



PEACE RIVER REGIONAL DISTRICT

Electoral Area Directors Committee Meeting Agenda

July 24, 2025, 10:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

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PEACE RIVER REGIONAL DISTRICT

ELECTORAL AREA DIRECTORS COMMITTEE

MINUTES

June 26, 2025, 10:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

Directors Present: Chair Rose, Electoral Area E
Vice-Chair Sperling, Electoral Area C
Director Hiebert, Electoral Area D

Directors Absent: Director Graham, Electoral Area B

Staff Present: Shawn Dahlen, Chief Administrative Officer
Roxanne Shepherd, Chief Financial Officer
Tyra Henderson, Corporate Officer
Joanne Caldecott, Deputy Corporate Officer
Kari Bondaroff, General Manager of Environmental Services
Ashley Murphey, General Manager of Development Services
Bryna Casey, Community Services Manager
Trevor Ouellette, IT Manager
Katherine Lovino, Administrative Clerk
Ryan Kirkham, Protective Services Manager
Jody Schmidt, Financial Procurement Officer

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED Director Sperling

SECONDED Director Hiebert

That the Electoral Area Directors Committee Meeting Agenda of June 26, 2025 be adopted:

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. GALLERY COMMENTS OR QUESTIONS

4. ADOPTION OF MINUTES

4.1 Electoral Area Directors Committee Draft Meeting Minutes of May 8, 2025

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

7. CORRESPONDENCE

8. REPORTS

8.1 Jackfish Community Hall Closure, CS-EADC-018

9. NEW BUSINESS

10. DIARY

10.1 EADC Diary

(Cont'd on next page)



11. CONSENT CALENDAR

11.1 EADC Terms of Reference

12. NOTICE OF MOTION

13. ADJOURNMENT

CARRIED

3. GALLERY COMMENTS OR QUESTIONS

4. ADOPTION OF MINUTES

4.1 Electoral Area Directors Committee Draft Meeting Minutes of May 8, 2025

MOVED Director Hiebert

SECONDED Director Sperling

That the Electoral Area Directors Committee Meeting minutes of May 8, 2025 be adopted.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

7. CORRESPONDENCE

8. REPORTS

8.1 Jackfish Community Hall Closure, CS-EADC-018

MOVED Director Hiebert

SECONDED Director Sperling

That the Electoral Area Directors Committee recommend that the Regional Board authorize the closure of Jackfish Community Hall, located at 1515 Old Jackfish Road, until such time as the facility is repaired to a safe standard and a Use and Occupancy Agreement is in place for its operation or another decision related to future operation of the hall has been made.

CARRIED

Staff explained that some years ago a significant financial commitment was made for this facility however noted concerns regarding the need for potential repairs, service area upgrades and that non-use will impact and more needs to be investigated. Staff is looking at holding a community meeting in August to determine their interest in operating the hall and expects to provide feedback from that meeting to the Committee in September. Depending on the Committee and Board's direction, repairs could possibly move forward next summer.

9. NEW BUSINESS

10. DIARY

11. CONSENT CALENDAR

12. NOTICE OF MOTION



13. ADJOURNMENT

The Chair adjourned the meeting at 10:04 a.m.

CERTIFIED a true and correct copy of the Minutes of the Peace River Regional District's Electoral Area Directors Committee meeting held on June 26, 2025 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

Dan Rose, Chair

Katherine Lovino, Administrative
Clerk/Recorder

DRAFT



DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-EADC-024

From: Director Hiebert

Date: July 24, 2025

Subject: Fellers Heights Potable Water

PURPOSE/ISSUE:

To seek authorization from the Regional Board for Environmental Services staff to investigate the feasibility of providing potable water to residents in the Fellers Heights area of Electoral Area D in response to concerns regarding access to safe and reliable drinking water in the region.

RECOMMENDATION/ACTION:

That the Electoral Area Directors Committee recommend that the Regional Board authorize Environmental Services staff to investigate the feasibility to provide potable water to residents in the Fellers Heights area of Electoral Area D.

BACKGROUND/RATIONALE:

Director Hiebert was approached by residents inquiring about the potential of a potable water station being provided in their area. Residents are currently hauling water from Dawson Creek, a distance of 39 kms. The funding for this project would come from Peace River Agreement (PRA) funds.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan



REPORT

To: Electoral Area Directors Committee

Report Number: CS-EADC-019

From: Community Services

Date: July 24, 2025

Subject: North Peace Regional Park Implementation Plan

RECOMMENDATION:

That the Electoral Area Directors Committee recommend that the Regional Board receive and authorize the “North Peace Regional Park Implementation Plan” as a guidance document for future capital project planning, with capital project plans presented annually on a case-by-case basis for Board approval.

BACKGROUND/RATIONALE:

The North Peace Regional Park (the Park), also known as the North Peace Fall Fair Grounds, is located at 15177 Rose Prairie Road. The Peace River Regional District (PRRD) has owned the property since 1979. Through Use and Occupancy Agreements with the PRRD, the North Peace Fall Fair Society (NPFFS) has provided general park oversight, coordination of the annual North Peace Fall Fair, and facilitation of other activities on site.

A Master Plan for the North Peace Regional Park was completed in November 2024 and authorized by the Regional Board in January 2025. The Plan provided recommendations for park improvements that were aligned with results of the public engagement and the PRRD’s long-term goals for the Park. As the Master Plan was very detailed, the creation of an Implementation Plan was suggested to further refine and prioritize the recommendations contained within the document. The Board delayed the creation of an Implementation Plan until after decisions related to the operations of the Park and its classification were made. Now that the Park is classified as a Community Park with confirmation that it will remain under Society operation, staff is bringing back the Implementation Plan for preliminary authorization.

The Implementation Plan is a project listing for each of the capital improvement recommendations from the Master Plan. Each capital recommendation has been evaluated based on the priority of project and proposed timeline, project scope, resources required (internal and external) and is presented below. More details related to each project can be found under the Other Considerations section of this report.

Phasing considerations are defined as short term (0-5 years), medium term (5-10 years) and long term (10+ years). All projects are further refined into studies (which are required to develop a detailed capital project scope and budget) and the resulting capital projects.

Cost estimates are based on past projects of a similar scope and budgetary estimations from certified professionals that are preliminary in nature. Prior to a project moving forward, cost estimates will be refined before presentation to the Board for approval.

Implementation Plan 2025

Study/Engineering	Priority	Low cost Estimate	High Cost Estimate	Staff Resources Required	Ongoing Annual Costs	External Funding Opportunities
Accessibility audit	Short	\$25,000	\$50,000	60 hrs.	No	Yes
Electrical site assessment	Short	\$25,000	\$50,000	60 hrs.	No	Maybe
Perimeter trail design	Long	\$25,000	\$50,000	60 hrs.	No	Yes
Water needs on site	Short	\$50,000	\$100,000	60 hrs.	No	Maybe
Upgrade animal barns	Medium	\$25,000	\$50,000	60 hrs.	No	Yes
Campground enhancement study	Medium	\$25,000	\$50,000	60 hrs.	No	Maybe
Major Capital Projects	Priority	Low cost Estimate	High Cost Estimate	Staff Resources Required	Ongoing Annual Costs	External Funding Opportunities
Remove buildings that are at the end of useful life	Short	\$50,000	\$300,000	50 hrs.	No	No
Upgrade water provision on site	Short	\$150,000	\$4,000,000	100 hrs.	Yes	Maybe
Upgrade electrical on site, including lighting	Short	\$100,000	\$500,000	100 hrs.	Yes	Maybe
Upgrade Pineview Hall	Medium	\$75,000	\$350,000	50 hrs.	Yes	Yes
Upgrade animal barns	Medium	\$75,000	\$625,000	50 hrs.	Yes	Maybe
Improve camping facilities	Long	\$150,000	\$250,000	50 hrs.	Yes	Maybe
Accessibility enhancements	Short	\$100,000	\$500,000	100 hrs.	Yes	Maybe
Repurpose the baseball field into accessible parking	Medium	\$50,000	\$125,000	100 hrs.	Yes	Maybe
Perimeter trail construction	Long	\$225,000	\$500,000	100 hrs.	Yes	Maybe
Replace and enhance the playground	Short	\$100,000	\$350,000	75 hrs.	Yes	Yes

Projects have and, in future, will be evaluated and prioritized to consider:

- Safety and accessibility
- Alignment with PRRD Strategic Plan and Official Community Plan
- Relevance to the Park Master Plan
- Staff work plan/capacity
- Enhancing public use, variety of offerings, and enjoyment
- Funding required
- Ongoing operational or capital improvement costs
- Anticipated timeline for completion
- Communications considerations

There are several recommendations in the Master Plan that are not capital in nature, such as the creation of a site safety plan or improving signage on site. These minor capital/operating items are not included in the Implementation Plan as they are operational in nature and will be incorporated into NPFFS and PRRD staff work plans.

Implementation of each capital project/study will be subject to review through a Business Case and Supplemental Request and will require approval through the PRRD's annual budget process. The proposed timelines for capital projects will remain flexible to respond to funding and resources required, staff capacity, and other more critical priorities or opportunities that may arise.

Per the Use and Occupancy Agreement, the NPFFS has the ability to develop or complete capital projects in the Park. These projects will require the completion of an annual application to the PRRD that includes a business case, funding proposal, and project request for Regional Board approval. These projects must:

- be budgeted for through grants or external funding;
- be reviewed on a case-by-case basis to assess suitability; and
- be approved by the Regional Board as part of the annual budget process.

Projects may also be initiated by the PRRD for PRRD completion. These projects must:

- be budgeted for from grants, requisition, or using capital reserve;
- be reviewed on a case-by-case basis to assess suitability; and
- be approved by the Regional Board.

The Implementation Plan will need to be reviewed and updated regularly to ensure integration with other PRRD initiatives and priorities, to respond to safety concerns, assess staff capacity, review budget and funding requirements, and take advantage of potential funding and partnership opportunities when available.

ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management
 - ☒ Undertake Condition Assessments for all PRRD Owned Assets
 - ☒ Determine Service Expectations for all Assets
 - ☒ Identify Funding and Investment Strategies

FINANCIAL CONSIDERATION(S):

Additional staff hours will be required annually to support the monitoring and actioning of the Implementation Plan including facilitating studies or procurement of contractors, investigating additional funding, and incorporating society-initiated and approved projects into the budget and work plan annually.

Many of the capital upgrades suggested will have long-term staffing implications across multiple departments for additional inspections, maintenance, and fleet use, which will increase the indirect cost allocation to the Community Parks function.

It would be prudent to ensure that there is maximized annual contribution to the capital reserve, when possible, to allow longer term planning to complete capital projects while maintaining requisition at an acceptable level.

Beginning in 2026, operations and funding for the Park will be allocated through Function 210 – Community Parks.

COMMUNICATIONS CONSIDERATION(S):

Communications may be required depending on scope of project and funding source. Since all capital projects will be brought forward to the Regional Board for approval, any project-specific public communications will be indicated at that time.

Since the Board has approved that the Park be transitioned from a Regional Park to a Community Park, a renaming and rebranding strategy for the property may be warranted.

OTHER CONSIDERATION(S):

Studies and capital projects as presented in the Implementation Plan are detailed below.

Studies:

Accessibility Audit: Need to understand the deficiencies and opportunities regarding accessibility in the park which are the highest priority improvements prior to receiving capital cost estimates. Suggested upgrades could include an accessible washroom, more accessible seating at activity areas, and adding hard surfaces throughout the site to enable easier transport for those with mobility improvements.

Electrical Site Assessment: Need to understand the scope of the project prior to receiving capital cost estimates for the following:

- Current capacity on site.
- Operational budget of NPFFS for power costs.
- Where power is desired.

Upgrades required and requested for better access to reliable electricity through the grounds with high priority areas including the livestock barns, riding arena, tractor pull area, vendor area, and the log cabin.

Perimeter Trail Design: Will depend on scope and standard of trail and what is desired. Standard trails would be approximately \$400/m capital construction costs and 8% maintenance costs per year ongoing.

Water Needs on Site: Further study is needed to analyze different options for providing water on site to determine the most feasible and cost-effective solution. There is a need to understand the scope of the project prior to receiving capital cost estimates for the following options:

Option 1: Well and treatment

Further study would be required to investigate the stability of the existing well's construction and whether it would be appropriate to invest in a water treatment system, or whether a new well should be considered.

Option 2: Cisterns for individual buildings

There is a cistern system on site that was used to host the 2024 North Peace Fall Fair, but it is unclear whether the size of the cistern is large enough to meet the needs of the site if other buildings or amenities on site need water provision.

Upgrade Animal Barns: Pole structures are reported as needing repair or replacement soon and will get progressively worse. At minimum, electrical should be upgraded, structure repaired, and gutters and downspouts replaced. There needs to be consideration for permits and *BC Building Code* and what that might mean for these types of structures. Cost estimates should include provisions for archaeological and environmental studies.

Campground Enhancement Study: The cost depends on scope required and desired result. Overall cost should include provisions for archaeological and environmental studies and/or permitting. There may be an opportunity to tie in an enhanced campground area with programming enhancements. It would be necessary to develop procedures and policy for fees and charges. Regular camping facilities will require additional ongoing investment in either staff resources or external contracted service operator. There is also the consideration that this land is part of the ALR.

Major Capital Projects:

Remove Buildings that are at the End of Useful Life: Overall cost will be determined based on materials that need to be disposed vs. salvaged/repurposed. Procurement will involve specialized services and organizing logistics for local decommission and disposal.

Upgrade Water Provision on Site: The scope of the capital project will be determined based on the results of the aforementioned study.

Upgrade Electrical on Site, Including Lighting: The scope of the capital project will be determined based on the results of the aforementioned study.

Upgrade Pineview Hall: The Society has authorization and funding granted through Area B to complete the study and determine scope and costs of upgrading the Pineview Hall. The resulting assessment will determine entire scope of upgrades and costs required to bring building to current occupancy code and public standard for use as an exhibition building.

Upgrade Animal Barns: The scope of the capital project will be determined based on the results of the aforementioned study and consultation with user groups.

Improve Camping Facilities: Cost depends on scope required and desired result. Overall cost should include provisions for archaeological and environmental studies and/or permitting. Regular camping facilities will require additional ongoing investment in either staff resources or external contracted service operator for maintenance and inspections.

Accessibility Enhancements: The scope of the capital project will be determined based on the results of the aforementioned study.

Repurpose the Baseball Field into Accessible Parking: The scope of the capital project will be determined based on the results of the Accessibility Audit.

Perimeter Trail Construction: The scope of the capital project will be determined based on the results of the aforementioned study.

Replace and Enhance the Playground: Cost depends on the scope of the new playground, grant funding, and NPFFS involvement. The existing playground is in poor condition and there are no support amenities like seating, tables, or shaded areas. Provision of a playground would include ongoing additional costs in terms of staffing for increased inspections and enhanced maintenance obligations.

Recommendations to EADC: While the previous resolution from January 2025 directed that the Implementation Plan be presented to the Regional Parks Committee, when the Board made the resolution to transition the Park to a Community Park, responsibility for decision making shifted to the Electoral Area Directors Committee (EADC).

Use and Occupancy Agreement: Presently, negotiations for an updated Use and Occupancy Agreement are nearly complete for continued operation, maintenance, and stewardship of the Park by the NPFFS with updated stipulations around safety, increased public access, annual reporting, and budget preparation.

Board Direction Related to the Implementation Plan: While the Regional Board formally authorized the Master Plan in January 2025, the creation of an implementation plan was delayed until a decision was made regarding the governance, funding, and operations of the Park. On January 23, 2025, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board receive and authorize the “North Peace Regional Park Master Plan” as a reference and guidance document which provides recommendations for future decisions related to facility development, program development and service delivery enhancements of the North Peace Regional Park.

On January 23, 2025, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board, following selection and approval of one of the four options for park governance and operations, approve that an implementation plan be created and presented to the Regional Parks Committee for recommendation to the Regional Board that lays out by project, anticipated priorities, resources required (internal and external), timelines, project scopes and estimated annual budget based on the recommendations presented in the North Peace Regional Park Master Plan; further, that each project be considered and approved by the Board on a project-by-project basis as part of the annual budget process.

Staff presented a comprehensive report detailing the four options for park governance, operations, and funding to the Regional Board on April 10, 2025. At that meeting, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board authorize that the North Peace Regional Park's classification be transitioned from a Regional Park to a Community Park, and that the costs for development, maintenance, and operations be paid for through the Area 'B' Community Parks Function; further, that the Regional Board authorize that an updated Use and Occupancy Agreement be drafted for a one-year term formalizing that the North Peace Fall Fair Society continue to operate the North Peace Regional Park.

Adeline Kelly Building: The proposed work to upgrade the Adeline Kelly Building to a Public Assembly (A-2) structure has been removed from the Implementation Plan, as on May 1, 2025, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board authorize that the Adeline Kelly building located at 15177 Rose Prairie Road remain a Medium Hazard Industrial Building (F-2) and that no further efforts be undertaken to upgrade the building to a Public Assembly (A-2) based on the structural review completed in January 2025 by McElhanney Ltd; further, that investigation be undertaken to confirm the safety of the facility as a Medium Hazard Industrial Building (F-2).

External Link:

1. [North Peace Regional Park – Additional Resource Information Related to Strategic Investments outlined within Draft North Peace Regional Park Master Plan](#), CS-BRD-375 – See Item 8.6 on the Regional Board Meeting Agenda dated January 23, 2025.



REPORT

To: Electoral Area Directors Committee

Report Number: ENV-EADC-046

From: Environmental Services

Date: July 24, 2025

Subject: Rolla Sewer Outfall Geotechnical Hazard Assessment

RECOMMENDATION:

That the Electoral Area Directors Committee recommend that the Regional Board authorize an increase of \$81,727 in the total contract value for McElhanney Ltd., RFP 10-2021 from \$316,232 to \$397,959, for changes in the contract scope related to Geotechnical Hazard Assessment and engineering oversight for the Rolla Sewer Outfall, and that the contract be extended until July 31, 2026; further, that the Chair and Chief Administrative Officer be authorized to sign the contract amendment on behalf of the Peace River Regional District.

BACKGROUND/RATIONALE:

On May 4, 2024, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board authorize a \$95,623 increase in the total contract value for McElhanney Ltd., RFP 10-2021 "Rolla Sewer Treatment Upgrades" from \$220,609 to \$316,232, and extend the contract term to December 31, 2024 to complete necessary changes in the contract scope related to Ministry of Environment and Climate Change Strategy's requirements under the Municipal Wastewater Regulations and Information Request Table for completion of the existing compliance documentation by Qualified Professionals, for Rolla Sewer; further, that the Chair and Chief Administrative Officer be authorized to sign the contract amendment on behalf of the Peace River Regional District.

The Rolla Sewer System has recently experienced damage to outfall equipment, suspected to be caused by unknown geotechnical hazards. Initial observations suggest that ground movement or instability in the area may be causing the shifting or displacement of infrastructure components, leading to equipment misalignment and/or failure. At this stage, the specific nature and extent of the subsurface issues are unclear. Further investigation will be required to assess soil conditions, identify potential risks (e.g., erosion, subsidence, or groundwater impacts), and determine appropriate mitigation measures to protect the integrity of the sewer system.

McElhanney was procured in 2021 to support Rolla Sewer System upgrades, including Municipal Wastewater Regulation compliance, permit registration, and design. As the outfall was part of these upgrades and designed by McElhanney, staff recommends a contract increase as a continuation of the original scope. Staff is coordinating with McElhanney Ltd. to establish cost estimates to evaluate the situation and develop a response plan. Updates will be provided as more information becomes

available, however, to ensure that enough funds are available to action any necessary works, a contract increase is required.

ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

Costs for the Geotechnical Hazards Assessment will be included in the capital budget for Function 607 – Rolla Sewer and covered using carry-forward Community Gas Works Funds. The remaining budget on the McElhaney Ltd. contract is \$4,782.89. Additional funding is required to cover a necessary contract increase of \$81,727 for the Geotechnical Hazards Assessment and engineering oversight of potential mitigation measures. Mitigation measures are unknown at this time, and future funding approval will come forward once mitigation measures are determined.

COMMUNICATIONS CONSIDERATION(S):

Currently, access to the outfall and adjacent properties is restricted to private access only. No public notification is currently deemed necessary.

OTHER CONSIDERATION(S):

None at this time.



REPORT

To: Electoral Area Directors Committee

Report Number: ENV-EADC-047

From: Environmental Services

Date: July 24, 2025

Subject: Contract Cancellation Considerations – ITT 18-2025 High Level Crescent & Alaska Highway Redundancy Project

RECOMMENDATION #1:

That the Electoral Area Directors Committee recommend that the Regional Board approve cancellation of ITT 18-2025 Charlie Lake Sewer High Level Crescent Redundancy Project.

RECOMMENDATION #2:

That the Electoral Area Directors Committee recommend that the Regional Board approve the acquisition of an Archaeological Impact Assessment for the Charlie Lake Sewer Service Area to support future capital project permitting efficiency utilizing previously allocated Electoral Area C Peace River Agreement Funds.

BACKGROUND/RATIONALE:

On May 22, 2025, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board award Invitation to Tender 18-2025 “High Level Crescent and Alaska Highway Piping Redundancy” for installation of a sewer redundancy mainline to Big League Utilities Ltd. at a cost of \$343,500 (excluding taxes) utilizing previously allocated Area C Community Works Gas Tax funds; further, that the Chair and Chief Administration Officer be authorized to sign the contract on behalf of the Peace River Regional District

The High level Crescent and Alaska Highway Redundancy Project was initiated to improve infrastructure resilience and service continuity within the Charlie Lake Sewer System. The project proposed the installation of a redundant piping system in the Ministry of Transportation and Transit (MOTT) right-of-way to provide backup capacity and reduce potential service disruptions. However, after further planning and regulatory review, several issues have made the project costly and complicated to move forward:

- **Archaeological and Regulatory Requirements:** The area where the work was planned requires detailed archaeological assessments and regulatory approvals, which have turned out to be more extensive and expensive than expected.
- **Easements and Rights-of-Way:** MOTT recommended not placing the sewerage infrastructure within the right-of-way due to the future potential of a road being constructed within the area. It was recommended that the infrastructure be placed along the private land boundaries adjacent to

the MOTT right of way. This project would require permission to access land from multiple property owners. These negotiations could lead to delays, high-cost implications, and legal challenges.

- **Cost vs. Benefit:** With the added costs and delays, the overall benefit of the project no longer outweighs the effort and expense required.

As a result, staff is recommending that Invitation to Tender 18-2025 be cancelled. Since the ITT was awarded and the Notice of Award was issued, the Contractor did purchase materials and supplies. The cost implications for cancelling the tender are highlighted in the Financial Considerations section of this report.

MOTT has introduced archaeological assessment requirements as part of its permitting process, as required by the *Heritage Conservation Act*. These were not communicated to PRRD staff at the time of application and were only shared six months later during the project review. MOTT has stated that a guideline will be provided to clarify these requirements, however no timeline has been given. To improve permitting efficiency for future projects in the Charlie Lake Sewer Service Area, staff recommends conducting a blanket Archaeological Impact Assessment (AIA) across the entire service area boundary. This would streamline approvals for upcoming capital projects on Crown land over the next two years.

ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

Following the Notice of Award, Big League Utilities Ltd purchased \$43,500 in materials, insurance and bonding costs for the Charlie Lake Sewer High Level Crescent and Alaska Highway Redundancy project. These costs will be reimbursed if the PRRD cancels the contract. In that case, the PRRD would purchase and store the materials for future use in the Charlie Lake area.

The project is funded through Electoral Area C Peace River Agreement grant funding. The original project budget was \$629,000 with \$80,000 allocated to engineering design, some of which has already been spent. If the contract is cancelled, the grant funds will cover the reimbursable costs. Any unallocated funds will be redirected to cover the costs of the blanket Archaeological Impact Assessment and contingencies on future projects.

COMMUNICATIONS CONSIDERATION(S):

Should the tender be cancelled, public notifications will be issued letting the public know the project will not move forward.

OTHER CONSIDERATION(S):

Should the acquisition of a generalized blanket Archeological Assessment for the Charlie Lake Sewer Service Area be denied, individual archeological assessments will need to be included in all works requiring approval and permitted by the MOTT.

External Link:

1. [Contract Award ITT 18-2025 High Level Crescent and Alaska Highway Redundancy ENV-BRD-241](#)
– See Item 8.11 on the Regional Board Agenda dated May 22, 2025.



Electoral Area Directors Committee DIARY

Item		Notes	Diarized
1.	Natural Gas	Expansion of services to rural areas	May 27, 2019
2.	Section 381 - Cost sharing for services under Part 14 (Planning and Land Use Management) of the <i>Local Government Act</i> .	Staff to contact the Ministry of Municipal Affairs to set up a zoom meeting with the Electoral Area Directors.	August 15, 2019
3.	Agriculture Advisory Committee	Staff to gather feedback from stakeholders on the relevancy of this Committee, and what they would like to see included in a Terms of Reference if the Committee was reestablished.	March 14, 2024
4.	Agriculture of the Future	French “Green Belt Initiative” as an innovative model to support the next generation of farmers.	December 14, 2024
5.	Electoral Area Boundary Change Process	Creation of additional Electoral Areas within the existing ones to give Rural Directors more seats at the Board.	May 8, 2025
			Updated: May 8, 2025



REPORT

To: Electoral Area Directors Committee

Report Number: ENV-EADC-045

From: Environmental Services

Date: July 24, 2025

Subject: Aquatic Harvester Pilot Program Business Case

RECOMMENDATION:

That the Electoral Area Directors Committee receive the attached “Aquatic Harvester Pilot Program Business Case” inclusive of the program cost estimates for Charlie Lake and Swan Lake, for information.

BACKGROUND/RATIONALE:

On April 10, 2025, the Regional Board passed the following resolutions:

MOVED, SECONDED and CARRIED,

That the Regional Board authorize development of a cost estimate to undertake aquatic harvesting at Charlie Lake and identifies potential funding sources available for the project.

MOVED, SECONDED and CARRIED,

That the Regional Board authorize development of a cost estimate to undertake aquatic harvesting at Swan Lake and identifies potential funding sources available for the project.

MOVED, SECONDED and CARRIED,

That the Regional Board apply to the Ministry of Water, Land and Resource Stewardship for an extension for the 2026-2027 Aquatic Harvester Approval # 9000856 for Charlie Lake.

MOVED, SECONDED and CARRIED,

That the Regional Board apply to the Ministry of Water, Land and Resource Stewardship for an extension for the 2026-2027 Aquatic Harvester Approval # 9000857 for Swan Lake.

A cost estimate, based on the parameters as outlined in the attached “Aquatic Harvester Program Business Case”, is included in the financial considerations. At this time, the estimated cost of running a 2-year pilot program in both Charlie Lake and Swan Lake will cost \$1,164,360 at a cost share of 60% to Charlie Lake (Area C) and 40% to Swan Lake (Area D). This program budget is solely reliant on external contractors and does not include Peace River Regional District (PRRD) staff time needed to support the implementation of the program. These requirements and costs would need to be identified should the program move forward.

As directed by the Regional Board, Staff applied for extensions for the Swan Lake and Charlie Lake Aquatic Harvester approval permits. The extension requests were approved by the Ministry of Water, Land and Resource Stewardship for the 2026-2027 harvesting seasons. Should a funding model be adopted, the program would start in July 2026, after the equipment is purchased and training is

completed. Harvesting would happen each summer in select harvesting areas according to the permits, while staying clear of environmentally sensitive zones.

ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

The cost estimate for a two-year Aquatic Harvesting program is described in detail in the attached 'Aquatic Harvester Program Business Case'.

The cost estimate for the two-year program is presented below and will require a variety of Electoral Area C and Electoral Area D grant funding sources to cover the capital and operational costs, pending funding availability.

Program Costs		Charlie Lake (60%)	Swan Lake (40%)
Capital Equipment Purchase	\$570,600	\$342,360	\$228,240
Labour & Operational Costs (QEP, Operator)	\$296,880	\$178,128	\$118,752
Total Budget Year 1	\$867,470	\$520,488	\$346,992
Total Budget Year 2 (Labour)	\$296,880	\$178,128	\$118,752
Total Pilot Program Budget	\$1,164,360	\$698,616	\$465,744

Cost exclusions: Delivery of harvesting equipment, storage and disposal of aquatic vegetation.

It is assumed the labour and operational costs will be split between Charlie Lake and Swan Lake based on level of effort to harvest each lake. The cost breakdown would appropriation 60% of the capital and labour costs to Charlie Lake and 40% to Swan Lake.

Capital Expenditures may be utilized from Peace River Agreement Funds or Community Works Gas Tax to fund equipment purchases at a cost-sharing rate of 60:40, Area C: Area D, and will be operated through Function 120-Legislative Electoral Areas until a service function and service areas can be established through referendum.

Operational Expenditures may be funded utilizing Fair Share Funds at a 60:40 cost share ratio between Area C and Area D until a service function and service areas can be established through referendum.

COMMUNICATIONS CONSIDERATION(S):

If the program proceeds, the Have Your Say page will be updated, and a public notification campaign will be launched.

OTHER CONSIDERATION(S):

The aquatic harvesting permits have been approved on a 2-year term. Renewal of the permits is not guaranteed.

Attachment:

1. Aquatic Harvester Program Business Case

External Link:

1. [Electoral Area Directors Committee Recommendations from March 27, 2025, ADM-BRD-593](#) – See Item# 8.2 on the Regional Board Meeting Agenda dated April 10, 2025.



Business Case

Aquatic Harvester Pilot Program

Executive Summary

Business Need

Charlie Lake and Swan Lake have experienced excessive aquatic vegetation growth, negatively impacting recreational use, aesthetics and public safety. The Peace River Regional District (PRRD) has received repeated feedback from residents and lake users requesting an effective solution to improve lake accessibility and usability.

Expected Outcome

The implementation of an aquatic vegetation harvesting program will focus on creating open water access channels and reducing health and safety risks presented by excess aquatic vegetation in Charlie Lake and Swan Lake.

Recommendation

Procure a mechanical aquatic harvester and initiate a pilot project to annually harvest aquatic vegetation starting in July 2026. The area of operation will include the permitted areas as outlined by the province, which focus on high-use areas in Charlie Lake and Swan Lake while avoiding ecologically sensitive zones.

Justification

This project provides immediate value to residents through improved lake access and safety around heavy-use areas.

The Team

Lead Department: Peace River Regional District – Environmental Services

Support:

- Qualified Environmental Professional (QEP) (contractor)
- Seasonal Operations Crew (contractor)
- External equipment suppliers/contractors
- Regulatory and permitting agencies
- Indigenous and community stakeholders

Business Need Definition

Problem Statement

Dense aquatic vegetation in regional lakes is restricting public recreation, increasing safety concerns and degrading the overall user experience for residents and visitors. The lack of regular maintenance has exacerbated eutrophication and impacted lake health.

Impacts

- **Customer:** Decreased public satisfaction; reduced recreational access; health and safety risks
- **Financial:** Potential reduction in tourism and local spending; increased long-term remediation costs if unaddressed
- **Stakeholders:** Public, Indigenous communities, recreational users, provincial agencies



Project Overview

Project Name

Aquatic Harvester Program

Project Description

This project involves the acquisition of a mechanical aquatic harvester and the launch of a seasonal vegetation harvesting program at Charlie Lake and Swan Lake. Operations will begin annually in July and focus on removing vegetation from select permitted areas.

A permit to harvest has been authorized for 2026 and 2027.

Project Goals and Objectives

- Improve recreational access and public safety in lakes
- Operate within regulatory frameworks and ecological best practices

Project Performance Indicators

- **Scope:** Annual harvesting of 27–33.5 ha in Charlie Lake and 10–14 ha in Swan Lake
- **Time:** Harvesting from July to September annually
- **Cost:** Year 1: Total budget \$867,480 (\$570,600 equipment, \$296,880 labour)
Year 2: Total budget \$296,880 (Labour program oversight and management)

It is assumed the labour and operational costs will be split between Charlie Lake and Swan Lake based on level of effort to harvest each lake. The cost breakdown would include 60% of the cost appropriation to Charlie Lake and 40% to Swan Lake.

Assumptions

- Harvesting equipment is available and procured on schedule
- Environmental permitting and consultation proceed smoothly
- Weather allows for seasonal operations
- All harvesting, monitoring, and reporting requirements are completed via contractors
- Qualified Environmental Professional Consulting firm and internal staff are available within the harvesting window to oversee the program

Constraints

- Seasonal biological windows for operation (after–July 15)
- Initial capital cost outlay
- Labour availability
- Equipment delivery and maintenance scheduling
- Limited permit timeframe
- Lack of established service functions to support operational continuity
- Disposal costs are unknown but could be high due to distance

Project Milestones

Q3 2025: Project approval and funding secured

Q4 2025: Equipment procurement and training

Q2 2026: Regulatory and Public engagement and notifications

Q3 2026: First operational season begins

Q4 2026: Performance review and community feedback



Q2 2027: Regulatory and Public engagement and notifications

Q3 2027: Second operational season begins

Q4 2027: Program evaluation and tentative permit renewal request

Strategic Fit

This project aligns with PRRD's strategic objectives for environmental stewardship, sustainable recreation, and community engagement. It also addresses critical feedback from residents and demonstrates a proactive approach to lake health management.

Cost Benefits Analysis

Budget

Program Costs		Charlie Lake (60%)	Swan Lake (40%)
Capital Equipment Purchase	\$570,600	\$342,360.00	\$228,240.00
Labour & Operational Costs (QEP, Operator)	\$296,880	\$178,128.00	\$118,752.00
TOTAL BUDGET Year 1	\$867,470	\$520,488.00	\$346,992.00
TOTAL BUDGET Year 2 (Labour)	\$296,880	\$178,128.00	\$118,752.00
TOTAL PILOT PROGRAM BUDGET	\$1,164,360	\$698,616.00	\$465,744.00

Cost exclusions: Delivery of harvesting equipment, storage and disposal.

It is assumed the labour and operational costs will be split between Charlie Lake and Swan Lake based on level of effort to harvest each lake. The cost breakdown would appropriate 60% of the capital and labour costs to Charlie Lake and 40% to Swan Lake.

This program budget is solely reliant on external contractors and does not include PRRD staff time needed to support the program implementation. These requirements and costs would need to be identified should the program move forward.

Funding Options:

Capital Expenditures may utilize Peace River Agreement Funds or Community Works Gas Tax to fund equipment purchases at a cost sharing rate of 60:40, Area C:Area D and will be operated through Function 120-Legislative Electoral Areas until a service function and service areas can be established through referendum.

Operational Expenditures may be funded utilizing Fair Share Funds at a 60:40 cost share ratio between Area C and Area D until a service function and service areas can be established through referendum.

Benefits:

- Enhanced lake usability and safety
- Improved public satisfaction and recreational tourism potential
- Foundation for future composting or vegetation repurposing partnerships



Alternatives Reviewed

Option 1: Do Nothing

Vegetation and algae issues worsen, public complaints persist.



Electoral Area Director's Committee Terms of Reference

1. Membership

- 1.1 The Electoral Area Directors' Committee membership shall be elected representatives from Electoral Area 'B', Electoral Area 'C', Electoral Area 'D', and Electoral Area 'E'.

2. Terms of Reference

- 2.1 The Electoral Area Directors' Committee will meet to address issues of a rural nature.
- 2.2 Meetings will be open to the public.
- 2.3 The Electoral Area Directors' Committee will be chaired by an Electoral Area Director elected by the committee participants.
- 2.4 The Electoral Area Directors' Committee will hold meetings the third Thursday of each month or at the call of the Chair.
- 2.5 Electoral Area Directors' Committee meetings will be funded through the Legislative – Electoral Area budget under "Electoral Area Business". Only Electoral Area Directors will be compensated for attending meetings.
- 2.6 Agenda items for the Electoral Area Directors' Committee meetings will include items that are:
- a. referred to the meeting by resolution of the Regional Board; or,
 - b. of a purely rural nature.
- 2.7 Items for the regular agenda must be provided to Administration by noon the Friday prior to the scheduled meeting.
- 2.8 All recommendations of the Committee shall be determined by majority vote of the Electoral Area Directors.
- 2.9 Staff will prepare minutes and forward recommendations to the Regional Board for consideration.
- 2.10 Committee recommendations will be ratified by the Regional Board prior to staff action being undertaken, unless previously authorized by a referring Board resolution.

Date Committee Established	February 27, 2003	Board Resolution #	RD/03/02/02 (27)
Date TOR Approved by Board	January 22, 2004	Board Resolution #	RD/04/01/20 (22)
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	