT \$

|             |          |
|-------------|----------|
| SUBTOTAL \$ | 5,220.00 |
| SALES TAX   |          |
| TOTAL \$    | 5,220.00 |

**THANK YOU FOR YOUR BUSINESS!**







Section of the trail damaged







Where trail slid to road



What the bridges looked like

|                                        |                                                                           |
|----------------------------------------|---------------------------------------------------------------------------|
| Date: <u>Nov. 10 2020</u>              |                                                                           |
| Topic :                                | Discuss and vote for approval of grant application for Stewart Lake trail |
| Signatures of Approval                 |                                                                           |
| Brian McBrearty - President            | X <u>Brian McBrearty</u>                                                  |
| Peter Bueckert - Vice President        | X <u>Peter Bueckert</u>                                                   |
| Jadon Christenson - Facilities Manager | X _____                                                                   |
| Bryan Chatten - Treasurer              | X <u>Bryan Chatten</u>                                                    |
| Kelly Kassian - Trailmaster            | X <u>Kelly Kassian</u>                                                    |
| Jake Baker - Memberships               | X <u>Jake Baker</u>                                                       |



## British Columbia Snowmobile Federation

PO Box 277, Keremeos, BC V0X 1N0

P: 250.499.5117 | F: 250.499.2103 | TF: 877.537.8716

[office@bcsf.org](mailto:office@bcsf.org) | [www.bcsf.org](http://www.bcsf.org) | [www.LetsRideBC.com](http://www.LetsRideBC.com)

November 16, 2020

To whom it may concern,

We understand that the Northland Trail Blazers Snowmobile Club and its partners are seeking funding to do some much-needed trail maintenance and brushing on their Stewart Lake Motorized Trail. This trail is important to local and family users because it is located close to town and is easily accessible. In order to have the trail groomed during the winter it is important that all brush and trees on the trail is removed and any ruts created by summer users are filled.

The BCSF supports many trail projects but we focus on trails that improve recreational opportunities and connectivity between communities. Therefore, the BC Snowmobile Federation would like to offer our complete support to this project by the Northland Trail Blazers Snowmobile Club. We hope that all possible funding agencies will consider the economic impact of outdoor recreation, including snowmobiling, is to the community of Fort St John. We also hope that they will assist the Northland Trail Blazers Snowmobile Club and its partners in their endeavor to improve their trail system with this project.

Sincerely,

Donegal Wilson  
Executive Director

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### Community | Integrity | Engagement | Leadership

MISSION STATEMENT "The British Columbia Snowmobile Federation is dedicated to provide strong leadership and support to member clubs to establish, maintain and protect quality opportunities for organized snowmobiling in British Columbia and to promote the safe and environmentally responsible use of these opportunities."



M.O.O.S.E. Atv Club  
RPO Downtown  
PO Box 269  
Fort St. John BC  
V1J 0K9

November 10, 2020

PRRD Trails Grant Application.

The Northland Trailblazers Snowmobile Club of Fort St. John BC has the support of the M.O.O.S.E Atv Club for their proposed "Stewart Lake Trail Cleanup and Bridge Repair" Project being submitted for consideration under the PRRD Trails Grant Program.

Sincerely

Treasurer

**Derry Randall**



Club Contact:  
Email: [mooseatvclub@gmail.com](mailto:mooseatvclub@gmail.com)



November 25<sup>th</sup>, 2020

Peace River Regional District  
Jill Rickert, Grant Coordinator  
[Jill.Rickert@prrd.bc.ca](mailto:Jill.Rickert@prrd.bc.ca)

**Re: Letter of Support for the Northland Trail Blazers Snowmobile Club**

Recreation Sites & Trails BC (RSTBC) is pleased to provide this letter to the Northland Trail Blazers Snowmobile Club (NTBSC) in support of their current initiative to help repair and improve the Stewart Lake Motorized Trail (REC32204).

REC32204 is an established Recreation Trail that is located near both Dawson Creek & Fort St. John. It is a multi-use trail system that is currently used by ATV's, Snowmobiles, & Equestrians. Due to the wet soil conditions in the area and the heavy summer use the trails receive, the trails have become quite damaged and are no longer safe & enjoyable for inexperienced snowmobile users.

NTBSC would like to help promote this trail system as a local, safe, & enjoyable family riding area. The intent of NTBSC's proposed project is to help repair and improve the trail damage, so that it is accessible for snowmobile users of all experience levels to use. The project will involve trail clearing of regrown brush & surface leveling to help smooth out deep ruts that have developed. This will allow the trails to be smooth enough to be groomed during the winter months.

NTBSC has been a dedicated and long-standing partner of RSTBC. They are an established club with strong community connections. They have demonstrated perseverance, patience, and dedication in helping provide recreational opportunities for our residents.

Please do not hesitate to contact me if you require any further information or have any other questions regarding NTBSC.

Yours truly,

Denise Booy, RFT  
District Recreation Officer - Peace-Fort Nelson  
Phone: (250) 719-4993 // Email: [Denise.Booy@gov.bc.ca](mailto:Denise.Booy@gov.bc.ca)

**RECREATIONAL TRAILS GRANTS-IN-AID**

|            |                |                        |                  |
|------------|----------------|------------------------|------------------|
| Department | Administration | Policy No.             | 0340-28          |
| Section    | Finance        | Date Approved by Board | February 8, 2018 |
| Repeals    |                | Board Resolution #     | RD/18/02/30      |

|          |                   |                        |                   |
|----------|-------------------|------------------------|-------------------|
| Amended  | September 3, 2015 | Date Approved by Board | September 3, 2015 |
|          |                   | Board Resolution #     | RD/15/09/23       |
| Repealed |                   | Date Approved by Board |                   |
|          |                   | Board Resolution #     |                   |

**1. Purpose**

- 1.1 The Peace River Regional District recognizes the importance of recreational trails for its citizens in terms of enhanced quality of life, health and well-being, economic benefits, protection and conservation of the environment and preservation of local history and culture. In accordance with the Peace River Regional District's Parks and Trails Master Plan, the Regional District aims to provide support and supplemental funding for the development, maintenance and improvements of recreational trails within the region for public use.

**2. Definitions**

- 2.1 *Board of Directors* in this document refers to the Peace River Regional District's Board of Directors.
- 2.2 *Capital infrastructure* is defined as the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life.
- 2.3 *Debt* is defined as an amount owed to a person or organization for services, products or loans funds not yet paid for.
- 2.4 *Funding amendment* is defined as the reallocation of funds from a previously approved project to a new project or new project location.
- 2.5 *Minor capital equipment* is defined as equipment valued at under \$3,000 and has an extended lifetime over one year.
- 2.6 *Major capital equipment* is defined as equipment valued at over \$3,000.
- 2.7 *Operation funding* is defined as funding provided for costs to ensure the day to day operation of a trail such as insurance and supplies.
- 2.8 *Supplemental funding* is defined as funding that is an addition to other sources of funds or revenue.



- 2.9 *Wages* is defined as any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.

### 3. Policy

#### 3.1 Regional Trails Grant Funding

- a. Funding for recreational trail grants will be subject to annual review by the Regional Parks Committee and must be approved by the Board of Directors in the annual financial plan.
- b. Annual recreational trail grant funding will not exceed \$75,000 per year unless determined by resolution of the Board of Directors.

#### 3.2 Eligible Applicants

An eligible applicant must:

- a. be a registered non-profit society in good standing with the Province of BC; and
- b. be based in the Peace River Regional District.

#### 3.3 Application Limit

Each organization is allowed to submit no more than one application per year.

#### 3.4 Amount of Grant

The cost-sharing formula will be up to a maximum of a 75% Regional District contribution, with the balance being the applicant contribution.

#### 3.5 Eligible Projects

Eligible projects must:

- a. be for construction, renewal, maintenance or expansion of recreational trails available for public use within the Peace River Regional District;
- b. not start construction prior to approval of the application;
- c. be duly authorized by resolution of the society(s) making the application – joint applications for partnership projects must include a resolution by all partner organizations;
- d. be supported by at least one of the following land tenure arrangements:
  - i. Provincial land tenure agreement which may include a Recreation and Trail Sites BC Agreement, Park Use Permit, or nominal rent tenure (e.g., license of occupation);
  - ii. private land owned by the applicant non-profit organization; or
  - iii. local government agreement supported by Council or Board resolution for projects on local government land; and
- e. avoid creating interface conflict between Crown and private lands.

#### 3.6 Eligible Costs

Eligible costs are defined as all direct costs properly and reasonably incurred and paid solely and specifically in relation to the project. Eligible costs include:

- a. Trail and amenity design and engineering costs;
- b. Construction costs;





- c. Purchase of capital infrastructure (i.e., bridges, warming shelters);
- d. Purchase of signage and trail markers;
- e. Marketing and promotion of the project upon completion;
- f. Volunteer celebration activities;
- g. Training and safety courses; and
- h. Rental of major and minor capital equipment.

### 3.7 Ineligible Costs

Ineligible costs include:

- a. Administrative costs and overhead;
- b. Purchase of major capital equipment purchases (i.e., mulchers, quads, etc.);
- c. Purchase of minor capital equipment (i.e., chainsaws).
- d. Payment of debt;
- e. Direct payment of wages or volunteer honorariums; and
- f. Land acquisition.

### 3.8 Applicant Selection Criteria

- a. Primary project selection criteria will be focused on whether the project:
  - i. Provides opportunities for healthy lifestyles – physical, mental and spiritual;
  - ii. Fosters “regional pride” in the natural environment of the Regional District;
  - iii. Strives to make recreational trails accessible for multiple different user groups and those with mobility challenges;
  - iv. Utilizes public lands (Crown or local government) while avoiding conflict with private lands; and
  - v. Builds on the Provincial Trails Strategy (i.e., Connecting Communities).
- b. Secondary consideration will be given to the degree to which projects meet one or more of the following criteria:
  - i. *Geographic coverage*: ideally the regional trail system should be effectively distributed throughout the Regional District. Potential sites should be of interest to the whole region in the interest of servicing all residents.
  - ii. *Environmental, education or heritage representation*: representative or regionally significant landscapes should be considered when developing a new trail or preserving an existing one. Potential sites should be chosen to represent the diverse landscapes that the area encompasses. Balancing wildlife values against the proposed benefits of trail development should also be considered along with the unique historic, cultural, ecological, and educational aspects of the area.
  - iii. *Project and ongoing operational costs*: development, maintenance and ongoing operational costs must be identified to be reasonably manageable by the organization responsible for trail development and ongoing management.
  - iv. *Partnerships*: fostering partnerships with interest groups or other government agencies should be considered as it will aid in offsetting costs to develop and maintain existing or future regional trails.



- v. *Proximity*: trails that are located in close proximity to existing trails and parks or similar amenities should be considered.
- vi. *Already established as an unofficial trailhead*: trails that are already established or maintained in a positive manner and demonstrate a high utilization rate should be considered.
- vii. *User and site safety and the capacity to maintain*: user and site must be considered to ensure the non-profit groups are able to maintain them to a reasonable and safe standard expected of a natural trail for the safe enjoyment of the public.

### 3.9 Mandatory Application Documentation

Applicants must submit the following documents in their application:

- a. Completed application form (Schedule 'A')
- b. Application checklist (Schedule 'D')
- c. Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding
- d. Project budget which includes:
  - i. Detailed cost estimates;
  - ii. Sources of confirmed revenue;
  - iii. Sources of revenue yet to be confirmed (i.e., other grant applications still pending decision); and
  - iv. Sources of confirmed donations for labour and/or materials.
- e. Three (3) quotes for any items valued at over \$3,000
- f. Current and year-end financial statements (balance sheet and income statement)
- g. Map and pictures showing the location of the project and planned route
- h. Evidence of a land tenure agreement with the Province of BC or local government or proof of ownership by the non-profit organization.
- i. Two (2) letters of support from other organizations or groups supporting the project

*Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility. Late applications will not be accepted.*

### 3.10 Application Deadline

Applications must be received by the Regional District by November 15 of each year.

### 3.11 Adjudication Process

- a. The Regional Parks Committee and the Board of Directors have the have the discretion to accept, reject or amend any application. Applications may be rejected for the following reasons:
  - i. Incomplete or late applications;
  - ii. Failure to maintain society status;
  - iii. Failure to rationalize the need for funding; or
  - iv. Failure to prove that the project is in the best interest of the community at large.



- b. Upon receipt of applications, the Regional Parks Committee will meet to review all eligible applications and to make funding recommendations to the Board of Directors for final decision.
- c. All applications will be adjudicated based on need, availability of funds in the fiscal year and selection criteria noted in section 10 of this policy.
- d. Successful applicants will be advised of the Board's decision by April 15 of each year subject to the adoption of the Annual Financial Plan and funding for the grant has been approved by the Board of Directors.

### 3.12 Unallocated Funds

Any funds that are not allocated in a calendar year shall be utilized to reduce the tax requisition in the next calendar year.

### 3.13 Unspent Funds

- a. Organizations must utilize allocated funds within three (3) years of ratification by the Board of Directors and will not be permitted to carry over funds past three years.
- b. Any funds not claimed by an organization after three (3) years will be returned to the service area by resolution of the Board of Directors and utilized to reduce the tax requisition in the next calendar year.

### 3.14 Claim Reimbursement

- a. Approved applications must provide proof of costs by submitting invoices and a completed claim form attached as Schedule 'B'.
- b. Copies of all invoices must be submitted for expense claim reimbursement. Claims may not be made for goods or services incurred before the approval of the grant.
- c. In exceptional circumstances, organizations may request in advance the total or partial payment of the approved grant from the Regional District. Organizations must make this request in writing to the Chief Financial Officer.

### 3.15 Annual Reports

- a. All organizations that receive a Regional Trails Grant-in-Aid must complete an Annual Report as attached hereto as Schedule 'C' by the last calendar day in December.
- b. Funds for the current year will not be reimbursed to an organization until any outstanding Annual Reports for that organization have been received by the Regional District.
- c. Photos must be provided showing project progress and/or completion as part of the annual report.

### 3.16 Funding Amendment

- a. Organizations may apply for a funding amendment to reallocate funds already approved by the Board of Directors only in exceptional circumstances where the following may occur:



- i. An emergency situation has occurred and if not rectified immediately it will pose a liability to the organization (e.g., major bridge crossing lost and poses a hazard to the public); or
  - ii. The location or scope of the project is required to be moved or altered to meet requirements imposed by the land owner; or
  - iii. They have completed their project with the funds allocated and have outstanding funds remaining.
- b. Applicants must provide:
  - i. a completed funding amendment form;
  - ii. a resolution of support from their organization;
  - iii. a letter from the property owner (e.g., Crown, local government, etc.) detailing why the amendment is necessary, their support of the change to the project and their authorization to proceed; and
  - iv. a map of the area(s).
- c. Staff are delegated the authority to approve utilization of excess funds to enhance the same project, to a maximum of fifteen (15) % of the total grant.
- d. The Regional Board has the discretion to approve or deny all funding amendment requests.

### 3.17 Recognition

- a. Grant recipients will recognize the financial contributions of the Regional District by prominently displaying a plaque or sign at the trail head.
- b. Grant recipients who maintain websites, social media sites and/or membership newsletters will provide Regional District with recognition in the form of prominently displaying a note of thanks next to the Regional District's logo.
- c. Grant recipients may be requested to issue a joint press release and photo with the Regional District from time to time.

|                       |                                            |
|-----------------------|--------------------------------------------|
| Affiliated Procedures | Schedules A, B, C, D, and E to this Policy |
|-----------------------|--------------------------------------------|





# REPORT

To: Regional Parks Committee

Report Number: CS-RPC-005

From: Trish Morgan, General Manager of Community Services

Date: November 26, 2020

**Subject: 2021 Budget Review – Function 200 Regional Parks**

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## **RECOMMENDATION #1:**

That the Regional Parks Committee recommend that the Regional Board include the draft 2021 Budget for Function 200 – Regional Parks in the 2021 Financial Plan.

## **RECOMMENDATION #2:**

That the Regional Parks Committee recommend that the Regional Board approve the Supplementary Request to hire a qualified consulting firm to complete a Regional Active Transportation Plan to a maximum of \$100,000; further, that it be included in the 2021 Financial Plan.

## **RECOMMENDATION #3:**

That the Regional Parks Committee recommend that the Regional Board approve the Supplementary Request to hire a qualified consulting firm to complete Facility Condition Assessments for PRRD owned or tenured Community Recreation Facilities, to a maximum of \$90,000; further, that it be included in the 2021 Financial Plan.

## **BACKGROUND/RATIONALE:**

### **Core Budget:**

Overall, the operations budget for the function (exclusive of the supplemental requests) has increased from \$847,817 to \$906,560 – an increase of \$58,743. The requisition has decreased from \$495,863 in 2020 to \$465,560 if supplemental requests are not included.

- General expenditures increased from \$229,012 in 2020 to \$350,398 in 2021 an increase of \$121,386. Field Services wages are allocated based on actual documented staff time from 2019. Blackfoot capital upgrades and regular repairs and maintenance of all parks as per the regular inspection routine were the main reasons for the increase in time spent by field services staff and the resulting increased wage expense allocated to this function.
- Legal review costs increased to \$35,000 in order to investigate transferring PRRD owned community halls to the facility operators.
- Vehicle allocations have increased by \$27,812 as a result of increased allocations of vehicle usage, which is reflective of having in-house staff conduct the majority of park maintenance and projects. Allocations for vehicle usage are charged back to the applicable functions that utilize vehicles and are based on the tracked vehicle use actuals from the known previous year (2019).

- Feasibility studies include \$23,253, carried over from 2020, to complete the Connecting Communities Trails Project.
- Blackfoot Regional Park operating budget has decreased by \$9,440.
  - The estimated cost of electricity is included in this budget as 10 sites are now powered. Telephone and internet services are budgeted for this park for the first time, which will include satellite internet and telephone service to the Caretaker Office.
  - The cost of electrical utilities is anticipated to be offset by fees charged at the park (which will need to be approved by the Regional Parks Committee and Board).
  - \$55,200 has been budgeted for the Park Caretaker contract for service (approved by the Board in May, 2020).
  - Minor capital items not purchased in 2020 have been carried forward to 2021, including new signage, garbage receptacles, outhouse replacement or repair, and picnic tables.
  - Funding has also been budgeted for ongoing maintenance to the facilities, roads, and infrastructure.
- Minaker River Regional Park budget has increased by \$3,699, due in part to the expected road repair that will be required in the summer.
  - Minor capital items not purchased in 2020 have been carried forward to 2021, including new signage, garbage receptacles, outhouse replacement or repair, and picnic tables.
  - Funding has also been budgeted for ongoing maintenance to the facilities, roads, and infrastructure.
- Montney Centennial Regional Park core operating budget has decreased by \$7,200.
  - This decrease is due to removing minor capital funding for trails in the park (\$20,000 budgeted in 2020).
  - Minor capital items not purchased in 2020 have been carried forward to 2021, including new signage, garbage receptacles, and picnic tables.
  - Funding has also been budgeted for ongoing maintenance to the facilities, roads, and infrastructure.
- Spencer Tuck Regional Park operating budget decreased by \$5,300 over 2020 budget due to less being allocated for the road and parking lot.
  - Funding for minor capital not completed in 2020 has been carried forward for completion in 2021. This will include creating a turnaround area for the boat launch and capping off the tank found at the park.
- Swan Lake Weir has increased by \$50,200.
  - For 2021 the Electoral Area 'D' Director has allocated \$50,000 of Fair Share for repairs and maintenance for this infrastructure.
- Sundance Lake Regional Park has increased modestly from \$13,400 in 2020 to \$16,150 in 2021.
  - This includes carrying forward funds for new signage, and the archaeological assessment, and building a new information kiosk
- Insurance for PRRD owned community halls and recreation grounds increased to \$11,900 from \$5,864 due to a reallocation of insurance costs across budget functions.

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**Prior Year, One-Time Items:**

At Blackfoot Regional Park, the Caretaker Site Development Project and Campsite Area 'B' Construction Project were completed in 2020. The caretaker site is now complete with a fenced compound for the Caretaker RV, septic, water and electrical service, and caretaker office/storage building.

Campsite Area "C" at Blackfoot Regional Park was not completed, and is recommended to be re-budgeted for in 2021.

Archaeological Overview Assessments were not completed at Minaker River Regional Park or at Sundance Lake Regional Park. It is recommended that these expenses be carried forward to 2021 for completion.

Montney Centennial Regional Park Trail was budgeted for at a cost of \$20,000 in 2020. This project was not completed due to the anticipated work that needed to be completed to improve the access road. Funds for trail development have not been carried forward at this time.

\$40,000 was budgeted in 2020 to upgrade the road at Montney Centennial Regional Park. A qualified engineering firm was hired to complete a plan and cost estimate for the repair of the road including erosion control and improving the outflows into Charlie Lake. The access road to Montney Centennial Regional Park is built at a relatively steep grade, and during periods of high precipitation or in the spring during runoff, the road often washes out which creates a potential hazard for park users. In order to mitigate this risk and to improve access to this park, a qualified engineering firm was hired in 2020 to create a report detailing the proposed repairs and improvements to the access road and drainage, including the estimated cost for repair, proposed timeline for works, and specification for the works. The report estimated that the investment to the road would be in the order of \$691,000 including contingency, engineering, permits, and construction but could be more depending on the availability of riprap. Staff will work in 2021 to determine if the road work can be conducted in phases prior to bringing back a report and supplemental request for the Regional Parks Committee and Regional Board to consider.

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**Supplemental Items:****Supplemental Request #1 - Regional Active Transportation Plan \$100,000:**

Significant grant funding was announced in 2020 for trails construction and infrastructure through the B.C. Active Transportation Infrastructure Grants Program (to a maximum of \$500,000 per project). However, in order to qualify to apply for this funding local governments and first nations must have an Active Transportation Network Plan (or equivalent). An Active Transportation Network Plan would support active transportation for all ages and abilities – walking, jogging, hiking, cycling, etc. The plan will include a review of active transportation in the Region, a review of existing documents, policies, and ongoing projects, public consultation, standards for planning and design, maintenance standards and recommendations for implementation of the plan.

To offset the cost of developing the plan a \$50,000 grant can be applied for by the PRRD. Once the plan has been developed it will provide opportunities to apply for significant capital funding for trails through

B.C. Active Transportation Infrastructure Grants Program, Investing in Canada Infrastructure Program, Bike BC the Federal of Canadian Municipalities. Such as those currently being examined:

- Wonowon Trail;
- Prespatou Trail;
- Dawson Creek to Pouce Coupe trail; and
- Fort St John to Charlie Lake trail.

#### **Supplemental Request #2 - Facility Condition Assessments \$90,000:**

As a requirement of the asset management planning process (one of the Board's Strategic Initiatives), facility condition assessments must be completed for the following facilities in 2021;

|                         |          |
|-------------------------|----------|
| ○ Cache Creek Hall      | \$15,000 |
| ○ Golata Creek Hall     | \$15,000 |
| ○ Jackfish Hall         | \$15,000 |
| ○ Moberly Lake Hall     | \$15,000 |
| ○ North Peace Fall Fair | \$15,000 |
| ○ Upper Halfway Hall    | \$15,000 |

The Kelly Lake Community Centre and Osborn Hall condition assessments were completed in 2019.

None of the recreation grounds, which are under a license of occupation, have been included for condition assessments as they can be completed by staff once training has been provided.

#### **ALTERNATIVE OPTIONS:**

1. That the Regional Parks Committee provide further direction.

#### **STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

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

##### **Core Budget:**

The requisition for operations is set to decrease from \$495,863 to \$461,560 - a decrease of \$34,303.

- If all supplemental requests are approved, there will be an increase of \$190,000 to the operations budget.
  - If the Active Transportation Plan is approved a \$50,000 grant has been included in the budget to offset the cost of the plan (\$100,000)
  - If the condition assessments are approved there will be an increase of an additional \$90,000 to the requisition
- \$325,000 will be carried over as a surplus from 2020 for operations.
- \$55,000 is estimated to be allocated as grants-in-lieu for operations.
- \$15,000 is allocated as recovered costs from camping fees.
- \$50,000 in Area D Fair Share has been included for repairs and maintenance for the Swan Lake Weir



**Capital Budget:**

- \$46,000 will be carried over as surplus from 2020 to complete the Campsite Area 'C' Project at Blackfoot Regional Park in addition to \$44,000 from requisition for a total of \$90,000.

**Requisition & Estimated Tax Rates:****Operating & Capital Budget *without* supplemental requests:**

- 2020 = \$552,000 tax rate of \$0.0211/\$1,000 on improvements only
- 2021 = \$505,560 estimated tax rate of \$0.0193/\$1,000 on improvements only
  - *based on 2020 assessment information*

**Operating & Capital Budget *with* supplemental requests**

- 2021 = \$645,560 estimated tax rate of \$0.0247/\$1,000 on improvements only
  - *based on 2020 assessment information*

|                       |            | 2020     | 2021 (w/ supp) |
|-----------------------|------------|----------|----------------|
| Value of Improvements |            | 0.0211   | 0.0247         |
| \$                    | 150,000.00 | \$ 3.17  | \$ 3.71        |
| \$                    | 300,000.00 | \$ 6.33  | \$ 7.41        |
| \$                    | 450,000.00 | \$ 9.50  | \$ 11.12       |
| \$                    | 600,000.00 | \$ 12.66 | \$ 14.82       |

**COMMUNICATIONS CONSIDERATION(S):**

None

**OTHER CONSIDERATION(S):**

None

**Attachments:**

1. Budget
2. Supplementary Request – Active Transportation Plan
3. Supplementary Request – Facility Condition Assessments



General Operating Fund

200 Regional Parks

|                                            | 2019<br>Actuals | 2019<br>Approved<br>Budget | 2020<br>Actuals | 2020<br>Approved<br>Budget | 2021<br>Actuals | 2021<br>1. Provisional Budget<br>Budget |
|--------------------------------------------|-----------------|----------------------------|-----------------|----------------------------|-----------------|-----------------------------------------|
| REVENUES                                   |                 |                            |                 |                            |                 |                                         |
| 1-0010 Requisition                         |                 |                            |                 |                            |                 |                                         |
| 01-1-0010-0010 Electoral                   |                 | (190,834.00)               |                 | (495,863.00)               |                 | (601,560.00)                            |
| 01-1-0010-0011 Municipal                   |                 | (75,874.00)                |                 |                            |                 |                                         |
| 01-1-0010-0015 Requisition                 |                 |                            |                 |                            |                 |                                         |
| <b>Total 1-0010 Requisition</b>            |                 | (266,708.00)               |                 | (495,863.00)               |                 | (601,560.00)                            |
| 1-0020 Surplus/Deficit                     |                 |                            |                 |                            |                 |                                         |
| 01-1-0020-0020 Surplus/Deficit             | (248,759.00)    | (248,759.00)               |                 | (135,454.00)               |                 | (325,000.00)                            |
| <b>Total 1-0020 Surplus/Deficit</b>        | (248,759.00)    | (248,759.00)               |                 | (135,454.00)               |                 | (325,000.00)                            |
| 1-0030 Grants                              |                 |                            |                 |                            |                 |                                         |
| 01-1-0030-0030 Federal Grants-in-lieu      |                 |                            |                 |                            |                 |                                         |
| 01-1-0030-0031 Provincial Grants-in-lieu   | (44.04)         | (25,500.00)                |                 | (40,000.00)                |                 | (55,000.00)                             |
| 01-1-0030-0033 Provincial                  |                 | (30,000.00)                |                 |                            |                 |                                         |
| 01-1-0030-0034 Municipal Grants-in-lieu    | (185.85)        |                            |                 |                            |                 |                                         |
| 01-1-0030-0037 Provincial Conditional      |                 |                            |                 |                            |                 | (50,000.00)                             |
| <b>Total 1-0030 Grants</b>                 | (229.89)        | (55,500.00)                |                 | (40,000.00)                |                 | (105,000.00)                            |
| 1-0040 Recovery of Costs                   |                 |                            |                 |                            |                 |                                         |
| 01-1-0040-0000 General - Recovery of Costs |                 | (1,000.00)                 |                 | (30,000.00)                |                 | (15,000.00)                             |
| <b>Total 1-0040 Recovery of Costs</b>      |                 | (1,000.00)                 |                 | (30,000.00)                |                 | (15,000.00)                             |
| 1-0070 Investment Income                   |                 |                            |                 |                            |                 |                                         |
| 01-1-0070-0071 Interest on Reserves        | (841.56)        |                            |                 |                            |                 |                                         |
| <b>Total 1-0070 Investment Income</b>      | (841.56)        |                            |                 |                            |                 |                                         |
| 1-0120 Administration                      |                 |                            |                 |                            |                 |                                         |
| 01-1-0120-0040 Administration Fees         |                 |                            |                 |                            |                 |                                         |
| <b>Total 1-0120 Administration</b>         |                 |                            |                 |                            |                 |                                         |
| 1-0140 Transfer from Reserves              |                 |                            |                 |                            |                 |                                         |
| 01-1-0140-0142 Fair Share Reserve          |                 |                            |                 |                            |                 | (50,000.00)                             |
| 01-1-0140-0143 Rural Loan Fund Reserve     |                 |                            |                 |                            |                 |                                         |



General Operating Fund

200 Regional Parks

|                                              | 2019<br>Actuals | 2019<br>Approved<br>Budget | 2020<br>Actuals | 2020<br>Approved<br>Budget | 2021<br>Actuals | 2021<br>1. Provisional Budget<br>Budget |
|----------------------------------------------|-----------------|----------------------------|-----------------|----------------------------|-----------------|-----------------------------------------|
| 01-1-0140-0144 Gas Tax Reserve               |                 |                            |                 |                            |                 |                                         |
| 01-1-0140-0145 Peace River Agreement Reserve | (11,171.56)     | (25,000.00)                |                 |                            |                 |                                         |
| <b>Total 1-0140 Transfer from Reserves</b>   | (11,171.56)     | (25,000.00)                |                 |                            |                 | (50,000.00)                             |
| 1-7180 REGIONAL PARKS *                      |                 |                            |                 |                            |                 |                                         |
| 01-1-7180-0120 Grants-in-lieu (REG PARKS)    |                 |                            |                 |                            |                 |                                         |
| <b>Total 1-7180 REGIONAL PARKS *</b>         |                 |                            |                 |                            |                 |                                         |
| TOTAL REVENUES                               | (261,002.01)    | (596,967.00)               |                 | (701,317.00)               |                 | (1,096,560.00)                          |
| EXPENDITURES                                 |                 |                            |                 |                            |                 |                                         |
| 2-1000 General Expenditures                  |                 |                            |                 |                            |                 |                                         |
| 01-2-1000-1010 Wages - Full Time             | 5,366.20        | 116,882.00                 |                 | 97,476.00                  |                 | 178,550.00                              |
| 01-2-1000-1030 Benefits                      | 1,457.76        | 20,498.00                  |                 | 22,158.00                  |                 | 41,635.00                               |
| 01-2-1000-1040 WCB                           | 68.02           |                            |                 |                            |                 | 1,032.00                                |
| 01-2-1000-2030 Phone/Internet                | 101.66          | 1,500.00                   |                 | 1,500.00                   |                 | 1,500.00                                |
| 01-2-1000-2050 Miscellaneous                 |                 | 4,000.00                   |                 |                            |                 |                                         |
| 01-2-1000-2055 Contingency                   |                 |                            |                 | 2,266.00                   |                 | 1,216.00                                |
| 01-2-1000-2065 Insurance - Property          |                 |                            |                 |                            |                 |                                         |
| 01-2-1000-2070 Insurance - Liability         | 2,006.22        | 2,958.00                   |                 | 3,017.00                   |                 |                                         |
| 01-2-1000-2110 R&M - Buildings               |                 |                            |                 |                            |                 |                                         |
| 01-2-1000-2120 R&M - Equipment               | 613.97          |                            |                 |                            |                 |                                         |
| 01-2-1000-2130 R&M - Machinery               |                 |                            |                 | 1,500.00                   |                 | 1,500.00                                |
| 01-2-1000-2150 Electricity                   | 280.56          |                            |                 | 1,500.00                   |                 | 1,500.00                                |
| 01-2-1000-3010 Travel                        |                 | 3,000.00                   |                 | 5,000.00                   |                 | 1,500.00                                |
| 01-2-1000-3016 Mileage                       |                 |                            |                 |                            |                 | 500.00                                  |
| 01-2-1000-3020 Meals                         |                 | 500.00                     |                 |                            |                 | 500.00                                  |
| 01-2-1000-3025 Meals - in region             |                 |                            |                 |                            |                 |                                         |
| 01-2-1000-3030 Training & Development        |                 | 5,000.00                   |                 | 7,500.00                   |                 | 7,615.00                                |
| 01-2-1000-3040 Conferences & Seminars        |                 | 1,500.00                   |                 | 1,700.00                   |                 | 2,850.00                                |



General Operating Fund

200 Regional Parks

|                                                    | 2019<br>Actuals | 2019<br>Approved<br>Budget | 2020<br>Actuals | 2020<br>Approved<br>Budget | 2021<br>Actuals | 2021<br>1. Provisional Budget<br>Budget |
|----------------------------------------------------|-----------------|----------------------------|-----------------|----------------------------|-----------------|-----------------------------------------|
| 01-2-1000-3050 Memberships                         |                 |                            |                 | 1,346.00                   |                 |                                         |
| 01-2-1000-3060 Meetings                            |                 |                            |                 | 3,049.00                   |                 | 1,000.00                                |
| 01-2-1000-3100 Contract for Services               | 706.78          | 25,000.00                  |                 |                            |                 |                                         |
| 01-2-1000-5010 Advertising Services                |                 | 10,000.00                  |                 | 10,000.00                  |                 | 10,000.00                               |
| 01-2-1000-5022 Signage                             |                 |                            |                 |                            |                 |                                         |
| 01-2-1000-5030 Legal Services                      |                 | 5,000.00                   |                 | 8,000.00                   |                 | 35,000.00                               |
| 01-2-1000-5110 Supplies - Warehouse                |                 | 5,000.00                   |                 | 7,500.00                   |                 | 7,500.00                                |
| 01-2-1000-5120 Supplies - Office                   |                 |                            |                 | 500.00                     |                 | 500.00                                  |
| 01-2-1000-5140 Minor Capital                       |                 | 16,000.00                  |                 |                            |                 | 1,500.00                                |
| 01-2-1000-6010 Operations                          |                 |                            |                 | 5,000.00                   |                 | 5,000.00                                |
| 01-2-1000-6400 Safety & Tree Removal               |                 | 50,000.00                  |                 | 50,000.00                  |                 | 50,000.00                               |
| <b>Total 2-1000 General Expenditures</b>           | 10,601.17       | 266,838.00                 |                 | 229,012.00                 |                 | 350,398.00                              |
| 2-1150 Allocations                                 |                 |                            |                 |                            |                 |                                         |
| 01-2-1150-1160 Administration                      |                 | 8,913.00                   |                 | 8,541.00                   |                 | 13,116.00                               |
| 01-2-1150-1190 PRRD Vehicles                       | 1,514.01        | 2,000.00                   |                 | 27,446.00                  |                 | 50,683.00                               |
| <b>Total 2-1150 Allocations</b>                    | 1,514.01        | 10,913.00                  |                 | 35,987.00                  |                 | 63,799.00                               |
| 2-1950 Feasibility Studies                         |                 |                            |                 |                            |                 |                                         |
| 01-2-1950-4507 Trails Project                      |                 | 35,516.00                  |                 | 23,253.00                  |                 | 23,253.00                               |
| 01-2-1950-5060 Studies, Plans and Assessments      |                 |                            |                 |                            |                 | 100,000.00                              |
| <b>Total 2-1950 Feasibility Studies</b>            |                 | 35,516.00                  |                 | 23,253.00                  |                 | 123,253.00                              |
| 2-2307 Unit#8 - Colorado (White 2019)              |                 |                            |                 |                            |                 |                                         |
| 01-2-2307-6210 Fuel-Unit #8                        | 1,178.01        | 8,400.00                   |                 |                            |                 |                                         |
| 01-2-2307-6220 Tires-Unit 8                        |                 | 1,200.00                   |                 |                            |                 |                                         |
| 01-2-2307-6230 Insurance-Unit 8                    |                 | 1,500.00                   |                 |                            |                 |                                         |
| 01-2-2307-6240 Repairs (Major)-Unit 8              |                 | 1,500.00                   |                 |                            |                 |                                         |
| 01-2-2307-6250 Maintenance - Unit 8                | 73.17           | 500.00                     |                 |                            |                 |                                         |
| 01-2-2307-6260 Car Washes-Unit#8                   | 16.67           |                            |                 |                            |                 |                                         |
| <b>Total 2-2307 Unit#8 - Colorado (White 2019)</b> | 1,267.85        | 13,100.00                  |                 |                            |                 |                                         |
| 2-2308 Unit#13 - Big Tex Flatdeck Trailer          |                 |                            |                 |                            |                 |                                         |





General Operating Fund

200 Regional Parks

|                                                        | 2019<br>Actuals | 2019<br>Approved<br>Budget | 2020<br>Actuals | 2020<br>Approved<br>Budget | 2021<br>Actuals | 2021<br>1. Provisional Budget<br>Budget |
|--------------------------------------------------------|-----------------|----------------------------|-----------------|----------------------------|-----------------|-----------------------------------------|
| 01-2-2308-6220 Tires-Unit 13                           |                 |                            |                 |                            |                 |                                         |
| 01-2-2308-6230 Insurance-Unit 13                       |                 | 500.00                     |                 |                            |                 |                                         |
| 01-2-2308-6240 Repairs (Major)-Unit 13                 |                 |                            |                 |                            |                 |                                         |
| 01-2-2308-6250 Maintenance-Unit 13                     |                 |                            |                 |                            |                 |                                         |
| <b>Total 2-2308 Unit#13 - Big Tex Flatdeck Trailer</b> |                 | 500.00                     |                 |                            |                 |                                         |
| 2-3350 General Grants-in-Aid                           |                 |                            |                 |                            |                 |                                         |
| 01-2-3350-5800 General Grants                          |                 | 75,000.00                  |                 | 75,000.00                  |                 | 75,000.00                               |
| <b>Total 2-3350 General Grants-in-Aid</b>              |                 | 75,000.00                  |                 | 75,000.00                  |                 | 75,000.00                               |
| 2-4100 Park - Blackfoot                                |                 |                            |                 |                            |                 |                                         |
| 01-2-4100-2030 Phone/Internet (BLKFT)                  |                 |                            |                 |                            |                 | 2,160.00                                |
| 01-2-4100-2050 Miscellaneous (BLKFT)                   |                 | 2,000.00                   |                 |                            |                 |                                         |
| 01-2-4100-2065 Insurance - Property Blackfoot          | 436.00          | 1,500.00                   |                 | 1,500.00                   |                 | 400.00                                  |
| 01-2-4100-2070 Insurance - Liability Blackfoot         | 835.93          |                            |                 |                            |                 | 1,000.00                                |
| 01-2-4100-2110 R&M - Buildings (BLKFT)                 |                 | 1,000.00                   |                 | 500.00                     |                 | 4,500.00                                |
| 01-2-4100-2115 R&M - Land Improvements (BLKFT)         |                 | 4,000.00                   |                 | 4,500.00                   |                 | 4,500.00                                |
| 01-2-4100-2120 R&M - Equip (BLKFT)                     | 37,374.95       | 1,000.00                   |                 | 500.00                     |                 | 500.00                                  |
| 01-2-4100-2150 Utilities - Electricity (BLKFT)         |                 | 1,000.00                   |                 | 15,000.00                  |                 | 15,000.00                               |
| 01-2-4100-3016 Mileage (BLKFT)                         |                 |                            |                 |                            |                 | 500.00                                  |
| 01-2-4100-3020 Meals - in region (BLKFT)               | 214.29          | 700.00                     |                 |                            |                 | 3,000.00                                |
| 01-2-4100-3025 Meals - in region (BLKFT)               |                 |                            |                 |                            |                 |                                         |
| 01-2-4100-3100 Contract for Services (BLKFT)           |                 | 6,500.00                   |                 | 55,000.00                  |                 | 57,000.00                               |
| 01-2-4100-5140 Minor Capital (BLKFT)                   | 4,707.99        | 34,200.00                  |                 | 68,000.00                  |                 | 47,000.00                               |
| 01-2-4100-6010 Operations (BLKFT)                      |                 |                            |                 | 3,500.00                   |                 | 3,500.00                                |
| <b>Total 2-4100 Park - Blackfoot</b>                   | 43,569.16       | 51,900.00                  |                 | 148,500.00                 |                 | 139,060.00                              |
| 2-4105 Park - Minaker                                  |                 |                            |                 |                            |                 |                                         |
| 01-2-4105-2050 Miscellaneous (MINKR)                   |                 | 1,000.00                   |                 |                            |                 |                                         |
| 01-2-4105-2065 Insurance - Property Minaker            |                 | 500.00                     |                 | 501.00                     |                 |                                         |
| 01-2-4105-2070 Insurance - Liability Minaker           | 167.19          |                            |                 |                            |                 | 300.00                                  |
| 01-2-4105-2110 R&M - Buildings (MINKR)                 |                 |                            |                 |                            |                 |                                         |



General Operating Fund

200 Regional Parks

|                                                   | 2019<br>Actuals  | 2019<br>Approved<br>Budget | 2020<br>Actuals | 2020<br>Approved<br>Budget | 2021<br>Actuals | 2021<br>1. Provisional Budget<br>Budget |
|---------------------------------------------------|------------------|----------------------------|-----------------|----------------------------|-----------------|-----------------------------------------|
| 01-2-4105-2115 R&M - Land Improvements (MINKR)    | 15,267.68        | 15,000.00                  |                 | 15,000.00                  |                 | 20,000.00                               |
| 01-2-4105-2120 R&M - Equipment (MINKR)            |                  | 5,000.00                   |                 | 4,000.00                   |                 |                                         |
| 01-2-4105-2150 Utilities - Electricity (MINKR)    |                  |                            |                 |                            |                 |                                         |
| 01-2-4105-3020 Meals - in region (MINKR)          | 47.62            | 500.00                     |                 |                            |                 | 200.00                                  |
| 01-2-4105-3025 Meals - in region (MINKR)          |                  |                            |                 |                            |                 |                                         |
| 01-2-4105-3100 Contract for Services (MINKR)      |                  |                            |                 | 10,000.00                  |                 | 14,500.00                               |
| 01-2-4105-5140 Minor Capital (MINKR)              |                  | 6,000.00                   |                 | 4,000.00                   |                 | 4,000.00                                |
| 01-2-4105-6010 Operations (MINKR_                 |                  |                            |                 | 2,500.00                   |                 | 1,000.00                                |
| <b>Total 2-4105 Park - Minaker</b>                | <b>15,482.49</b> | <b>28,000.00</b>           |                 | <b>36,001.00</b>           |                 | <b>40,000.00</b>                        |
| 2-4110 Park - Montney                             |                  |                            |                 |                            |                 |                                         |
| 01-2-4110-2050 Miscellaneous (MONTY)              |                  | 1,000.00                   |                 |                            |                 |                                         |
| 01-2-4110-2065 Insurance - Property Montney       | 24.00            | 100.00                     |                 | 100.00                     |                 | 100.00                                  |
| 01-2-4110-2070 Insurance - Liability Montney      | 167.19           |                            |                 |                            |                 | 800.00                                  |
| 01-2-4110-2110 R&M - Buildings (MONTY)            | 170.79           | 1,000.00                   |                 | 2,000.00                   |                 | 2,000.00                                |
| 01-2-4110-2115 R&M - Land Improvements (MONTY)    |                  | 12,500.00                  |                 | 5,000.00                   |                 | 10,000.00                               |
| 01-2-4110-2120 R&M - Equipment (MONTY)            | 280.40           |                            |                 |                            |                 |                                         |
| 01-2-4110-2150 Utilities - Electricity (MONTY)    |                  | 2,000.00                   |                 | 500.00                     |                 | 500.00                                  |
| 01-2-4110-3020 Meals - in regions (MONTY)         |                  | 500.00                     |                 |                            |                 | 1,000.00                                |
| 01-2-4110-3025 Meals - in regions (MONTY)         |                  |                            |                 |                            |                 |                                         |
| 01-2-4110-3100 Contract for Services (MONTY)      |                  | 1,500.00                   |                 |                            |                 | 1,500.00                                |
| 01-2-4110-5140 Minor Capital (MONTY)              |                  | 12,500.00                  |                 | 34,000.00                  |                 | 20,000.00                               |
| 01-2-4110-6010 Operations (MONTY)                 |                  |                            |                 | 2,500.00                   |                 | 1,000.00                                |
| <b>Total 2-4110 Park - Montney</b>                | <b>642.38</b>    | <b>31,100.00</b>           |                 | <b>44,100.00</b>           |                 | <b>36,900.00</b>                        |
| 2-4115 Park - Spencer Tuck                        |                  |                            |                 |                            |                 |                                         |
| 01-2-4115-2050 Miscellaneous (SP TUCK)            |                  | 1,000.00                   |                 |                            |                 |                                         |
| 01-2-4115-2065 Insurance - Property Spencer Tuck  | 273.00           | 400.00                     |                 | 400.00                     |                 | 300.00                                  |
| 01-2-4115-2070 Insurance - Liability Spencer Tuck | 167.19           |                            |                 |                            |                 | 800.00                                  |
| 01-2-4115-2110 R&M - Buildings (SP TUCK)          | 549.50           | 1,000.00                   |                 | 1,000.00                   |                 | 1,000.00                                |
| 01-2-4115-2115 R&M - Land Improvements (SP TUCK)  |                  | 10,000.00                  |                 | 25,000.00                  |                 | 17,000.00                               |



General Operating Fund

200 Regional Parks

|                                                     | 2019<br>Actuals | 2019<br>Approved<br>Budget | 2020<br>Actuals | 2020<br>Approved<br>Budget | 2021<br>Actuals | 2021<br>1. Provisional Budget<br>Budget |
|-----------------------------------------------------|-----------------|----------------------------|-----------------|----------------------------|-----------------|-----------------------------------------|
| 01-2-4115-2120 R&M - Equipment (SP TUCK)            |                 |                            |                 |                            |                 |                                         |
| 01-2-4115-2150 Utilities - Electricity (SP TUCK)    |                 |                            |                 |                            |                 |                                         |
| 01-2-4115-3020 Meals - in region (SP TUCK)          | 71.43           | 500.00                     |                 |                            |                 | 500.00                                  |
| 01-2-4115-3025 Meals - in region (SP TUCK)          |                 |                            |                 |                            |                 |                                         |
| 01-2-4115-3100 Contract for Services (SP TUCK)      |                 | 1,500.00                   |                 |                            |                 | 3,000.00                                |
| 01-2-4115-5140 Minor Capital (SP TUCK)              |                 | 9,500.00                   |                 | 17,000.00                  |                 | 17,000.00                               |
| 01-2-4115-6010 Operations (SP TUCK)                 |                 |                            |                 | 2,500.00                   |                 | 1,000.00                                |
| <b>Total 2-4115 Park - Spencer Tuck</b>             | <b>1,061.12</b> | <b>23,900.00</b>           |                 | <b>45,900.00</b>           |                 | <b>40,600.00</b>                        |
| 2-4120 Park - Swan Lake                             |                 |                            |                 |                            |                 |                                         |
| 01-2-4115-6010 Operations (SP TUCK)                 |                 |                            |                 |                            |                 | 3,000.00                                |
| 01-2-4120-2050 Miscellaneous (SWAN LK)              |                 | 3,000.00                   |                 | 3,000.00                   |                 |                                         |
| 01-2-4120-2065 Insurance - Property Swan Lake Weir  | 728.00          | 1,000.00                   |                 | 1,000.00                   |                 | 800.00                                  |
| 01-2-4120-2070 Insurance - Liability Swan Lake Weir | 167.19          |                            |                 |                            |                 | 300.00                                  |
| 01-2-4120-2110 R&M - Buildings (SWAN LK)            |                 |                            |                 |                            |                 |                                         |
| 01-2-4120-2115 R&M - Land Improvements (SWAN LK)    |                 |                            |                 |                            |                 |                                         |
| 01-2-4120-2120 R&M - Equipment (SWAN LK)            |                 |                            |                 |                            |                 | 50,000.00                               |
| 01-2-4120-2150 Utilities - Electricity (SWAN LK)    |                 |                            |                 |                            |                 |                                         |
| 01-2-4120-3020 Meals - in region (SWAN LK)          |                 | 200.00                     |                 |                            |                 | 100.00                                  |
| 01-2-4120-3100 Contract for Services (SWAN LK)      |                 | 7,500.00                   |                 | 8,500.00                   |                 | 8,500.00                                |
| 01-2-4120-4250 Charges/Permit Fee(SWAN LK)          |                 | 1,800.00                   |                 | 1,800.00                   |                 | 1,800.00                                |
| 01-2-4120-5140 Minor Capital (SWAN LK)              |                 |                            |                 |                            |                 |                                         |
| <b>Total 2-4120 Park - Swan Lake</b>                | <b>895.19</b>   | <b>13,500.00</b>           |                 | <b>14,300.00</b>           |                 | <b>64,500.00</b>                        |
| 2-4125 Park - Sundance Lakes                        |                 |                            |                 |                            |                 |                                         |
| 01-2-4125-2050 Miscellaneous (SUNDNC)               |                 | 1,000.00                   |                 |                            |                 |                                         |
| 01-2-4125-2065 Insurance - Property Sundance Lake   | 96.00           | 150.00                     |                 | 150.00                     |                 | 100.00                                  |
| 01-2-4125-2070 Insurance - Liability Sundance Lake  | 167.19          |                            |                 |                            |                 | 300.00                                  |
| 01-2-4125-2110 R&M - Buildings (SUNDNC)             | 549.50          | 1,000.00                   |                 | 1,000.00                   |                 | 1,000.00                                |
| 01-2-4125-2115 R&M - Land Improvements (SUNDNC)     |                 | 3,100.00                   |                 | 3,000.00                   |                 | 3,000.00                                |
| 01-2-4125-2120 R&M - Equipment (SUNDNC)             |                 |                            |                 |                            |                 |                                         |



General Operating Fund

200 Regional Parks

|                                                      | 2019<br>Actuals | 2019<br>Approved<br>Budget | 2020<br>Actuals | 2020<br>Approved<br>Budget | 2021<br>Actuals | 2021<br>1. Provisional Budget<br>Budget |
|------------------------------------------------------|-----------------|----------------------------|-----------------|----------------------------|-----------------|-----------------------------------------|
| 01-2-4125-2150 Utilities - Electricity (SUNDNC)      |                 |                            |                 |                            |                 |                                         |
| 01-2-4125-3016 Mileage (SUNDNC)                      |                 |                            |                 |                            |                 |                                         |
| 01-2-4125-3020 Meals - in region (SUNDNC)            |                 | 500.00                     |                 |                            |                 | 250.00                                  |
| 01-2-4125-3025 Meals - in region (SUNDNC)            |                 |                            |                 |                            |                 |                                         |
| 01-2-4125-3100 Contract for Services (SUNDNC)        |                 | 750.00                     |                 | 5,000.00                   |                 | 6,500.00                                |
| 01-2-4125-5140 Minor Capital (SUNDNC)                |                 | 3,500.00                   |                 | 2,500.00                   |                 | 4,000.00                                |
| 01-2-4125-6010 Operations (SD LKS)                   |                 |                            |                 | 1,750.00                   |                 | 1,000.00                                |
| <b>Total 2-4125 Park - Sundance Lakes</b>            | 812.69          | 10,000.00                  |                 | 13,400.00                  |                 | 16,150.00                               |
| 2-4130 Park - Peace Lookout                          |                 |                            |                 |                            |                 |                                         |
| 01-2-4130-3100 Contract for Services - Peace Lookout |                 | 6,500.00                   |                 |                            |                 |                                         |
| <b>Total 2-4130 Park - Peace Lookout</b>             |                 | 6,500.00                   |                 |                            |                 |                                         |
| 2-4135 Park - Various RD Properties                  |                 |                            |                 |                            |                 |                                         |
| 01-2-4135-2050 Miscellaneous (Misc Parks)            |                 | 5,000.00                   |                 | 5,000.00                   |                 | 5,000.00                                |
| 01-2-4135-2065 Insurance - Property (Misc Parks)     | 6,026.00        |                            |                 | 5,864.00                   |                 | 11,900.00                               |
| 01-2-4135-2110 R&M - Buildings (Misc Parks)          |                 |                            |                 |                            |                 |                                         |
| 01-2-4135-2115 R&M - Land Improvements (Misc Parks)  |                 |                            |                 |                            |                 |                                         |
| 01-2-4135-3020 Meals - in region (Misc Parks)        |                 | 200.00                     |                 |                            |                 |                                         |
| 01-2-4135-3025 Meals - in region (Misc Parks)        |                 |                            |                 |                            |                 |                                         |
| 01-2-4135-3100 Contract for Services (Misc Parks)    |                 |                            |                 |                            |                 | 90,000.00                               |
| <b>Total 2-4135 Park - Various RD Properties</b>     | 6,026.00        | 5,200.00                   |                 | 10,864.00                  |                 | 106,900.00                              |
| 2-4200 Iver Johnson Community Park                   |                 |                            |                 |                            |                 |                                         |
| 01-2-4200-5140 Minor Capital (IVER J PRK)            |                 |                            |                 |                            |                 |                                         |
| <b>Total 2-4200 Iver Johnson Community Park</b>      |                 |                            |                 |                            |                 |                                         |
| 2-7180 REGIONAL PARKS                                |                 |                            |                 |                            |                 |                                         |
| 01-2-7180-0210 Travel/Train/Conf/Wrkshp (REG PARKS)  |                 |                            |                 |                            |                 |                                         |
| 01-2-7180-0260 Insurance (REG PARKS)                 |                 |                            |                 |                            |                 |                                         |
| 01-2-7180-0553 Park - Blackfoot (REG PARKS)          |                 |                            |                 |                            |                 |                                         |
| 01-2-7180-0560 Park - Minaker (REG PARKS)            |                 |                            |                 |                            |                 |                                         |
| 01-2-7180-0561 Park - Montney (REG PARKS)            |                 |                            |                 |                            |                 |                                         |





General Operating Fund

200 Regional Parks

|                                                      | 2019<br>Actuals | 2019<br>Approved<br>Budget | 2020<br>Actuals | 2020<br>Approved<br>Budget | 2021<br>Actuals | 2021<br>1. Provisional Budget<br>Budget |
|------------------------------------------------------|-----------------|----------------------------|-----------------|----------------------------|-----------------|-----------------------------------------|
| 01-2-7180-0564 Park - Spencer Tuck (REG PARKS)       |                 |                            |                 |                            |                 |                                         |
| 01-2-7180-0565 Park - Swan Lake (Weir) (REG PARKS)   |                 |                            |                 |                            |                 |                                         |
| 01-2-7180-0567 Park - Sundance Lakes (REG PARKS)     |                 |                            |                 |                            |                 |                                         |
| 01-2-7180-0568 Parks - Peace Lookout                 |                 |                            |                 |                            |                 |                                         |
| 01-2-7180-0569 Park-various RD properties(REG PARKS) |                 |                            |                 |                            |                 |                                         |
| <b>Total 2-7180 REGIONAL PARKS</b>                   |                 |                            |                 |                            |                 |                                         |
| 2-8100 Transfers to Reserve                          |                 |                            |                 |                            |                 |                                         |
| 01-2-8100-8110 Capital Reserve                       | 25,000.00       | 25,000.00                  |                 | 25,000.00                  |                 | 25,000.00                               |
| 01-2-8100-8120 Operating Reserve                     |                 |                            |                 |                            |                 | 15,000.00                               |
| 01-2-8100-8130 Carbon "Green" Reserve                |                 |                            |                 |                            |                 |                                         |
| 01-2-8100-8150 Interest on reserves                  | 841.56          |                            |                 |                            |                 |                                         |
| <b>Total 2-8100 Transfers to Reserve</b>             | 25,841.56       | 25,000.00                  |                 | 25,000.00                  |                 | 40,000.00                               |
| <b>TOTAL EXPENDITURES</b>                            | 107,713.62      | 596,967.00                 |                 | 701,317.00                 |                 | 1,096,560.00                            |
|                                                      |                 |                            |                 |                            |                 |                                         |
| CAPITAL REVENUES                                     |                 |                            |                 |                            |                 |                                         |
|                                                      |                 |                            |                 |                            |                 |                                         |
| 7-0010 Requisition                                   |                 |                            |                 |                            |                 |                                         |
| 01-7-0010-0010 Electoral                             |                 | (100,888.00)               |                 | (56,137.00)                |                 | (44,000.00)                             |
| 01-7-0010-0011 Muni                                  |                 | (40,112.00)                |                 |                            |                 |                                         |
| <b>Total 7-0010 Requisition</b>                      |                 | (141,000.00)               |                 | (56,137.00)                |                 | (44,000.00)                             |
| 7-0020 Surplus/Deficit                               |                 |                            |                 |                            |                 |                                         |
| 01-7-0020-0020 Surplus/Deficit                       | (87,400.00)     | (87,400.00)                |                 | (90,363.00)                |                 | (46,000.00)                             |
| <b>Total 7-0020 Surplus/Deficit</b>                  | (87,400.00)     | (87,400.00)                |                 | (90,363.00)                |                 | (46,000.00)                             |
| <b>TOTAL CAPITAL REVENUES</b>                        | (87,400.00)     | (228,400.00)               |                 | (146,500.00)               |                 | (90,000.00)                             |
|                                                      |                 |                            |                 |                            |                 |                                         |
| CAPITAL EXPENDITURES                                 |                 |                            |                 |                            |                 |                                         |
|                                                      |                 |                            |                 |                            |                 |                                         |
| 8-8500 Transfer to General Capital Fund              |                 |                            |                 |                            |                 |                                         |
| 01-8-8500-8502 Vehicles and Machinery                | (900.00)        | 35,000.00                  |                 |                            |                 |                                         |



General Operating Fund

200 Regional Parks

|                                                      | 2019<br>Actuals | 2019<br>Approved<br>Budget | 2020<br>Actuals | 2020<br>Approved<br>Budget | 2021<br>Actuals | 2021<br>1. Provisional Budget<br>Budget |
|------------------------------------------------------|-----------------|----------------------------|-----------------|----------------------------|-----------------|-----------------------------------------|
| 01-8-8500-8503 Infrastructure                        | (12,223.94)     | 193,400.00                 |                 | 146,500.00                 |                 | 90,000.00                               |
| <b>Total 8-8500 Transfer to General Capital Fund</b> | (13,123.94)     | 228,400.00                 |                 | 146,500.00                 |                 | 90,000.00                               |
| TOTAL CAPITAL EXPENDITURES                           | (13,123.94)     | 228,400.00                 |                 | 146,500.00                 |                 | 90,000.00                               |
|                                                      |                 |                            |                 |                            |                 |                                         |
| Surplus / Deficit                                    | (253,812.33)    |                            |                 |                            |                 |                                         |

| 2021 Budget - Supplemental Item                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |      |      |                      |                           |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------|------|----------------------|---------------------------|--------------|
| Title: Active Transportation Network Plan                                                                                                                                                                                                                                                                                                                                                                                                                        |         |      |      | Community Services   |                           |              |
| Division: Regional Parks                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |      |      | Regional Parks - 200 |                           |              |
| Type: Study                                                                                                                                                                                                                                                                                                                                                                                                                                                      |         |      |      | Medium               |                           |              |
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                      |         |      |      |                      |                           |              |
| In order to apply for the significant B.C. Active Transportation Infrastructure grants, where the Province provides financial assistance for community projects, an Active Transportation Network Plan (ATNP) must be completed. This ATNP will establish a long-term vision for active transportation for identified communities within the PRRD, with the aim of increasing human powered transportation year-round.                                           |         |      |      |                      |                           |              |
| Benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |      |      |                      |                           |              |
| If approved, the ATNP will collect valuable information about individual community's active transportation goals, highlight known safety issues, and include a plan to increase Active Transportation within communities. Currently, the Wonowon and Prespatou Communities have requested trails within their communities, but grant funding cannot be applied for through the Active Transportation Infrastructure grants due to not having the ATNP completed. |         |      |      |                      |                           |              |
| Risks                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |      |      |                      |                           |              |
| This project may delay the implementation of the aforementioned Trails projects (Wonowon and Prespatou), should it be decided to wait to apply to the Infrastructure program grants.                                                                                                                                                                                                                                                                             |         |      |      |                      |                           |              |
| Financial Information                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |      |      |                      |                           |              |
| Operating                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |      |      |                      |                           |              |
| Funding Sources                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2021    | 2022 | 2023 | 2024                 | 2025                      | 5 Year Total |
| Requisition                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 100,000 |      |      |                      |                           | 100,000      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |      |      |                      |                           | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |      |      |                      |                           | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | #       | 0    | 0    | 0                    | 0                         | 100,000      |
| Expenses                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |      |      |                      |                           |              |
| Active Transportation Plan                                                                                                                                                                                                                                                                                                                                                                                                                                       | 100,000 |      |      |                      |                           | 100,000      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |      |      |                      |                           | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |      |      |                      |                           | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |      |      |                      |                           | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |      |      |                      |                           | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |      |      |                      |                           | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |      |      |                      |                           | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |      |      |                      |                           | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | #       | 0    | 0    | 0                    | 0                         | 100,000      |
| Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |      |      |                      |                           |              |
| Author:                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |      |      |                      | Date Prepared: 2020-11-30 |              |
| Approval Date                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |      |      |                      |                           |              |

| 2021 Budget - Supplemental Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |      |                           |      |      |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|---------------------------|------|------|--------------|
| Title: Facility Condition Assessments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |      | Community Services        |      |      |              |
| Division: Regional Parks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |      | Regional Parks - 200      |      |      |              |
| Type: Study                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |      | Medium                    |      |      |              |
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |      |                           |      |      |              |
| The Regional District owns or has lease to a number of Community Recreation Facilities, and possesses incomplete information on the condition of these buildings. Facility Condition Assessments provides information on the physical condition of facilities; including structural integrity, electrical systems, mechanical systems, building envelope, energy efficiency, and exterior landscapes. These Assessments can also provide information on the costs for repair or remediation, capital plan recommendations, and a preventative maintenance plan. |        |      |                           |      |      |              |
| Benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |      |                           |      |      |              |
| The PRRD Strategic Plan (2019-2022) names the development of a corporate Asset Management Program as a priority, and these assessments are an integral in providing the required information for each facility. Each assessment would provide the facility operators with a 25 year capital plan that could assist in budgetary planning and a preventative maintenance plan that would suggest maintenance tasks to be completed on a monthly and annual basis.                                                                                                |        |      |                           |      |      |              |
| Risks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |      |                           |      |      |              |
| Some of the PRRD Community Facilities may receive a less than positive condition assessment, and learn that the facilities require significant financial investment in order to continue to operate. If the project is not completed, there is a risk to health and safety of patrons visiting these facilities.                                                                                                                                                                                                                                                |        |      |                           |      |      |              |
| Financial Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |      |                           |      |      |              |
| Operating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |      |                           |      |      |              |
| Funding Sources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2021   | 2022 | 2023                      | 2024 | 2025 | 5 Year Total |
| Requisition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 90,000 |      |                           |      |      | 90,000       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |      |                           |      |      | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |      |                           |      |      | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | #      | 0    | 0                         | 0    | 0    | 90,000       |
| Expenses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 2021   | 2022 | 2023                      | 2024 | 2025 | 5 Year Total |
| Halls Facility Condition Assessment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 90,000 |      |                           |      |      | 90,000       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |      |                           |      |      | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |      |                           |      |      | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |      |                           |      |      | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |      |                           |      |      | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |      |                           |      |      | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |      |                           |      |      | 0            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | #      | 0    | 0                         | 0    | 0    | 90,000       |
| Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |      |                           |      |      |              |
| Author:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |      | Date Prepared: 2020-11-30 |      |      |              |
| Approval Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |      |                           |      |      |              |





## PRRD Regional Parks Committee Terms of Reference

### 1. Purpose:

- 1.1 The purpose of the PRRD Regional Parks Committee is to provide advice and recommendations on matters relating to Peace River Regional District parks and trails management, operations, and development.

### 2. Membership:

- 2.1 The Parks Committee membership shall consist of at least two elected Board Directors as appointed by the Peace River Regional District Board of Directors, the Manager of Community Services, the Field Services Supervisor, the General Manager of Environmental Services and the General Manager of Development Services and/or their delegates.

### 3. Meetings:

- 3.1 The Parks Committee will meet to address regional parks and trails issues.  
3.2 Meetings will be open to the public.  
3.3 The Parks Committee meetings will be chaired by a Director appointed by the Committee.  
3.4 Agenda items for the Parks Committee meetings will include items that are:  
a. referred to the meeting by resolution of the Regional Board; or,  
b. pertaining to regional parks and trails.  
3.5 Items for the regular agenda must be provided to the Manager of Community Services by noon Friday prior to the scheduled meeting.  
3.6 All recommendations of the Committee shall be determined by majority consensus of the Committee.  
3.7 Staff will take minutes and forward recommendations to the Regional Board for consideration and action.  
3.8 Committee recommendations for major capital or planning projects will be ratified by the Regional Board prior to staff action being undertaken, unless previously authorized by a referring Board resolution.

|                            |                   |                    |                  |
|----------------------------|-------------------|--------------------|------------------|
| Date Committee Established |                   | Board Resolution # |                  |
| Date TOR Approved by Board | November 24, 2011 | Board Resolution # | RD/11/11/09 (24) |
| Amendment Date             |                   | Board Resolution # |                  |
| Amendment Date             |                   | Board Resolution # |                  |
| Amendment Date             |                   | Board Resolution # |                  |