



PEACE RIVER REGIONAL DISTRICT

Peace River Regional District Board Meeting Agenda

March 26, 2020, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC

	Pages
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PEACE RIVER REGIONAL DISTRICT

SPECIAL BOARD MEETING **MINUTES**

DATE: March 19, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

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

Alternate Directors

Alternate Director Hansen, City of Fort St. John
(via teleconference)

Absent

Director Zabinsky, City of Fort St. John

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Lyle Smith, Chief Financial Officer
Trevor Ouellette, IT Manager
Kelsey Bates, Deputy Corporate Officer
Suzanne Garrett, Recording Secretary

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

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

SRD/20/03/01

MOVED Director Rose, SECONDED Director Michetti,

That the Peace River Regional District Board agenda for the March 19, 2020 Special meeting be adopted:

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Gallery Comments or Questions**
- 4. Reports**
 - 4.1 March 17, 2020 - Shawn Dahlen, Chief Administrative Officer – Coronavirus Authorizations
- 5. Bylaws**
 - 5.1 March 17, 2020 - Lyle Smith, Chief Financial Officer - 2020-2024 Five Year Financial Plan Bylaw No. 2407, 2020
 - 5.2 March 17, 2020 - Tyra Henderson, Corporate Officer - Board Procedure Bylaw Amendment
- 6. New Business**
- 7. Media Questions**
- 8. Adjournment**

CARRIED.

REPORTS:

4.1

March 17, 2020 –
Shawn Dahlen, Chief
Administrative
Officer

CORONAVIRUS AUTHORIZATIONS

SRD/20/03/02

MOVED Director Heiberg, SECONDED Director Goodings,

That the Chief Administrative Officer be authorized to cancel any gathering, or staff/Director attendance at any gathering, that does not comply with Federal and/or Provincial orders, regulations, or directives regarding Coronavirus safety for the duration of the COVID 19 pandemic.

CARRIED.

Director Fraser joined the meeting at 10:05 a.m.

REPORTS: (continued)

4.1 (continued)

CORONAVIRUS AUTHORIZATIONS

SRD/20/03/03

MOVED Director Goodings, SECONDED Director Heiberg,

That the Chief Administrative Officer be authorized to close any PRRD operated facilities to the public, or completely, should the need arise in order to adhere with Federal and/or Provincial orders, regulations, or directives for Coronavirus safety for the duration of the COVID 19 pandemic.

CARRIED.

SRD/20/03/04

MOVED Director Heiberg, SECONDED Director Courtoreille,

That the location of the Board meeting scheduled in Tumbler Ridge on March 26, 2020 be changed to the PRRD Board Room in Dawson Creek.

CARRIED.

VARY AGENDA:

VARY THE AGENDA

SRD/20/03/05

MOVED Director Hiebert, SECONDED Director Fraser,

That the agenda be varied to deal with item 5.2 (Board Procedure Amendment Bylaw No. 2408, 2020) at this time.

CARRIED.

Director Ackerman joined the meeting, via teleconference, at 10:15 a.m.

BYLAWS:

5.2

March 17, 2020 -
Tyra Henderson,
Corporate Officer

BOARD PROCEDURE BYLAW AMENDMENT

SRD/20/03/06

MOVED Director Bumstead, SECONDED Director Rose,

That the Regional Board give "Board Procedure Amendment Bylaw No. 2408, 2020", to allow an unlimited number of Directors to participate electronically in all regular and special meetings of the Board and its committees / commissions, for any reason, for the duration of the COVID-19 pandemic, first three readings.

CARRIED.

BYLAWS: (continued)

5.2 (continued)

BOARD PROCEDURE BYLAW AMENDMENT (continued)

SRD/20/03/07

MOVED Director Bumstead, SECONDED Director Fraser,

That "Board Procedure Amendment Bylaw No. 2408, 2020" be amended to encourage the Board Chair or Vice-Chair to physically be in attendance, if at all possible, to provide for effective governance of Board business.

CARRIED.

SRD/20/03/08

MOVED Director Heiberg, SECONDED Director Michetti,

That the Regional Board adopt Board Procedure Amendment Bylaw No. 2408, 2020.

CARRIED.

5.1

March 17, 2020 -
Lyle Smith, Chief
Financial Officer

2020-2024 FIVE YEAR FINANCIAL PLAN BYLAW NO. 2407, 2020

SRD/20/03/09

MOVED Director Fraser, SECONDED Director Hiebert,

That the "PRRD Five Year Financial Plan (2020 – 2024) Bylaw No. 2407, 2020" be adopted.

AMENDED BY THE FOLLOWING

Motion to Amend

SRD/20/03/10

MOVED Director Bumstead, SECONDED Director Rose,

That the motion be amended by adding the following:

"further, that staff be prohibited from releasing the Regional Grants-in-Aid funds until such time as a process has been created to allow the Board to individually consider each of the applications within Function 275 Grants-in-Aid budget for 2020."

CARRIED.

Motion as Amended

The Chair call the Question to the Motion as Amended:

That the "PRRD Five Year Financial Plan (2020 – 2024) Bylaw No. 2407, 2020" be adopted; further, that staff be prohibited from releasing the Regional Grants-in-Aid funds until such time as a process has been created to allow the Board to individually consider each of the applications within the 275 Grants-in-Aid budget for 2020.

CARRIED.

ADJOURNMENT:

ADJOURNMENT

The Chair adjourned the meeting at 11:15 a.m.

CERTIFIED a true and correct copy of the Minutes of the Regional Board of the Peace River Regional District from a Special meeting held on March 19, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer

Draft



PEACE RIVER REGIONAL DISTRICT

MARCH BOARD MEETING

MINUTES

DATE: March 12, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Chair Sperling, Electoral Area 'C'
Vice-Chair Rose, Electoral Area 'E'
Director Bumstead, City of Dawson Creek
Director Courtoreille, District of Chetwynd
Director Fraser, District of Taylor
Director Goodings, Electoral Area 'B'
Director Hiebert, Electoral Area 'D'
Director Michetti, Village of Pouce Coupe

Alternate Directors

Alternate Director Hansen, City of Fort St. John
Alternate Director Kirby, District of Tumbler Ridge
Alternate Director Stewart, City of Fort St. John

Absent

Director Ackerman, City of Fort St. John
Director Heiberg, District of Hudson's Hope
Director Bertrand, District of Tumbler Ridge
Director Zabinsky, City of Fort St. John

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Lyle Smith, Chief Financial Officer
Kelsey Bates, Deputy Corporate Officer
Paulo Eichelberger, General Manager of Environmental Services
Trish Morgan, General Manager of Community Services
Crystal Brown, Electoral Area Manager
Trevor Ouellette, Information Technology Manager
Brenda Deliman, Recording Secretary

Delegations

7.1

Dan Davies, North Peace MLA
Mike Bernier, South Peace MLA

7.2

Jennifer Moore, MNP

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

DIRECTORS NOTICE OF NEW BUSINESS:

Chair Sperling March 23, 2020 Minister Meetings – Call for Topics

Director Fraser Tumbler Ridge Global Geopark Liaison Report

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

RD/20/03/01

MOVED Director Bumstead, SECONDED Director Hiebert,
That the Peace River Regional District Board agenda for the March 12, 2020 meeting, including Director's new business, be adopted as amended:

1. **Call to Order**
2. **Directors' Notice of New Business**
3. **Adoption of Agenda**
4. **Gallery Comments or Questions**
5. **Adoption of Minutes**
 - 5.1 Regional Board Draft Meeting Minutes of February 27, 2020
 - 5.2 Committee of the Whole Meeting Draft Minutes of February 27, 2020
 - 5.3 Regional Board Draft Budget Meeting Minutes of February 26, 2020
6. **Business Arising from the Minutes**
7. **Delegations**
 - 7.1 North Peace MLA Dan Davies and South Peace MLA Mike Bernier
Re: Update
 - 7.2 Jennifer Moore, Manager, Consulting Services
Re: Innovation and Local Governments across Western Canada
8. **Petitions**
9. **Correspondence**
 - 9.1 February 21, 2020 – Corporation of the Village of Pouce Coupe – Request for Support for Letter to Environmental Management Branch.
 - 9.2 February 26, 2020 – North Central Local Government Association – Call for Nominations
 - 9.3 March 2, 2020 – BC Oil and Gas Commission – Consultation with Treaty 8 First Nations
10. **Reports**
 - 10.1 March 2, 2020 – Chair Brad Sperling – Reconsideration of RD/19/11/36 – Zoning Amendment Bylaw No. 2357, 2019, PRRD File No. 19-137.
 - 10.2 March 3, 2020 – Crystal Brown, Electoral Area Manager – February 20th Electoral Area Directors Committee Meeting Recommendations.
 - 10.3 March 3, 2020 – Crystal Brown, Electoral Area Manager – April 15th Interprovincial Meeting.
 - 10.4 February 24, 2020 – Kari Bondaroff, Environmental Services Manager – February 20, 2020 Invasive Plant Committee Meeting Recommendations.
 - 10.5 March 3, 2020 – Paulo Eichelberger, General Manager of Environmental Services – NCLGA Solid Waste Forum Funding.
 - 10.6 February 27, 2020 – Trish Morgan, General Manager of Community Services – Overview of Local Government Feedback to EMBC's Discussion Paper: Modernizing BC's Emergency Management Legislation.

RD/20/03/01
(continued)

Adoption of Agenda: (continued)

10. Reports (continued)

- 10.7 March 2, 2020 – Trish Morgan, General Manager of Community Services – Local Assistants to the Fire Commissioner Appointments.
- 10.8 March 2, 2020 – Trish Morgan, General Manager of Community Services – NCLGA Resolution – Fire Apparatus Useful Life.
- 10.9 February 21, 2020 – Trish Morgan, General Manager of Community Services – Prespatou Walking Trail – Permit and MoU Update.
- 10.10 February 28, 2020 – Tyra Henderson, Corporate Officer – Policy Manual Update – Events Policy.
- 10.11 March 2, 2020 – Tyra Henderson, Corporate Officer – Subdivision within the ALR, PRRD File No. 20-002, ALC ID 60339.
- 10.12 February 24, 2020 – Tyra Henderson, Corporate Officer – Application for Non-Farm Use within the ALR, PRRD File No. 20-001 ALRNFU
- 10.13 March 2, 2020 - Tyra Henderson, Corporate Officer – Section 57 Notice on Title – PID 011-898-372

11. Bylaws

- 11.1 Official Community Plan and Zoning Amendment Bylaws No. 2244 and 2246, 2016 PRRD File No. 15-236

Consideration of Third Reading and Adoption

- a) February 28, 2020 report from Tyra Henderson, Corporate Officer; and
- b) “Official Community Plan Amendment Bylaw No. 2244, 2016”; and
- c) “Zoning Amendment Bylaw No. 2246, 2016”

- 11.2 Official Community Plan and Zoning Amendment Bylaws No. 2398 and 2399, 2020, PRRD File No. 20-001 OCPZN

Consideration of First and Second Readings

- a) March 3, 2020 report from Tyra Henderson, Corporate Officer; and
- b) “Official Community Plan Amendment Bylaw No. 2398, 2020”; and
- c) “Zoning Amendment Bylaw No. 2399, 2020”

- 11.3 Zoning Amendment Bylaw No. 2402, 2020

Consideration of First and Second Readings

- a) February 26, 2020 report from Tyra Henderson, Corporate Officer; and
- b) “Zoning Amendment Bylaw No. 2402, 2020”

- 11.4 2020-2024 Five Year Financial Plan Bylaw No. 2407, 2020

Consideration of Three Readings

- a) March 3, 2020 report from Lyle Smith, Chief Financial Officer; and
- b) “2020-2024 Five Year Financial Plan Bylaw No. 2407, 2020”

12. Strategic Plan

- a) Strategic Plan

13. New Business

- 13.1 Chair Sperling – CAO/Chair Forum Topics
- 13.2 Director Fraser – Tumbler Ridge Global Geopark Liaison Report

14. Appointments

- 14.1 2020 List of Board Appointments

15. Consent Calendar (for consideration and receipt)

- 15.1 Invasive Plant Committee Meeting Minutes of February 20, 2020
- 15.2 February 27, 2020 – Union of BC Municipalities – Referred Resolution 2019-B200 – Increase Investment in BC Parks Boat Launches
- 15.3 February 21, 2020 – Indigenous Services Canada – Additions to Reserve and Engagement with Local Governments
- 15.4 February 14, 2020 – Northern Development Initiative Trust – 2020 Grant Writing Support
- 15.5 February 27, 2020 – British Columbia News – Province supporting communities to plan for housing

RD/20/03/01
(continued)

Adoption of Agenda: (continued)

- 15. Consent Calendar** (for consideration and receipt)
 - 15.6 January 24, 2020 – District of Tumbler Ridge – Over-population of Grizzly Bears in North East British Columbia
- 16. Notice of Motion** (for the next meeting):
- 17. Media Questions** (on agenda items and business discussed at the meeting)
- 18. Adjournment**

CARRIED.

GALLERY COMMENTS:

4.1

PRESPATOU WALKING TRAIL

Yvonne Wiebe, representative of the Prespatou Planning Committee Society, spoke to Item 10.9 (Prespatou Walking Trail). Ms. Wiebe advised the Regional Board that the proposed walking trail would connect the school, corner store and restaurant; and provide additional safety for residents and students, as they would no longer have to walk along shouldered roads in the dark. Ms. Wiebe added that local sponsors had been retained to provide funding for the maintenance of the trail and that other funding sources were being investigated; further, that a culvert may be sufficient rather than erecting a bridge over the creek.

ADOPTION OF MINUTES:

5.1

ADOPTION OF MINUTES

RD/20/03/02
MOVED Director Fraser, SECONDED Director Michetti,
That the Board Meeting Minutes of February 27, 2020 be adopted.

CARRIED.

5.2

RD/20/03/03
MOVED Director Michetti, SECONDED Director Hiebert,
That the Committee of the Whole Meeting Minutes of February 27, 2020 be adopted.

CARRIED.

5.3

RD/20/03/04
MOVED Director Michetti, SECONDED Director Hiebert,
That the Board Budget Meeting Minutes of February 26, 2020 be adopted.

CARRIED.

Director Courtoreille entered the meeting at 10:07 a.m.

DELEGATION:

7.1

North Peace MLA,
Dan Davies, and
South Peace MLA,
Mike Bernier

UPDATE FROM NORTH AND SOUTH PEACE MLA'S

North Peace MLA Dan Davies and South Peace MLA Mike Bernier provided an update to the Regional Board, and offered to take topics of interest to the Premier of BC and Provincial Ministers. Topics included:

- Treaty Land Entitlement claims (Charlie Lake and Red Creek lands)
- Fort St. John Land and Resource Management Plan
- Investor uncertainty (BC land base, access to resource based opportunities)
- Caribou consultation (engagement, petitions, media presence)
- BC Budget 2020 (budget cuts to Ministries, addition of new taxes)
- COVID 19 (safety precautions, impacts to economy, Site C)
- Bill 15 and 52 (changes to the *Agricultural Land Commission Amendment Act*)
- Peace Villa Residential Care
- Old Fort landslide event (funding, mitigation, responsibility)
- Site C (river diversion and public access)

A question and answer period ensued. Topics included:

- Provincial policy on land use objectives
- Blueberry First Nations Open House on Treaty Land Entitlement Claims (Charlie Lake)
- BC Budget 2020 cuts to Ministry of Agriculture
- Dawson Creek and District Hospital Patient Care Replacement Program
- Blackfoot boat launch
- Section 11 and Caribou Partnership Agreement
- Prescription medication availability
- Health care (recruitment /retention of health professionals, MRI)

VARY AGENDA:

VARY AGENDA

RD/20/03/05

MOVED Director Bumstead, SECONDED Director Hiebert,

That the agenda be varied to deal with Item 10.9 (Prespatou Walking Trail) at this time.

CARRIED.

REPORT:

10.9
February 21, 2020 –
Trish Morgan,
General Manager of
Community Services

PRESPATOU WALKING TRAIL

RD/20/03/06

MOVED Director Goodings, SECONDED Director Bumstead,
That a permit to construct a trail in the Ministry of Transportation and Infrastructure right-of-way be applied for on behalf of the Prespatou Planning Committee Society (PPCS) for the Prespatou Trail; further, that a Trail Maintenance Agreement between the Peace River Regional District (PRRD) and the PPCS be drafted for signature prior to the Society beginning trail construction and operations to include any conditions required by either the PRRD or Ministry of Transportation and Infrastructure.

CARRIED.

Recess

The Chair recessed the meeting at 11:00 a.m.

Reconvene

The Chair reconvened the meeting at 11:06 a.m.

DELEGATION:

7.2
MNP – Jennifer
Moore, Manager,
Consulting Services

MNP - INNOVATION AND LOCAL GOVERNMENTS ACROSS WESTERN CANADA

Jennifer Moore, Manager, Consulting Services, addressed the Regional Board and provided an overview of the Innovation and Local Governments across Canada survey. Topics included:

- Overview of MNP
- Survey respondents
- Top concerns of municipalities (aging infrastructure, decreasing revenues, changes in services expectations, increases in capital funding requests)
- BC innovation focus (service delivery, technological innovation, public engagement)
- Barriers to innovation (funding, public buy-in)
- BC's top issues (public and internal demand for engagement and innovation, changing citizen expectations)

A question and answer period ensued. Topics included:

- MNP policies
- Best practices for local government
- Public engagement

CORRESPONDENCE:

9.1
February 21, 2020 –
Village of Pouce
Coupe

REQUEST FOR SUPPORT LETTER TO ENVIRONMENTAL MANAGEMENT
BRANCH

RD/20/03/07
MOVED Director Michetti, SECONDED Director Hiebert,
That the Regional Board provide a letter to the Village of Pouce Coupe in
support of their request to the Environmental Management Branch to take
action to address concerns of a potentially contaminated site identified as PID
013-863-932, Parcel A(D2237), Block B, Section 32, Township 77, Range 14,
W6M, PRD, Plan 3159 – formerly the Peace River Haven.

CARRIED.

9.2
February 26, 2020 –
NCLGA

NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION NOMINATIONS

RD/20/03/08
MOVED Director Michetti, SECONDED Alternate Director Kirby,
That Director Hiebert, Electoral Area 'D', be appointed as the Peace River
Regional District's 2020/2021 Regional Representative for the North Central
Local Government Association.

CARRIED.

9.3
March 2, 2020 – BC
Oil and Gas
Commission

CONSULTATION WITH TREATY 8 FIRST NATIONS WEBINAR

RD/20/03/09
MOVED Director Fraser, SECONDED Director Rose,
That the invitation from the BC Oil & Gas Commission to participate in its
Consultation with Treaty 8 First Nations Webinar on March 30, 2020, be
received for information.

CARRIED.

REPORTS:

10.1
March 2, 2020 -
Chair Sperling

ZONING AMENDMENT BYLAW NO. 2357, 2019, PRRD FILE No. 19-137

As authorized by Section 217 of the *Local Government Act* and Section 56 (a)
of the PRRD Board Procedure Bylaw No. 2200, 2015, Chair Sperling required
the Board to reconsider the following motion, which was voted on, and
passed at the November 14, 2019 Board meeting (Item B-3 on the November
14, 2019 Agenda):

REPORTS: (continued)

10.1 ZONING AMENDMENT BYLAW NO. 2357, 2019, PRRD FILE No. 19-137
(continued) (continued)

The Chair called the Question to the Motion on the Floor:

RD/19/11/36 (28)

That the Regional Board defer Zoning Amendment Bylaw No. 2357, 2019, which proposes to rezone the properties legally described as PID 024-883-212 and PID 026-723-816, from A-2 (Large Agricultural Holdings Zone) to R-5 (Residential 5 Zone) pending an ALC decision to exclude the subject properties from the ALR.

DEFEATED.

RD/20/03/10

MOVED Chair Sperling, SECONDED Director Hiebert,
That the Regional Board give Zoning Amendment Bylaw No. 2357, 2020, which proposes to rezone the properties identified as PID 024-883-212 and PID 026-723-816, from A-2 (Large Agricultural Holdings Zone) to R-5 (Residential 5 Zone) first and second readings; further, that a Public Hearing, delegated to the Director of Electoral Area C, be held pursuant to the *Local Government Act* Section 464(1) and public notification be authorized pursuant to the *Local Government Act* Section 466.

CARRIED.

**RECOMMENDATIONS FROM THE FEBRUARY 20, 2020 ELECTORAL AREA
DIRECTORS COMMITTEE MEETING**

10.2 CANNABIS PRODUCTION AND RETAIL ESTABLISHMENTS
March 3, 2020 - (Recommendation No. 1)

Crystal Brown,
Electoral Area
Manager

RD/20/03/11

MOVED Director Hiebert, SECONDED Director Michetti,
That the Regional Board review guidelines from surrounding municipalities applicable to cannabis production and retail establishments; further, that a report identifying potential harmonized guidelines for potential inclusion in Regional District Zoning bylaws applicable to rural areas be provided to the Electoral Area Directors' Committee.

CARRIED.

REPORTS: (continued)

10.2 (continued) **SECURITY DEPOSIT – TEMPORARY USE PERMITS (Recommendation No. 2)**

RD/20/03/12

MOVED Director Rose, SECONDED Director Goodings,

That application of Resolution No. RD/18/12/20 from the December 14, 2018 Regional Board meeting which states:

“That a security deposit to guarantee site remediation and/or the completion of any terms and conditions imposed by the terms of a Temporary Use Permit (TUP), be required for all TUP applications” be suspended until new guidelines for Temporary Use Permits can be brought forward to the Board; further, that in the interim, property owners be required to sign a waiver to relinquish any right to remediation of their property by any third party, including the proponent or the Peace River Regional District.

CARRIED.

OPPOSED: Director Fraser

CLEANFARMS STEWARDSHIP (Recommendation No. 3)

RD/20/03/13

MOVED Director Goodings, SECONDED Director Hiebert,

That the ‘Cleanfarms’ stewardship program be added as a topic to the April 15, 2020 Interprovincial meeting agenda.

CARRIED.

Recess The Chair recessed the meeting to luncheon at 12:07 p.m.

Reconvene The Chair reconvened the meeting at 12:43 p.m.

10.3
March 3, 2020 –
Crystal Brown,
Electoral Area
Manager

2020 INTERPROVINCIAL MEETING TOPICS

The Regional Board added the following topics to the April 15, 2020 Interprovincial meeting agenda:

- Solid Waste and Recycling
- Cleanfarms stewardship program
- Collaboration between the Grande Prairie, Fort St. John and Dawson Creek airports
- Invasive plants
- Public safety and crime
- Health care (seniors housing)
- Map and governance structure of the PRRD and Alberta Counties; including, county road maintenance and taxation model
- Interprovincial agreement on fire protection
- Patient transport across the BC / Alberta border

REPORTS: (continued)

**RECOMMENDATIONS FROM THE FEBRUARY 20, 2020 INVASIVE PLANT
COMMITTEE MEETING**

10.4
February 24, 2020 –
Kari Bondaroff,
Environmental
Services Manager

ABANDONED WELL SITES (Recommendation No. 1)

RD/20/03/14

MOVED Director Hiebert, SECONDED Director Goodings,
That a letter be forwarded to the BC Oil and Gas Commission requesting
information on current invasive plant control strategies being implemented by
the BC Oil and Gas Commission on “abandoned” well sites.

CARRIED.

JURISDICTION ON ABANDONED WELL SITES (Recommendation No. 2)

RD/20/03/15

MOVED Director Hiebert, SECONDED Director Goodings,
That a legal opinion to determine which agency has jurisdiction and
responsibility to control invasive plants/noxious weeds on abandoned well
sites be obtained.

CARRIED.

2019 ANNUAL INVASIVE PLANT PROGRAM REPORT (Recommendation No. 3)

RD/20/03/16

MOVED Director Hiebert, SECONDED Director Goodings,
That the 2019 Annual Invasive Plant Program Report be approved; further,
that the Report be posted to the Peace River Regional District’s website.

CARRIED.

2020 INVASIVE PLANT STRATEGIC PLAN (Recommendation No. 4)

RD/20/03/17

MOVED Director Hiebert, SECONDED Director Goodings,
That the 2020 Invasive Plant Strategic Plan and Profile be approved; further
that the Invasive Plant Strategic Plan and Profile be posted to the Peace River
Regional District’s website.

CARRIED.

10.5 NCLGA SOLID WASTE FORUM FUNDING

March 3, 2020 –
Paulo Eichelberger,
General Manager
Environmental
Services

RD/20/03/18
MOVED Director Hiebert, SECONDED Director Goodings,
That funding in the amount of \$4,000 to fund the Solid Waste Forum being
held on June 16-17, 2020 in Prince George, BC be provided; further, that funds
be paid out of the Solid Waste Budget (Function 500).

CARRIED.

MOVED Director Hiebert, SECONDED Director Michetti,
That those Directors who wish to attend the Solid Waste Forum on June 16-17, 2020 in Prince George, BC, be authorized to do so.

CARRIED.

Director Bumstead left the meeting at 12:59 p.m.

February 27, 2020 –
Trish Morgan,
General Manager of
Community Services

MODERNIZING BC'S EMERGENCY MANAGEMENT LEGISLATION

MOVED Director Rose, SECONDED Director Hiebert,
That the report dated February 27, 2020 from the General Manager of
Community Services titled “Overview of Local Government Feedback to
EMBC’s Discussion Paper: Modernizing BC’s Emergency Management
Legislation” be received for discussion.

CARRIED.

Director Bumstead returned to the meeting at 1:02 p.m.

March 2, 2020 –
Trish Morgan,
General Manager of
Community Services

LOCAL ASSISTANTS TO THE FIRE COMMISSIONER FOR RURAL FIRE PROTECTION AREAS

MOVED Director Hiebert, SECONDED Director Fraser,
That the Regional Board recommend to the Office of the Fire Commissioner
the appointment of Deputy Fire Chief Fred Burrows as Local Assistant to the
Fire Commissioner for the Dawson Creek Rural Fire Protection Area.

CARRIED.

REPORTS: (continued)

- 10.8
March 2, 2020 –
Trish Morgan,
General Manager of
Community Services
- NCLGA RESOLUTION – FIRE APPARATUS USEFUL LIFE**
- RD/20/03/22
MOVED Chair Sperling, SECONDED Director Rose,
WHEREAS the Fire Underwriters Survey requires that in order to receive credit for fire insurance grading purposes, all first line fire apparatus in small and rural communities should be replaced after 20 years of service and may only be extended up to 25 years when fire apparatus is tested and proven to be in excellent mechanical condition;
- AND WHEREAS small and rural local governments often are financially challenged to replace high cost and minimally used fire apparatus on a 20-25 year rotational basis;
- THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities petition the Province to advocate to the Fire Underwriters Survey to consider providing credit for fire apparatus that is 25 years or older and in sound working condition in order reduce costs to taxpayers.
- CARRIED.**
- RD/20/03/23
MOVED Director Hiebert, SECONDED Director Rose,
That the Regional Board be provided with a report on fire insurance credits received for the replacement of first line fire apparatus after 20 years of service, as it relates to first line fire apparatus capital and operating costs.
- CARRIED.**
- 10.9
February 21, 2020 –
Trish Morgan,
General Manager of
Community Services
- PRESPATOU WALKING TRAIL**
- Item 10.9 (Prespatou Walking Trail) was dealt with earlier in the meeting.
- 10.10
February 28, 2020 -
Tyra Henderson,
Corporate Officer
- POLICY MANUAL UPDATE – EVENTS POLICY**
- RD/20/03/24
MOVED Alternate Director Kirby, SECONDED Director Courtoreille,
That the Events Policy, which will replace the Social Events Policy and which establishes guidelines for Peace River Regional District staff social events, be approved.
- CARRIED.**

REPORTS: (continued)

- 10.11
March 2, 2020 –
Tyra Henderson,
Corporate Officer
- SUBDIVISION WITHIN THE ALR, PRRD FILE NO. 20-002, ALC ID 60339
- RD/20/03/25
MOVED Director Goodings, SECONDED Director Fraser,
That the Regional Board support ALR Subdivision Application 20-002 (ALC ID 60339) for the property identified as PID 004-539-311, to subdivide the subject property into one 48.6 hectare parcel and one 11.0 hectare parcel; further that the application be authorized to proceed to the Agricultural Land Commission.
- CARRIED.**
- 10.12
February 24, 2020 –
Tyra Henderson,
Corporate Officer
- APPLICATION FOR NON-FARM USE WITHIN THE ALR, PRRD FILE NO. 20-001-ALRNFU (ALC ID 60379)
- RD/20/03/26
MOVED Chair Sperling, SECONDED Director Hiebert,
That the Regional Board support ALR Non-Farm Use Application 20-001-ALRNFU (ALC ID 60379), to allow temporary exterior storage of culverts, matting, equipment, trucks, and work camp structures on a 3.5 hectare portion of the property identified as PID 008-233-420, and authorize the application to proceed to the Agricultural Land Commission with a recommended condition that the proponent apply for a zoning amendment or temporary use permit within 12 months.
- CARRIED.**
- 10.13
March 2, 2020 –
Tyra Henderson,
Corporate Officer
- SECTION 57 NOTICE ON TITLE – PID 011-898-372
- RD/20/03/27
MOVED Director Hiebert, SECONDED Director Goodings,
That whereas the Building Inspector has provided a recommendation to the Corporate Officer according to Section 57(1)(b) of the *Community Charter* that a notice be placed on the title of the property identified as PID 011-898-372 regarding construction of a dwelling without a building permit, contrary to the building bylaw regulations; and
- The Corporate Officer provided notice to the property owner, according to Section 57 of the *Community Charter*, of the Board's intent to consider placing a notice on title, and provided the property owner the opportunity to address the Board prior to the Board making a decision to place a notice on the title; therefore be it resolved,

Resolution continued on next page

REPORTS: (continued)

10.13 (continued) SECTION 57 NOTICE ON TITLE – PID 011-898-372 (continued)

RD/20/03/27
(continued) That the Board require the Corporate Officer, as authorized by Section 57 of the *Community Charter* and Section 302 of the *Local Government Act*, to place a notice on title to the property identified as PID 011-898-372 regarding construction of a dwelling without a building permit and contrary to the PRRD Building Bylaw No. 2131, 2014.

CARRIED.

OPPOSED: Vice-Chair Rose, Directors Courtoreille and Fraser

BYLAWS:

11.1
February 29, 2020 – OFFICIAL COMMUNITY PLAN AND ZONING AMENDMENT BYLAWS NO. 2244
Tyra Henderson, AND 2245, 2016, PRRD FILE NO. 15/236
Corporate Officer

RD/20/03/28

MOVED Director Rose, SECONDED Director Bumstead,
That the Regional Board rescind first three readings of Official Community
Plan Amendment Bylaw No. 2244, 2016 and mark the bylaws as 'never used'.

CARRIED.

RD/20/03/29

MOVED Director Rose, SECONDED Director Hiebert ,
That the Regional Board adopt Zoning Bylaw Amendment No. 2245, 2016, to
rezone a 6.1 hectare portion of the property identified as PID 028- 817-125
from A-2 (Large Agricultural Holdings Zone) to C-2 (Highway Commercial
Zone), and a 1 hectare portion of the same property from A-2 (Large
Agricultural Holdings Zone) to I-1 (Light Industrial Zone).

CARRIED.

11.2
March 3, 2020 – OFFICIAL COMMUNITY PLAN AND ZONING AMENDMENT BYLAWS NO. 2398
Tyra Henderson, AND 2399, 2020, PRRD FILE NO. 20-001-OCPZN
Corporate Officer

RD/20/03/30

MOVED Chair Sperling, SECONDED Director Hiebert,
That the Regional Board defer consideration of Official Community Plan
Amendment Bylaw No. 2398, 2020, to amend the designation of the property
identified as PID 030-260-795 from Medium Density Rural Residential to High
Density Rural Residential, and Zoning Amendment Bylaw No. 2399, 2020, to
rezone the same property from A-2 (Large Agricultural Holdings Zone) to R-2
(Residential 2 Zone), until such time as the Regional Board has adopted a
subdivision development and servicing bylaw.

CARRIED.

OPPOSED: Directors Bumstead, Goodings, Fraser, and Alternate Director Kirby

BYLAWS:

11.3 ZONING AMENDMENT BYLAW NO. 2402, 2020, PRRD FILE NO. 20-003-ZN
February 26, 2020 –
Tyra Henderson,
Corporate Officer
RD/20/03/31
MOVED Director Hiebert, SECONDED Director Courtoreille,
That the Regional Board give Zoning Amendment Bylaw No. 2402, 2020, to
rezone the property identified as PID 006-487-033 from R-6 (Residential 6
Zone) to R-4 (Residential 4 Zone) first and second readings; further, that a
Public Hearing, delegated to the Area D Director be held pursuant to the *Local
Government Act* Section 464(1) and public notification be issued pursuant to
the *Local Government Act* Section 466.

CARRIED.

11.4 2020 – 2024 FIVE YEAR FINANCIAL PLAN BYLAW NO. 2407, 2020
March 3, 2020 – Lyle
Smith, Chief
Financial Officer
RD/20/03/32
MOVED Director Goodings, SECONDED Director Hiebert,
That the Regional Board approve inclusion of an additional \$192,250 in the
Function 400 – Management of Development 2020 budget by:

- Increasing Contract for Services Expense by \$192,250
- Increasing Surplus Revenue by \$60,250
- Increasing Requisition Revenue by \$132,000

CARRIED.

RD/20/03/33
MOVED Director Fraser, SECONDED Director Courtoreille,
That the report dated March 3, 2020 from the Chief Financial Officer re: PRRD
2020-2024 Five Year Financial Plan Bylaw be received; further, that 'PRRD Five
Year Financial Plan (2020 – 2024) Bylaw No. 2407, 2020" be given first three
readings.

CARRIED.

NEW BUSINESS:

13.2 TUMBLER RIDGE GLOBAL GEOPARK
Director Fraser
Director Fraser provided an update on the Global Geopark meeting he
attended in Tumbler Ridge, BC as the PRRD's appointed liaison. He noted a
mining company from Australia that donated to the Geopark, which will allow
for enhanced marketing of the amenity.

NEW BUSINESS: (continued)

13.1

Chair Sperling

MARCH 23, 2020 MINISTER MEETINGS

Chair Sperling invited the Regional Board to provide topics of discussion for his Minister meetings in Victoria on March 23, 2020. Suggested topics included:

- Ministry of Forests, Lands, Natural Resource Operations and Rural Development: Southern Mountain Caribou (Partnership Agreement, *Species at Risk Act*)
- Ministry of Environment and Climate Change Strategy: solid waste and recycling
- Ministry of Energy, Mines and Petroleum Resources: abandoned well sites, invasive plants at abandoned well sites, Synergy Alberta, Farmington Community Working Group, Taylor hill
- Ministry of Advanced Education: request for a long range planning update
- Ministry of Education, Skills & Training: recruitment and retention of teachers in northern BC, Pouce Coupe Elementary School
- Ministry of Transportation & Infrastructure (if a meeting is granted): Taylor hill

CONSENT CALENDAR:

15

CONSENT CALENDAR

RD/20/03/34

MOVED Director Hiebert, SECONDED Director Fraser,
That the March 12, 2020 Consent Calendar be received.

CARRIED.

15.3

February 24, 2020 –
Indigenous Services
Canada

PROPOSED RESERVE CREATION – DOIG RIVER FIRST NATION

RD/20/03/35

MOVED Director Fraser, SECONDED Director Goodings,
That Doig River First Nation be advised that the Peace River Regional District has undertaken a geo-hazard assessment of the Old Fort area, which may be of interest to them.

CARRIED.

RD/20/03/36

MOVED Director Rose, SECONDED Director Fraser,
That Doig River First Nation be contacted to discuss a proposed Memorandum of Understanding with the Peace River Regional District (PRRD) for the potential addition of reserve lands in Area 'C'.

CARRIED.

NOTICE OF MOTION:

16

Director Goodings

BOARD PROCEDURE BYLAW NO. 2200, 2015

Director Goodings provided Notice that the following Motion would be made at the March 26, 2020 Regional Board meeting:

“That the Regional Board discuss recent amendments to Board Procedure Bylaw No. 2200, 2015”

CARRIED.

ADJOURNMENT:

ADJOURNMENT

The Chair adjourned the meeting at 2:05 p.m.

CERTIFIED a true and correct copy of the Minutes of the Regional Board of the Peace River Regional District from a meeting held on March 12, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer

. CHAIR AND BOARD OF THE P.R.R.D. March 5. 2020

I have a number of questions:

One who initiated this proposed expansion ?

Two who will be billed for the proposed expansion ?

Three. what is the cost per call out ?

Four. what will the cost per house hold be?

Five. Why was it necessary to call F. S.J. Firefighters to fight a holiday trailer fire approx. 400 meters from the Charlie Lake fire department?

Six. I understand the Charlie Lake fire department calls F.S.J. to help fight fires in Charlie Lake

Seven. If so who pays for the call outs F.S.J to Charlie Lake and call outs from Charlie Lake to F.S.J ?

If they don't have the ability to fight the fires in our area now, why expand ?

Walter Stewart



DIRECTORS' NOTICE OF NEW BUSINESS

To: Chair and Directors

Date: March 18, 2020

From: Director Goodings, Electoral Area 'B'

Subject: Board Procedure Bylaw No. 2200, 2015

PURPOSE / ISSUE:

Section 36 (d) of Board Procedure Bylaw No. 2200, 2015 states that:

"pursuant to section 82 of this bylaw, following the close of a Statutory Public Hearing, no further submissions or comments from the public regarding the bylaw(s) that was/were subject of the Public Hearing may be accepted by members of the Board. Additionally, to preserve procedural fairness and direct all comments regarding land use proposals and decisions to a public hearing, no gallery comments or questions regarding agenda items that are land use decisions and may be the subject of a future public hearing will be permitted."

I wish to see an amendment to Board Procedure Bylaw No. 2200, 2015 that would allow the public an opportunity to participate in Regional Board Meeting – Gallery Comments and speak to meeting agenda items regarding land use, even though the land use may be the subject of a future public hearing.

RECOMMENDATION / ACTION: [Corporate Unweighted]

That the Regional Board discuss recent amendments to Board Procedure Bylaw No. 2200, 2015.

BACKGROUND/RATIONALE:

Allowing the public to participate in Regional Board – Gallery Comments and speak to meeting agenda items regarding land use would offer the public an additional opportunity to provide comment should they be unable to attend an upcoming Public Hearing. The Regional Board would have the opportunity to consider live comments offered by the public, as well as the written staff report and comments from the Electoral Area Director who may attend a future Public Hearing. It is to the benefit of all that, prior to a Public Hearing, the public has an additional opportunity to provide comment and that Regional Board Directors, who may not attend the Public Hearing, have the opportunity to hear the voice of the public.

Attachments:

1. December 2, 2019 report from the Corporate Officer titled 'Board Procedure Bylaw Amendment'

Director: *Karen Goodings*

Acknowledged for Agenda by CAO: *[Signature]*

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REPORT

To: Chair and Directors

Date: December 2, 2019

From: Tyra Henderson, Corporate Officer

Subject: Board Procedure Bylaw Amendment

RECOMMENDATION #1: [Corporate – Unweighted]

That the Regional Board give first three readings to Board Procedure Bylaw Amendment No. 2395, 2019, which provides flexibility around scheduling and hearing delegations, provides for electronic participation in Special Meetings for any reason, and prohibits delegations of a commercial nature and delegations regarding land use decisions that may be the subject of a public hearing.

RECOMMENDATION #2: [Corporate Unweighted, 2/3 Majority Required]

That the Regional Board adopt Board Procedure Bylaw Amendment No. 2395, 2019.

BACKGROUND/RATIONALE:

Earlier this year, the Board determined that the current language in the Procedure Bylaw governing scheduling of delegations was too restrictive. Published agendas and instructions to delegate attendees include specific times that a delegation can be heard, which is staff's best guess as to timing and completion of other items. In an effort to ensure that any member of the public who may be travelling to the meeting actually gets to listen to delegations, the Board has observed those scheduled delegation times, even if the delegation is in attendance early and the meeting flow allows for earlier (or later) reception of the delegation.

By deleting the restriction on having delegations appear within the first thirty minutes of the meeting, and deleting the requirement for a half hour break between delegations, as proposed in the draft bylaw, staff will instead rely on Section 20 of the Bylaw which states that delegations are received immediately following the preliminary items: adoption of the agenda, Gallery Questions and Comments, adoption of prior meeting minutes, and business arising. Most often these initial agenda items take only a few minutes, and therefore, staff will instruct all delegations to arrive at 10 am. Delegations will be received one after the other, in the order they are listed on the agenda, which will not include a specific time for each delegation. Section 24 d)i) states that each delegation is limited to 15 minutes, so the third delegation may not actually be invited to address the Board until 10:30 am. The Schedule of Days events will state that delegations are heard at 10 am. So long as the Board does not hear delegations before this time, which is impossible, as the meeting does not start until 10 am, members of the public will not miss a presentation that they travelled to the meeting for.

In April, the Board discussed at some length the unauthorized use of email polls to provide direction to staff, and subsequent ratification of decisions being made at a subsequent Board meeting. This practice is

Staff Initials:

Dept. Head:

CAO:

Page 1 of 3

not provided for in legislation, unless a local government is named in the Electronic Meetings Regulation, which the Board determined was not desired. Directors confirmed that actual attendance at Board meetings is preferred in most circumstances, to allow for discussion amongst all members prior to making decisions. Instead, the Board requested a relaxation of the restriction on electronic participation in meetings (phone, videoconferencing) beyond the current permitted reasons of being ill or unable to travel due to weather/road conditions, **for special meetings only**.

RD/19/04/24 That the Regional Board provide direction to staff to amend Section 15 of PRRD Board Procedure Bylaw 2200, 2015 to allow for electronic participation in meetings by Directors unable to attend a meeting for any reason, for Special Meetings only.

This change to the bylaw will give the Board the option, if a Special Meeting is called on short notice, to include those Directors unable to attend, **for any reason**, in the Special Meeting. This provision will still be subject to the “not more than five Directors, nor the Chair” being permitted to participate via phone or video conferencing.

An additional change proposed in this bylaw is a restriction on public comments or delegations during a Board meeting for any land use decisions that could be the subject of a public hearing. The Procedure Bylaw, in Part 7, Clause 36d) and Part 13, Clause 82, currently prohibits the public from speaking during ‘Gallery Comments and Questions’ on any matter that **has been** the subject of a public hearing. The proposed amendment to Part 5, Clause 24 b) Delegations, will further prohibit the public from appearing as a delegation if the topic they wish to discuss is a land use decision that may **at a future date**, be the subject of a public hearing, to ensure that all information is heard at the statutory public hearing. This preserves procedural fairness, due to the limit of three delegations per meeting, and the limit of 15 minutes for gallery comments or questions. If all three delegation time slots were full, a proponent could be granted a delegation time slot, and the “opposition” would be denied the opportunity to speak. Similarly, though the 15 minutes for gallery comments and questions is not typically exhausted, a group of supporters could get up one by one, each for two minutes, and use up the entire fifteen minute time slot before a single person with a different opinion had the chance to speak. There are no restrictions on speaking time at a public hearing, and this is where all public comments regarding a land use decision should be directed.

Denying gallery comments or questions on any land use decision, either before or after a public hearing, will give the Board a chance to review the facts of the proposal against the planning guideline documents, such as the OCP, and to first determine whether they wish to entertain a land use decision (ie: zoning bylaw) prior to hearing representations either for or against the proposal.

Finally, staff propose that any delegation that proposes to promote a business interest or further a commercial entity not be entertained at the Board table.

Until late October, staff believed that there were potential changes to the legislation governing procedure bylaws being considered by the Province. Instead, at the annual Corporate Officer’s Forum, the concept of a procedure bylaw best practices guide was introduced and it was announced that a draft/template Procedure Bylaw would be circulated to all local governments for comment. To date no template bylaw has been received, therefore, staff drafted an amendment bylaw incorporating the amendments specifically requested by the Board, rather than continue to wait for possible additional suggested amendments through the collaborative work of corporate officers across the province. The Bylaw can be amended again

should additional changes be identified, and at that time, housekeeping changes, such as gender neutral language, and improved numbering of paragraphs for easier reference will be proposed by staff.

ALTERNATIVE OPTIONS:

1. That the Board reject some or all of the proposed amendments to the Board Procedure Bylaw.
2. That the Board request additional amendments to the Board Procedure Amendment Bylaw be brought forward for consideration.
3. That the Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):**COMMUNICATIONS CONSIDERATION(S):****OTHER CONSIDERATION(S):**

Attachments:

1. Draft Board Procedure Bylaw Amendment No. 2395, 2019
2. Draft Consolidated Procedure Bylaw showing proposed changes in yellow highlight
3. Board motions requesting bylaw changes

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2395, 2019

A bylaw to amend "Peace River Regional District
Board Procedure Bylaw No. 2200, 2015
(as previously amended by Bylaw No. 2256, 2016 and Bylaw 2278, 2017).

WHEREAS the *Local Government Act* requires the Regional Board to adopt a bylaw to establish the procedures to be followed for the conduct of its business;

AND WHEREAS the Regional Board adopted "Peace River Regional District Board Procedure Bylaw No. 2200, 2015";

AND WHEREAS the Regional Board wishes to amend that Bylaw to provide for flexibility of scheduling of delegations, and to allow for expanded options for electronic participation in special meetings, and to restrict comments on land use proposals and decision to public hearings;

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

ADMINISTRATIVE PROVISIONS:

1. This Bylaw may be cited as "Peace River Regional District Board Procedure Bylaw Amendment No. 2395, 2019."
2. If any portion of this bylaw is declared invalid by a court, the invalid portion shall be severed and the remainder of the bylaw is deemed valid.

TEXT AMENDMENTS TO BYLAW 2200, 2015:

3. **PART 4, -OTHER GENERAL MEETING PROCEDURES** is amended as follows:
Section 15 – Electronic Meetings

- 3.1 In paragraph three of this section, insert the word **Regular** before the word **Board**, to read as follows:

"A Director who is unable to attend a **Regular** Board Meeting on account of illness or inclement weather conditions may participate in and vote at the meeting by means of electronic audio communication equipment."

- 3.2 Insert new paragraph below between paragraph three and four of this section to read as follows:

"A Director who is unable to attend a Special Board Meeting, for any reason, may participate by means of electronic audio communication equipment; subject to the limitation on the number of Directors who may participate in any one meeting electronically specified in paragraph six of this section."

4. **PART 5, PROCEDURE FOR MEETINGS** is amended as follows:

Section 20 – Order of Business at Regular Meetings

- 4.1 **Clause e)** is amended by deleting the phrase "other than those delegations requested by the Board"

Section 24 Petitions and Delegations

4.2 Clause 24c) is amended by inserting a new sentence at the end of this clause to read as follows:

“If the subject matter is:

- i) of a commercial or for profit nature, whereby the applicant proposes to promote or advance a business interest’
- ii) regarding a land use proposal or land use decision that has not yet been considered by the Board or that has been considered by the Board, and a public hearing, consultation, or information session specified;

the Corporate Officer shall deny the delegation request.

4.3 Clause 24 d) ii is amended by deleting the first two sentences “No delegation or personal appearance shall be scheduled within the first thirty minutes of the start of the meeting. There shall be one half hour time separation between each scheduled delegation.”

5. PART 7 POINTS OF ORDER AND PRIVILEGE**Section 36, Gallery Comments or Questions**

5.1 Clause 36d) is amended by adding the following new sentence at the end of the paragraph:

“Additionally, to preserve procedural fairness and direct all comments to a public hearing, no gallery comments or questions regarding agenda items that are land use decisions and may be the subject of a future public hearing will be permitted.”

READ A FIRST TIME THIS _____ day of _____ , 2019.

READ A SECOND TIME THIS _____ day of _____ , 2019.

READ A THIRD TIME THIS _____ day of _____ , 2019.

ADOPTED THIS _____ day of _____ , 2019.

Brad Sperling, Chair

(Corporate Seal has been affixed
to the original bylaw)

Tyra Henderson,
Corporate Officer

I hereby certify this to be a true and correct copy
of "PRRD Board Procedure Bylaw Amendment
Bylaw No. 2395, 2019", as adopted by the Peace River
Regional District Board on _____, 2019.

Tyra Henderson, Corporate Officer

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

A bylaw to provide for the procedures of
Board meetings, Committees and Commissions of the Board

WHEREAS, pursuant to the *Local Government Act*, RSBC 1996, c. 323, a Board must, by bylaw, establish the procedures to be followed for the conduct of its business.

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

PART I - INTRODUCTION

1. Citation

This bylaw is to be cited as "Peace River Regional District Board Procedure Bylaw No. 2200, 2015"

2. Definitions

In this Bylaw:

"**Act**" means the *Local Government Act*, RSBC 1996, c. 323;

"**Alternate Director**" means a member of the Board as defined in the Act";

"**Chief Administrative Officer**" or "CAO" means the appointed Chief Administrative Officer of the Regional District and any Regional District employee to whom the Chief Administrative Officer has delegated his or her powers and duties under this Bylaw from time to time;

"**Board**" means the governing and executive body of the Regional District constituted as provided in the Act;

"**Chair**" means the Director elected as chair of the Board pursuant to the Act;

"**Charter**" means the; COMMUNITY CHARTER, SBC 2003, c.26;

"**Committee**" means any Committee of the Board and includes a Committee of the Whole, a standing Committee and a select Committee;

"**Corporate Officer**" means the Corporate Officer of the Regional District appointed pursuant to the Act;

"**Deliver**" includes sending notice of meeting by email or facsimile;

"**Director**" means a member of the Board as defined in the Act;

"Director's Address" means the mailing or e-mail address given to the Corporate Officer, or designate by each Director;

"Meeting" means either a Regular or Special Meeting of the Board; a Committee of the Whole, Standing Committee, Select Committee or Commission, as the context requires;

"Notice Boards" means the notice boards located in the lobby of the Regional District offices in Dawson Creek and Fort St. John;

"Procedural Motion" means any motion described as such in this bylaw;

"Regional District" means the Peace River Regional District;

"Regular Meeting" means a meeting of the Board that is scheduled to take place, and notification of that meeting has been provided to the public;

"Special Meeting" means a meeting of the Board that was not scheduled, and has been called in accordance with the provisions of this bylaw, the Act and Charter;

"Vice Chair" means the Director elected as vice chair of the Board under this Bylaw;

"Web Page" means the Peace River Regional District's World Wide Web internet site at www.prrd.bc.ca.

3. Incorporation of Local Government Act Definitions

Any term that is used in this Bylaw and that is defined in the Charter or the Act has the meaning given to it in the Charter or the Act.

4. Interpretation of Bylaw and Delegation of Duties

- (a) Reference in this Bylaw to:
 - i) a numbered "Section" or "Part" is a reference to the correspondingly numbered Section or Part of this Bylaw;
 - ii) a resolution or vote of the Board, unless the context otherwise dictates, is a reference to a resolution or vote passed by the affirmative vote of a majority of the Directors present and entitled to vote on the matter.
- (b) The use of headings for Parts and Sections is for convenience of reference only and is not to affect the interpretation of this Bylaw.
- (c) The CAO may delegate any duty prescribed by this bylaw to another employee of the Regional District, either generally or in relation to a specified meeting or meetings.

PART 2 - REGULAR MEETING**5. Time and Location of Regular Meetings**

The Board shall, by resolution, annually set its schedule of Regular Meetings, including the date, time and location. Notice of a Regular Meeting to each Director is not required.

6. Notice of Regular Meeting

- (a) The Board's annual schedule of Regular Meetings shall be posted on the Notice Boards, advertised in local media and posted on the Web Page.
- (b) Upon resolution of the Board, the date, time and location of Regular Meetings may be changed. In such cases, notice of the change to the Board's annual meeting schedule will be posted on the Notice Boards, advertised in local media and posted on the Web Page.
- (c) At least 72 hours before a Regular Meeting of the Board, the Corporate Officer must give public notice of the date, time and location of the meeting by way of notice posted on the Notice Boards and Web Page.
- (d) At least 24 hours before a Regular Meeting of the Board, the Corporate Officer must give public notice of the meeting by:
 - i) posting a copy of the agenda on the Notice Boards; and
 - ii) leaving copies of the agenda at the reception counter in the Regional District offices in Dawson Creek and Fort St. John for public viewing.

7. Quorum

A simple majority, one Board member more than 50%, shall constitute a quorum.

8. Postponement if no Quorum

If there is no quorum of Directors at the location for a Regular Meeting within 2 hours after the time specified in the notice of the meeting;

- (a) the Regular Meeting is cancelled, and
- (b) all business on the agenda for that Regular Meeting must be dealt with at the next Regular Meeting.

PART 3 - SPECIAL MEETING**9. Calling of Special Meetings**

The Corporate Officer, or the Corporate Officer's designate, must call a Special Meeting on the request of the Chair or any two Directors, by notice to each director's e-mail address, at least 5 days before the date of the meeting.

10. Quorum

A simple majority, one member more than 50%, shall constitute a quorum for a Special Meeting.

11. Postponement if no Quorum

Section 8 applies to Special Meetings with the necessary changes.

12. Notice of Special Board Meetings

- (a) The Corporate Officer must give public notice of a Special Meeting of the Board in accordance with the Act, except where notice of the Meeting is waived by unanimous vote of the Directors.
- (b) The Corporate Officer must give public notice of the time, place and date of Special Meeting by way of a notice posted on the Notice Boards 24 hours before the Special Meeting, or if the Meeting is called on less than 24 hour's notice, at the time the Directors are given notice of the Special Meeting.
- (c) As an exception to subsection (b), in the case of an emergency Special Meeting, the Corporate Officer must give such advance public notice of the time, place and date of the Special Meeting as is practicable in the circumstances of the emergency, by way of a notice posted on the Notice Boards and Web Page if available.
- (d) In the case of an emergency Special Meeting, notice may, with the consent of the Chair and two Directors, be given less than five days before the date of the Special Meeting and may be given by means other than in writing.

PART 4 - OTHER GENERAL MEETING PROCEDURES**13. Adjournment of Meeting**

The Board may by resolution adjourn any Meeting to a date, time and location specified in the resolution.

14. Cancellation of Meetings

The Board may by resolution cancel any Regular Meeting. The Corporate Officer must give public notice of cancellation of any Regular Meeting by posting notice of cancellation in a place accessible to the public at the location for the Regular Meeting. The notice of cancellation must be posted at least five days before the date on which the Regular Meeting was to have been held.

15. Electronic Meetings

A Regular or Special Meeting of the Board may be conducted by means of electronic audio communication equipment at the discretion of the Chair.

Notice must include notice of the manner in which the Meeting is to be conducted and the place where the public may attend to hear the proceedings that are open to the public, the Corporate Officer must be in attendance at the specified place, and except for any part of the Meeting that is closed to the public, the Meeting facilities must enable the public to hear the meeting at the specified place.

A Director who is unable to attend a **Regular** Board Meeting on account of illness or inclement weather conditions may participate in and vote at the meeting by means of electronic audio communication facilities.

A Director who is unable to attend a Special Board Meeting, for any reason, may participate by means of electronic audio communication equipment; subject to the limitation on the number of Directors who may participate in any one meeting electronically specified in paragraph six of this section.

In the case of a Meeting conducted pursuant to this section, and except for any part of the Meeting that is closed to the public, the Meeting facilities must enable the public to hear the member(s) participating by means of electronic audio communication equipment.

Neither the Chair nor more than five Directors in all may participate in any Meeting in the manner described in this bylaw.

PART 5 - PROCEDURE FOR MEETINGS

16. Attendance of Public at Meetings

Except where the provisions of the Charter regarding Closed Meetings apply, all Board meetings must be open to the public.

17. Closed Board Meetings

- (a) Before closing a Board meeting, or part of a Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with the Charter.
- (b) This section applies to all meetings of the bodies referred to in the Charter, including without limitation:
 - i) Committee of the Whole
 - ii) Standing and select committees, and
 - iii) Commissions.
- (c) Directors who are elected or appointed to the Board and administered the Board's Oath of Office shall be entitled to review the minutes, the agenda, including agenda reports and correspondence, for any Closed Meeting.

18. Chair to Open Meetings

If a quorum is present, the Chair must call the Meeting to order. If a quorum is present but the Chair is not present within 15 minutes after the time at which the Meeting is to begin the Vice Chair must take the Chair and call the Meeting to order.

19. Appointment of Acting Chair

If a quorum is present but neither the Chair nor the Vice Chair is present within 15 minutes after the time at which the Meeting is to begin, the CAO, or designate, must call the Meeting to order and by resolution the board must appoint a Director to act as Chair for that Meeting until the Chair or Vice Chair arrives. The Acting Chair of a Meeting has the powers and duties of the Chair in respect of that Meeting.

20. Order of Business at Regular Meetings

Unless the Board otherwise resolves, business must be dealt with at every Regular Meeting in the following order:

- (a) adoption of agenda including any additions under Section 22;
- (b) Gallery Comments or Questions;
- (c) adoption of minutes of the last Regular Meeting and of any other Meeting minutes;
- (d) business arising from the minutes as adopted;
- (e) reception of delegations other than those delegations requested by the Board;
- (f) presentation of petitions;
- (g) consideration of correspondence, including petitions not presented at the Meeting;
- (h) directors' liaison to outside agencies reports;

- (i) reports from:
 - i) the Chair
 - ii) Directors
 - iii) Committees of the Board
 - iv) Regional District employees, and
 - v) delegations requested by the Board and, in the above order business arising from any of those reports;
- (j) introduction, consideration, reconsideration, rescinding, amending and adoption or rejection of Bylaws and resolutions;
- (k) new business from adopted Agenda;
- (l) consent calendar under this bylaw;
- (l) notices of motion;
- (m) at the Board's discretion, questions from the media on agenda items or business conducted at the Meeting, and
- (n) adjournment.

21. Meeting Agenda

The Corporate Officer shall prepare and publish an agenda in electronic, web based format before every Regular Meeting of the Board. The agenda shall be accessible to Directors for download via the Regional District's Web Page at least 5 business days before the applicable meeting. The agenda shall be made publicly available on the Web Page as set out in the provisions of this bylaw. The agenda shall:

- (a) be in the order set out in Section 20; and
- (b) state the general nature of each item of business to be dealt with at the Regular Meeting.

22. Addition of Agenda Items

Any Director may propose an item of business that is time sensitive for addition to the agenda for a Regular Meeting and the Board may indicate its consent by adopting the agenda by simple majority resolution, as amended.

23. Procedure if Sponsoring Director Absent

The Board may not proceed with any item on business on the agenda in the absence of the Director at whose request the item was placed on the agenda unless the:

- (a) written consent of the absent Director is presented to the Chair, or
- (b) Board resolves to deal with that item of business despite the absence of that Director.

24. Petitions and Delegations

Petitions

- (a) At least 10 business days before the date of the Meeting at which any person wishes to present a petition to the Board, that person must inform the Corporate Officer of the subject of the petition, and the name and address of each person who has signed the petition. The Corporate Officer shall include the petition on the next Regular Board meeting agenda.

Delegations

- (b) An individual or group wishing to appear as a delegation before the Board may do so only after having submitted a written request in the prescribed form and receiving written confirmation of their scheduled presentation. Confirmed delegations shall be

placed on the agenda in the order received. Any materials to be distributed to the Board as part of a delegation's presentation must be received by the Corporate Officer 7 business days before the meeting to which the delegation is scheduled. The Corporate Officer shall circulate such items under the Delegations section of the agenda distributed to Directors.

- (c) The delegation shall inform the Corporate Officer of the subject of the delegation, and name and address of the speaker representing the delegation. **If the subject matter is:**
 - i) of a commercial or for profit nature, whereby the applicant proposes to promote or advance a business interest;**
 - ii) regarding a land use proposal or land use decision that has not yet been considered by the Board, or that has been considered by the Board, and a public hearing, consultation, or information session specified;****the Corporate Officer shall deny the delegation request.**
- (d) Unless otherwise permitted by a resolution of the Board:
 - i) the maximum time for presentation of a petition or appearance of a delegation before the Board is 15 minutes. This Section does not apply to Public Hearings conducted by the Board under the *Act* or the *Charter* or to delegations appearing at the request of the Board; and
 - ii) ~~no delegation or personal appearance shall be scheduled within the first thirty minutes of the start of a Meeting. There shall be a one half hour time separation between each scheduled delegation.~~ Delegations shall be limited to 3 per meeting.
 - iii) the Board shall refrain from making decisions on a petition or delegation during that portion of the meeting.
- (e) No petition or delegation may be presented to, appear before or be received by the Board unless this Section has been complied with, but the Board may resolve by a two-thirds (2/3) majority to waive compliance with any part of this Section.

25. Consent Calendar

Unless a Director otherwise requires in respect of any item, the items of business listed on the agenda for a Meeting described as "Consent Calendar" may all be dealt with together by the Board by a single resolution of receipt. A Director may require that any item of business be removed from the consent calendar and be dealt with as a separate item of business.

26. Recording and Certification of Minutes of Board

Minutes of Board meetings shall be:

- (a) legibly recorded;
- (b) certified as correct by the Corporate Officer;
- (c) signed by the Board Chair or other member presiding at the meeting in the Board Chair's place, or signed by the Chair at the next meeting after they are adopted by the Board, and
- (d) open for public inspection at the Board offices during its regular office hours in accordance with the applicable provisions of the Act.

27. Adoption of Minutes

The minutes of every Meeting must be adopted by resolution of the Board. If each Director has received a copy of the minutes of a Meeting, those minutes may be adopted by resolution of the Board without their being read to the Meeting. The minutes of a Meeting may not be adopted until the Corporate Officer makes any changes that the Board has by resolution directed be made so that the minutes accurately record the Meeting.

28. Inspection and Copying of Minutes

The minutes for every Meeting are open for inspection by any person. Any person may receive copies of and extracts from minutes that have been adopted by the Board. This Section does not apply to a Closed Meeting from which the public has been excluded under the Charter.

PART 6 - RULES OF DEBATE

29. Recognition of Speakers

A Director may speak in a Meeting after the Director has raised his or her hand and the Chair has recognized the Director. If two or more Directors raise their hands at the same time, the Chair may designate the order in which each is to speak. If the Chair wishes to speak in a Meeting, the Chair need only address the Meeting.

30. Manner of Address by Speakers

A Director must address the Chair as "Mister Chair" or "Madam Chair", as the case may be, and must address another Director by that director's surname preceded by "Director".

31. Rules Regarding Directors When Speaking

Except as otherwise resolved by the Board, a Director may

- (a) speak only to a matter being debated by the Board;
- (b) speak for no more than five minutes at a time;
- (c) not speak to a matter already dealt with by the Board; and
- (d) not speak when called to order by the Chair.

32. No Interruption of Speaker or Meetings

No Director may interrupt a Director who is speaking except to raise a point of order. No Director may cause a disturbance at or disrupt a Meeting.

33. Removal of Those Behaving Improperly

If the Chair considers that anyone, including a Director, is guilty of improper conduct, the Chair may exclude or expel that person from a Meeting. If a person resists or disobeys the order to leave a Meeting that person may be removed by a peace officer if the Chair so orders.

34. Matter Open to Debate

Subject to Part 8 (Motions), a Director may debate any motion other than a motion to table a matter.

35. Enquiries by Those Attending Meeting

Any person attending a Meeting may address the Board on any item of business on the agenda, but only if the Board resolves to allow that person to address it.

PART 7 - POINTS OF ORDER AND PRIVILEGE

36. Gallery Comments or Questions

Notwithstanding 'section 35 Enquiries by Those Attending Meeting', any person in the gallery may ask a question or make a comment about any item or topic appearing on the current Board agenda once recognized by the Chair during the "Gallery Comments or Questions" portion of the meeting subject to the following;

- (a) the maximum time allotted for this portion of the meeting shall be limited to 15 minutes;
- (b) each individual question or comment shall be limited to two (2) minutes;
- (c) the Board may resolve to waive compliance with any part of this section by way of a two-thirds (2/3's) majority;
- (d) pursuant to section 82 of this bylaw, following the close of a Statutory Public Hearing, no further submissions or comments from the public regarding the bylaw(s) that was/were subject of the Public Hearing may be accepted by members of the Board.
Additionally, to preserve procedural fairness and direct all comments regarding land use proposals and decisions to a public hearing, no gallery comments or questions regarding agenda items that are land use proposals or decisions and may be the subject of a future public hearing will be permitted.

37. Chair to Keep Order

The Chair is to preserve order at every Meeting and has the power to make such rulings as are necessary to do that, including the power to rule on all points of order.

38. Chair to Give Basis for Rulings

At the time any ruling is made by the Chair on a point of order, the Chair must inform the Board of the ground upon which the ruling is made.

39. Points of Privilege

A Director may:

- (a) require that a matter being debated be read for the Director's information, but a Director may not interrupt another Director who is speaking unless that other Director consents, and
- (b) require the Chair to state the provision of this Bylaw or other rule of order applicable to a point of order, which the Chair must do at once without debate.

40. Robert's Rules of Order Apply

All matters of procedure not provided for in this Bylaw are governed by the rules in the latest edition of Robert's Rules of Order.

PART 8 - MOTIONS

41. Resolutions and Bylaws

Resolutions, the reading of Bylaws and the adoption of Bylaws all must be dealt with on a motion put by a Director and seconded by another Director.

42. Specific Voting Requirements for Resolutions

The attached Appendix 'A' provides specific voting requirements under the *Act*, *Charter* and *Roberts' Rules of Order*.

43. Procedural Motions

Any motion to

- (a) adjourn a Meeting;
- (b) recess a Meeting;
- (c) table a matter;
- (d) vote on a motion under consideration;
- (e) postpone (defer) a matter;
- (f) refer a matter;
- (g) amend a motion; or
- (h) vary the agenda;

is a privileged or subsidiary motion and has precedence in the order listed in this section, from highest to lowest. The list of procedural motions in this Section is not exhaustive. The Board may resolve, by two-thirds (2/3) majority, to consider any motion as a procedural motion. If deemed to be a procedural motion, it shall be dealt with as a privileged motion pursuant to this Section.

44. Effect of Motion Under Consideration

When a motion is under consideration, no further motion may be made except a motion to

- (a) commit (refer to a committee),
- (b) postpone (defer) consideration of the motion,
- (c) amend the motion,
- (d) limit or extend debate on the motion,
- (e) table the motion,
- (f) put the motion to a vote, or
- (g) adjourn.

45. Motion to Table

A Director may make a motion to table a matter at any time unless a motion to adjourn has already been made. The Board may debate the timing of a motion to table, but may not debate the matter that is the subject of the motion to table.

46. Motion to Adjourn

A Director may make a motion to adjourn a Meeting at any time. The motion must be put to a vote at once without debate. If a motion to adjourn is defeated, no further motion to adjourn may be made unless some business or another matter intervenes between the defeat of the first motion to adjourn and the further motion.

47. Motion to Postpone (Defer) a Motion

A Director may make a motion to postpone or defer consideration of a motion until later in the same Meeting, to another Meeting or indefinitely. A motion to postpone until later in the same Meeting must be put to a vote without debate. A motion to postpone until another Meeting or indefinitely may be debated and, if that motion is passed, the motion postponed may not be considered again during that Meeting.

48. Inadmissible Motion

If the Chair considers that a motion is contrary to this Bylaw or the Act or the Charter, the

Chair must inform the Board at once and may refuse to put the question to the vote. The Chair must give reasons for any such refusal at once.

49. Recording and Reading of Motions

The Corporate Officer must record in the minutes the text of every motion. After a motion has been Moved and Seconded by another Director, it shall be deemed to be in possession of the Board, but may be withdrawn at any time by the vote of the majority of the members present before decision or amendment. A motion may not be withdrawn after it has been voted on by the Board.

50. Amendment of Motion

A Director may move to amend a motion being considered by the Board, but that Director may not move any further amendments to that motion. A Director may only move once to amend an amendment already moved. No motion to amend a motion may be made if the amendment negates the motion that would be amended. If any Director states that a proposed amendment to a motion would negate that motion, the Chair must at once rule whether that would be the case. That ruling may be appealed to the Board as if the ruling were on a point of order.

51. Effect of Motion to Amend

If a motion to amend a motion is

- (a) carried, the motion which has been amended is to be voted on as amended; or
- (b) defeated, the motion in respect of which the amendment was moved is to be voted on unamended.

A motion to amend must either be withdrawn or voted on before the main motion that would be amended may be voted on.

52. Question to be Put After Debate

The Chair must put every question to the vote immediately after debate on that question is closed.

53. Voting by Show of Hands

Directors must vote on every question put to a vote by raising his or her hand.

54. Recording of Votes

If a Director requests his or her vote on any question to be recorded the Corporate Officer will record in the minutes for the Meeting the name of the Director and the way in which the Director voted on the question.

55. Effect of Not Voting

If a Director who has not made a declaration under Section 100 of the Charter (conflict of interest) does not vote on any question, the Director is to be considered to have voted in the affirmative on the question and the vote must be recorded as such in the minutes.

- 55A. Notwithstanding 'section 54 Effect of Not Voting', once a Director has declared a Conflict of Interest pursuant to the *Local Government Act* and left the Meeting, the Chair shall provide time for the Director's Alternate Director to assume the Director's vacated seat, and shall recognize the Alternate Director during the discussion and voting on the related item(s) of business in the Director's absence. Once the item(s) have been considered, the Director shall be called back to the Meeting and the Alternate Director will vacate the Director's seat.

56. Reconsideration

- (a) Without limiting the authority of the Board to reconsider a matter under this section, the Board Chair may require the Board to reconsider and vote again on a matter that was the subject of a vote as set out under the provisions of the Act;
- (b) After a vote has been taken on any resolution, except one of tabling or postponing indefinitely a matter, a director who voted affirmatively for a resolution adopted by the Board may move a reconsideration of the resolution at the same or future regular or special meeting of the Board;
- (c) The Board must not discuss the main matter referred to in subsection (b) unless a resolution to reconsider that matter is adopted by a majority vote of directors. If the resolution to consider is successful, the matter shall be put before the Board for reconsideration and may be dealt with by the Board in the usual fashion;
- (d) A vote to reconsider must not be reconsidered;
- (e) The Board may only reconsider a matter that has not:
 - (i) had the approval or assent of the electors and been adopted,
 - (ii) been reconsidered under subsection (a), or
 - (iii) been acted on by an officer, employee, or agent of the Regional District.
- (f) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (g) A bylaw, resolution, or proceeding that is reaffirmed under subsection (a) (Chair's reconsideration) is as valid and has the same effect as it had before reconsideration.

57. Notice of Motion

- (a) Any Director desiring to bring forward to the Board any new matter, other than a point of order or privilege, shall do so by way of a 'Notice of Motion' and the matter shall be dealt with as provided in this section.
- (b) A Director may give notice of motion to the Board during a meeting, at the discretion of the Chair. Once acknowledged by the Chair, a Director shall read the motion into the meeting and provide the Corporate Officer with a copy of such motion at the meeting. The Corporate Officer shall record the motion in the Minutes of the meeting as a Notice of Motion and shall add the motion to the agenda of the next Board meeting along with any background information identified; or
- (c) provide the Corporate Officer with a written copy of such motion, no later than 7 business days prior to the scheduled meeting and the Corporate Officer shall add the motion to the agenda for the said meeting under the 'Notice of Motion' section of the Board agenda.

PART 9 - ADOPTION OF BYLAWS**58. Proposing Bylaws**

The Board may not consider a proposed Bylaw for readings unless the Corporate Officer, or designate, has given a copy of it to each Director.

59. Adoption of Bylaws

A Bylaw has been enacted by the Board once:

- (a) all approvals, procedures and other requirements imposed by statute have been obtained, followed and fulfilled;
- (b) the Board has given first, second and third readings to the Bylaw by title only; and

- (c) the Board has adopted the Bylaw.

60. Readings and Adoption at One Meeting

Subject to this Bylaw and the *Act*, the Board may give any or all three readings of a Bylaw, and may adopt it, at one Meeting. As an exception, there must be at least one clear day between the third reading of the Bylaw adopting the Annual Financial Plan and the adoption of that Bylaw.

61. Description of Steps in Every Bylaw

In every Bylaw that is enacted by the Board, the Corporate Officer must set out the dates on which:

- (a) the readings and the adoption of the Bylaw occurred, and
- (b) all approvals, procedures and other requirements imposed by Provincial statute were obtained, followed or fulfilled, such as
 - i) the assent of the electors,
 - ii) a two-thirds (2/3) majority vote or unanimous vote of the Board, as the case may be,
 - iii) a Public Hearing, or
 - iv) receipt by the Board of a petition for the Bylaw.

62. Signature of Bylaws

Every Bylaw enacted by the Board must be signed by the Chair and the Corporate Officer. It is required that the Corporate Seal be affixed to bylaws.

PART 10 - INAUGURAL MEETING

63. Inaugural Meeting

Following a general local election, the first Board meeting must be held within the first 10 days of November in the year of the election.

PART 11 - ELECTION OF CHAIR AND VICE-CHAIR

64. CAO to Preside Over Election

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

65. Statements by Candidates

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

66. Secret Vote

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

67. Determination of Winner

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

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

68. CAO to Declare and Record Winner

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

69. Destruction of Ballots

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

70. Powers and Duties of Board Chair

- (a) The Board Chair is the head and chief executive officer of the Regional District and has the duties as set out in the Act and Charter.
- (b) The Board Chair shall determine the seating arrangements around the meeting table.

PART 12 - COMMITTEES

71. Creation of Standing Committees

The Chair may appoint standing Committees for any purpose. The Chair may appoint persons who are not Directors to a standing Committee, but every standing Committee must have at least one member who is a Director. Committee appointments shall be ratified by Board resolution. Procedures of the Board apply to all Committees unless otherwise provided for in this or other Board adopted bylaw, or committee terms of reference that have been adopted by the Board.

72. Committee of the Whole

Committee of the Whole Terms of Reference:

- (a) The provisions of the Board's Procedure Bylaw apply to the Committee of the Whole (COW).
- (b) Topics that may be considered by the COW include but are not limited to:
 - i. Issues needing additional understanding;
 - ii. Issues needing understanding and consideration of multiple options; and
 - iii. Issues with multiple issues / concerns.
- (c) The COW meeting Chair shall be the Board Chair, or designate.
- (d) Discussion shall be directed through the Chair in a round table format that includes all Directors, staff and invited guests.
- (e) Guests may participate in open discussion with the COW until such time as they are dismissed from the table or discussion on that agenda item has concluded.
- (f) Minutes of the COW will be included in regular Board meeting agendas under the Adoption of Minutes section.
- (g) A staff report bringing forward COW recommendations for the Regional District Board's consideration, will be brought forward on an agenda of a regularly scheduled Regional District Board meeting.
- (h) COW recommendations are not decisions of the Board and no actions can be taken on any recommendation until a formal Board resolution endorsing same has been passed.
- (i) COW recommendations are available for debate and subject to change by the Board at the time of formal consideration.

73. Creation of Select Committees

The Board may by resolution create a select Committee of Directors to consider or inquire into any matter and to report its findings and opinion to the Board.

74. Election of Chair and Vice Chair

Every standing Committee and every select Committee must elect a Chair and Vice Chair.

75. Attendance at Select Committee Meetings

Any Director may attend a Meeting of any select Committee and may participate in any debate if the select Committee so resolves.

76. Quorum of Select Committees

At least one-half of the Directors appointed to a select Committee constitutes a quorum of that select Committee.

77. Meetings of Select Committees

The first Meeting of a select Committee after its creation must be held on the date and at the time and location specified in the Board resolution creating the select Committee or, if no such resolution is made, by further resolution of the Board. Every Meeting of a select Committee after its first Meeting is to be held at the date, time and location specified by resolution of the select Committee.

78. Reporting to Board by Select Committees

A select Committee may report to the Board at any Regular Meeting. A select Committee must report to the Board when directed by resolution of the Board.

79. Chair an Ex Officio Member of All Committees

The Chair is a member of all standing Committees and all select Committees by virtue of the office of Chair and is entitled to vote.

80. Witnesses Before Board and Committees

The Board, a standing Committee or a select Committee has the same power, under the signature of the Chair and the seal of the Regional District, to

- (a) summon witnesses for examination on oath about matters concerning administration of the Regional District;
- (b) enforce the attendance of witnesses; and
- (c) compel them to give evidence;

as is vested in the Supreme Court of British Columbia in civil cases. A Director or a member of a standing Committee may administer the oath to a witness in accordance with the Evidence Act. A witness may be examined, cross-examined and re-examined according to the rules and practice of the Supreme Court of British Columbia in civil cases.

81. Director's Address for Notices

Every Director must give the Corporate Officer written notice of the address, including e-mail address, to which all notices and other communications are to be **sent by the Corporate Officer, or designate, for the purposes of this Bylaw and** otherwise. Any notice or other communication which is sent to a Director at either of those addresses is considered to have been given validly if it is sent by mail, e-mail or otherwise delivered to those addresses. If a Director changes either address to which notices and other communications are to be sent, the Director must promptly give written notice to the Corporate Officer, or designate, of the particular new address(es) to which notices and other communications are to be sent.

PART 13 - PUBLIC HEARINGS

82. Public Hearings

After the Board has conducted a Statutory Public Hearing, a Bylaw that was the subject of the Public Hearing must be referred without debate to a Regular Meeting for a vote at its next reading. Following the close of a Public Hearing, no further submissions or comments from the public may be accepted by members of the Board.

83. Repeal of Existing Bylaw

Peace River Regional District Procedure Bylaw No. 1633, 2006 is hereby repealed.

READ A FIRST TIME this 11th day of December, 2015.

READ A SECOND TIME this 11th day of December, 2015.

READ A THIRD TIME this 11th day of December, 2015.

ADOPTED this 14th day of January, 2016.

(corporate seal affixed)

Chair

Corporate Officer

I hereby certify this to be a true and correct copy of
"Board Procedure Bylaw No. 2200, 2015" as adopted
by the Peace River Regional District Board
on _____, 20____.

Corporate Officer

Board Procedure Bylaw No. 2200, 2015

RD/19/02/18 (28) That Board Procedure Bylaw No. 2200, 2015 be amended to allow flexibility around scheduling and receiving delegations.

Special (Electronic) Voting & Electronic Participation in Meetings

RD/19/04/22 That the Regional Board provide direction to staff regarding whether or not they would like authority for special (electronic) voting included in the Board Procedure Bylaw; further, that said direction be not to include authority for special (electronic) voting in the Board Procedure Bylaw

RD/19/04/24 That the Regional Board provide direction to staff to amend Section 15 of PRRD Board Procedure Bylaw 2200, 2015 to allow for electronic participation in meetings by Directors unable to attend a meeting for any reason, for Special Meetings only.



REPORT

To: Chair and Directors

Date: March 13, 2020

From: Paulo Eichelberger, GM Environmental Services

Subject: Solid Waste Committee Recommendations – March 5, 2020 Meeting

The following recommendations from the March 5, 2020 Solid Waste Committee meeting are presented to the Regional Board for its consideration:

RECOMMENDATION #1: *[Corporate Unweighted]*

That the Regional Board, in an effort to reduce the amount of single-use plastics coming into the waste stream, seek partners from within the region, through a Request for Interest (RFI), to contribute to 100% of the purchase costs of multi-use bags or totes to be split evenly amongst the partners, in exchange for their branding/logo to be printed on the bags or totes.

RECOMMENDATION #2: *[Corporate Weighted]*

That the Regional Board increase Industrial-Commercial-Institutional disposal fees by 1%, plus Consumer Price Index to a total of 3.3%; further, that disposal fees for clean fill soils be charged at \$5.00 per tonne for 2020.

BACKGROUND/RATIONALE:

Recommendation 1 – Single Use Plastics

Single-use plastics constitute more than 40% of the plastic stream from the market in British Columbia. As a means to reduce these materials from entering the landfill, an offset strategy has been developed. The intention of the strategy is to tie plastics recycled in the PRRD to a multi-use product used by its residents within the region, as a means of reducing single-use items. The current scope is to use multi-use bags or totes that are made from 100% recycled plastics to show a circular economy, and help prevent further single-use plastics from entering the landfills - reducing the overall impact to the environment.

The strategy involves having the PRRD work with local businesses to partner for the purchase of the multi-use bags or totes. The benefit to the partners is that they will receive affordable advertisement and a portion of the bags purchased for their customers.

Recommendation 2 – Changes to Disposal Fees for Industrial-Commercial-Institutional (ICI) Customers

ICI waste received at the Bessborough, Chetwynd, and North Peace Regional Landfills makes up approximately 75% of the total waste received. In 2018, a Waste Composition Study (WCS) was conducted that provided an analysis of what is being taken to the landfills. Waste generated from the ICI sectors comes from a variety of sources which include, but are not limited to, commercial haulers, restaurants, hotels, businesses, schools, work camp waste, light industrial facilities, hospitals, etc.

Staff Initials:

Dept. Head: 

CAO: 

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Soils are currently accepted free of charge. There is potential to generate revenue by charging a disposal fee for soils brought into the landfills. Potential revenue, if charged at \$5.00 per tonne, would be approximately \$137,890 per year.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery

FINANCIAL CONSIDERATION(S):

Recommendation 1: Previously, the PRRD had sourced a bag made from 100% recycled materials; however, the supplier no longer has access to that product. Staff have located a Canadian supplier for a similar product; pricing from this supplier will need to be confirmed. At this time no funding has been allocated. If, through the RFI process, it is found that there is enough interest from local partners then there would be no cost to the PRRD. If there are no interested partners, then the PRRD could choose not to proceed or fund the initiative 100% at that time.

Recommendation 2: Currently in the Solid Waste Regulation and Fee Bylaw No. 2342, 2018 (SW Fee bylaw), there is not a different fee schedule for ICI customers and their waste. At 3.3% increase to ICI rates, the Regional District could recover approximately \$128,080. Coupled with the estimate for soil, this represents an approximate total added revenue of \$265,970.

Disposal fee for soils would be included into the bylaw.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None.



REPORT

To: Chair and Directors

Date: February 21, 2020

From: Kari Bondaroff, Environmental Services Manager

Subject: Contract #09-2020 Award – Invasive Plant Management Area Controller**RECOMMENDATION: [Corporate Weighted]**

That the Regional Board award the “Invasive Plant Management Area Controller” Contract #09-2020 to MGP Contracting for a one year term beginning May 1, 2020, at an annual rate of not more than \$40,000 (excl. taxes), with an option to renew for up to three additional one year terms upon satisfactory performance; further, that the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Peace River Regional District.

BACKGROUND/RATIONALE:

In 2019, the contract term for the current Invasive Plant Management contract expired. Early in 2020, a Request for Proposal was publicly advertised to solicit proposals from individuals or companies specializing in invasive plant management for a 1-year contract, including an option to extend for a maximum of 3 subsequent years, subject to satisfactory contract performance. The Area Controller will manage all PRRD owned and operated lands for both vegetative and invasive plant management. Further, the Area Controller will be required to conduct noxious weed and invasive plant management treatments on private land, and other jurisdictions where Weed Control Notices have been issued through the authority granted in the *Weed Control Act*.

Two proposals were received; one from MGP Contracting Ltd. and one from Melburn Vegetation Ltd. Proposals were evaluated based on experience, schedule, program proposal, scheduling, equipment lists, and costs. Proponents rated as shown below:

	MGP Contracting Ltd.	Melburn Vegetation Ltd.
Cost ¹	\$50/hr.	\$66.63 ² /hr.
Ratings	29/30	21.5/30

Highlights of the evaluation were as follows:

- Both proponents had adequate resources to perform the work.
- MGP Contracting was the low-cost proponent.
- MGP demonstrated detailed familiarity with the PRRD Invasive Plants Program.

¹ Costs are based on hourly rate per worker including all associated equipment.

² Based on average cost rate from Melburn’s submission (4 rates were provided, based on different equipment).

Staff Initials:

Dept. Head:

CAO:

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As a result, staff is recommending MGP Contracting Ltd. for award of the Invasive Plant Management Area Controller for a maximum period of 4 years; a one-year initial term and an option for annual renewal based on contract performance for up to three additional one year terms.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide alternative direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

MGP's bid to perform the work under Contract #09-2020 was 33% lower than the competitor bid (\$50/hr. vs \$66.63/hr.).

The contract work has been budgeted for at \$40,000 in the draft 2020 Financial Plan (Invasive Plants Cost Centre 520, GL 01-2-2500-6305), which was previously reviewed by the Board. Each subsequent extension will be to a maximum of \$40,000 per year, pending work performance, and will be reflected in future draft budgets from 2021-2023. As the combined amount over 4 years is an estimated \$160,000 (maximum), Board approval is required for this contract under the PRRD Procurement Policy:

Approval Thresholds

- a) *Where funding is allocated within an approved budget, the delegate responsible for the award of a competitive bid process will be determined as follows:*
 - i. *\$0 - \$5,000 – Manager or designate*
 - ii. *\$5,000 - \$15,000 – Manager or designate*
 - iii. *\$15,000 - \$50,000* – Department Head or designate*
 - iv. *\$50,000+ - Board of Directors*

OTHER CONSIDERATION(S):

None.



REPORT

To: Chair and Directors

Date: February 28, 2020

From: Tyra Henderson, Corporate Officer

Subject: Proclamations – Special Events Policy

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board repeal the Proclamations – Special Events Policy.

BACKGROUND/RATIONALE:

The PRRD's Strategic Plan identified a Comprehensive Policy Review as a strategy to enhance organizational effectiveness.

The Proclamations – Special Events Policy states that proclamations by the Regional Board will appear in the minutes but will not be advertised, and that any proclamations that are to be declared prior to the next Regional Board meeting may be made by the Chair and ratified at the next Regional Board Meeting. The Regional Board last received and declared a proclamation on September 8, 2011, and last received a request for a proclamation on October 10, 2013.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide direction to staff for amendments to the Proclamations Policy – Special Events Policy.
2. That the Regional Board retain the Proclamations – Special Events Policy.
3. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S): N/A

COMMUNICATIONS CONSIDERATION(S):

Staff will be notified of the changes through their Department Heads. Once the review has been completed, the PRRD policy manual will be posted online.

OTHER CONSIDERATION(S): N/A

Attachments: Proclamations – Special Events Policy

Staff Initials: *JB*

Dept. Head: *Tyra Henderson*

CAO: *[Signature]*

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Department: Administration

POLICY STATEMENT

PROCLAMATIONS - SPECIAL EVENTS

That it be the policy of the Regional Board, that unless otherwise directed, that proclamations by the Regional District will appear in the minutes but will not be advertised. If the declaration is to be proclaimed prior to the next Regional Board Meeting, a proclamation may be made by the Chair, with ratification at the next available meeting.



REPORT

To: Chair and Directors

Date: March 10, 2020

From: Tyra Henderson, Corporate Officer

Subject: **SARA Consultation Process**

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board receive the March 10, 2020 report titled "SARA Consultation Process" for information.

BACKGROUND/RATIONALE:

At the Regular Meeting held February 13th, the attached notice from the Government of Canada was received, alerting the Board that the federal government was launching public consultation processes regarding the possible addition of 56 species to the list of wildlife species at risk, under the *Species at Risk Act* (SARA). The Board requested that staff bring back information regarding the Ministry of Environment and Climate Change Canada's consultation process on the proposed amendments to the *Species at Risk Act* (SARA) Schedule 1, List of Wildlife Species at Risk.


There is only one species on the list of potential additions to Schedule 1 of SARA that is found in the Peace River Regional District (PRRD), the Hudsonian Godwit. The Hudsonian Godwit a large shorebird in the sandpiper family. If added to Schedule 1, the Hudsonian Godwit would fall under the 'threatened' category. The Hudsonian Godwit is already protected under the *Migratory Birds Convention Act*, which means that individual birds, their nests and eggs are already protected. If this species is added to Schedule 1, a species recovery strategy must be prepared within two years of it being listed as threatened, under SARA. The recovery strategy will include measures to mitigate threats to the species, and establish population and distribution objectives. The strategy may also include the identification of critical habitat for the Hudsonian Godwit. The federal government is currently in its consultation phase, to hear from the public about possible social or economic effects that may be anticipated should the bird be approved for the threatened list.


According to the birding website known as EBird and the BC Government, the Hudsonian Godwit has been spotted in and around Fort St. John, Goodlow, Cecil Lake, and Dawson Creek during its migration from the Arctic to South America.

The categories under SARA are: extirpated, endangered, threatened, and special concern.

- **Extirpated:** the species no longer occurs in the wild in Canada, but exist somewhere else in the world.
- **Endangered:** includes wildlife species that are likely to soon become extirpated or extinct.
- **Threatened:** includes wildlife species that will likely become endangered if nothing is done to reverse the factors leading to extirpation or extinction. (this is the category proposed for the Hudsonian Godwit)

Staff Initials: 

Dept. Head: 

CAO: 

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- **Special Concern:** includes species that may become threatened or endangered due to a combination of biological characteristics and threats.

The Committee has made a recommendation to the federal Ministry that the Hudsonian Godwit be listed as threatened.

The Ministry has published an official response statement to the recommendation and commenced consultation of governments where the species is known to exist. They have determined that the Hudsonian Godwit will be the subject of an extended consultation process, ending October 7, 2020.

The PRRD received notice of the consultation as the Hudsonian Godwit is a species potentially being added to Schedule 1 of SARA, under the category **threatened**; and it migrates through or has habitat within the PRRD's jurisdiction.

Comments can be sent to ec.registrelep-sararegistry.ec@canada.ca or a survey may be filled out (found here: <https://species-registry.canada.ca/index-en.html#/documents/3542>). There will also be an opportunity to provide comments during the 30-day public consultation period associated with pre-publication in the Canadian Gazette. The Board may direct a corporate response, and/or individual members of the Board, or the public, may provide comments regarding potential social and economic impacts of adding the Hudsonian Godwit to the species at risk threatened list, which would then require that the federal Minister develop a recovery strategy for the bird, within two years, to identify what must be done to reverse or stop the decline of the species.

Disclaimer: In most cases, the federal government has stated that it cannot fully examine the potential impacts of recovery actions when species are being considered for listing on Schedule 1. Recovery actions usually have not yet been comprehensively defined at the time of the listing, so the impact to communities cannot be fully understood. This makes it difficult for the PRRD to comment at this time, when the extent of any future recovery plan is not known.

ALTERNATIVE OPTIONS:

1. That the Regional Board identify social and economic impacts of adding the Hudsonian Godwit as a threatened species under SARA, and submit comments to the Minister of Environment and Climate Change identifying anticipated impacts.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

The Cryptic Paw Lichen is also being considered for addition to the SARA Schedule 1 and will fall under the Threatened category if added. The species is **not found** within northeastern B.C. and thus does not affect the Peace River Regional District. The lichen is located in the interior and northwestern parts of B.C., specifically in the 100 Mile house Timber Supply Area (TSA), Golden, Kamloops, Kootenay Lake, Prince George, Revelstoke, Robson Valley, and Williams Lake TSAs.

Attachments:

1. Jan 22, 2020 Notice re: Consultation Process, Additions to SARA Schedule 1 – Species at Risk

External Links:

[Committee on the Status of Endangered Wildlife in Canada \(COSEWIC\) Assessment and Status Report on the Hudsonian Godwit in Canada](#)
[Ministry of Environment and Climate Change Canada response statement](#)



January 22, 2020

RE: Consultation on amending Schedule 1 of the *Species at Risk Act*

On October 9, 2019, the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) submitted 56 assessments of species at risk to the federal Minister of the Environment.

On January 7, 2019, the Government of Canada posted the Ministerial Response Statements for these species on the *Species at Risk Act* (SARA) Public Registry. The Government is now launching consultations on the potential amendment of Schedule 1, the List of Wildlife Species at Risk under SARA. The complete set of statements and the consultation path (normal or extended) for each species are available at: <https://www.canada.ca/en/environment-climate-change/services/species-risk-act-accord-funding/listing-process/minister-environment-response-assessments-2019.html>.

Environment and Climate Change Canada is seeking comments on the proposed amendment of Schedule 1 resulting from assessments of 17 terrestrial species. Ten of the species included in this national consultation are found in British Columbia (BC). These are:

Carey's Small Limestone Moss: New listing as Endangered

- A moss known from three sites on Haida Gwaii

Dalton's Moss: New listing as Endangered

- A moss known from one site on Haida Gwaii

Drooping-leaved Beard-moss: New listing as Endangered

- A moss known from four sites on the west coast of Haida Gwaii

Columbia Quilwort: New listing as Endangered

- A plant found in extreme southern BC near Castlegar

Dwarf Hesperochiron: New listing as Endangered

- A perennial plant found a small area of southeastern BC

Hairy Paintbrush: New listing as Endangered

- An annual plant known from a single site between Salmo and Castlegar, in southern BC

Ute Ladies'-tresses: New listing as Endangered

- An orchid found from two locations in the south Okanagan Valley, BC

Hudsonian Godwit: New listing as Threatened

- A large Arctic-nesting shorebird that breeds in, and migrates through, northern BC

Yellow Scarab Hunter Wasp: New listing as Special Concern

- A large wasp found in the south Okanagan and Similkameen valleys of BC

Cryptic Paw Lichen: Reclassification from Special Concern to Threatened

- A lichen found in moist, old growth forests at lower elevations in BC

Fisheries and Oceans Canada will conduct consultations for 17 aquatic species eligible for addition to the list. Where authorized by a land claims agreement to perform functions in respect of an aquatic wildlife species, Environment and Climate Change Canada and Fisheries and Oceans Canada will consult the wildlife management board.

Additional information on the listing and consultation processes for terrestrial species is available in "Consultation on Amending the List of Species under the *Species at Risk Act* -Terrestrial Species". This document also includes a questionnaire that provides you guidance on the types of information and comments Environment and Climate Change Canada is seeking. It is posted on the SARA Public Registry at: <https://species-registry.canada.ca/index-en.html#/documents/3542>.

You are invited to submit comments on the potential impacts of amending the List of Wildlife Species at Risk according to these COSEWIC status assessments. Your comments will be considered and will inform the Minister's recommendation to Cabinet. Please provide comments by **May 7, 2020** for species under a normal consultation process and by **October 7, 2020** for species following an extended consultation process. Four terrestrial species, including the Hudsonian Godwit and the Cryptic Paw Lichen, will follow an extended consultation process. There will also be an opportunity to provide comments during the 30-day public consultation period associated with pre-publication in *Canada Gazette* Part I. More detailed information on individual species is included in the COSEWIC status reports, is available on the SARA Public Registry.

We encourage you to submit your comments to the SARA Public Registry at ec.registrelep-sararegistry.ec@canada.ca, or by answering the online survey included in Part 2 of the Consultation Document. You are also welcome to contact our regional office with any questions:

Regulatory Affairs
Canadian Wildlife Service / Pacific Region
Environment and Climate Change Canada
5421 Robertson Rd, RR1
Delta, BC V4K 3N2
ec.ep.rpy-sar.pyr.ec@canada.ca / Tel: 604-350-1900

Respectfully,



Randal Lake
Head, Regulatory Affairs Unit
Canadian Wildlife Service, Pacific Region
Environment and Climate Change Canada
5421 Robertson Rd, RR1
Delta, BC V4K 3N2



CONSULTATION ON AMENDING THE LIST OF SPECIES UNDER THE *SPECIES* *AT RISK ACT*

Terrestrial Species



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Photos:

Dwarf Hesperochiron © Ryan Batten

Hudsonian Godwit © Cameron Eckert

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ADDITION OF SPECIES TO THE SPECIES AT RISK ACT

THE *SPECIES AT RISK ACT* AND THE LIST OF WILDLIFE SPECIES AT RISK

The Government of Canada is committed to preventing the disappearance of wildlife species at risk from our lands. As part of its strategy for realizing that commitment, on June 5, 2003, the Government of Canada proclaimed the *Species at Risk Act* (SARA). Attached to the Act is Schedule 1, the list of the species provided for under SARA, also called the List of Wildlife Species at Risk.

Extirpated, Endangered and Threatened species on Schedule 1 benefit from the protection afforded by the prohibitions and from recovery planning requirements under SARA. Special Concern species benefit from its management planning requirements.

The policy “Timeline for amendments to Schedule 1 of the Species at Risk Act” has set standardized timelines for listing decisions. These new timelines mean that the Minister will seek to have the final decision made within 24 months. The 24 months begin with the date that the Minister receives a species’ status assessment from COSEWIC. This date is published in the response statement for each species. The Minister’s receives the COSEWIC Annual Report at the same time.

The response statement can be found on the SAR Registry, on the species’ page, in the documents section. The Timeline for amendments to Schedule 1 of the Species at Risk Act policy can be viewed on the SAR Public Registry at: https://wildlife-species.canada.ca/species-risk-registry/document/default_e.cfm?documentID=3203 and the COSEWIC Annual Report can be viewed at:

<https://www.canada.ca/en/environment-climate-change/services/committee-status-endangered-wildlife.html>.

The complete list of species currently on Schedule 1 can be viewed on the SAR Public Registry at: <https://laws-lois.justice.gc.ca/eng/acts/s-15.3/page-17.html#h-435647>.

Species become eligible for addition to Schedule 1 once they have been assessed as being at risk by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC). The decision to add a species to Schedule 1 is made by the Governor in Council further to a recommendation from the Minister of Environment and Climate Change. The Governor in Council is the formal executive body that gives legal effect to decisions that then have the force of law.

COSEWIC AND THE ASSESSMENT PROCESS FOR IDENTIFYING SPECIES AT RISK

COSEWIC is recognized under SARA as the authority for assessing the status of wildlife species at risk. COSEWIC comprises experts on wildlife species at risk. Its members have backgrounds in the fields of biology, ecology, genetics, Indigenous traditional knowledge and other relevant fields. They come from various communities, including academia, Indigenous organizations, governments and non-governmental organizations.

COSEWIC gives priority to those species more likely to become extinct, and then commissions a status report for the evaluation of the species’ status. To be accepted, status reports must be peer-reviewed and approved by a subcommittee

of species specialists. In special circumstances, assessments can be done on an emergency basis. When the status report is complete, COSEWIC meets to examine it and discuss the species. COSEWIC then determines whether the species is at risk, and, if so, it then assesses the level of risk and assigns a conservation status.

TERMS USED TO DEFINE THE DEGREE OF RISK TO A SPECIES

The conservation status defines the degree of risk to a species. The terms used under SARA are Extirpated, Endangered, Threatened and Special Concern. Extirpated species are wildlife species that no longer occur in the wild in Canada but still exist elsewhere. Endangered species are wildlife species that are likely to soon become Extirpated or Extinct. Threatened species are likely to become Endangered if nothing is done to reverse the factors leading to their extirpation or extinction. The term Special Concern is used for wildlife species that may become Threatened or Endangered due to a combination of biological characteristics and threats. Once COSEWIC has assessed a species as Extirpated, Endangered, Threatened or Special Concern, it is eligible for inclusion on Schedule 1.

For more information on COSEWIC, visit the COSEWIC website at: www.canada.ca/en/environment-climate-change/services/committee-status-endangered-wildlife.html.

TERRESTRIAL AND AQUATIC SPECIES ELIGIBLE FOR SCHEDULE 1 AMENDMENTS

The Minister of Fisheries and Oceans conducts separate consultations for the aquatic species. For more information on the consultations for aquatic species, visit the Fisheries and Oceans Canada website at www.dfo-mpo.gc.ca.

The Minister of Environment and Climate Change is conducting the consultations for all other species at risk.

Species at risk also occur in national parks or other lands administered by Parks Canada;

Parks Canada shares responsibility for these species with Environment and Climate Change Canada.

THE MINISTER OF ENVIRONMENT AND CLIMATE CHANGE'S RESPONSE TO THE COSEWIC ASSESSMENT: THE RESPONSE STATEMENT

After COSEWIC has completed its assessment of a species, it provides it to the Minister of Environment and Climate Change. The Minister of Environment and Climate Change then has 90 days to post a response on the Species at Risk Public Registry, known as the response statement. The response statement provides information on the scope of any consultations and the timelines for action, to the extent possible. It identifies how long the consultations will be (whether they are "normal" or "extended") by stating when the Minister will forward the assessment to the Governor in Council. Consultations for a group of species are launched with the posting of their response statements.

COMMENTS SOLICITED ON THE PROPOSED AMENDMENT OF SCHEDULE 1

The conservation of wildlife is a joint legal responsibility: one that is shared among the governments of Canada. But biodiversity will not be conserved by governments that act alone. The best way to secure the survival of species at risk and their habitats is through the active participation of all those concerned. SARA recognizes this, and that all Indigenous peoples and Canadians have a role to play in preventing the disappearance of wildlife species from our lands. The Government of Canada is inviting and encouraging you to become involved. One way that you can do so is by sharing your comments concerning the addition or reclassification of these terrestrial species.

Your comments are considered in relation to the potential consequences of whether or not a species is included on Schedule 1, and they are then used to inform the drafting of the Minister's proposed listing recommendations for each of these species.

THE SPECIES AT RISK ACT LISTING PROCESS AND CONSULTATION

The addition of a wildlife species at risk to Schedule 1 of SARA facilitates providing for its protection and conservation. To be effective, the listing process must be transparent and open. The species listing process under SARA is summarized in Figure 1.

THE PURPOSE OF CONSULTATIONS ON AMENDMENTS TO THE LIST

When COSEWIC assesses a wildlife species, it does so solely on the basis of the best available information relevant to the biological status of the species. COSEWIC then submits the assessment to the Minister of Environment and Climate Change, who considers it when making the listing recommendation to the Governor in Council.

The purpose of these consultations is to provide the Minister with a better understanding of the potential social and economic impacts of the proposed change to the List of Wildlife Species at Risk, and of the potential consequences of not adding a species to the List.

LEGISLATIVE CONTEXT OF THE CONSULTATIONS: THE MINISTER'S RECOMMENDATION TO THE GOVERNOR IN COUNCIL

The comments collected during the consultations inform the Governor in Council's consideration of the Minister's recommendations for listing species at risk. The Minister must recommend one of three courses of action. These are for the Governor in Council to accept the species assessment and modify Schedule 1 accordingly, not to add the species to Schedule 1, or to refer the species assessment back to COSEWIC for its further consideration (Figure 1).

NORMAL AND EXTENDED CONSULTATION PERIODS

Normal consultations meet the consultation needs for the listing of most species at risk. The consultations last between four and nine months (known respectively as normal and extended consultation paths). Longer consultations may be needed to ensure appropriate consultations. The reasons more time may be needed include, but are not limited to, ensuring appropriate engagement with Indigenous Peoples and complex socioeconomic analyses. Consultations are also required with wildlife management boards, which are authorized under land claims agreements for functions involving a wildlife species.

The extent of consultations needs to be proportional to the expected impact of a listing decision and the time that may be needed to consult. Under some circumstances, whether or not a species will be included on Schedule 1 could have significant and widespread impacts on the activities of some groups of people. It is essential that such stakeholders have the opportunity to inform the pending decision and, to the extent possible, to provide input on its potential consequences and to share ideas on how best to approach threats to the species. A longer period may also be required to consult appropriately with some groups. For example, consultations can take longer for groups that meet infrequently but that must be engaged on several occasions. For such reasons, extended consultations may be undertaken.

Occasionally, for reasons such as these, the timelines initially set out in the response statement may not be adequate. In such cases, if Governor in

Council does not receive the assessment at the time specified in the response statement, within one month another statement is to be published on the Registry describing. It will describe the reason(s) for the delay and set out next steps.

For both normal and extended consultations, once they are complete, the Minister of Environment and Climate Change forwards the species assessments to the Governor in Council for the government's formal receipt of the assessment. The Governor in Council then has nine months to come to a listing decision.

The consultation paths (normal or extended) for the terrestrial species eligible for an Amendment to Schedule 1" are announced when the Minister publishes the response statements.

No consultations are undertaken for species already on Schedule 1 and for which no change in status is being proposed.

FIGURE 1: THE SPECIES LISTING PROCESS UNDER SARA

1	The Minister of Environment and Climate Change receives species assessments from COSEWIC at least once per year.
2	The competent departments undertake internal review to determine the extent of public consultation and socio-economic analysis necessary to inform the listing decision.
3	Within 90 days of receipt of the species assessments prepared by COSEWIC, the Minister of Environment and Climate Change publishes a response statement on the SARA Public Registry that indicates how he or she intends to respond to the assessment and, to the extent possible, provides timelines for action.
4	Where appropriate, the competent departments undertake consultations and any other relevant analysis needed to prepare the advice for the Minister of Environment and Climate Change.
5	The Minister of Environment and Climate Change forwards the assessment to the Governor in Council for receipt. This generally occurs within twelve months of posting the response statement, unless further consultation is necessary.
6	Within nine months of receiving the assessment, the Governor in Council, on the recommendation of the Minister of Environment and Climate Change may decide whether or not to list the species under Schedule 1 of SARA or refer the assessment back to COSEWIC for further information or consideration.
7	Once a species is added to Schedule 1, it benefits from the applicable provisions of SARA.

WHO IS CONSULTED, AND HOW

It is most important to consult with those who would be most affected by the proposed changes.

There is protection that is immediately in place when a species that is Extirpated, Endangered or Threatened is added to Schedule 1 (for more details, see below, “Protection for listed Extirpated, Endangered and Threatened species”). This immediate protection does not apply to species of Special Concern. The nature of the protection depends on the type of species, its conservation status, and where the species is found. Environment and Climate Change Canada takes this into account during the consultations; those who may be affected by the impacts of the automatic protections are contacted directly, others are encouraged to contribute through a variety of approaches.

Indigenous peoples known to have species at risk on their lands, for which changes to Schedule 1 are being considered, will be contacted. Their engagement is of particular significance, acknowledging their role in the management of the extensive traditional territories and the reserve and settlement lands.

A Wildlife Management Board is a group that has been established under a land claims agreement and is authorized by the agreement to perform functions in respect of wildlife species. Some eligible species at risk are found on lands where existing land claims agreements apply that give specific authority to a Wildlife Management Board. In such cases, the Minister of Environment and Climate Change will consult with the relevant board.

To encourage others to contribute and make the necessary information readily available, this document is distributed to known stakeholders and posted on the Species at Risk Public Registry. More extensive consultations may also be done through regional or community meetings or through a more targeted approach.

Environment and Climate Change Canada also sends notice of the consultations to identified

concerned groups and individuals who have made their interests known. These include, but are not limited to, industries, resource users, landowners and environmental non-governmental organizations.

In most cases, it is difficult for Environment and Climate Change Canada to fully examine the potential impacts of recovery actions when species are being considered for listing. Recovery actions for terrestrial species usually have not yet been comprehensively defined at the time of listing, so their impact cannot be fully understood. Once they are better understood, efforts are made to minimize adverse social and economic impacts of listing and to maximize the benefits. SARA requires that recovery measures be prepared in consultation with those considered to be directly affected by them.

In addition to the public, Environment and Climate Change Canada consults on listing with the governments of the provinces and territories with lead responsibility for the conservation and management of these wildlife species. Environment and Climate Change Canada also consults with other federal departments and agencies.

ROLE AND IMPACT OF PUBLIC CONSULTATIONS IN THE LISTING PROCESS

The results of the public consultations are of great significance to informing the process of listing species at risk. Environment and Climate Change Canada carefully reviews the comments it receives to gain a better understanding of the benefits and costs of changing the List.

The comments are then used to inform the Regulatory Impact Analysis Statement (RIAS). The RIAS is a report that summarizes the impact of a proposed regulatory change. It includes a description of the proposed change and an analysis of its expected impact, which takes into account the results of the public consultations. In developing the RIAS, the Government of Canada recognizes that Canada’s natural heritage is an integral part of our national identity and history and that wildlife in all its forms has value in and of itself.

The Government of Canada also recognizes that the absence of full scientific certainty is not a reason to postpone decisions to protect the environment.

A draft Order is then prepared, providing notice that a decision is being taken by the Governor in Council. The draft Order proposing to list all or some of the species under consideration is then published, along with the RIAS, in the *Canada Gazette*, Part I, for a comment period of 30 days.

The Minister of Environment and Climate Change will take into consideration comments and any additional information received following

publication of the draft Order and the RIAS in the *Canada Gazette*, Part I. The Minister then makes a final listing recommendation for each species to the Governor in Council. The Governor in Council next decides either to accept the species assessment and amend Schedule 1 accordingly; or not to add the species to Schedule 1; or to refer the species assessment back to COSEWIC for further information or consideration. The final decision is published in the *Canada Gazette*, Part II, and on the Species at Risk Public Registry. If the Governor in Council decides to list a species, it is at this point that it becomes legally included on Schedule 1.

SIGNIFICANCE OF THE ADDITION OF A SPECIES TO SCHEDULE 1

The protection that comes into effect following the addition of a species to Schedule 1 depends upon a number of factors. These include the species' status under SARA, the type of species and where it occurs.

PROTECTION FOR LISTED EXTIRPATED, ENDANGERED AND THREATENED SPECIES

Responsibility for the conservation of wildlife is shared among the governments of Canada. SARA establishes legal protection for individuals as soon as a species is listed as Threatened, Endangered or Extirpated, and, in the case of Threatened and Endangered species, for their residences. This applies to species considered federal species or if they are found on federal land.

Federal species include migratory birds, as defined by the *Migratory Birds Convention Act, 1994*, and aquatic species covered by the *Fisheries Act*. Federal land means land that belongs to the federal government, and the internal waters and territorial sea of Canada. It also means land set apart for the use and benefit of a band under the *Indian Act* (such as reserves). In the territories, the protection for species at risk on federal lands

applies only where they are on lands under the authority of the Minister of Environment and Climate Change or the Parks Canada Agency.

Migratory birds are protected by the *Migratory Birds Regulations*, under the *Migratory Birds Convention Act, 1994*, which strictly prohibits the harming of migratory birds and the disturbance or destruction of their nests and eggs. For more information, please refer to the Regulations for the complete list of prohibitions: https://laws-lois.justice.gc.ca/eng/regulations/C.R.C.%2C_c._1035/index.html.

SARA's protection for individuals makes it an offence to kill, harm, harass, capture or take an individual of a species listed as Extirpated, Endangered or Threatened. It is also an offence to damage or destroy the residence of one or more individuals of an Endangered or Threatened species or an Extirpated species whose

reintroduction has been recommended by a recovery strategy. The Act also makes it an offence to possess, collect, buy, sell or trade an individual of a species that is Extirpated, Endangered or Threatened.

Species at risk that are neither aquatic nor protected under the *Migratory Birds Convention Act, 1994*, nor on federal lands, do not receive immediate protection upon listing under SARA. Instead, in most cases, the protection of terrestrial species on non-federal lands is the responsibility of the provinces and territories where they are found. The application of protections under SARA to a species at risk on non-federal lands requires that the Governor in Council make an order defining those lands. This can only occur when the Minister is of the opinion that the laws of the province or territory do not effectively protect the species. To put such an order in place, the Minister would then need to recommend the order be made to the Governor in Council. If the Governor in Council agrees to make the order, the prohibitions of SARA would then apply to the provincial or territorial lands specified by the order. The federal government would consult before making such an order.

RECOVERY STRATEGIES AND ACTION PLANS FOR EXTIRPATED, ENDANGERED AND THREATENED SPECIES

Recovery planning results in the development of recovery strategies and action plans for Extirpated, Endangered or Threatened species. It involves the different levels of government responsible for the management of the species, depending on what type of species it is and where it occurs. These include federal, provincial and territorial governments as well as Wildlife Management Boards. Recovery strategies and action plans are also prepared in cooperation with directly affected Indigenous organizations. Landowners and other stakeholders directly affected by the recovery strategy are consulted to the extent possible.

Recovery strategies must be prepared for all Extirpated, Endangered and Threatened species. They include measures to mitigate the known threats to the species and its habitat and set the population and distribution objectives. Other objectives can be included, such as stewardship, to conserve the species, or education, to increase public awareness. Recovery strategies must include a statement of the time frame for the development of one or more action plans that will state the measures necessary to implement the recovery strategy. To the extent possible, recovery strategies must also identify the critical habitat of the species, which is the habitat necessary for the survival or recovery of the species. If there is not enough information available to identify critical habitat, the recovery strategy includes a schedule of studies required for its identification. This schedule outlines what must be done to obtain the necessary information and by when it needs to be done. In such cases, critical habitat can be identified in a subsequent action plan.

Proposed recovery strategies for newly listed species are posted on the Species at Risk Public Registry to provide for public review and comment. For Endangered species, proposed recovery strategies are posted within one year of their addition to Schedule 1, and for Threatened or Extirpated species, within two years.

Once a recovery strategy has been posted as final, one or more action plans based on the recovery strategy must then be prepared. These include measures to address threats and achieve the population and distribution objectives. Action plans also complete the identification of the critical habitat where necessary and, to the extent possible, state measures that are proposed to protect it.

PERMITS AND AGREEMENTS

For terrestrial species listed on SARA Schedule 1 as Extirpated, Endangered or Threatened, the Minister of Environment and Climate Change may authorize exceptions to the Act's prohibitions,

when and where they apply. The Minister can enter into agreements or issue permits only for one of three purposes: for research, for conservation activities, or if the effects to the species are incidental to the activity. Research must relate to the conservation of a species and be conducted by qualified scientists. Conservation activities must benefit a listed species or be required to enhance its chances of survival. All activities, including those that incidentally affect a listed species, its individuals, residences or critical habitat must also meet certain conditions. First, it must be established that all reasonable alternatives to the activity have been considered and the best solution has been adopted. Second, it must also be established that all feasible measures will be taken to minimize the impact of the activity on the listed species. Finally, it must be established that the activity will not jeopardize the survival or recovery of the species. Having issued a permit or agreement, the Minister must then include an explanation on the Species at Risk Public Registry of why the permit or agreement was issued.

PROTECTION FOR LISTED SPECIES OF SPECIAL CONCERN

While immediate protection under SARA for species listed as Extirpated, Endangered and Threatened does not apply to species listed as Special Concern, any existing protections and prohibitions, such as those provided by the *Migratory Birds Convention Act, 1994* or the *Canada National Parks Act*, continue to be in force.

MANAGEMENT PLANS FOR SPECIES OF SPECIAL CONCERN

For species of Special Concern, management plans are to be prepared and made available on the Species at Risk Public Registry within three years of a species' addition to Schedule 1, allowing for public review and comment. Management plans include appropriate conservation measures for the species and for its habitat. They are prepared in cooperation with the jurisdictions responsible for the management of the species, including directly affected Wildlife Management Boards and Indigenous organizations. Landowners, lessees and others directly affected by a management plan will also be consulted to the extent possible.

PROVIDING COMMENTS

The involvement of Canadians is integral to the listing process, as it is to the ultimate protection of Canadian wildlife. Your comments matter and are given serious consideration. ECCC will review all the comments that it receives by the deadlines provided in consultation materials.

For any information on the *Species at Risk Act*, please visit the Species at Risk Public Registry at: www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html.

GLOSSARY

Aquatic species: A wildlife species that is a fish as defined in section 2 of the Fisheries Act or a marine plant as defined in section 47 of the Act. The term includes marine mammals.

Canada Gazette: The *Canada Gazette* is one of the vehicles that Canadians can use to access laws and regulations. It has been the “official newspaper” of the Government of Canada since 1841. Government departments and agencies as well as the private sector are required by law to publish certain information in the *Canada Gazette*. Notices and proposed regulations are published in the *Canada Gazette*, Part I, and official regulations are published in the *Canada Gazette*, Part II. For more information, please visit <http://gazetteducanada.gc.ca>.

Canadian Endangered Species Conservation Council: The Council is made up of federal, provincial and territorial ministers with responsibilities for wildlife species. The Council’s mandate is to provide national leadership and coordination for the protection of species at risk.

COSEWIC: The Committee on the Status of Endangered Wildlife in Canada. The Committee comprises experts on wildlife species at risk. Their backgrounds are in the fields of biology, ecology, genetics, Indigenous traditional knowledge and other relevant fields. These experts come from various communities, including, among others, government and academia.

COSEWIC assessment: COSEWIC’s assessment or re-assessment of the status of a wildlife species, based on a status report on the species that COSEWIC either has had prepared or has received with an application.

Down-listing: A revision of the status of a species on Schedule 1 to a status of lower risk. A revision of the status of a Schedule 1 species to a higher risk status would be up-listing.

Federal land: Any land owned by the federal government, the internal waters and territorial sea of Canada, and reserves and other land set apart for the use and benefit of a band under the *Indian Act*.

Governor in Council: The Governor General of Canada acting on the advice of the Queen’s Privy Council for Canada, the formal executive body that gives legal effect to those decisions of Cabinet that are to have the force of law.

Individual: An individual of a wildlife species, whether living or dead, at any developmental stage, and includes larvae, embryos, eggs, sperm, seeds, pollen, spores and asexual propagules.

Order: An order issued by the Governor in Council, either on the basis of authority delegated by legislation or by virtue of the prerogative powers of the Crown.

Response statement: A document in which the Minister of Environment and Climate Change indicates how he or she intends to respond to the COSEWIC assessment of a wildlife species. A response statement is posted on the Species at Risk Public Registry within 90 days of receipt of the assessment by the Minister, and provides timelines for action to the extent possible.

RIAS: Regulatory Impact Analysis Statement. A document that provides an analysis of the expected impact of a regulatory initiative and which accompanies an Order in Council.

Species at Risk Public Registry: Developed as an online service, the Species at Risk Public Registry has been accessible to the public since proclamation of the *Species at Risk Act* (SARA). The website gives users easy access to documents and information related to SARA at any time and location with Internet access. It can be found at www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html.

Schedule 1: A schedule of SARA, also known as the List of Wildlife Species at Risk, which presents the list of species protected under SARA.

Up-listing: A revision of the status of a species on Schedule 1 to a status of higher risk. A revision of the status of a Schedule 1 species to a lower risk status would be down-listing.

Wildlife Management Board: Established under the land claims agreements in northern Quebec, Newfoundland and Labrador, Yukon,

Northwest Territories, British Columbia, and Nunavut, Wildlife Management Boards are the “main instruments of wildlife management” within their settlement areas. In this role, Wildlife Management Boards not only establish, modify and remove levels of total allowable harvest of a variety of wildlife species, but also participate in research activities, including annual harvest studies, and approve the designation of species at risk in their settlement areas.

Wildlife Species: Under SARA, a species, subspecies, variety, or geographically or genetically distinct population of animal, plant or other organism, other than a bacterium or virus. To be eligible for inclusion under SARA, a wildlife species must be wild by nature and native to Canada. Non-native species that have been here for 50 years or more can be considered eligible if they came without human intervention.



The List of Species Eligible for an Amendment to Schedule 1



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THE LIST OF SPECIES ELIGIBLE FOR AN AMENDMENT TO SCHEDULE 1

Status of the recently assessed species and consultation paths

On **October 9, 2019**, COSEWIC submitted 31 assessments of species at risk to the Minister of Environment and Climate Change for species that are eligible to be added to Schedule 1 of SARA. Thirteen of these are terrestrial species, and 17 are aquatic species. COSEWIC also reviewed the classification of species already on Schedule 1, in some cases changing their status. Two terrestrial species are now being considered for down-listing on SARA (to a lower risk status) and one terrestrial species is now being considered for a higher risk status on SARA. In all, 17 terrestrial species that are eligible to be added to Schedule 1, or to have their current status on Schedule 1 changed are included in this consultation (Table 1).

COSEWIC also submitted the reviews of species already on Schedule 1, confirming their classification. Ten of these reviews were for terrestrial species. These species are not included in the consultations because there is no regulatory change being proposed (Table 2).

For more information on the consultations for aquatic species, visit the Fisheries and Oceans Canada website at www.dfo-mpo.gc.ca.

Questions to guide your comments

The following questions are intended to assist you in providing comments on the proposed amendments to the List of Wildlife Species at Risk (refer to the document entitled "The List of Species Eligible for an Amendment to Schedule 1" for the list of species under consultation). They are not limiting, and any other comments you may have are welcome. We also encourage you to share descriptions and estimates of costs or benefits to you or your organization where possible, as well as to propose actions that could be taken for the conservation of these species.

Respondent information

- 1) Are you responding as
 - a) an individual, or
 - b) representing a community, business or organization (please specify)?

Species benefits to people or to the ecosystem

- 2) Do any or all of the species provide benefits to you or Canada's ecosystems? If so, please describe these benefits. If possible, please provide a monetary or quantitative estimate of their values to you.

For example:

- Do any or all of the species provide benefits by supporting your livelihood, for example, through harvesting, subsistence or medicine? If yes, can you estimate the extent of these benefits, for example, how often the harvest takes place, the quantity harvested, and the uses of the harvested species (e.g., medicine, food, clothes, etc.)?
- Do any or all of the species provide cultural or spiritual benefits, for example, recreation, sense of place or tradition? If yes, how?
- Do any or all of the species provide environmental benefits, for example, pollination, pest control or flood control? If yes, how?



Impacts of species listing on your activities and the ecosystem

- 3) Based on what you know about SARA and the information presented in this document, do you think that amending the List of Wildlife Species at Risk with the proposed listing (Table 1) would have:
- a) no impact on your activities or the species;
 - b) a positive impact on your activities or the species; or
 - c) a negative impact on your activities or the species.

Please explain your choice above, specifically:

- 4) Do you think that listing the species would result in cultural, social, or economic costs or benefits to you, your community or your organization?
- 5) Do you think that listing the species would result in any costs or benefits to the environment or Canada's ecosystems?
- 6) Based on the maps provided in the species summary document, do any of your current or planned activities overlap with any of the species ranges or occurrences?
- 7) Are you aware of any current or planned activities (e.g., land conversion for natural resource, industrial, commercial, or residential development) that may have the potential to kill, harm, or harass the species and/or destroy any part of its habitat?
- If yes, what are these activities, how could they have the potential to affect the species, and/or destroy any part of its habitat?
 - If yes, could you please explain what is being done, planned to be done, or could be done to avoid killing, harming, or harassing the species, or destroying its habitat? Would you also please describe what implications and/or costs may be involved (qualitative or quantitative). Would you personally have to adjust or cease any activities?

Additional information for small businesses

If you are responding for a **small business**, please provide the following details to help Environment and Climate Change Canada gather information to contribute to the required Small Business Lens analysis that forms part of the Regulatory Impact Analysis Statement that will accompany any future listing recommendation.

1. Are you an enterprise that operates in Canada?
2. Do you engage in commercial activities related to the supply of services or property (which includes goods)?
3. Are you an organization that engages in activities for a public purpose (e.g., social welfare or civic improvement), such as a provincial or municipal government, school, college/university, hospital or charity?
4. Is your enterprise owned by a First Nations community?
5. How many employees do you have?
 - a) 0–99
 - b) 100 or more
6. What was your annual gross revenue in the last year?
 - a) Less than \$30,000
 - b) Between \$30,000 and \$5 million
 - c) More than \$5 million



Providing comments

The involvement of Canadians is integral to the listing process, as it is to the ultimate protection of Canadian wildlife. Your comments matter and are given serious consideration. Environment and Climate Change Canada will review all the comments that it receives by the deadlines provided below.

Comments for terrestrial species undergoing normal consultations must be received by **May 7, 2020**.

Comments for terrestrial species undergoing extended consultations must be received by **October 7, 2020**.

Most species will be undergoing normal consultations. For a description of the consultation paths these species will undergo, please visit the Species at Risk (SAR) Public Registry website at:
<https://www.canada.ca/en/environment-climate-change/services/species-risk-act-accord-funding/listing-process/minister-environment-response-assessments-2019.html>

For more details on submitting comments, see the section "Comments solicited on the proposed amendment of Schedule 1" in the document entitled "Consultation on Amending the List of Species under the *Species at Risk Act*: Terrestrial Species".

Please email your comments to the Species at Risk Public Registry at:
ec.registrelep-sararegistry.ec@canada.ca

Comments may also be mailed to:

Director General, Wildlife Management
Canadian Wildlife Service
Environment and Climate Change Canada
Gatineau QC K1A 0H3

Or you can give your comments by answering the online questionnaire at:
<https://form.simplesondage.com/f/I/SARA2020>

For more information on the *Species at Risk Act*, please visit the Species at Risk Public Registry at:
<https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html>



Table 1: Terrestrial species recently assessed by COSEWIC eligible for addition to Schedule 1 or reclassification

Taxon	Species	Scientific Name	Range
Species eligible for addition to Schedule 1 (14)			
Endangered (8)			
Mosses	Carey's Small Limestone Moss	<i>Seligeria careyana</i>	BC
Mosses	Dalton's Moss	<i>Daltonia splachnoides</i>	BC
Mosses	Drooping-leaved Beard-moss	<i>Oxystegus recurvifolius</i>	BC
Vascular Plants	Columbia Quillwort	<i>Isoetes minima</i>	BC
Vascular Plants	Dwarf Hesperochiron	<i>Hesperochiron pumilus</i>	BC
Vascular Plants	Hairy Valerian	<i>Valeriana edulis ssp. ciliata</i>	ON
Vascular Plants	Hairy Paintbrush	<i>Castilleja tenuis</i>	BC
Vascular Plants	Ute Ladies'-tresses	<i>Spiranthes diluvialis</i>	BC
Threatened (3)			
Birds	Hudsonian Godwit	<i>Limosa haemastica</i>	YT NT NU BC AB SK MB ON QC NB PE NS NL
Lichens	White-rimmed Shingle Lichen	<i>Fuscopannaria leucosticta</i>	ON QC NB NS
Vascular Plants	Black Ash	<i>Fraxinus nigra</i>	MB ON QC NB PE NS NL
Special Concern (3)			
Arthropods	American Bumble Bee	<i>Bombus pensylvanicus</i>	ON QC
Arthropods	Yellow Scarab Hunter Wasp	<i>Dielis pilipes</i>	BC
Vascular Plants	Yukon Draba	<i>Draba yukonensis</i>	YT
Reclassifications: Up-list (1)			
From Special Concern to Threatened (1)			
Lichens	Cryptic Paw Lichen	<i>Nephroma occultum</i>	BC
Reclassifications: Down-list or Delist (2)			
From Endangered to Special Concern (1)			
Reptiles	Greater Short-horned Lizard	<i>Phrynosoma hernandesi</i>	AB SK
From Threatened to Special Concern (1)			
Vascular Plants	Goldenseal	<i>Hydrastis canadensis</i>	ON



**Table 2: Terrestrial species recently reassessed by COSEWIC (no consultations-
species status confirmation)**

Taxon	Species	Scientific Name	Range
Status Confirmations (10)			
Extirpated (3)			
Arthropods	Frosted Elfin	<i>Callophrys irus</i>	ON
Arthropods	Karner Blue	<i>Plebejus samuelis</i> ¹	ON
Reptiles	Pygmy Short-horned Lizard	<i>Phrynosoma douglasii</i>	BC
Endangered (3)			
Arthropods	Rapids Clubtail	<i>Phanogomphus quadricolor</i>	ON
Mammals	Vancouver Island Marmot	<i>Marmota vancouverensis</i>	BC
Vascular Plants	Brook Spike-primrose	<i>Epilobium torreyi</i>	BC
Threatened (1)			
Reptiles	Wood Turtle	<i>Glyptemys insculpta</i>	ON QC NB NS
Special Concern (3)			
Arthropods	Pale Yellow Dune Moth	<i>Copablepharon grandis</i>	AB SK MB
Arthropods	Pygmy Snaketail	<i>Ophiogomphus howei</i>	ON NB
Mammals	Polar Bear	<i>Ursus maritimus</i>	YT NT NU MB ON QC NL Arctic_Ocean

¹ Scientific name change, currently listed on SARA Annex 1 as *Plebejus samuelis*.



THE COSEWIC SUMMARIES OF TERRESTRIAL SPECIES ELIGIBLE FOR ADDITION OR RECLASSIFICATION ON SCHEDULE 1

For a brief summary of the reasons for the COSEWIC status designation of individual species, and their biology, threats, distribution and other information, please consult the COSEWIC Summaries of Terrestrial Species Eligible for Addition or Reclassification on Schedule 1 – January 2020 at:

<https://species-registry.canada.ca/index-en.html#/documents/3542>

For a more comprehensive explanation of the conservation status of an individual species, please refer to the COSEWIC status report for that species, also available on the SAR Public Registry at:

https://wildlife-species.canada.ca/species-risk-registry/sar/assessment/status_e.cfm

or contact:

COSEWIC Secretariat
c/o Canadian Wildlife Service
Environment and Climate Change Canada
Gatineau QC K1A 0H3



REPORT

To: Chair and Directors

Date: March 2, 2020

From: Tyra Henderson, Corporate Officer

Subject: Subdivision within the ALR, PRRD File No. 20-003-ALRSUB, ALC ID 60491

OPTIONS: *[Corporate Unweighted]*

1. That the Regional Board support ALR subdivision application 20-003 (ALC ID 60491), to subdivide the property identified as PID 012-304-719 into an 8 ha homesite and a 56.5 ha remainder, and authorize it to proceed to the Agricultural Land Commission.
2. That the Regional Board respectfully refuse authorization for ALR subdivision application 20-003 (ALC ID 60491), to subdivide the property identified as PID 012-304-719 into an 8 ha homesite and a 56.5 ha remainder, to proceed to the Agricultural Land Commission.

BACKGROUND/RATIONALE:

Proposal

To subdivide the subject property into an 8 ha homesite and a 56.5 ha remainder pursuant to the Agricultural Land Commission's Homesite Severance Policy.

File Details

Owner: Betty Clovis
Agent: Teryl Cantrill
Area: Electoral Area B
Location: Cecil Lake
Legal: SE ¼ of Section 4 Township 84 Range 16 W6M Peace River District
PID: 012-304-719
Civic Address: 10096 235 Road
Lot Size: 64.5 ha (159.4 ac)

Official Community Plan

Pursuant to PRRD Rural Official Community Plan Bylaw No. 1940, 2011, the property is designated Ag-Rural (Agriculture-Rural). Section 7 Policy 2 states within the Agriculture-Rural Designation, principal land uses will generally be limited to agriculture and agriculture-related activities. Section 7 Policy 3(a) states proposals in compliance with the Agricultural Land Commission's Homesite Severance Policy are exempt from the minimum parcel size.

Therefore, the proposed parcel sizes and uses are consistent with the OCP.

Land Use Zoning

Pursuant to PRRD Zoning Bylaw No. 1000, 1996, the property is zoned A-2 (Large Agricultural Holdings Zone). Section 36.1 of the bylaw states that both agriculture and a dwelling unit are permitted principal land uses. The minimum parcel size is 63 ha (155 ac) in the A-2 zone.

Therefore, the proposed uses comply with the zoning bylaw. A zoning amendment is only required if the application does not meet the requirements of Section 514 of the *Local Government Act*.

Fire Protection Area

The subject property is outside all fire protection areas.

Building Permit Area

The subject property is outside the Mandatory Building Permit Area.

Development Permit Area

The subject property is outside all Development Permit Areas.

School District 60 School Site Acquisition Charge

The property is within the School District 60 School Site Acquisition Area and the charge should be paid prior to subdivision of the property.

Development Cost Charge Area

The subject property is outside the Development Cost Charge Area.

ALTERNATIVE OPTIONS:

1. That the Regional Board support ALR subdivision application 20-003 (ALC ID 60491), to subdivide the property identified as PID 012-304-719 into an 8 ha homesite and a 56.5 ha remainder; further, that the Regional Board authorize the application to proceed to the Agricultural Land Commission with recommended conditions of approval.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

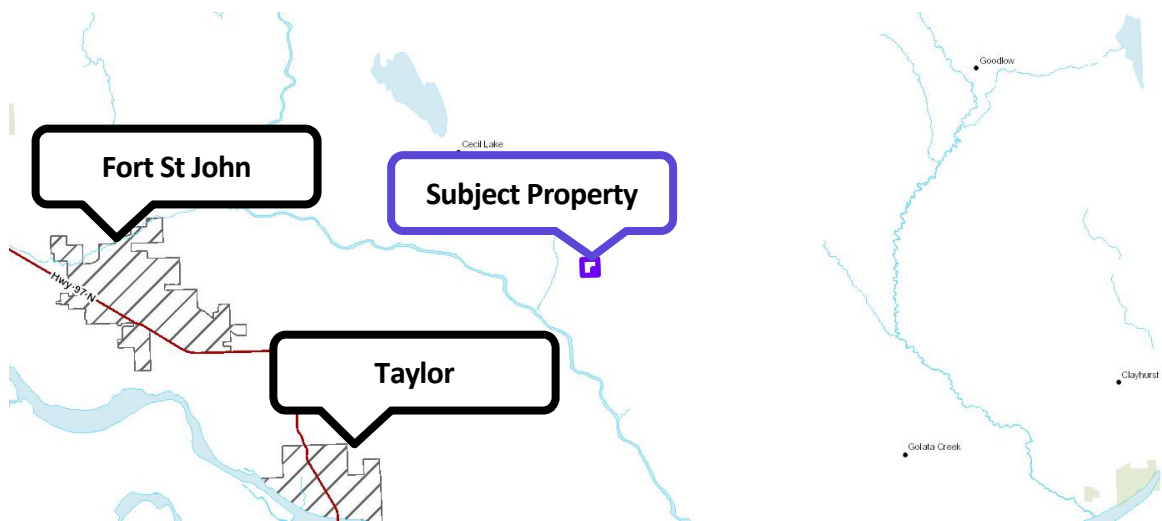
OTHER CONSIDERATION(S):

None at this time.

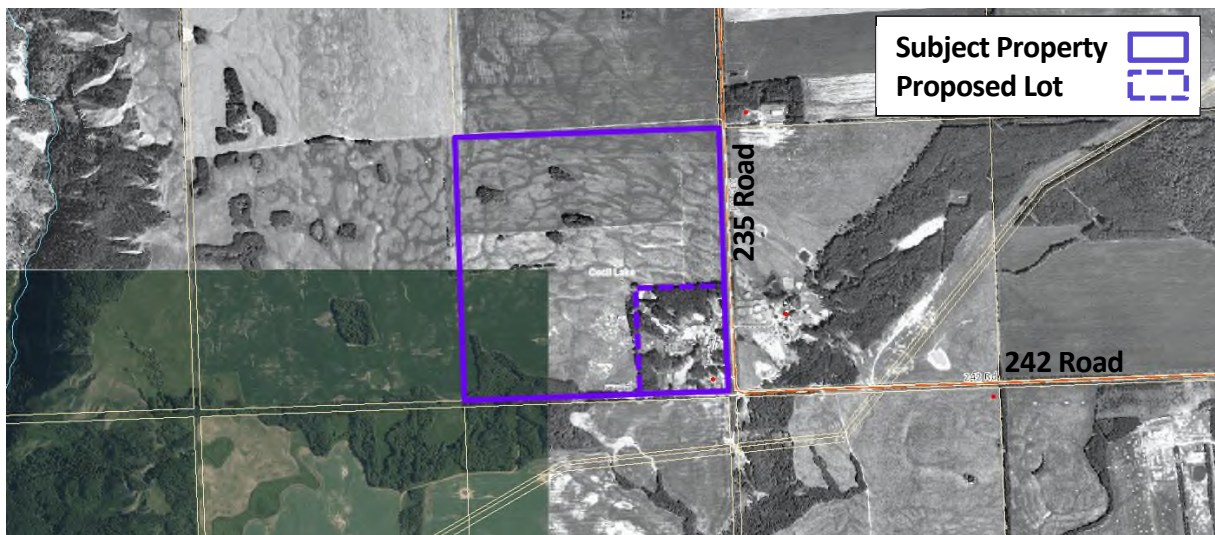
Attachments:

1. Maps
2. ALC application [60491]
3. Comments from Electoral Area Director

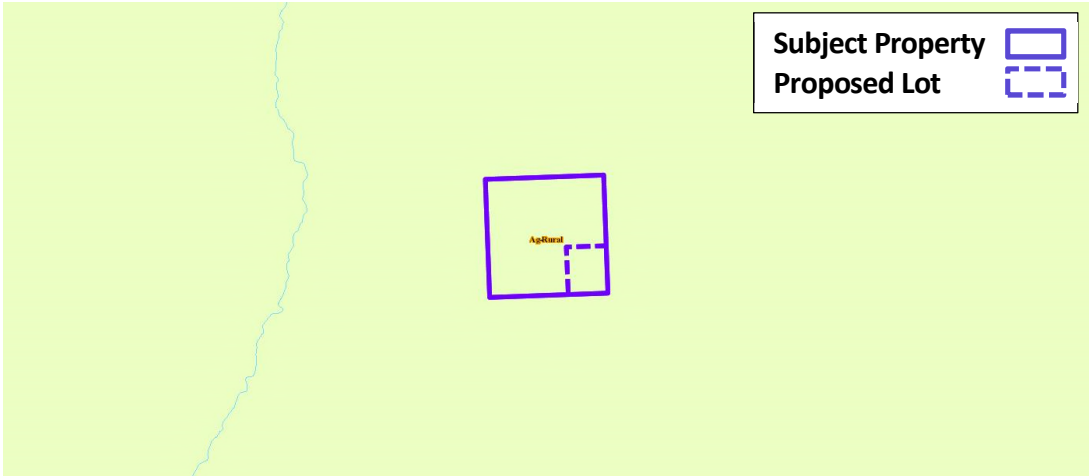
Location: Cecil Lake area



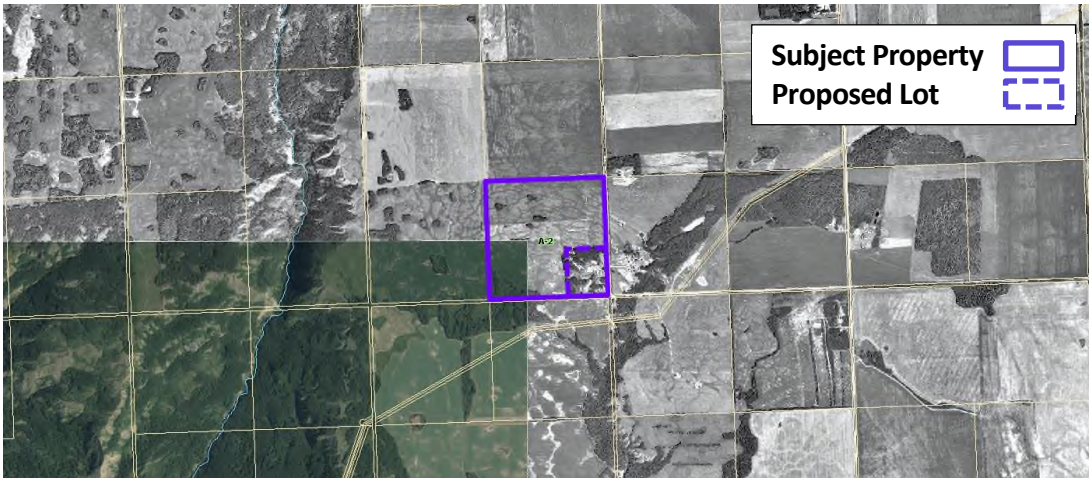
Aerial imagery



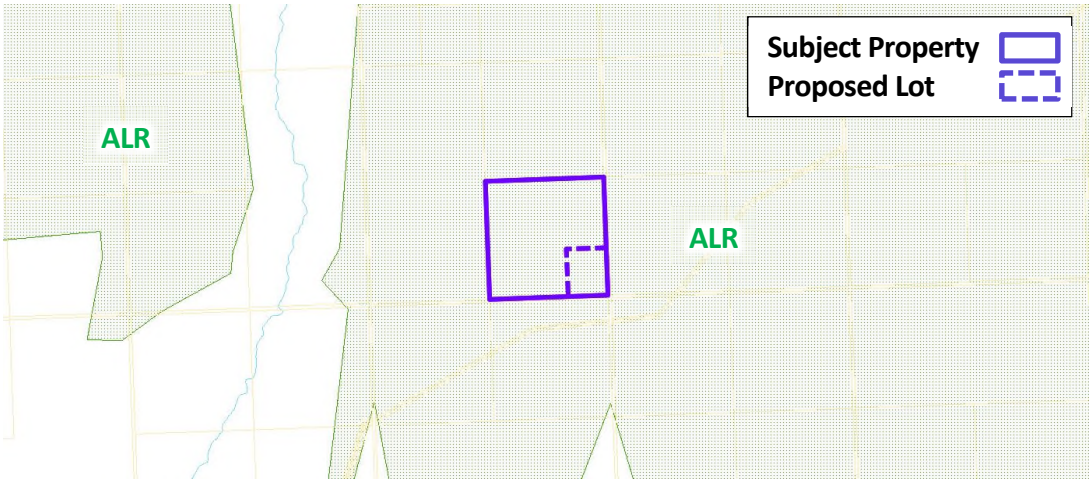
PRRD Rural Official Community Plan Bylaw No. 1940, 2011: Agriculture-Rural



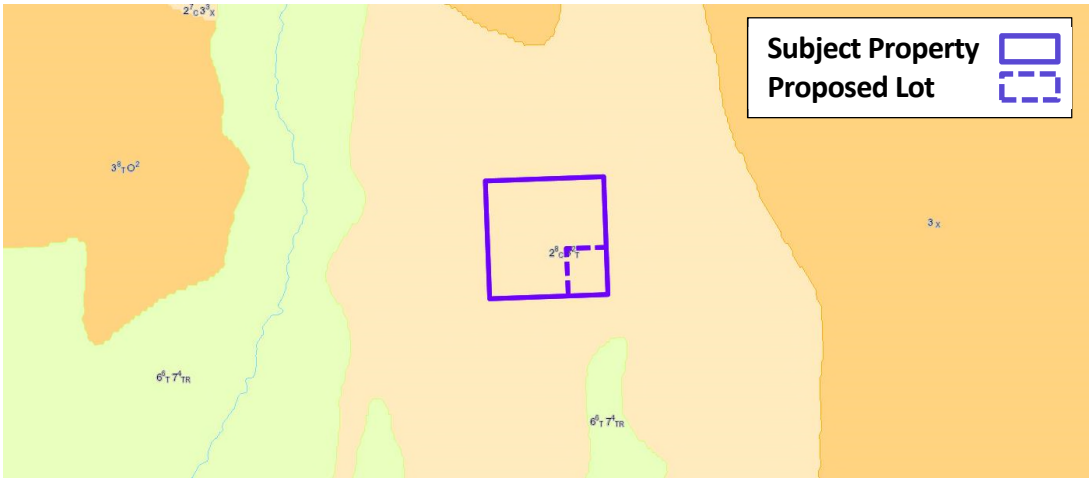
PRRD Zoning Bylaw No. 1000, 1996: Large Agricultural Holdings Zone (A-2)



Agricultural Land Reserve: Within



CLI Soil Classification: 2⁸C3²T





Provincial Agricultural Land Commission - Applicant Submission

Application ID: 60491

Application Status: Under LG Review

Applicant: Betty Gayle Clovis

Agent: teryl Cantrill

Local Government: Peace River Regional District

Local Government Date of Receipt: 02/27/2020

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

Proposal Type: Subdivision

Proposal: A Homesite parcel for Betty Clovis she wants to sell her farm and has a buyer who already is leasing the farm. She is 82 and wants to remain on her homesite which they settled. The buyer is not interested in the homesite, which is about 8 hectares

Agent Information

Agent: teryl Cantrill



Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 012-304-719

Legal Description: SE 1/4 OF SEC 4 TP 84 R 16 W6M PEACE RIVER

Parcel Area: 64.5 ha

Civic Address: 10096 235 Rd Cecil Lake

Date of Purchase: 09/25/1964

Farm Classification: Yes

Owners

1. **Name:** Betty Gayle Clovis



Current Use of Parcels Under Application

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

PID 012-304-719 137 acres grain, (23 bush and homestead ,including dugouts, corralls, other buildings)

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

This land was homesteaded and cleared in 1949

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

Lot 1 is the Home area, plus barn, out building, shop and old farm equipment, dugouts, garden

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm

Specify Activity: grain

East

Land Use Type: Agricultural/Farm

Specify Activity: homestead and cattle

South

Land Use Type: Agricultural/Farm

Specify Activity: grain

West

Land Use Type: Agricultural/Farm

Specify Activity: grain

Proposal

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

8 ha

56.5 ha

2. What is the purpose of the proposal?

A Homesite parcel for Betty Clovis she wants to sell her farm and has a buyer who already is leasing the farm. She is 82 and wants to remain on her homesite which they settled. The buyer is not interested in the homesite, which is about 8 hectares

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

She wants to remain on the original homesite of about 8 hectares which has never been cleared and has the barnyard, outbuildings, garden and dugouts for water

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

By subdividing Lot 1 off the quarter and selling the remainder to the current renter (who owns and farms

other quarter in the area), we have some assurance that the land will continue to be farmed in the future. If the subdivision isn't approved, there's no guarantee that the next owner of the quarter would still farm it in the future.

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

Yes

Applicant Attachments

- Agent Agreement - teryl Cantrill
- Proposal Sketch - 60491
- Homesite Severance Qualification - 60491
- Certificate of Title - 012-304-719

ALC Attachments

None.

Decisions

None.

PID # 012-304-719

part SE 1/4
Section 4, TWP 84
Range 16, MW6

trees

trees

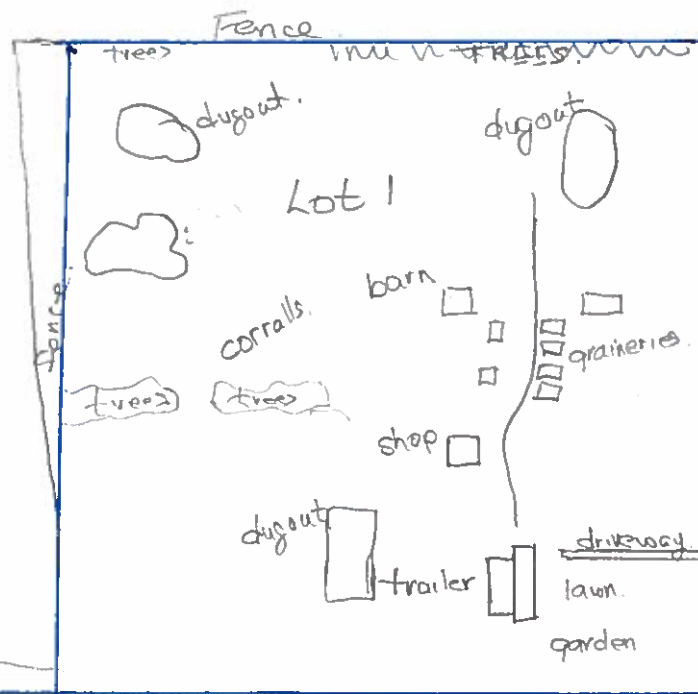
trees

Lot 2

grain land

trees

trees



Michael Blatz

From: Planning Department
Sent: Tuesday, March 3, 2020 3:45 PM
To: Director Karen Goodings
Cc: PRRD_Internal
Subject: RE: PRRD File No. 20-003-ALRSUB | Please respond by March 17

Hi Director Goodings

Thanks for the quick response. This proposal appears to qualify for a home site severance to me, but of course it's up to the ALC to make the final call.

I will look into the form issues and resolve things for next time.

MB

From: Director Karen Goodings <karen.goodings@prrd.bc.ca>
Sent: Tuesday, March 3, 2020 3:34 PM
To: Planning Department <planning@prrd.bc.ca>
Cc: PRRD_Internal <prrd.internal@prrd.bc.ca>
Subject: Re: PRRD File No. 20-003-ALRSUB | Please respond by March 17

Hi, Does this qualify for a home site severance? I will support the application.

Why does it refer to Director/municipality on the signature line and how can I respond in the application rather than under a separate email?

From: Planning Department
Sent: Tuesday, March 3, 2020 3:14:49 PM
To: Director Karen Goodings
Cc: PRRD_Internal
Subject: PRRD File No. 20-003-ALRSUB | Please respond by March 17

Good afternoon Director Goodings,

Please review the attached document regarding an ALR Subdivision application in Area B. If you have any questions or comments, please reply to this message by March 17, 2020.

Best,
Development Services
PEACE RIVER REGIONAL DISTRICT | Direct: 250-784-3200
planning@prrd.bc.ca | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



IMPORTANT: The information transmitted herein is confidential and may contain privileged or personal information. It is intended solely for the person or entity to which it is addressed. Any review, re-transmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.



REPORT

To: Chair and Directors

Date: March 17, 2020

From: Tyra Henderson, Corporate Officer

Subject: **ALR Non-Farm Use, PRRD File No. 20-002**

OPTIONS: [Corporate Unweighted]

1. That the Regional Board support ALR non-farm use application 20-002 (ALC File 59994), within the property identified as PID 012-596-329, to permit the use of a 6 ha portion for bulk water access/sales to industrial oil and gas operators or drillers; further, that the Regional Board authorize the application proceed to the Agricultural Land Commission.
2. That the Regional Board respectfully refuse authorization for ALR non-farm use application 20-002 (ALC File 59994), within the property identified as PID 012-596-329, to permit the use of a 6 ha area for bulk water access/sales to industrial oil and gas operators or drillers, and to proceed to the Agricultural Land Commission.

BACKGROUND/RATIONALE:

Proposal

To permit bulk water access/sales to industrial oil and gas operators or drillers on a 6 ha portion of the subject property.

File Details

Applicant: 0828312 BC Ltd.
Agent: A&D Office Services LTD
Area: Electoral Area D
Location: Farmington
Legal: The North West ¼ of Section 21 Township 79 Range 16 W6M PRD, Except The Most Westerly 14 Feet In Parallel Width Thereof
PID: 012-596-329
Civic Address: 5638 235 Rd
Lot Size: 64.14 ha (158.5 ac)

Official Community Plan (OCP)

Pursuant to *PRRD Rural OCP Bylaw No. 1940, 2011* (Rural OCP), the subject property is designated Ag-Rural (Agriculture-Rural). Section 7.0 Policy 2 states the principal land use within the Agriculture-Rural designation is agriculture, agriculture-related, and agriculture-related business uses. However, Section 15.0 Policy 1 acknowledges, "resource extraction activities are regulated by provincial and federal legislation." Therefore, the proposed non-farm use is consistent with the Rural OCP.

Please note, Section 15.0 Policy 6 states "to support the government in requesting that all resource extraction operations be required to adhere to recognized resource management, conservation, impact

mitigation and site rehabilitation and reclamation techniques, in order to facilitate the subsequent use of the land after the resources are extracted.” Furthermore, Section 15.0 Policy 7 states, “all extraction, processing and transportation of primary resources shall meet provincial and federal standards applicable to environmental protection and special care is taken to ensure the protection of local air sheds, and surface and ground water sources”.

Land Use Zoning

Pursuant to *PRRD Dawson Creek Rural Area Zoning Bylaw No. 479, 1986* (zoning bylaw), the subject property is zoned A-2 (Large Agricultural Holdings Zone). Section 6.11 (A) states oil or gas production, processing, storage, transmission and exploration as a permitted principal use. Therefore, the proposed non-farm use is consistent with the zoning bylaw.

Fire Protection Areas

The subject property is outside all PRRD Fire Protection Areas.

Building Permit Areas

The subject property is outside the PRRD Mandatory Building Permit Area.

Development Permit Areas

The subject property is outside all PRRD Development Permit Areas.

Development Cost Charge

The subject property is outside all PRRD Development Cost Charge Areas.

ALTERNATIVE OPTIONS:

1. That the Regional Board support ALR non-farm use application 20-002 (ALC File 59994) within the property identified as PID 012-596-329 to permit the use of a 6 ha portion for bulk water access/sales to industrial oil and gas operators or drillers; further, that the Regional Board authorize the application to proceed to the Agricultural Land Commission with the inclusion of any Regional Board recommendations to the ALC for the placement of conditions on the approval.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

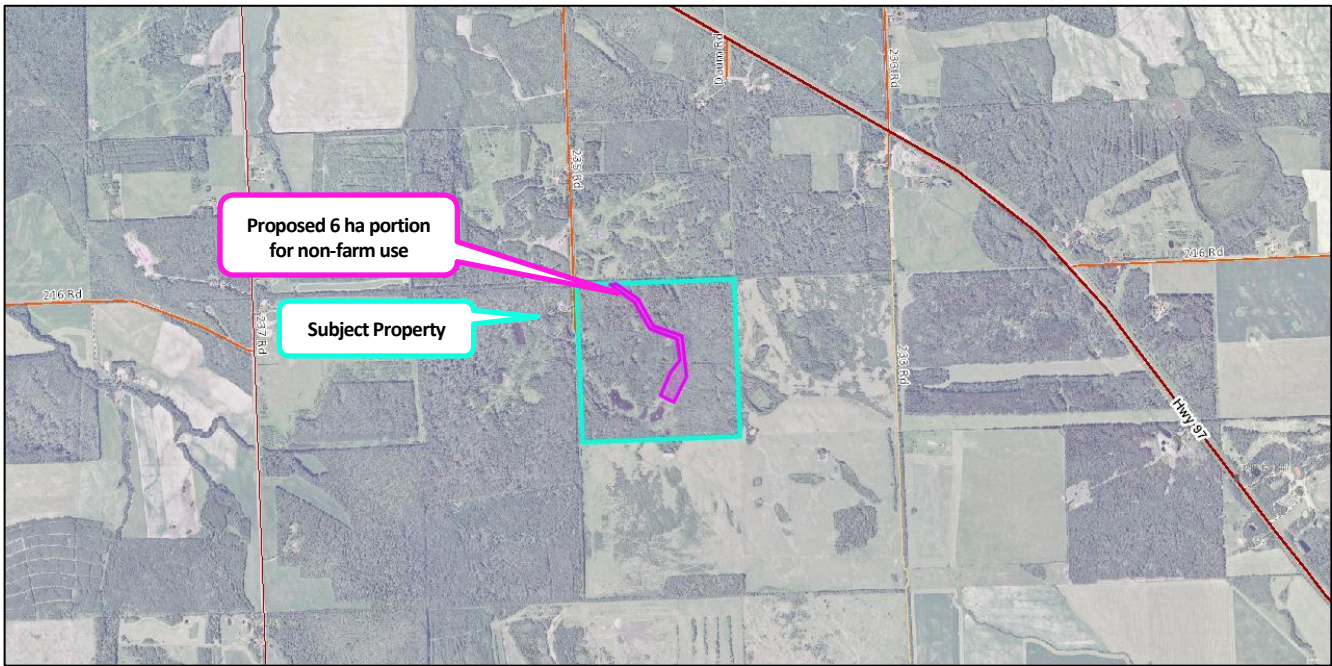
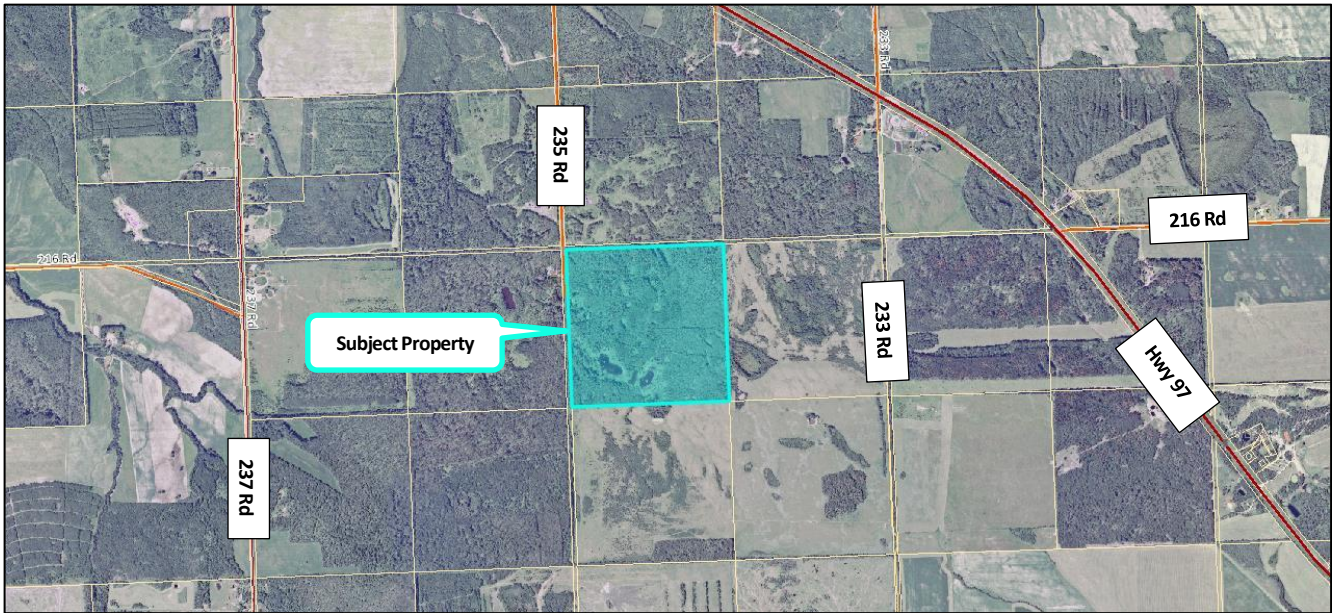
OTHER CONSIDERATION(S):

None.

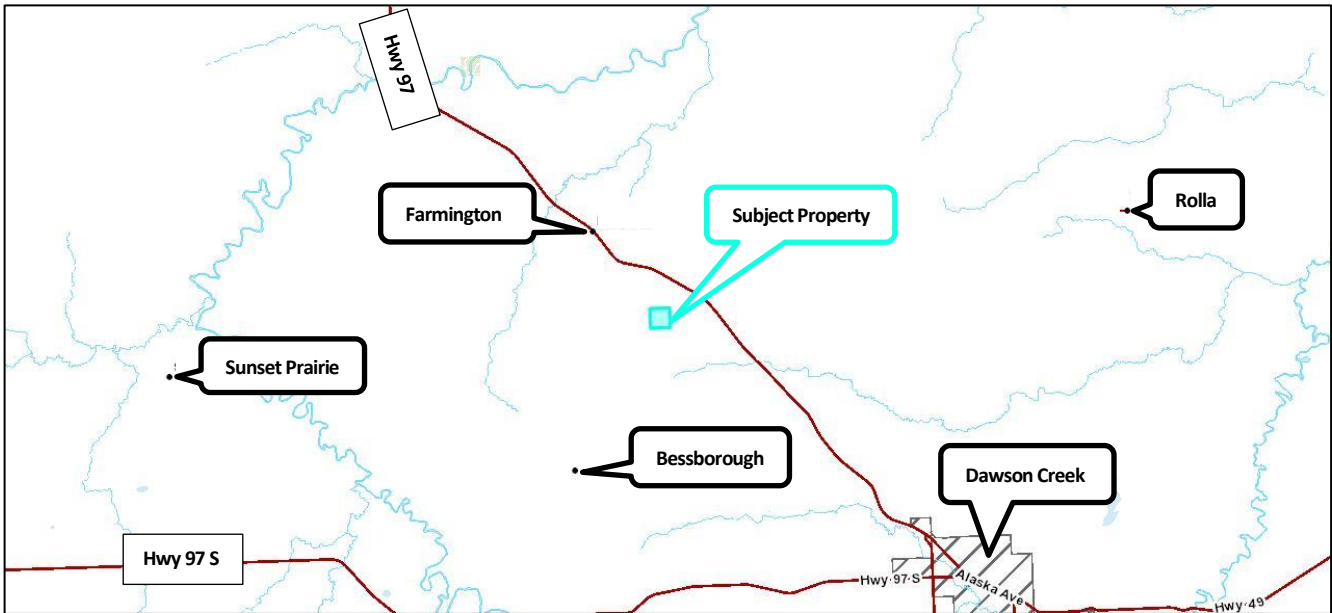
Attachments:

1. Maps
2. ALC Application [File 59994]

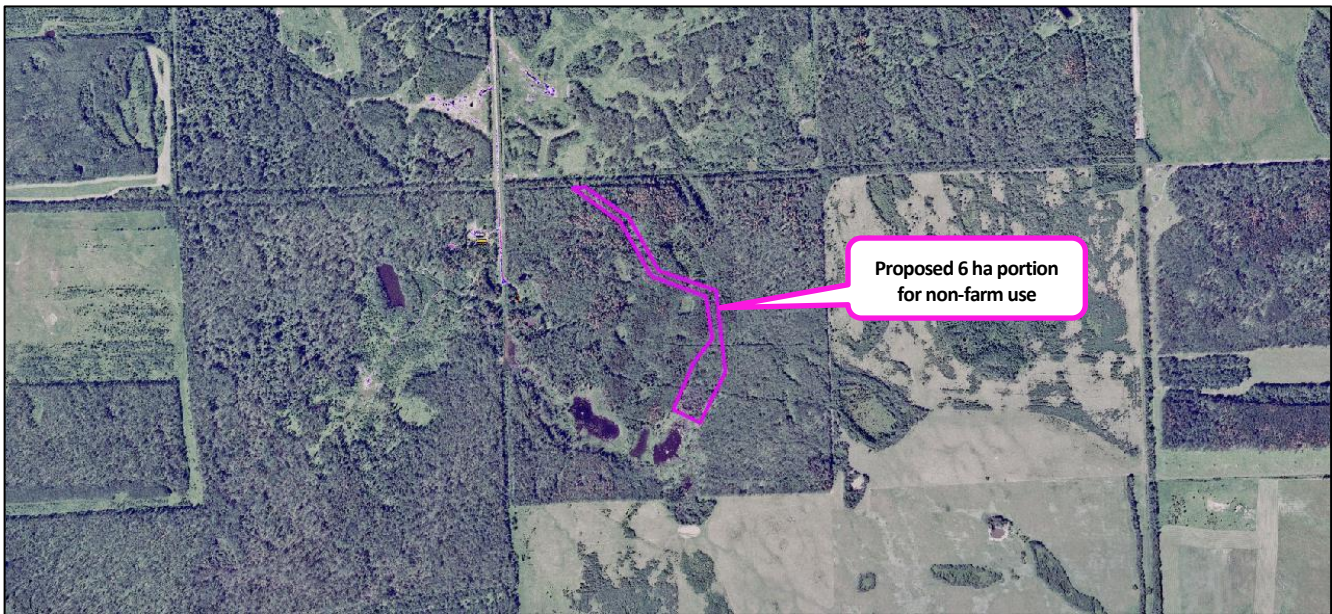
Subject Property



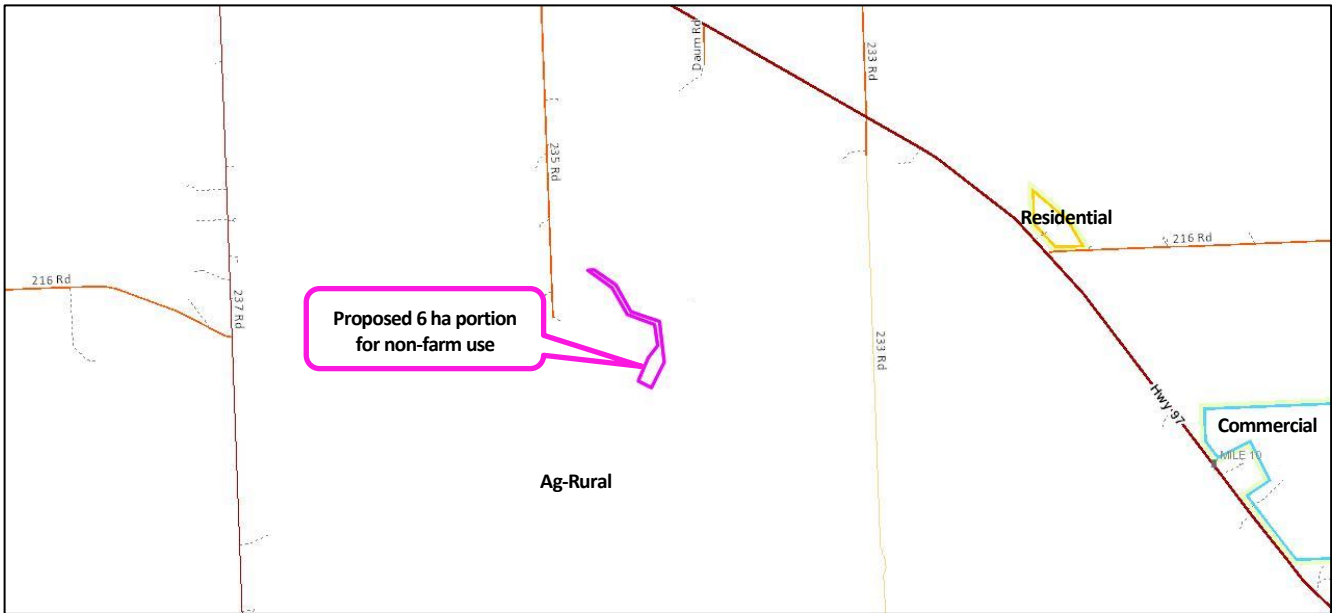
Location: Farmington



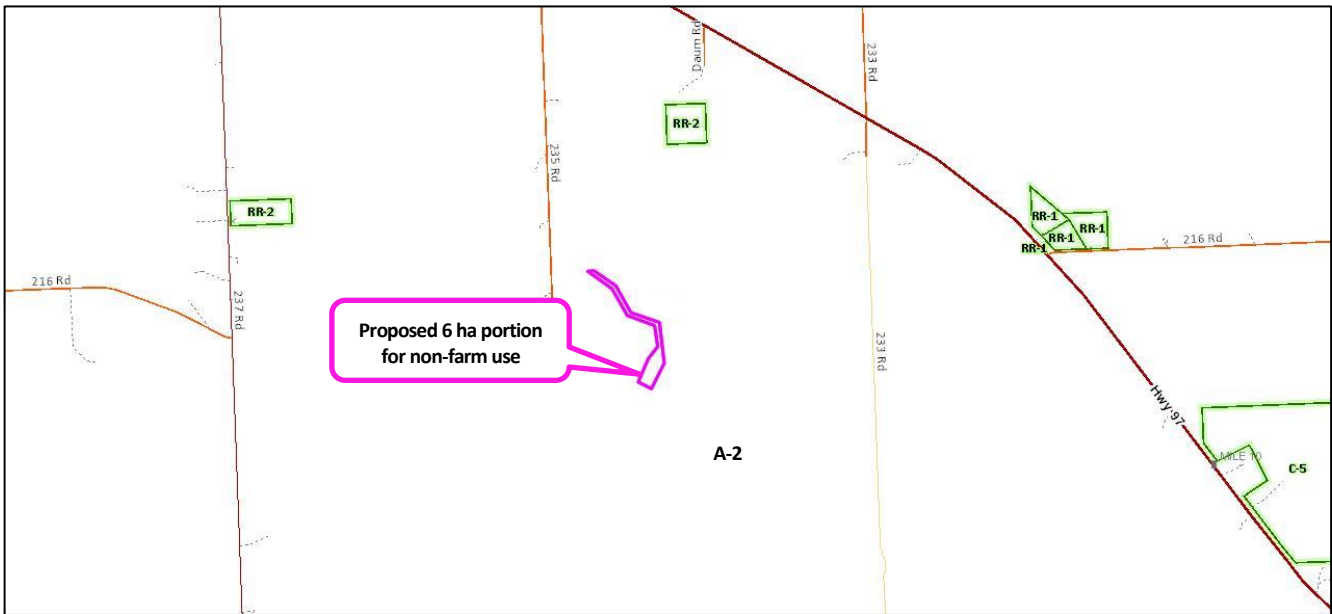
Aerial Imagery



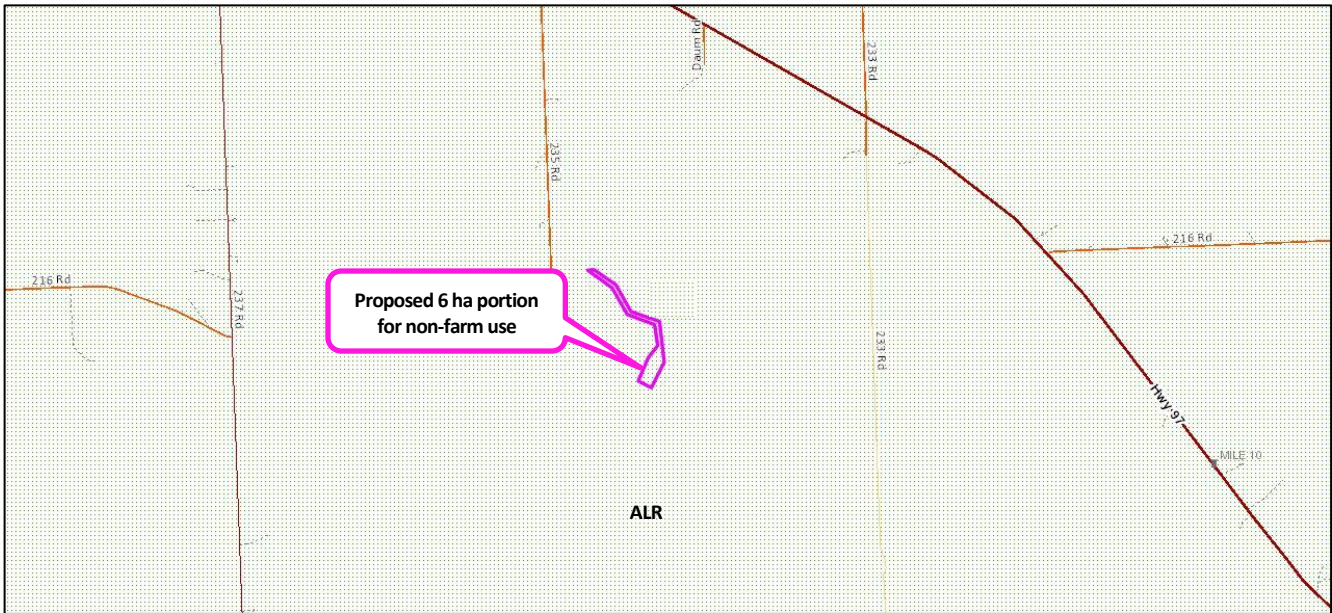
PRRD Rural Official Community Plan Bylaw No. 1940, 2011: Agriculture-Rural (Ag-Rural)



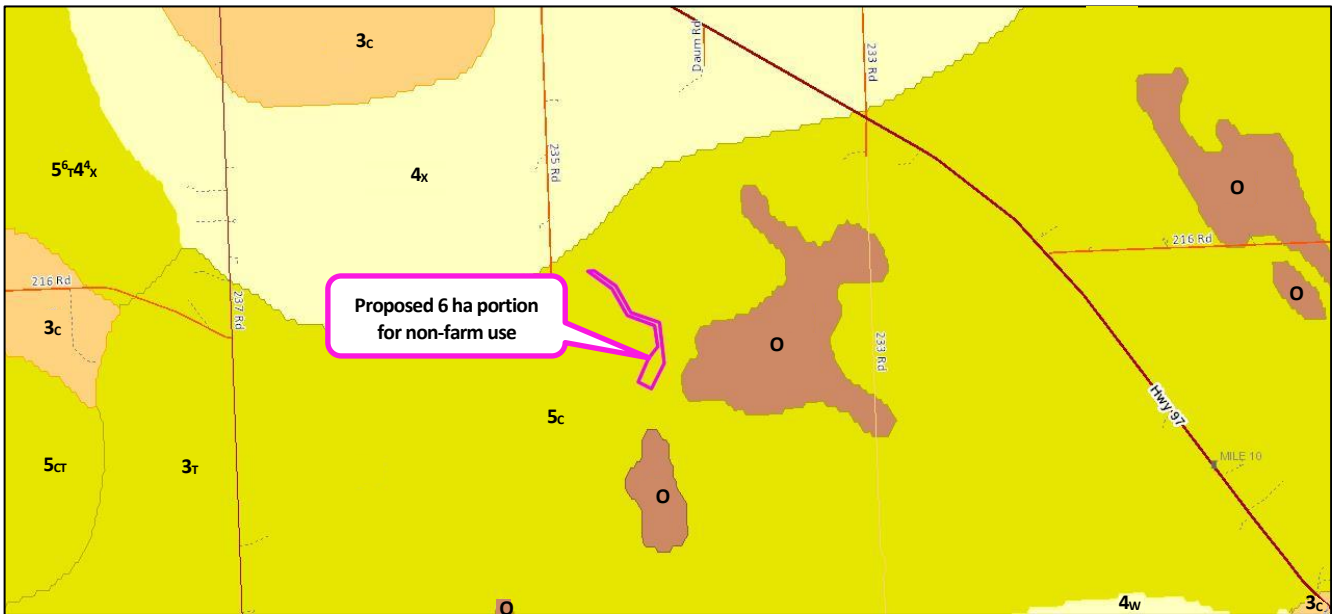
PRRD Dawson Creek Rural Area Zoning Bylaw No. 479, 1986: A-2 (Large Agricultural Holdings Zone)



Agricultural Land Reserve: Within



CLI Soil Classification: 5c





Provincial Agricultural Land Commission - Applicant Submission

Application ID: 59994

Application Status: Under LG Review

Applicant: 0828312 BC Ltd.

Agent: A&D Office Services LTD

Local Government: Peace River Regional District

Local Government Date of Receipt: 02/19/2020

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

Proposal Type: Non-Farm Use

Proposal: This proposal is being submitted to permit bulk water access/sales to industrial oil and gas operators or drillers.

Agent Information

Agent: A&D Office Services LTD

Mailing Address:

10200 8th St #116 Dawson Creek, BC V1G 3P8

Dawson Creek, BC

V1G 3P8

Canada

Primary Phone: (250) 782-1502

Email: adoffice@shaw.ca

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 012-596-329

Legal Description: NW 1/4 OF SEC 21 TP 79 R 16 W6M PEACE RIVER EXC THE MOST WLY 14 FT IN PARL WIDTH THEROF

Parcel Area: 64.2 ha

Civic Address: 5638 235 rd., Farmington BC, V0C 1N0

Date of Purchase: 01/03/2017

Farm Classification: No

Owners

1. **Name:** 0828312 BC Ltd.

Address:

[REDACTED ADDRESS]

Phone:

Email: [REDACTED EMAIL]

Current Use of Parcels Under Application

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

No agricultural activity currently takes place on this property. It is primarily young growth bush with a mobile home.

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

Recent improvements include road access and dugout construction

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

None

Adjacent Land Uses

North

Land Use Type: Civic/Institutional

Specify Activity: First Nations Drug and Alcohol Rehab Centre

East

Land Use Type: Agricultural/Farm

Specify Activity: None, bush lot

South

Land Use Type: Agricultural/Farm

Specify Activity: none, bush lot

West

Land Use Type: Agricultural/Farm

Specify Activity: none, bush lot

Proposal

1. How many hectares are proposed for non-farm use?

6 ha

2. What is the purpose of the proposal?

This proposal is being submitted to permit bulk water access/sales to industrial oil and gas operators or drillers.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.

No. The dugout and road access is located on this particular parcel.

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

No, however the dugout may be used for livestock watering or strictly residential use should the demand for industrial bulk water fall to a level that would make the current venture no longer economically feasible.

5. Do you need to import any fill to construct or conduct the proposed Non-farm use?

No

Applicant Attachments

- Agent Agreement - A&D Office Services LTD
- Other correspondence or file information - Land Title and Agency Docs
- Proposal Sketch - 59994
- Site Photo - Caldwell Property Pics
- Other correspondence or file information - Corporate Registry
- Certificate of Title - 012-596-329

ALC Attachments

None.

Decisions

None.

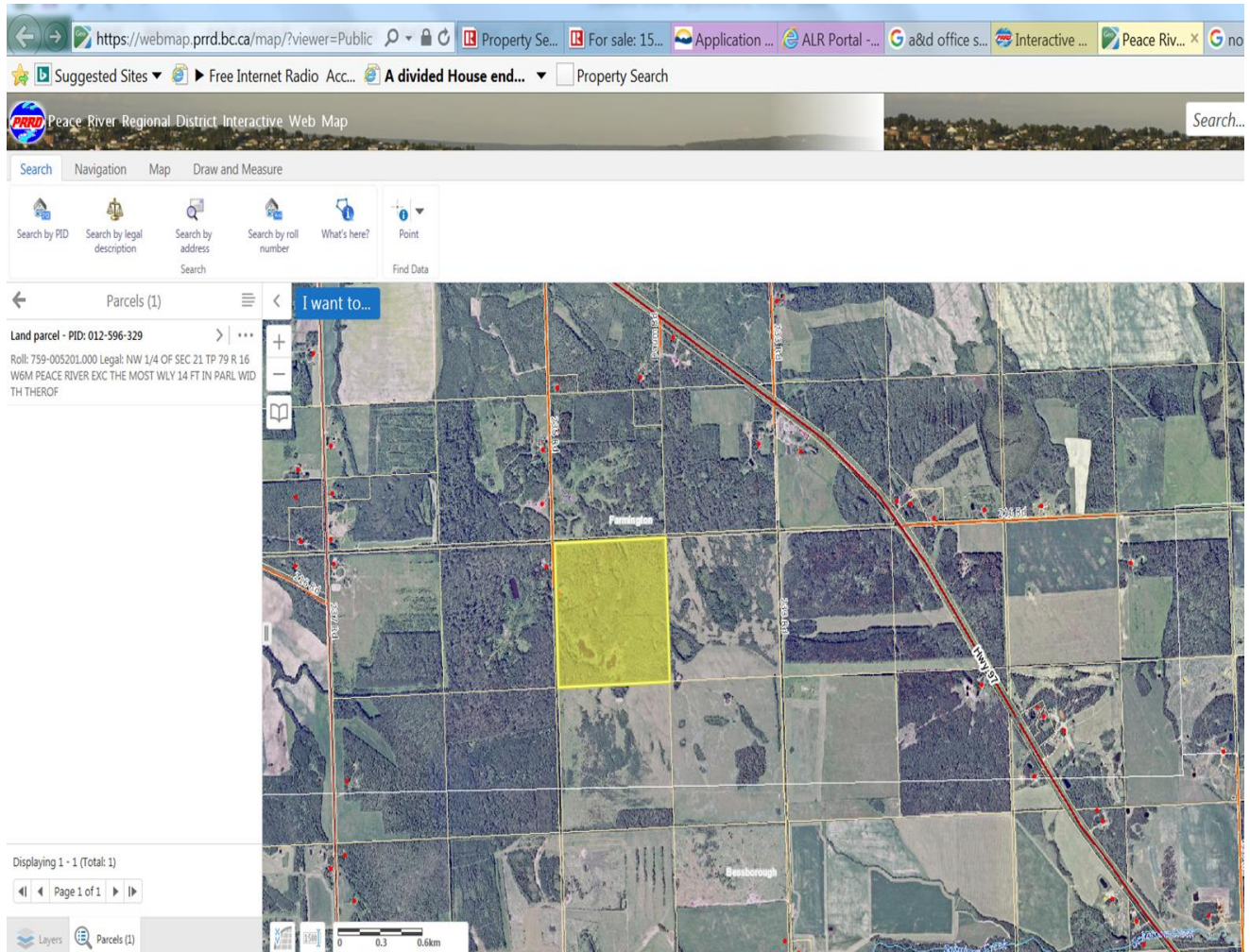
Figure 1.1

Access Road and Dugout



Figure 1.2

PRRD Map Location





REPORT

To: Chair and Directors

Date: March 17, 2020

From: Tyra Henderson, Corporate Officer

Subject: Development Variance Permit, PRRD File No. 20-001 DVP

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board authorize Development Variance Permit No. 20-001, for the property identified as PID 013-013-742, to reduce the rear yard setback from 5 m to 3 m within PRRD Zoning Bylaw No. 1343, 2001.

BACKGROUND/RATIONALE:

Proposal

To reduce the subject property's rear yard setback from 5 m (17 ft) to 3 m (10 ft) within PRRD Zoning Bylaw No. 1343, 2001, to accommodate siting of a proposed attached garage for solar access for the dwelling unit.

File Details

Owners: Jayson and Kara Strate
Area: Electoral Area C
Location: Fort St John
Legal: Lot 1 Block 6 Section 7 Township 84 Range 18 W6M Peace River District Plan 8871
PID: 013-013-742
Civic Address: 9346 120 Avenue
Lot Size: 0.30 ha (0.73 ac)

Site Context

The subject property is adjacent to the City of Fort St John's boundaries, on the northern edge of the city. Residential uses surround the property to the north, east, and south. Fish Creek and a public park within Fort St. John surround the property to the west.

Site Features

Land

Based on information from the applicants and aerial photos, the subject property is residential, vacant and tree-covered, with some area cleared.

Structures

The subject property is currently vacant. The applicant intends to have a single-family house and an attached garage on the property.

Access

The subject property is accessed via 120 Avenue.

CLI Soil Rating

The subject property has a soil rating of 2_c. Class 2 soils have moderate limitations that restrict a range of crops or require moderate conservation practices. Subclass C denotes adverse climate.

Comments & ObservationsApplicant

The applicant intends to build a Passive Home with an attached garage, with solar access.

Agricultural Land Reserve (ALR)

The subject property is outside the ALR.

Official Community Plan (OCP)

The subject property is designated High Density Residential (HDR), pursuant to the PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009 (NPFA OCP). The NPFA OCP does not address setbacks.

Land Use Zoning

Pursuant to the PRRD Zoning Bylaw No. 1343, 2001 (zoning bylaw), the subject property is zoned R-3 (Residential 3 Zone). Section 36.2 (g) states that in the R-3 zone, no principal building or structure shall be located within 5 m of a rear parcel line. The proposed structure is located within 5 m of the rear parcel line. Therefore, this Development Variance Permit is required.

Fire Protection Area

The subject property is within the Fort St John Rural Fire Protection Area.

Mandatory Building Permit Area

The subject property is within the Mandatory Building Permit Area.

Development Permit Areas

The subject property is outside all Development Permit Areas.

Development Cost Charge Area

The subject property is outside the Development Cost Charge Area.

School District 60 School Site Acquisition Area

The subject property is within the School District 60 School Site Acquisition Charge Area. The School District 60 School Site Acquisition Charge is to be paid when the applicant pursues a PRRD Building Permit.

Impact AnalysisContext

The proposed structure would have the greatest impact on the parcel immediately north of the subject property, where the reduced setback is proposed.

Population & Traffic

The property is currently vacant, so construction of a residential dwelling unit will increase the population and traffic in the area. The approval of a setback variance will not impact population or traffic.

Sewage & Water

The applicants intend to use a holding tank for sewage disposal, and a holding tank for water supply.

Comments Received from Municipalities & Provincial Agencies**City of Fort St John**

No comments.

MoTI

No objections.

Northern Health

No objections subject to the following conditions:

- the applicants must not cause a health hazard during construction or demolition activities;
- the proposed dwelling unit must be connected to permitted sewer and drinking water systems;
- the applicants must obtain permit(s) for Drinking Water System(s) if building their own water system other than the City of Fort St John; and
- the applicants must obtain permit(s) or approval from Northern Health if dwelling unit intended for opening a home based business such as a Personal Service or preparation and sale food.

Comments Received from the Public

Public notification was completed in accordance with *Local Government Act* Section 499. The notices indicated that the DVP was to be considered at the March 26th meeting, in Tumbler Ridge. When the meeting location was changed, an updated notice was sent property owners in the notification area, and the Engage page for this file was updated. Notice regarding the meeting location change was posted to the PRRD website as well. No comments were received upon finalization of this report. Any comments received after report finalization, but before the Regional Board considers the application, will be reported verbally.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse Development Variance Permit No. 20-001, for the property identified as PID 013-013-742, to reduce the rear yard setback from 5 m to 3 m within PRRD Zoning Bylaw No. 1343, 2001, as submitted.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

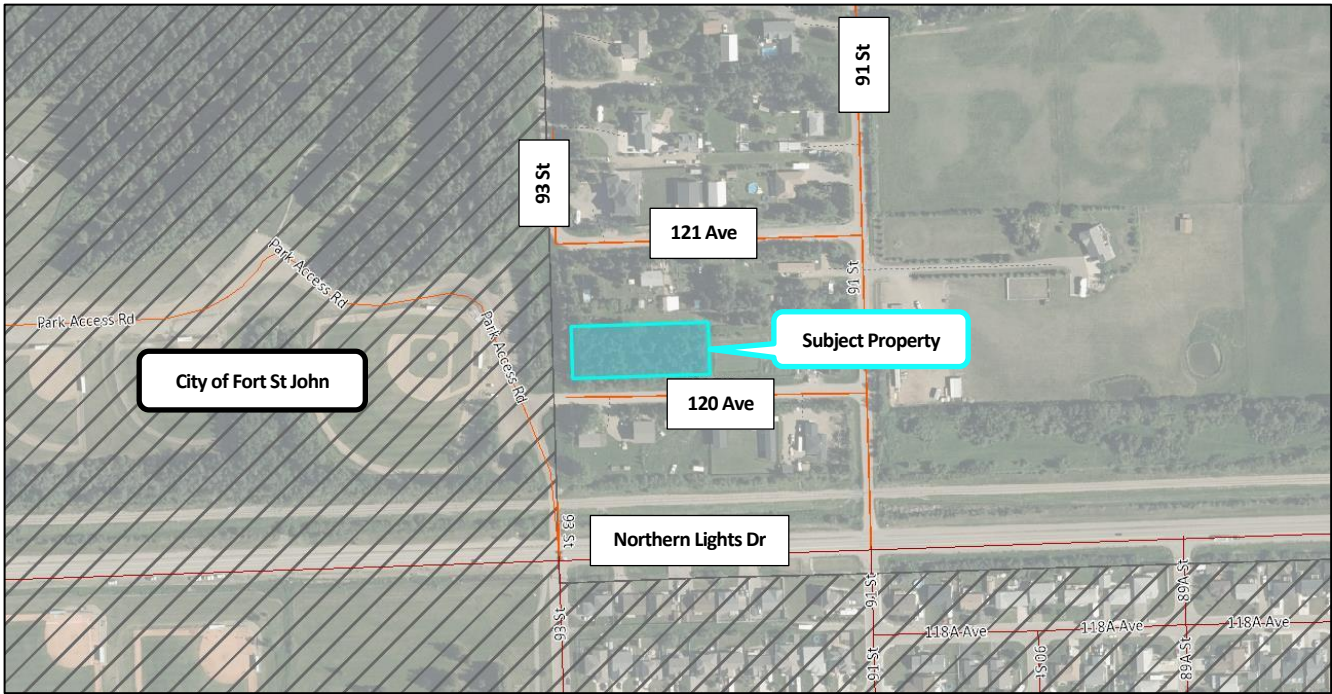
OTHER CONSIDERATION(S):

None at this time.

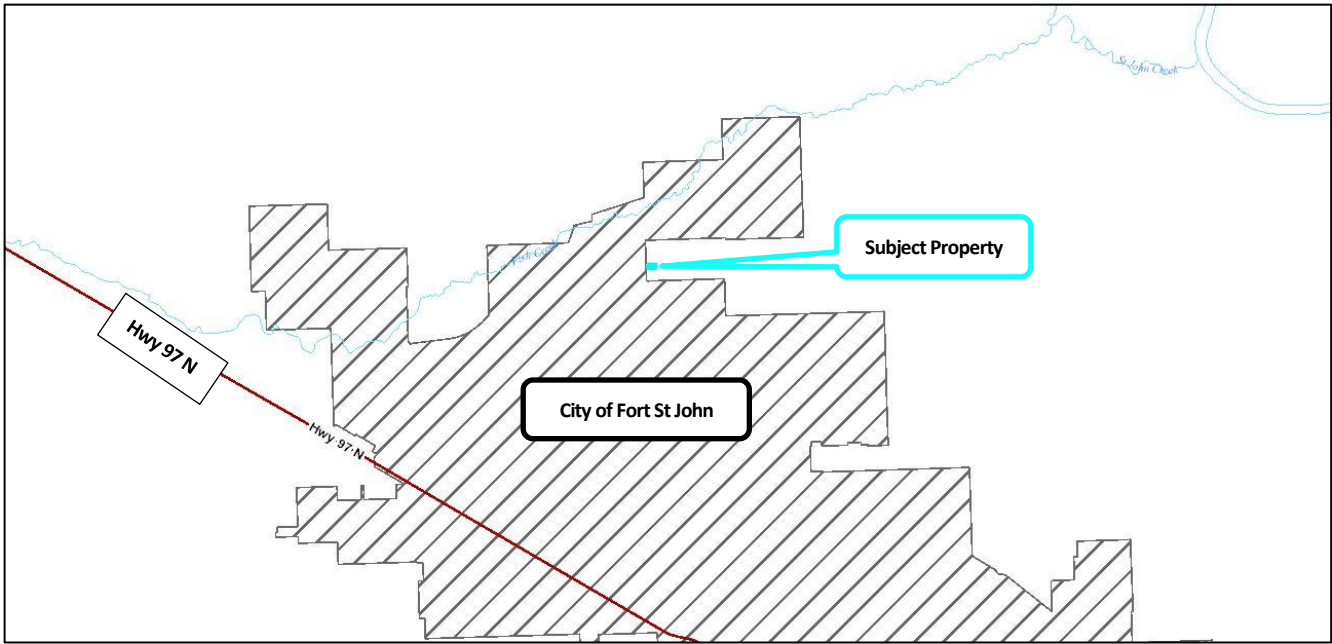
Attachments:

1. Maps
2. Application
3. Referral responses from agencies
4. Development Variance Permit No. 20-001

Subject Property



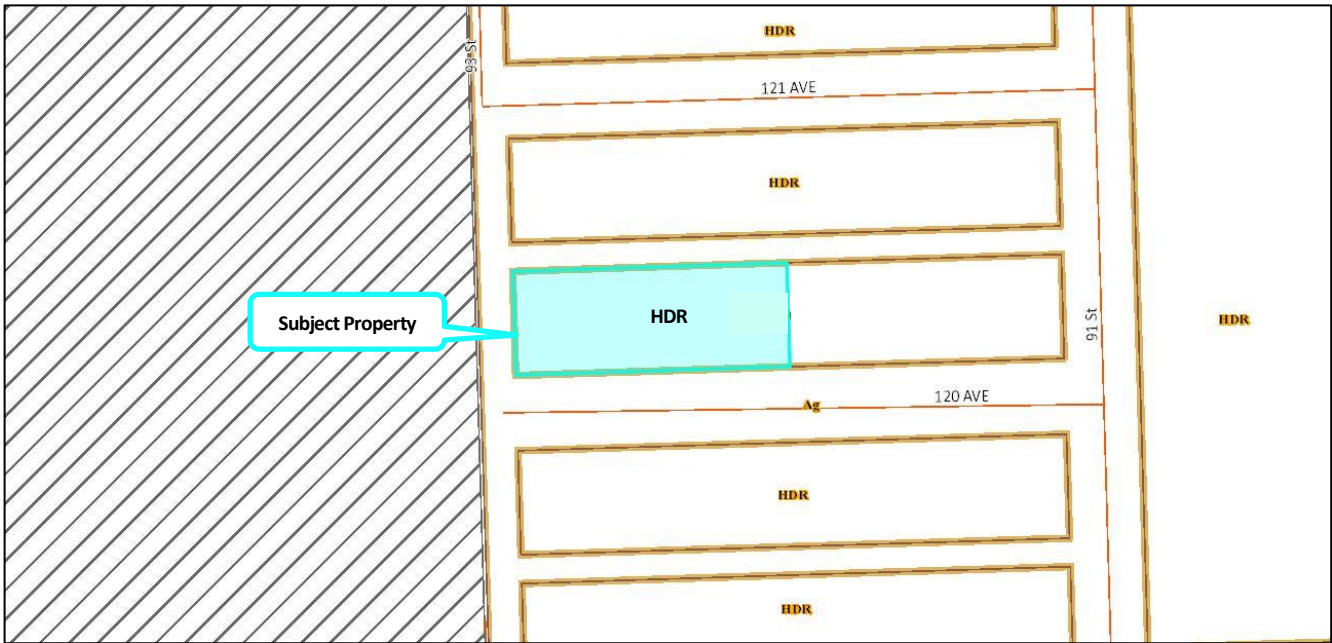
Location: Fort St John



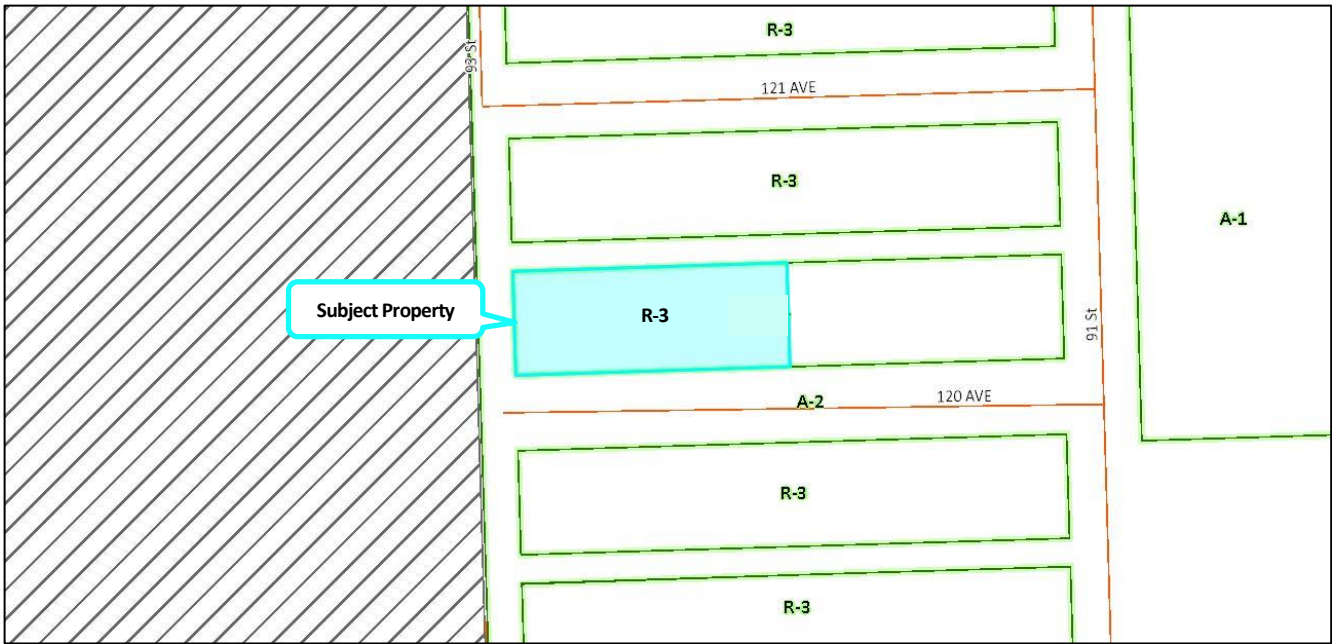
Aerial Imagery



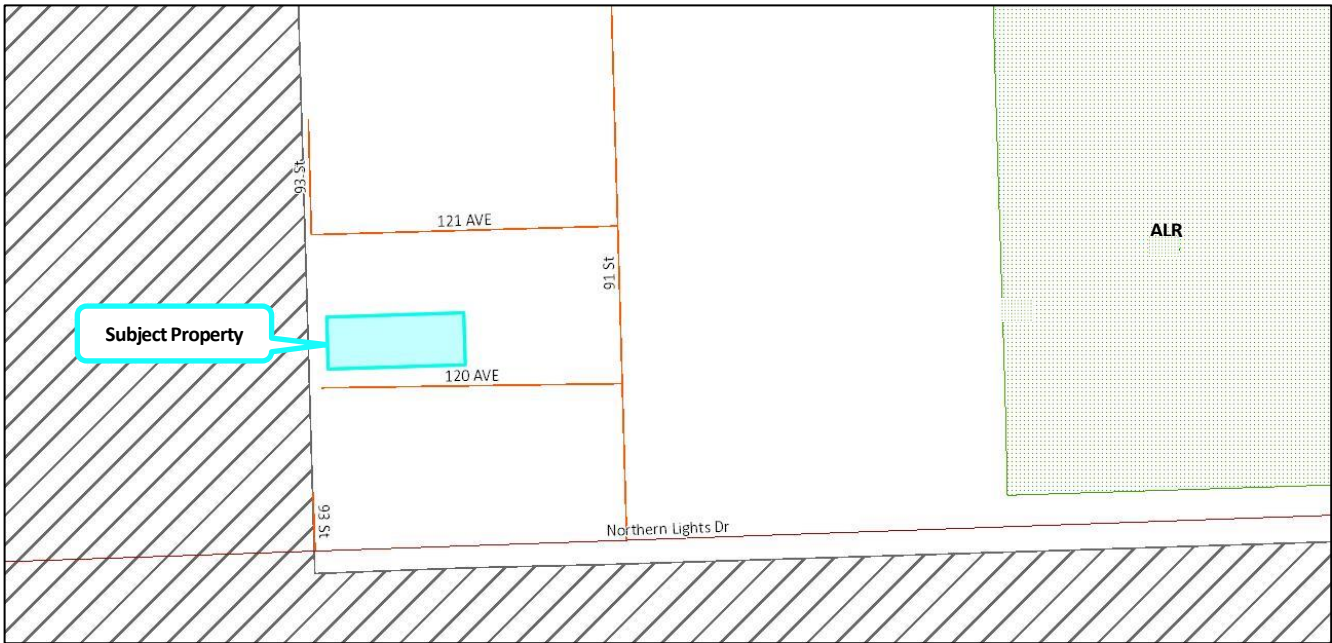
PRRD North Peace Fringe Area OCP Bylaw No. 1870, 2009: High Density Residential (HDR)



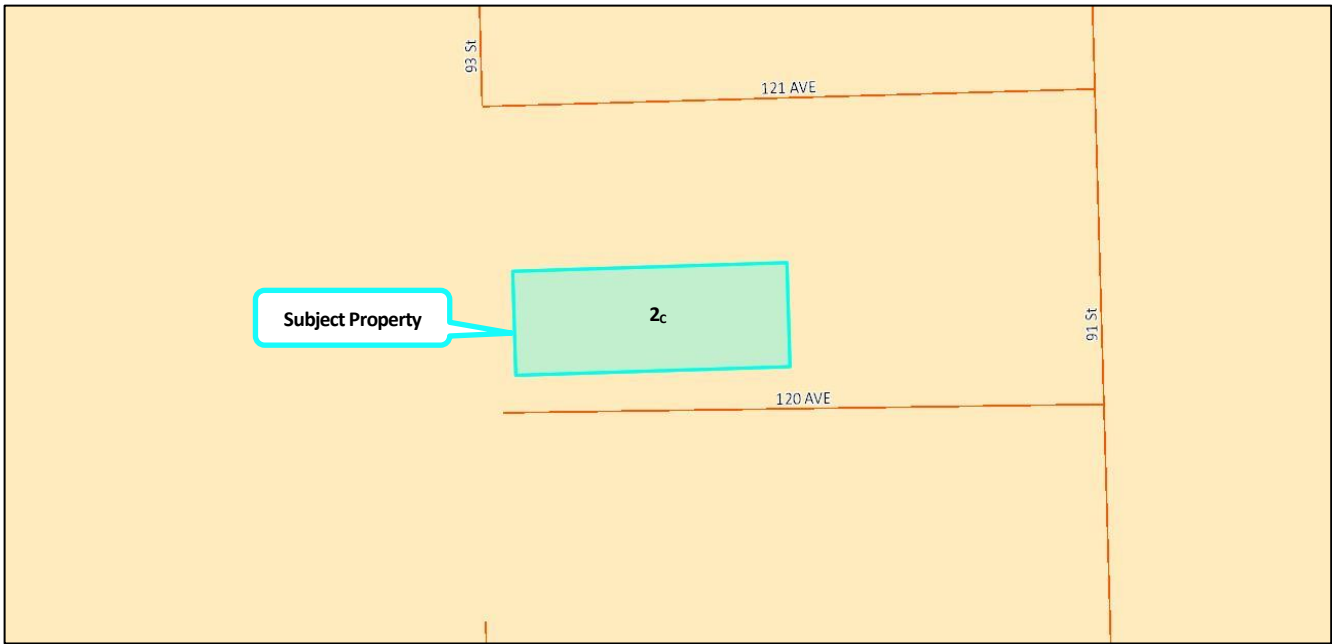
PRRD Zoning Bylaw No. 1343, 2001: R-3 (Residential 3 Zone)



Agricultural Land Reserve: Outside



CLI Soil Classification: 2_c





PEACE RIVER REGIONAL DISTRICT

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

Receipt # 7799Application for Development**1. TYPE OF APPLICATION**

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

In regard to applications for:

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

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

2. PLEASE PRINT

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

3. PROPERTY DESCRIPTION

Full legal description of each property under application	Area of each lot
LOT 1 BLOCK 6 SECTION 7 TOWNSHIP 84 RANGE 18 WEST OF THE 6TH MERIDIAN PEACE RIVER DISTRICT PLAN 8871	.30/.73 ha./acres
	ha./acres
	ha./acres
	TOTAL AREA ha./acres

Notice of collection of personal information:

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

4. Civic Address or location of property: 120 Ave, PID 013-013-742

5. PARTICULARS OF PROPOSED AMENDMENT

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

☐ Official Community Plan (OCP) Bylaw amendment:

Existing OCP designation: _____

Proposed OCP designation: _____

Text amendment: _____

☐ Zoning Bylaw amendment:

Existing zone: _____

Proposed zone: _____

Text amendment: _____

☒ Development Variance Permit – describe proposed variance request:

Reduce rear yard setback for attached garage from primary building setback to accessory building setback

☐ Temporary Use Permit – describe proposed use:

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

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

Currently vacant, proposed single family house and attached garage.

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

(a) North Residential buildings and accessory buildings

(b) East Residential buildings and accessory buildings

(c) South Residential buildings and accessory buildings

(d) West vacant road access easement

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

Proposed single family home with attached garage and home office/workshop. See attached site plan and other drawings.

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

Breezeway connecting garage to house causes garage to be considered part of primary building, which pushes whole building to the south. Given very thick walls and need for solar access as a Passive House, pushing the project up to the accessory building setback will improve the siting and performance of the project.

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

Holding tank.

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

Holding tank.

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

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

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

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

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

Signature of Owner

16 Jan 2020
Date signed

Signature of Owner

Jan 16 2020
Date signed

16. **AGENT'S AUTHORIZATION**

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

I / We	and	hereby
authorize		
(name)		to act on my/our behalf regarding this
application.		
Agent address:		
Telephone:	Fax:	Email:
Signature of Owner:		Date:
Signature of Owner:		Date:

Designs and drawings are the exclusive copyright of PDS. The drawings cannot be reproduced, modified, reused, misappropriated, presented or shared in any form or by any means without the written consent of PDS. Purchase of a plan set from PDS, provides a non-exclusive right to build a single home. Building more than one home is an infringement of the Copyright Act.

120 Ave.- Fort St John, BC, Canada

2020 Jan 16

Site Plan

A101



- 3 This drawing set does not take into account site conditions such as soil bearing capacity, water table, depth of bedrock, buried structures, local grading, etc.
- 4 Landscaping should account for some positive drainage of storm water from around the building. A minimum depth of 12" - 1' away from the building is required for the first six feet. All other landscaped areas shall be to the minimum 2" depth and minimum 6" slope.
- 5 The minimum depth of storm water from the building shall be 12" except at garage doors.

[illegible]

STRATE RESIDENCE
120 Ave., Fort St John, BC, Canada

DEVELOPMENT VARIANCE
APPLICATION
ISSUED FOR REVIEW
NOT FOR CONSTRUCTION

Elevations

Drawn By:	XX	Checked By:
-----------	----	-------------

A201



EXTERIOR FINISH SCHEDULE

Item	Type	Price
Standing	Standing room seated	13.0
Alc. Chd	Alc. Chd	13.0
Verand	Verand	13.0
Carriage Hire		13.0
Window Chair		13.0
Carriage Board		13.0
Frame		13.0
Carriage Doors		13.0
Cost Program		13.0
Account Series 1	1 Year	13.0
Account Series 2	Computer Model	13.0
Chemistry	Drive Unit	13.0

ELEVATION NOTES

1. All surface types, materials, and textures to be confirmed by Owner.
2. Give sufficient notice to Owner, and may differ from the actual lead times for this project.
3. Environmental and documentation lead element, install element required.
4. Final review of final project drawings, and review to be in place 150 [200] days prior to start of construction.
5. Final review of final project drawings, and review to be in place 150 [200] days prior to start of construction.
6. Final review of final project drawings, and review to be in place 150 [200] days prior to start of construction.
7. Final review of final project drawings, and review to be in place 150 [200] days prior to start of construction.
8. Final review of final project drawings, and review to be in place 150 [200] days prior to start of construction.
9. Final review of final project drawings, and review to be in place 150 [200] days prior to start of construction.
10. Final review of final project drawings, and review to be in place 150 [200] days prior to start of construction.
11. Final review of final project drawings, and review to be in place 150 [200] days prior to start of construction.
12. Final review of final project drawings, and review to be in place 150 [200] days prior to start of construction.

GENERAL NOTES

1. All work is to be completed in accordance with the Passive Design Code of Canada, latest edition, and in accordance with all other applicable codes, bylaws, and other legal requirements.
2. All exterior, structural, and legal requirements, etc., are to be completed in accordance with the specifications for this building and shall take precedence over any other specifications, drawings, or reports. If any work is to be done in accordance with the specifications, it shall be done in accordance with the specifications.
3. The Builder is to check and verify all drawings for compliance with the Passive Design Code of Canada, latest edition, and in accordance with all other applicable codes, bylaws, and other legal requirements. The Builder is to report any discrepancies to the architect immediately upon discovery.
4. Structural lumber is to be No. 2 SPF or better, or better, as specified.
5. Design and engineering of mechanical and electrical systems, including floor joists, roof joists, beams, columns, and trusses, is to be by a qualified professional engineer.
6. The drawing shall not take into account unknown site conditions such as soil bearing capacity, water table, etc., and shall not be used for any other purpose without the written consent of the architect.
7. Removal of structural elements and connections is to be done in accordance with the specifications for this building and shall take precedence over any other specifications, drawings, or reports. If any work is to be done in accordance with the specifications, it shall be done in accordance with the specifications.
8. Structural engineering is required by others.

© Passive Design Solutions

Designs and drawings are the exclusive copyright of PDS. The drawings cannot be reproduced, modified, or reused without the written consent of PDS. PDS provides a non-exclusive right to build a single home. Building more than one home is an infringement of the Copyright Act.

Client Name

STRATE RESIDENCE

120 Ave., Fort St. John, BC, Canada

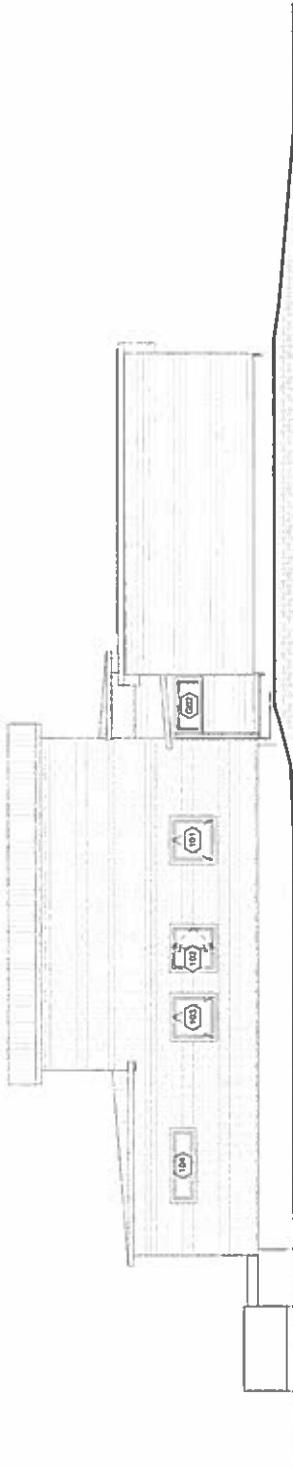
DEVELOPMENT VARIANCE
APPLICATION
ISSUED FOR REVIEW
NOT FOR CONSTRUCTION

2020 Jan 16

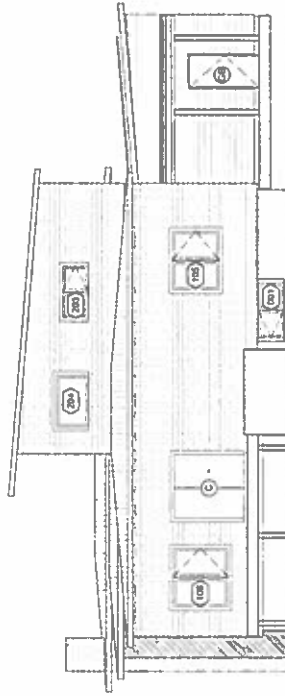
Elevations

Drawn By: XX Created By: XX

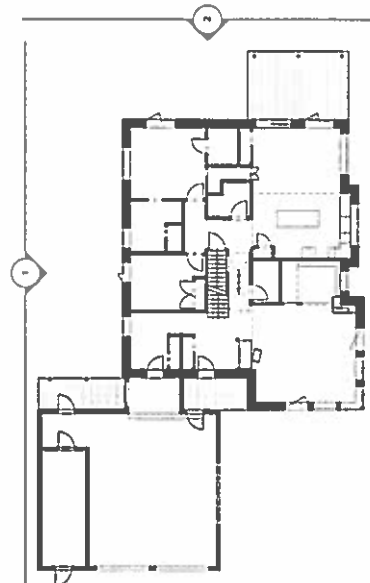
A202



1 NORTH ELEVATION
SCALE: 1/8" = 1'-0"



2 EAST ELEVATION
SCALE: 1/8" = 1'-0"



5 ELEVATION KEY PLAN

EXTERIOR FINISH SCHEDULE

All finishes to be indicated in the notes

Item	Notes	Finish
Roofing	Shingles, 1/2" x 12" x 16"	1/2" x 12" x 16"
Exterior Walls	Asst. Chd	1/2" x 12" x 16"
Exterior Windows	Vertical	1/2" x 12" x 16"
Exterior Doors	1/2" x 12" x 16"	1/2" x 12" x 16"
Exterior Trim	1/2" x 12" x 16"	1/2" x 12" x 16"
Exterior Siding	1/2" x 12" x 16"	1/2" x 12" x 16"
Exterior Paint	1/2" x 12" x 16"	1/2" x 12" x 16"
Exterior Stairs	1/2" x 12" x 16"	1/2" x 12" x 16"
Exterior Decking	1/2" x 12" x 16"	1/2" x 12" x 16"
Exterior Fencing	1/2" x 12" x 16"	1/2" x 12" x 16"
Exterior Driveway	1/2" x 12" x 16"	1/2" x 12" x 16"

ELEVATION NOTES

1. All exterior trim, finishes, and colors to be confirmed by Owner.
2. Size grades shown are generic and may differ from the actual final grades for the project.
3. All exterior walls and foundations are to be finished with a minimum of 1/2" x 12" x 16" siding.
4. Roof trusses and sheathing shall be shown, and area to be shown 1/2" x 12" x 16" siding.
5. If possible, do not bring roof pitch up through multi-story wall to building water proofing.
6. All exterior trim, finishes, and colors to be confirmed by Owner.
7. Color of exterior trim, finishes, and colors to be confirmed by Owner.
8. Deck surface is to be minimum 1" below the adjacent main floor level.
9. From the surface is to be minimum 1" below the adjacent main floor level.
10. From the surface is to be minimum 1" below the adjacent main floor level.
11. All bedrooms are to have windows that meet Code for egress requirements.
12. Screen doors and doors to be confirmed by Owner.




BYLAW AMENDMENT
REFERRAL FORM

Peace River Regional District
Box 810, 1981 Alaska Avenue,
Dawson Creek, B.C. V1G 4H8
Telephone: (250) 784-3200
Fax: (250) 784-3201

		RESPONSE SUMMARY	Development Variance Permit #20-001
<input type="checkbox"/> Approval recommended for reasons outlined below	<input checked="" type="checkbox"/> Interests unaffected by bylaw		
<input type="checkbox"/> Approval recommended subject to conditions below	<input type="checkbox"/> Approval NOT recommended due to reasons outlined below		

- No comments.

Signed: 	Title: Planning Manager
Date: March 4, 2020	Agency: City of Fort St. John.

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

Attn: Jessica Russell – Junior Planner

The Ministry of Transportation and Infrastructure has received and reviewed your referral dated February 19, 2020 to reduce the rear yard setback from 5 metres to 3 metres for the proposed principal structure. Section 505 of the Local Government Act does not apply and will not require Ministry of Transportation and Infrastructure formal approval.

The Ministry has no objections to the development variance permit.

Thank you for the opportunity to comment. If you or the proponent has any questions, please contact me at (250) 787-3237.

Sincerely,



Raj Chopra – District Development Technician

24 February, 2020

Jessica Russell | Junior Planner
Peace River Regional District

**RE: Application for development variance (Permit #20-00)- Lot 1 Block 6 Section 7
Township 84 Range 18 W6M Peace River District Plan 8871**

I have reviewed the application for a development variance to reduce the rear yard setback from 5 metres to 3 metres for the proposed principal structure (Single family home with attached garage and home/office workshop).

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

- As per the Public Health Act [SBC 2008] Ch. 28, the proponent must not cause a health hazard during any demolition or construction activities.
- The proposed “Single family home with attached garage and home/office workshop” must be connected to permitted sewer and drinking water systems as per the requirements of Drinking Water System Protection Act and regulation made under it and Sewerage System Regulations.
- The applicant must apply and obtain permit (s) for Drinking Water System (s) if building own water system other than the City of Fort St John.
- The applicant must apply and obtain permit (s) or approval from Northern Health if the home/office is meant for opening home based businesses such as Personal Services (eg. Massage; Pedicure Manicure, etc.) and preparation and sale of food.

Please do not hesitate to contact me if you have any questions at 250-719-6500 or seyoum.gebeyehu@northernhealth.ca.

Sincerely



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



PEACE RIVER REGIONAL DISTRICT DEVELOPMENT VARIANCE PERMIT NO. 20-001

Issued to: Jayson and Kara Strate

8935 1118A Ave
Fort St John, BC
V1J 6H5

1. Property affected: Lot 1 Block 6 Section 7 Township 84 Range 18 W6M Peace River District Plan 8871
2. Official Community Plan: *PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009; High Density Residential (HDR)*
3. Zoning Bylaw: *PRRD Zoning Bylaw No. 1343, 2001; R-3 (Residential 3 Zone)*
4. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit. The provisions of this Development Variance Permit shall prevail over any other provisions of the bylaws in the event of a conflict.
5. This Development Variance Permit allows a reduction in the minimum rear lot setback for a primary dwelling in the R-3 zone from 5.0 metres to 3.0 metres for the property legally described as Lot 1 Block 6 Section 7 Township 84 Range 18 W6M Peace River District Plan 8871, as shown in Schedule A of this permit.
6. The land described herein, shall be developed strictly in accordance with the terms, conditions and provisions of this permit and any plans and specifications attached to this Permit which shall form a part thereof.
7. This Permit is **NOT** a building permit.

ISSUED THIS _____ day of _____, 20____.

This permit is authorized by Peace River Regional District Board Resolution No.

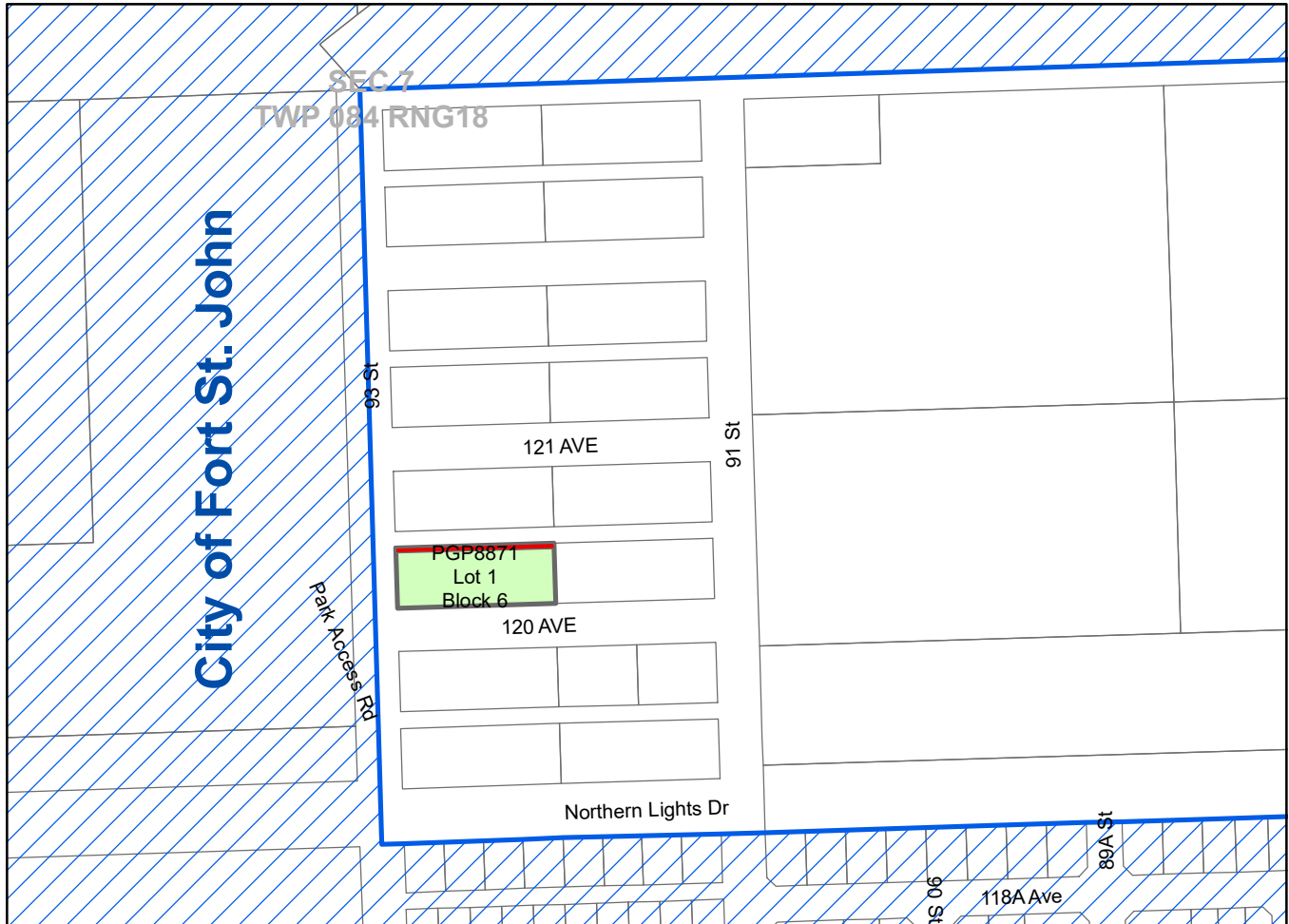
passed on the _____ day of _____, 20____.

Authorized Signatory

Schedule A is attached to and forms part of this Development Variance Permit.



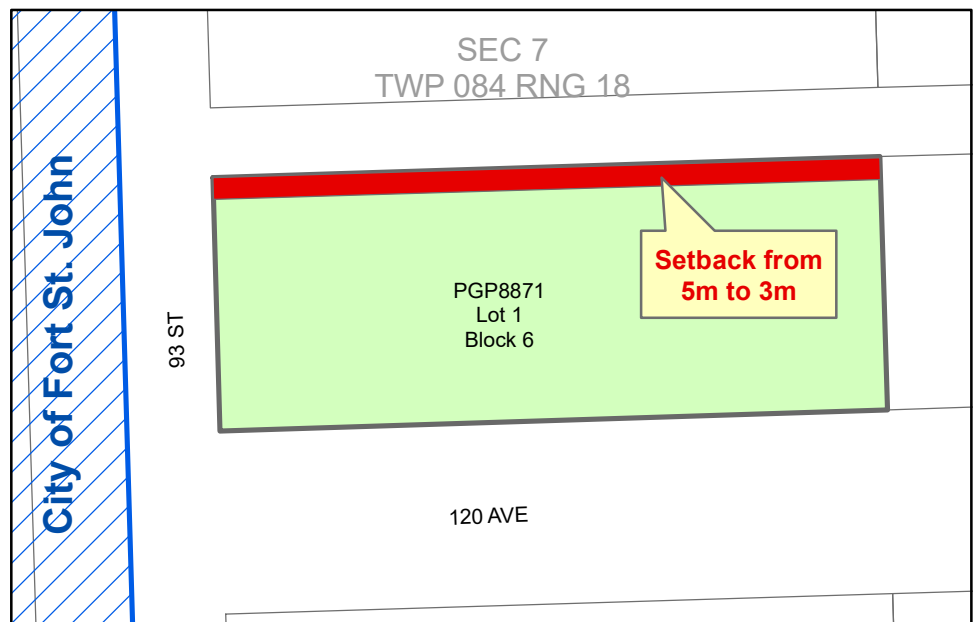
Peace River Regional District
SCHEDULE "A"
Development Variance Permit
No. 20-001



Detail Map

Legend

- Setback
- Subject Property
- City of Fort St. John
- Parcels





REPORT

To: Chair and Directors

Date: March 19, 2020

From: Tyra Henderson, Corporate Officer

Subject: Notice of Closed Session – March 26, 2020

RECOMMENDATION: *[Corporate Unweighted]*

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

Agenda Item M-1 & M-2 – Closed Meeting Minutes (CC Section 97(1)(b))

Agenda Item R-1 – Negotiations (CC Section 90 (1)(i))

BACKGROUND/RATIONALE:

As per the Closed Meeting Process and Proactive Disclosure Policy.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S): N/A

COMMUNICATIONS CONSIDERATION(S): N/A

OTHER CONSIDERATION(S): N/A



REPORT

To: Chair and Directors

Date: March 12, 2020

From: Tyra Henderson, Corporate Officer

Subject: Zoning Amendment Bylaw No. 2405, 2020, PRRD File No. 20-005-ZN

RECOMMENDATION: *[Corporate Unweighted]*

That the Regional Board give Zoning Amendment Bylaw No. 2405, 2020, to add “processing facility of agricultural products” as a permitted principal use in the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001, first and second readings; further,

That a public hearing, delegated to the Regional Board Chair, be held pursuant to *Local Government Act* Section 464(1) and public notification be authorized pursuant to *Local Government Act* Section 466.

BACKGROUND/RATIONALE:

Proposal

The proposed amendment would add “processing facility of agricultural products” as a permitted principal use in the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001. The applicant’s intention is to establish a craft distillery on a specific property in the Fort St. John area. Through deliberation with PRRD Development Services staff, this approach was recommended in order to avoid spot-zoning and proactively permit similar uses, such as breweries, in the I-1 Zone.

File Details

The proposed amendment would apply to all land zoned I-1 (Light Industrial Zone) within PRRD Zoning Bylaw No. 1343, 2001, not just the property listed below.

Owner: Frontier Property Investments Ltd
Agent: Jared Giesbrecht
Area: Electoral Area C
Location: Fort St. John area
Legal: Lot 1 Section 3 Township 84 Range 19 W6M Peace River District Plan 13593
PID: 012-322-253
Civic Address: 11248 269 Road
Lot Size: 0.27 ha (0.66 ac)

Comments & Observations

Applicant

The applicant states that a craft distillery is in keeping with other permitted uses in the I-1 Zone, and would be less noxious than some permitted uses, such as mining, bulk fuel sales, and sandblasting. The applicant states that a craft distillery often includes a tasting room, which would fit with any nearby residential areas. Lastly, he states that craft distilleries and breweries are common in other jurisdictions, such as Fort St. John.

Agricultural Land Reserve (ALR)

The proposed amendment would apply to all land zoned I-1 (Light Industrial Zone) within PRRD Zoning Bylaw No. 1343, 2001, some of which is in the Agricultural Land Reserve and some of which is not. The Agricultural Land Reserve Use Regulation Section 13(2) states “the use of agricultural land for constructing, maintaining and operating an alcohol production facility and the use of the facility for ancillary uses are designated as farm uses”

Official Community Plan (OCP)

PRRD Zoning Bylaw No. 1343, 2001 falls within the applicable areas of PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009, PRRD South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012, and PRRD West Peace Fringe Area Official Community Plan Bylaw No. 2312, 2018. Land in the I-1 Zone should generally be designated for industrial use in these Official Community Plans.

Each Official Community Plan speaks to industrial land use differently, but all recognize that industrial development generates employment opportunities. The Plans state that industrial development should minimize conflict with ecological, residential, and agricultural areas to work toward sustainable, healthy communities.

Therefore, the proposal is generally consistent with the applicable Official Community Plans.

Land Use Zoning

The proposed amendment would add “processing facility of agricultural products” as a permitted principal use in the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001. Though the applicant’s intent is to establish a craft distillery, Development Services staff recommended a broader approach in order to also permit uses such as breweries. Meat cutting and packaging is already permitted in the I-1 Zone. Abattoirs are explicitly prohibited.

Therefore, “processing facility of agricultural products” is consistent with other uses in the I-1 Zone.

Impact AnalysisContext

The proposed use is an appropriate addition to the I-1 Zone and is not anticipated to create land use conflicts.

Comments Received from Municipalities & Provincial AgenciesAgricultural Land Commission

ALC staff have no objections to the bylaw, subject to the ALC Act. See attached referral response for more information.

Chetwynd & MoTI

No objections.

Charlie Lake Fire Department

No concerns. Once the craft distillery is established, CLFD requests a site visit to create a pre-plan.

Fort St. John

Interests unaffected.

Fort St. John Fire Rescue

FSJ Fire Rescue is opposed to having a F1 occupancy in a Light Industrial Zone.

Northern Health

No objections. The craft distillery must not cause a health hazard. The craft distillery must be connected to permitted sewer and drinking water systems.

School District 60

No specific concerns. Be mindful of proximity of industrial uses near rural schools.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse Zoning Amendment Bylaw No. 2405, 2020, to add “processing facility of agricultural products” as a permitted principal use in the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

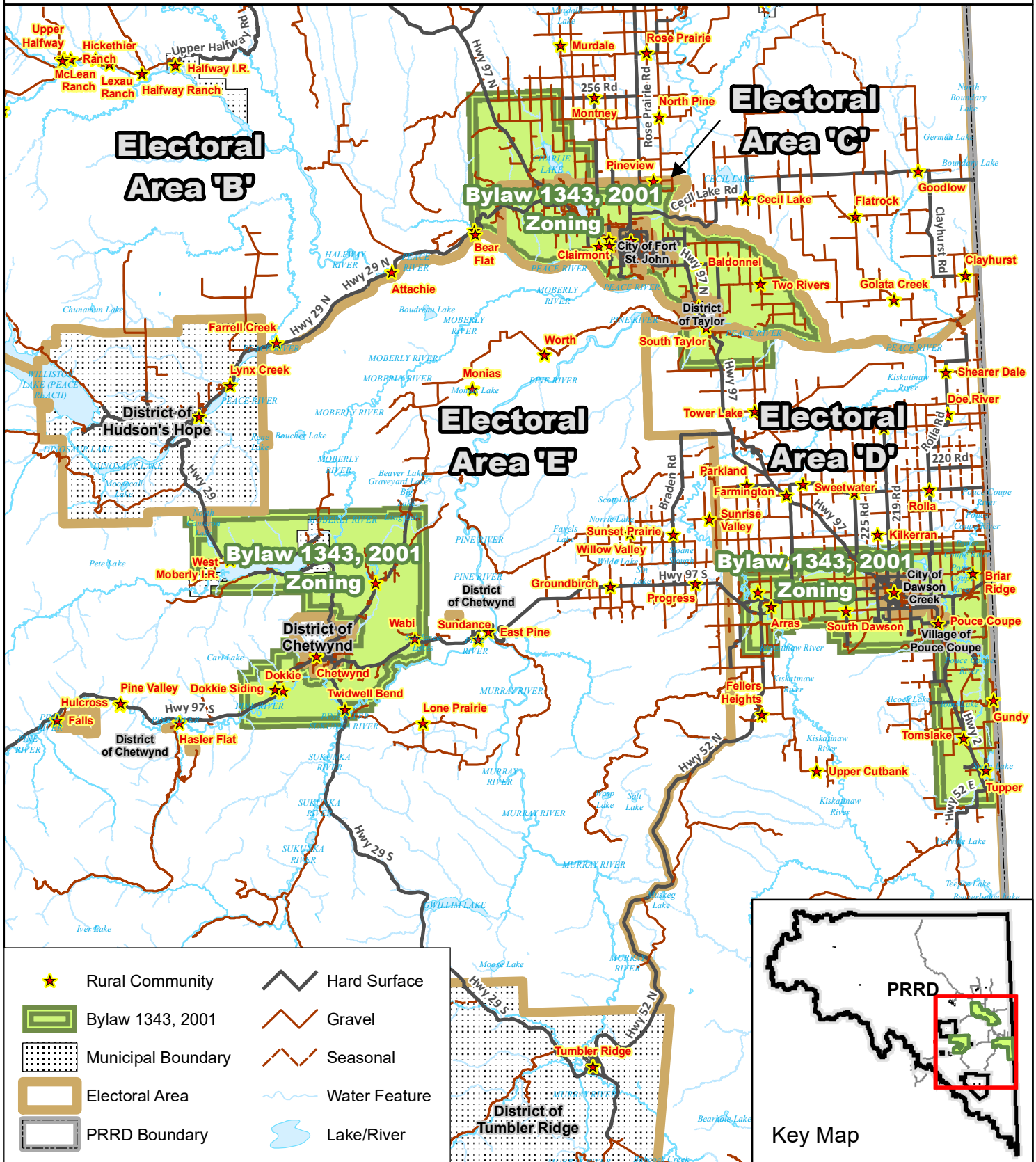
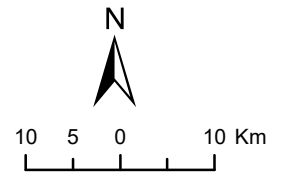
None at this time.

Attachments:

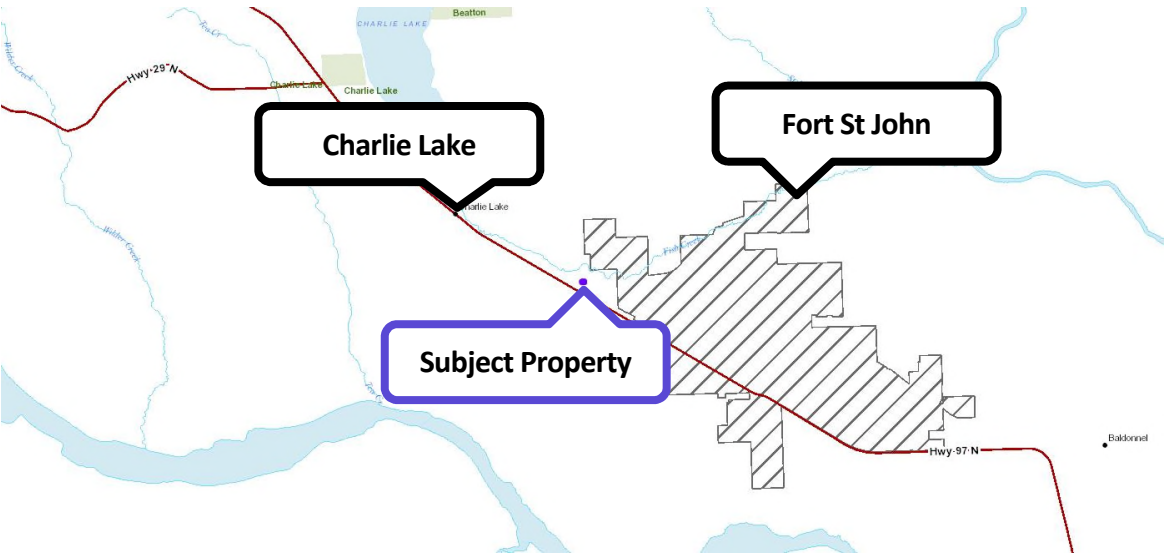
1. Map of PRRD Zoning Bylaw No. 1343, 2001
2. Application
3. Comments Received from Municipalities & Provincial Agencies
4. Comments Received from Electoral Area Directors
5. Section 45 of PRRD Zoning Bylaw No. 1343, 2001
6. Draft Zoning Bylaw No. 2405, 2020



Peace River Regional District Zoning Bylaw 1343, 2001



Location: Fort St. John area



Aerial imagery



20-002 TUP

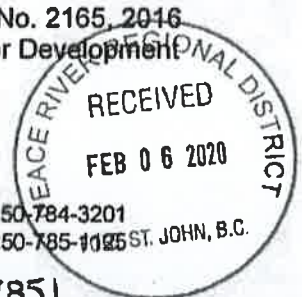
Bylaw No. 2165, 2016
Schedule A – Application for Development

PEACE RIVER REGIONAL DISTRICT

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

(T) 250-784-3200..(F) 250-784-3201
 (T) 250-785-8084 (F) 250-785-1195 ST. JOHN, B.C.

Receipt # 7851

Application for DevelopmentREVISED
FEB 7/2020

1. TYPE OF APPLICATION

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

In regard to applications for:

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

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

2. PLEASE PRINT

Property Owner's Name <i>Frontier Property Investments Limited</i>	Authorized Agent of Owner (if applicable) <i>David Giesbrecht - Director Secretary</i>
Address of Owner [REDACTED]	Address of Agent [REDACTED]
City/Town/Village [REDACTED]	City/Town/Village [REDACTED]
Postal Code [REDACTED]	Postal Code [REDACTED]
Telephone Number: [REDACTED]	Telephone Number: [REDACTED]
Fax Number: [REDACTED]	Fax Number: [REDACTED]
E-mail: [REDACTED]	E-mail: [REDACTED]

3. PROPERTY DESCRIPTION

Full legal description of each property under application	Area of each lot
<i>Lot 1 Sec. 3 Township 84 Rge 19 W6/M</i>	<i>.65</i> ha./acres
<i>Plan RGP 13593</i>	ha./acres
<i>PID: 012-322-253</i>	ha./acres
	TOTAL AREA <i>.65</i> ha./acres

Notice of collection of personal information:

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

4. Civic Address or location of property: 11248 269 Rd.

5. PARTICULARS OF PROPOSED AMENDMENT

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

☐ Official Community Plan (OCP) Bylaw amendment:

Existing OCP designation: _____

Proposed OCP designation: _____

Text amendment: _____

REVISED
FEB 7/2020

☒ Zoning Bylaw amendment:

Existing zone: I-1

Proposed zone: _____

Text amendment: to permit craft distillery in I-1 Zone

☐ Development Variance Permit – describe proposed variance request:

☐ Temporary Use Permit – describe proposed use:

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

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

House and yard

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

(a) North Industrial shop and yard

(b) East Residential and Industrial

(c) South Industrial Shop and yard

(d) West Industrial Shop and yard

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

40' x 40' Shop

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

see attached page.

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

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

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

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

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

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

I declare that the information provided in this application is
to the best of my / our knowledge, a true statement of the facts related

February 6, 2020
Date signed

Date signed

16. AGENT'S AUTHORIZATION

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

I / We authorize	and	hereby
(name) application.	to act on my/our behalf regarding this	
Agent address:		
Telephone:	Fax:	Email:
Signature of Owner:	Date:	
Signature of Owner:	Date:	

APPLICATION FOR DEVELOPMENT

Zoning Bylaw Amendment

9. Reasons and comments in support of the application.

- A. The "Craft Distillery" use is in keeping with the other permitted Principal Uses in the I-1 zone and analogous to other permitted uses such as Warehousing, Wholesale establishment, and Restaurant.**
- B. The "Craft Distillery" use – as it is quite limited in the scale of production – is appropriate for locations near residential uses and therefore appropriate for the I-1 zone. In fact, it is more appropriate for locations near residential uses than other permitted Principal Uses of the I-1 zone such as mining, bulk fuel sales, sandblasting, etc.**
- C. The "Craft Distillery" use includes a tasting room or lounge for the on-site sales of locally made products in keeping with the Liquor Control and Licensing Act. This "neighbourhood" usage is appropriate for locations near retail and residential areas and, therefore, is more appropriate for I-1, than, say, I-2 (General Industrial).**
- D. It has become very common for cities and regional districts to include "craft distillery" usages in their light industrial and commercial zones. In fact, the City of Fort St. John planners have made it clear that they are happy to have this craft distillery usage added into their downtown zone.**



REFERRAL FORM

Peace River Regional District
Box 810, 1981 Alaska Avenue,
Dawson Creek, B.C. V1G 4H8
Telephone: (250) 784-3200
Fax: (250) 784-3201

Peace River Regional District	Zoning Bylaw No. 2405, 2020	Date: February 20, 2020																											
<p>You are requested to comment on the attached APPLICATION for potential effect on your agency's interests. We would appreciate your response within 21 days (March 12, 2020). If no response is received within that time, it will be assumed that your agency's interests are unaffected.</p>																													
<p>PURPOSE OF APPLICATION: The proposed amendment would add "processing facility of agricultural products" as a permitted principal use in the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001. The applicant's intention is to establish a craft distillery on a specific property in the Fort St. John area. Through deliberation with PRRD Development Services staff, this approach was recommended in order to avoid spot-zoning and proactively permit similar uses, such as breweries, in the I-1 Zone.</p>																													
<p>GENERAL LOCATION: Throughout the applicable area of PRRD Zoning Bylaw No. 1343, 2001; generally, the areas surrounding Chetwynd, Dawson Creek, and Fort St. John.</p>																													
<p>APPLICANT: Frontier Property Investments Ltd.</p>																													
<p>Please fill out the Response Summary on the back of this Form. If your agency's interests are unaffected, no further information is required. In all other cases, we would appreciate receiving additional information to substantiate your position and, if applicable, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.</p>																													
<p>Name: <u>Michael Blatz</u> Title: <u>North Peace Land Use Planner</u></p>																													
<p>This referral has also been forwarded to the following agencies:</p> <ul style="list-style-type: none">✓ Northern Health✓ Ministry of Transportation & Infrastructure via eDAS✓ Ministry of Forests, Lands, Natural Resources Operations and Rural Development✓ Agricultural Land Commission																													
<p>Other:</p> <table style="width: 100%; border: none;"><tr><td style="vertical-align: top; width: 33%;">✓ District of Chetwynd</td><td style="vertical-align: top; width: 33%;">✓ District of Hudson's Hope</td><td style="vertical-align: top; width: 33%;">✓ Charlie Lake Fire Department</td></tr><tr><td style="vertical-align: top;">✓ City of Dawson Creek</td><td style="vertical-align: top;">✓ Village of Pouce Coupe</td><td style="vertical-align: top;">✓ Fort St. John Fire Rescue</td></tr><tr><td style="vertical-align: top;">✓ City of Fort St. John</td><td style="vertical-align: top;">✓ School District 60</td><td style="vertical-align: top;">✓ Taylor Fire Rescue</td></tr><tr><td style="vertical-align: top;">✓ District of Taylor</td><td></td><td style="vertical-align: top;">✓ Arras Volunteer Fire Department</td></tr><tr><td style="vertical-align: top;">✓ District of Tumbler Ridge</td><td></td><td style="vertical-align: top;">✓ Dawson Creek Fire Department</td></tr><tr><td></td><td></td><td style="vertical-align: top;">✓ Pouce Coupe Vol. Fire Department</td></tr><tr><td></td><td></td><td style="vertical-align: top;">✓ Tomslake Vol. Fire Department</td></tr><tr><td></td><td></td><td style="vertical-align: top;">✓ Chetwynd Vol. Fire Department</td></tr><tr><td></td><td></td><td style="vertical-align: top;">✓ Moberly Lake Fire</td></tr></table> <p style="text-align: center; margin-top: 10px;"><i>(As per the Management of Development Function)</i></p>			✓ District of Chetwynd	✓ District of Hudson's Hope	✓ Charlie Lake Fire Department	✓ City of Dawson Creek	✓ Village of Pouce Coupe	✓ Fort St. John Fire Rescue	✓ City of Fort St. John	✓ School District 60	✓ Taylor Fire Rescue	✓ District of Taylor		✓ Arras Volunteer Fire Department	✓ District of Tumbler Ridge		✓ Dawson Creek Fire Department			✓ Pouce Coupe Vol. Fire Department			✓ Tomslake Vol. Fire Department			✓ Chetwynd Vol. Fire Department			✓ Moberly Lake Fire
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		✓ Chetwynd Vol. Fire Department																											
		✓ Moberly Lake Fire																											



Agricultural Land Commission

201 – 4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000 | Fax: 604 660-7033
www.alc.gov.bc.ca

March 18, 2020

Reply to the attention of Sara Huber
ALC Planning Review: 46717
Local Government File: 20-005-ZN

Michael Blatz
Land Use Planner, Peace River Regional District
planning@prrd.bc.ca

Delivered Electronically

Re: Peace River Regional District Amendment Bylaw No. 2405, 2020

Thank you for forwarding a draft copy of Peace River Regional District (PRRD) Zoning Amendment Bylaw No. 2405, 2020 (the “Bylaw”) for review and comment by the Agricultural Land Commission (ALC). The following comments are provided to help ensure that the Bylaw is consistent with the purposes of the Agricultural Land Commission Act (ALCA), the Agricultural Land Reserve General Regulation, (the “General Regulation”), the Agricultural Land Reserve Use Regulation (the “Use Regulation”), and any decisions of the ALC.

The Bylaw proposes to allow “processing facility of agricultural products” in the I-1 (Light Industrial) zone of the PRRD Zoning Bylaw No. 1343, 2001. The Bylaw is intended to address a property owners application to operate a craft distillery on the property identified as 11248 269 Road; PID: 012-322-253 (the “Property”).

The referral package cites the following reasons for allowing a craft distillery in the Light Industrial zone:

- Craft distillery use is in keeping with other permitted principal uses in the Light Industrial zone, which include warehousing, wholesale establishment, and restaurant.
- Craft distillery use is limited in the scale of production meaning that it is appropriate for locations adjacent to residential uses.
- Craft distillery allows for a tasting room or lounge for the onsite sales of locally made products in keeping with the *Liquor Control and Licensing Act*.
- It has become very common for local governments to include craft distillery in their light industrial and commercial zones.

ALC staff recognizes that the Bylaw may impact ALR properties that are zoned Light Industrial. Under Section 11 of the ALR Use Regulation, farm product processing is designated as a farm use in the ALR provided at least 50% of the farm product is produced on the property, or by an association to which the property owner belongs. For this reason, ALC staff does not object to the addition of agricultural product processing as a permitted principal use in the Light Industrial zone. However, ALC staff recommends including a clause in the Bylaw which would advise that ALR properties must comply with the ALCA and its regulations for this use.

To ensure that processing facilities are commensurate with the agricultural operation they are intended to support, PRRD may also consider including appropriate development thresholds (e.g. siting, setbacks, floor area, etc.) for properties within the ALR. For reference, in October 2019, the Commission adopted [ALC Policy L-24](#) Development of Farm Structures for Farm-Related Commercial and Farm-Related Industrial Uses in the ALR, which establishes lot coverage limits for farm related commercial and industrial uses, such as processing.

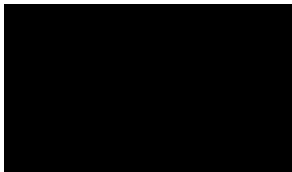
The ALC strives to provide a detailed response to all bylaw referrals affecting the ALR; however, you are advised that the lack of a specific response by the ALC to any draft bylaw provisions cannot in any way be construed as confirmation regarding the consistency of the submission with the ALCA, the Regulations, or any Orders of the Commission.

This response does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

If you have any questions about the above comments, please contact the undersigned at 236-468-3258 or by e-mail (Sara.Huber@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION



Sara Huber, Regional Planner

Enclosure: Referral of PRRD Amendment Bylaw No. 2405, 2020

CC: Ministry of Agriculture – Attention: Lori Vickers

46717m1

Michael Blatz

From: Carol Newsom <[REDACTED]>
Sent: Tuesday, March 3, 2020 7:30 AM
To: Michael Blatz
Subject: FW: PRRD File No. 20-005-ZN | Zoning Amendment Application
Attachments: 20-005-ZN_ReferralPackage.pdf; 20-005-ZN External Referral Form.doc

CAUTION: This email originated from outside of the organization.

Good morning Michael; at its Regular Meeting held yesterday, March 2, 2020, District of Chetwynd Mayor and Council had no objections to the application attached, PRRD File No. 20-005-ZN. Thank you.

Carol Newsom
Chief Administrative Officer
District of Chetwynd
PO Box 357, 5400 Hospital Road
Chetwynd, BC V0C 1J0
[REDACTED]
www.gochetwynd.com

From: Michael Blatz [mailto:Michael.Blatz@prrd.bc.ca]
Sent: February 20, 2020 3:17 PM
To: PRRD_Internal
Subject: PRRD File No. 20-005-ZN | Zoning Amendment Application

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Please review the attached documents regarding a proposed text amendment to add an additional use to the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001. Please comment on any potential effects on your organization by **March 12, 2020**.

Best,
Michael Blatz | Land Use Planner
PEACE RIVER REGIONAL DISTRICT | Direct: 250-785-8084
michael.blatz@prrd.bc.ca | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT





PEACE RIVER REGIONAL DISTRICT

CHARLIE LAKE FIRE DEPARTMENT
13065 FIRE HALL ROAD
BOX 250, CHARLIE LAKE, BC, V0C-1H0
250-785-1424



From: The Officer of Fire Chief, Charlie Lake Fire Department

Date: Feb. 24, 2020

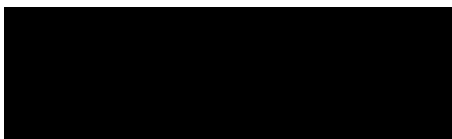
Re: PID: 012-322-253 (11248 269 Rd)

Hello Michael,

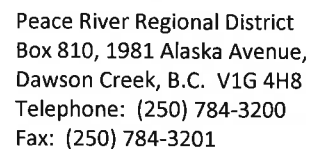
Charlie Lake Fire Department (CLFD) has no concerns with the purposed Craft Distillery Business for this property. Understanding the re-zone request, this should have very little impact to our services.

We request from the owner, once the craft distillery is in place that we (CLFD) are notified so we can do a site inspection. This will allow for a site fire pre-plan to be created.

Regards,



Fire Chief Edward Albury
Charlie Lake Fire Department



Michael Blatz

From: Dan Simpson <[REDACTED]>
Sent: Monday, March 16, 2020 10:07 AM
To: Michael Blatz
Subject: Referral Form-Zoning Bylaw No.2405, 2020

CAUTION: This email originated from outside of the organization.

Good day Michael,

I did have a few concerns regarding Zoning Bylaw No. 2405, 2020. This property is currently zoned light industrial and adding a distillery would then change it to a F-1 occupancy. This is usually designated for Heavy Industrial properties as it includes the processes of assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations. With this proposed application it would affect all areas of the PRRD and this would include our Fire Response area.

We are opposed to having a F1 occupancy in a Light Industrial zone as then it would allow all types of F1 occupancies designated for Heavy Industrial.

Thanks,

Daniel Simpson

Deputy Fire Chief

Fire Hall 250 785 4333
[REDACTED]

9312 93rd Avenue | Fort St. John, BC | V1J 6T4



CONFIDENTIALITY DISCLAIMER: This message is intended only for the use of the individual or entity named above, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or their employee or agent responsible for receiving the message on their behalf, your receipt of this message is in error and not meant to waive privilege in this message. Please notify us immediately, and delete the message and any attachments without reading the attachments. Any dissemination, distribution or copying of this communication by anyone other than the intended recipient is unauthorized and may be illegal. Thank you.



Ministry of
Transportation
and Infrastructure

Our file: 2020-00919
Your file: 20-005-ZN
Date: February 25, 2020

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

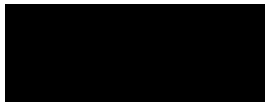
Attn: Michael Blatz - North Peace Land Use Planner

The Ministry of Transportation and Infrastructure has received and reviewed your referral of February 20, 2020 to add “processing facility of agricultural products” as a permitted principal use in the I-1 (Light Industrial) with intention is to establish a craft distillery. Also, to avoid spot-zoning and proactively permit similar uses, such as breweries, in the I-1 Zone. The proposal falls within Section 52 of the Transportation Act and will require Ministry of Transportation and Infrastructure formal approval.

The Ministry has no objections to the zoning text amendment.

Thank you for the opportunity to comment. If you or the proponent have any questions, please contact Raj Chopra at (250) 787-3237.

Sincerely,



Raj Chopra – District Development Technician

24 February, 2020

Michael Blatz | Land Use Planner
Peace River Regional District

RE: proposed text amendment-Zoning Bylaw 1343, 2001 to establish Craft Distillery

I have reviewed the proposed text amendment to add an additional use to the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001. The proposed amendment is to add the text “processing facility of agricultural products” and the applicant to establish a “Crafts distillery”.

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

- As per the Public Health Act [SBC 2008] Ch. 28, the proponent must not cause a health hazard during any construction activities.
- Any processing facility of agricultural products and the proposed “Craft Distillery”, must be connected to permitted sewer and drinking water systems as per the requirements of Drinking Water System Protection Act and regulation made under it and Sewerage System Regulations.
- The applicant must apply and obtain permits for Drinking Water System (s) and Food Premises from Northern Health.

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

Sincerely
[REDACTED]

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

Michael Blatz

From: Brenda Hooker <bhooker@prn.bc.ca>
Sent: Sunday, March 8, 2020 4:40 PM
To: Michael Blatz
Subject: Re: [External Sender] PRRD File No. 20-005-ZN | Zoning Amendment Application

CAUTION: This email originated from outside of the organization.

Hi Michael,

In regards to the proposed amendment to allow a distillery to operate within light industrial zoning:

The Board of Education for School District #60 does not have a specific concern.

However, as with any light industrial proposal, please keep in mind the proximity to our rural schools, the appropriateness of the industry where small children are present and the possibility of noxious odors that could affect learning.

Should you need an official letter, please advise.

Thank you for the opportunity to provide comment.

Brenda Hooker

On Thu, Feb 20, 2020 at 3:20 PM Michael Blatz <Michael.Blatz@prrd.bc.ca> wrote:

Good afternoon,

Please review the attached documents regarding a proposed text amendment to add an additional use to the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001. Please comment on any potential effects on your organization by **March 12, 2020**.

Best,

Michael Blatz | Land Use Planner

PEACE RIVER REGIONAL DISTRICT | Direct: 250-785-8084

michael.blatz@prrd.bc.ca | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



Jacqueline Burton

From: Director Leonard Hiebert
Sent: Friday, February 21, 2020 7:55 AM
To: Planning Department
Cc: Chair Brad Sperling; Director Karen Goodings; Director Dan Rose; PRRD_Internal
Subject: Re: PRRD File No. 20-005-ZN | Zoning Amendment

I see no problems with it.

Leonard Hiebert
Electoral Director Area "D"
Leonard.hiebert@prrd.bc.ca
250-219-8098

On Feb 20, 2020, at 15:38, Planning Department <planning@prrd.bc.ca> wrote:

<20-005-ZN DirRef Memo.docx>

<20-005-ZN_ReferralPackage.pdf>



Jacqueline Burton

From: Director Dan Rose
Sent: Thursday, February 20, 2020 7:19 PM
To: Planning Department; Chair Brad Sperling; Director Karen Goodings; Director Leonard Hiebert
Cc: PRRD_Internal
Subject: Re: PRRD File No. 20-005-ZN | Zoning Amendment

No issues

From: Planning Department
Sent: Thursday, February 20, 2020 3:37:59 PM
To: Chair Brad Sperling; Director Karen Goodings; Director Leonard Hiebert; Director Dan Rose
Cc: PRRD_Internal
Subject: PRRD File No. 20-005-ZN | Zoning Amendment

Good afternoon Directors,

Please review the attached documents regarding a proposed text amendment to add an additional use to the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001. If you have any comments on the proposal, please forward them to planning@prrd.bc.ca by **March 5, 2020**.

Best,
Development Services

PEACE RIVER REGIONAL DISTRICT | Direct: 250-784-3200
planning@prrd.bc.ca | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



IMPORTANT: The information transmitted herein is confidential and may contain privileged or personal information. It is intended solely for the person or entity to which it is addressed. Any review, re-transmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

Jacqueline Burton

From: Chair Brad Sperling
Sent: Thursday, February 20, 2020 3:56 PM
To: Planning Department; Director Karen Goodings; Director Leonard Hiebert; Director Dan Rose
Cc: PRRD_Internal
Subject: Re: PRRD File No. 20-005-ZN | Zoning Amendment

Interesting. I have no issue with this other than a map showing where it is

From: Planning Department
Sent: Thursday, February 20, 2020 3:37:59 PM
To: Chair Brad Sperling; Director Karen Goodings; Director Leonard Hiebert; Director Dan Rose
Cc: PRRD_Internal
Subject: PRRD File No. 20-005-ZN | Zoning Amendment

Good afternoon Directors,

Please review the attached documents regarding a proposed text amendment to add an additional use to the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001. If you have any comments on the proposal, please forward them to planning@prrd.bc.ca by **March 5, 2020**.

Best,
Development Services

PEACE RIVER REGIONAL DISTRICT | Direct: 250-784-3200
planning@prrd.bc.ca | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



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PEACE RIVER REGIONAL DISTRICT
Zoning Bylaw No. 1343, 2001

SECTION 45 I-1 (Light Industrial Zone - 1.8 ha)

1. Permitted Uses

The following PRINCIPAL USES and no others are permitted in an I-1 zone subject to Part IV of this bylaw and subject to Sub-Section 2 of this Section 45;

- (a) RESTAURANT;
- (b) Car wash;
- (c) AUTOMOTIVE SERVICE STATION;
- (d) Sales, rentals, servicing, and repairs of automobiles, recreational vehicles, automotive parts, **manufactured homes**, machinery, farm machinery, and boats;
[Bylaw No. 1436, 2003]
- (e) Meat cutting and packing, excluding ABATTOIRS;
- (f) Auction market, excluding the sales of animals;
- (g) Trucking contractor, logging contractor, construction trade contractor, including repair and maintenance of heavy trucks and equipment; [Bylaw No.1921, 2011]
- (h) Machine shop, welding shop, woodworking shop or sandblasting shop;
- (i) Warehousing, cartage, express and freight facilities;
- (j) Building material supply;
- (k) Transportation depots, including taxi dispatch office;
- (l) PUBLIC UTILITY USE, including an office building or works yard (Electoral Areas B, D and E only); [Bylaw No. 2249, 2016]
- (m) Bulk fuel sales;
- (n) Wholesale establishment;
- (o) PERSONAL SERVICE ESTABLISHMENT;
- (p) GARDEN CENTRE;
- (q) Mining, including gravel extraction and processing facilities;
- (r) Printing and publishing establishment;
- (s) ANIMAL HOSPITAL;
- (t) RECYCLE CENTRE;
- (u) Mini-Storage; [Bylaw No. 1566, 2005]
- (v) AUTOMOTIVE TOWING and STORAGE; [Bylaw No. 1921, 2011]
- (w) Instrumentation, small equipment sales, rentals and service; [Bylaw No.1921, 2011]
- (x) GAS BAR; [Bylaw No. 1921, 2011]
- (y) Septic tanks services; [Bylaw No. 1921, 2011]
- (z) Truck wash;
- (aa) Oil and Gas Field Services contractor, except tank farm and chemical storage, steamer wash bay facility, or storage of well servicing, cementing, stimulation, or scrubber systems equipment. [Bylaw No. 1921, 2011]



PEACE RIVER REGIONAL DISTRICT Zoning Bylaw No. 1343, 2001

SECTION 45 I-1 (Light Industrial Zone - 1.8 ha) continued

The following ACCESSORY uses and no others are permitted in an I-1 zone, subject to Part IV of this bylaw and Sub-Section 2 of this Section 45:

- (bb) DWELLING UNIT(S);
- (cc) ACCESSORY buildings or ACCESSORY structure;
- (dd) Retail sales.

2. Regulations

Minimum Parcel Size

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

Exceptions to the minimum parcel size as follows:

- i) Block A, District Lot 689, PRD, except the south 12.5 metres and Plan 26739 for which the minimum parcel size is 1.6 ha (4.0 acres). [Bylaw No. 2258, 2016]
- (b) The minimum parcel size is 0.9 hectares (2.2 acres) when the parcel is connected to a COMMUNITY SEWAGE SYSTEM, OR a system approved by the Northern Health Authority as the agency having jurisdiction regarding sewage disposal, in the area covered by the North Peace Official Community Plan Bylaw No. 820, 1993. [Bylaw No. 1567, 2005] (Electoral Areas B, D and E only); [Bylaw No. 2249, 2016]
- (bb) The minimum parcel size is 0.9 hectares (2.2 acres) when the parcel is connected to a COMMUNITY SEWER, OR a system approved by the Northern Health Authority as the agency having jurisdiction regarding sewage disposal, in the area covered by the North Peace Official Community Plan Bylaw No. 820, 1993. [Bylaw No. 1567, 2005] (Electoral Area C only); [Bylaw No. 2249, 2016]

Number and type of DWELLING UNIT(S)

- (c) One SINGLE FAMILY DWELLING on a parcel, either detached or contained within one of the PRINCIPAL USES listed above.

Height

- (d) No building or structure shall exceed 20 metres (65.6 ft.) in HEIGHT.



PEACE RIVER REGIONAL DISTRICT
Zoning Bylaw No. 1343, 2001

SECTION 45 I-1 (Light Industrial Zone - 1.8 ha) continued

Setbacks

- (e) Except as otherwise permitted in this bylaw, no building or structure shall be located within:
 - (i) 7 metres (23 ft.) of a FRONT PARCEL LINE;
 - (ii) 3 metres (10 ft.) of an INTERIOR SIDE PARCEL LINE;
 - (iii) 5 metres (17 ft.) of an EXTERIOR SIDE PARCEL LINE;
 - (iv) 7 metres (23 ft.) of a REAR PARCEL LINE.
- (f) No setbacks are required from the REAR or INTERIOR SIDE PARCEL LINE of the I-1 zoned lands that adjoin other industrial zoned land.

ACCESSORY Buildings, except DWELLING UNIT(S)

- (g) The aggregate FLOOR AREA of all ACCESSORY buildings shall not exceed 300 square metres (3200 sq. ft.).

Recycle Centre

- (h) A RECYCLE CENTRE does not include any outside storage and is not a SALVAGE YARD.

Additional Uses

- (i) The following additional use is permitted as a **Principle Use** on lands legally described as:

Lot 2, Plan 7680, Section 28, Township 78, Range 15, W6M; and

Lot 2, Plan 9915, Section 28, Township 78, Range 15, W6M.

- i) the storage of vehicles associated with a towing business where no salvage, wrecking, parts or vehicle sales are to occur from the properties.

[Bylaw No. 1786, 2008]

Lot 5, Plan PGP9915, Section 28, Township 78, Range 15, W6M

- ii) A TANKFARM of not more than one tank, which is not more than 3.5 metres above grade and where the volume in the tank is not greater than 30m³ of Liquid CO₂

Lot 1, Plan 24131, Section 5, Township 84, Range 18, W6M, PRD, except Plans BCP21472 and BCP27191

[Bylaw No. 1937, 2011]

- ii) Concrete Batch Plant

**PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2405, 2020**

A bylaw to amend Peace River Regional District
Zoning Bylaw No. 1343, 2001."

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt "Peace River Regional District Zoning Bylaw No. 1343, 2001";

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

1. This bylaw may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 2405, 2020."
2. "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by adding the following permitted use to Part VI Zones, Section 45 I-1 (Light Industrial Zone):

(bb) Processing facility of agricultural products.

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

(Corporate Seal has been
affixed to the original bylaw)

Chair

Corporate Officer

I hereby certify this to be a true and correct copy of
"PRRD Zoning Amendment Bylaw No. 2403, 2020,
as adopted by the Peace River Regional District
Board on _____, 20____.

Corporate Officer



REPORT

To: Chair and Directors

Date: March 17, 2020

From: Tyra Henderson, Corporate Officer

Subject: Report - Zoning Amendment Bylaw No. 2391, 2020, PRRD File No. 18-269

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board give Zoning Amendment Bylaw No. 2391, 2020, to rezone the property identified as PID 004-212-860 from A-2 (Large Agricultural Holding Zone) to RR-4 (Small Holdings Zone), third reading.

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

That the Regional Board adopt Zoning Amendment Bylaw No. 2391, 2020.

BACKGROUND/RATIONALE:

Proposal

To amend the zoning of the subject property from A-2 (Large Agricultural Holdings Zone) to RR-4 (Small Holdings Zone) under Chetwynd Rural Area Zoning Bylaw No. 506, 1986, to allow for future subdivision of the property for residential development.

File Details

Owners: Trisha and Stuart MacTavish
Area: Electoral Area E
Location: Sukunka Valley
Legal: Lot 2 District Lots 2250 & 2713 Peace River Plan 31544
PID: 004-212-860
Civic Address: 8119 Highway 29 South
Lot Size: 26.5 ha (65.5 ac)

Site Context

The subject property is approximately 13.0 km south of the District of Chetwynd, bordering Highway 29 South to the east, and on the east side of the Sukunka River. The property is surrounded by cleared and treed areas, rural residential properties, and a commercial property.

Summary of Procedure

Zoning Amendment Bylaw No. 2391, 2020 was read for a first and second time on February 13, 2020, and the public hearing was waived. The following activities have occurred since then:

March 10, 2020 Notice of intent* to consider mailed to landowners within notification area.
March 17, 2020 Ministry of Transportation approval received
March 20 & 23, 2020 Notice of intent* to consider advertised in Coffee Talk

*The March 20 advertisement could not be amended to reflect the change in meeting location from Tumbler Ridge to Dawson Creek; however the second advertisement in the coffee talk news (March 23) was amended to advise that the Board would be considering this zoning amendment on March 26th in **Dawson Creek**. Staff also sent corrected notices to those within the notification area on March 19 to ensure that interested members of the public did not travel to Tumbler Ridge to hear the Board discussion of this file. The amended notices were issued outside of the required notice period (10 days prior), however, as the meeting location is provided as a convenience and is not required content in the notification, the required notification process has still been followed.

Comments from the Public

No comments were received upon finalization of this report. Any comments received after report finalization, but before the Regional Board considers the application, will be reported verbally.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully refuse Zoning Amendment Bylaw No. 2391, 2020, to rezone the property identified as PID 004-212-860 from A-2 (Large Agricultural Holding Zone) to RR-4 (Small Holdings Zone), as submitted.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Public Notification for Zoning Amendment Bylaw No. 2391, 2020 (original version)
2. Amended Public Notification issued March 19th (meeting change location)
3. Zoning Amendment Bylaw No. 2391, 2020

External Link:

1. [February 3, 2020 Staff Report for Zoning Amendment Bylaw No. 2391, 2020](#)



PEACE RIVER REGIONAL DISTRICT

Notice of Intent to Consider

ZONING AMENDMENT BYLAW NO. 2391, 2020

When:

MARCH 26 | 10:00 am

Where:

TREND MOUNTAIN HOTEL
& CONFERENCE CENTRE

375 SOUTHGATE STREET,
TUMBLER RIDGE, BC

For More Information:

Contact:

Development Services

Tel: 250-784-3200

Toll Free: 1-800-670-7773

Email: prrd.dc@prrd.bc.ca



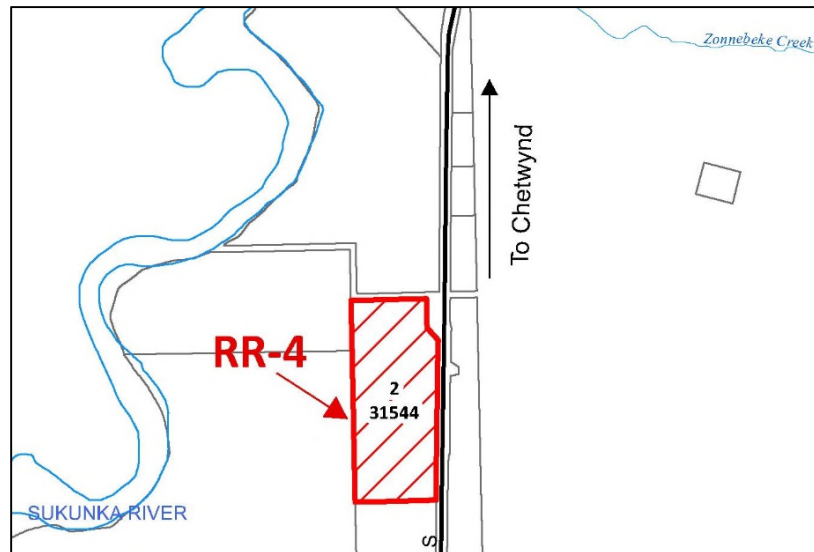
prrd.bc.ca | f

Sukunka Valley Area

Lot 2 District Lots 2250 & 2713 Peace River Plan 31544

The Peace River Regional District is hosting a meeting to discuss the proposed Zoning Amendment.

Proposal: To rezone the subject property from A-2 (Large Agricultural Holdings Zone) to RR-4 (Small Holdings Zone)



This notice is in general form only. Relevant background documents are available online at prrd.bc.ca on Engage! or may be inspected from Monday through Friday, excluding holidays, between the hours of 8:30am – 4:30pm at the PRRD Dawson Creek office (1981 Alaska Avenue, Dawson Creek, BC) or 8:30am – Noon and 1:00pm – 4:30pm at the PRRD Fort St. John office (9505-100th Street, Fort St. John, BC).

Written comments or concerns accepted.

Shawn Dahlen, Chief Administrative Officer

diverse. vast. abundant.



PEACE RIVER REGIONAL DISTRICT

Notice of Intent to Consider

ZONING AMENDMENT BYLAW NO. 2391, 2020

When:

MARCH 26 | 10:00 am

Where:

1981 ALASKA AVENUE
DAWSON CREEK, BC

For More Information:

Contact:

Development Services

Tel: 250-784-3200

Toll Free: 1-800-670-7773

Email: prrd.dc@prrd.bc.ca



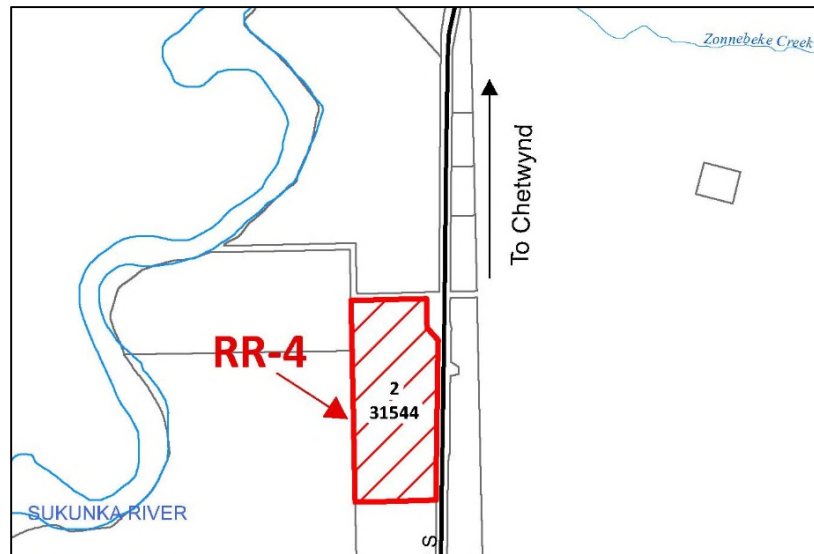
prrd.bc.ca | [f](https://www.facebook.com/prrd.bc.ca)

Sukunka Valley Area

Lot 2 District Lots 2250 & 2713 Peace River Plan 31544

The Peace River Regional District is hosting a meeting to discuss the proposed Zoning Amendment.

Proposal: To rezone the subject property from A-2 (Large Agricultural Holdings Zone) to RR-4 (Small Holdings Zone)



This notice is in general form only. Relevant background documents are available online at prrd.bc.ca on Engage! or may be inspected from Monday through Friday, excluding holidays, between the hours of 8:30am – 4:30pm at the PRRD Dawson Creek office (1981 Alaska Avenue, Dawson Creek, BC) or 8:30am – Noon and 1:00pm – 4:30pm at the PRRD Fort St. John office (9505-100th Street, Fort St. John, BC).

Written comments or concerns accepted.

Shawn Dahlen, Chief Administrative Officer

diverse. vast. abundant.

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2391, 2020

A bylaw to amend "Chetwynd Rural Area Zoning
Bylaw No. 506, 1986."

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt "Chetwynd Rural Area Zoning Bylaw No. 506, 1986";

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

1. This bylaw may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 2391, 2020."
2. Schedule B – Map 1 of "Chetwynd Rural Area Zoning Bylaw No. 506, 1986" is hereby amended by rezoning Lot 2, District Lots 2250 and 2713, PRD Plan 31544 from A-2 "Large Agricultural Holdings Zone" to RR-4 "Small Holdings Zone", as shown shaded on Schedule 'A' which is attached to and forms part of this bylaw.

READ A FIRST TIME THIS	<u>13th</u>	day of	<u>February</u>	, 2020.
READ A SECOND TIME THIS	<u>13th</u>	day of	<u>February</u>	, 2020.
Public Notification published on	<u>20th and 23rd</u>	day of	<u>March</u>	, 2020.
Notification mailed on the	<u>10th</u>	day of	<u>March</u>	, 2020.
Ministry of Transportation				
approval received this	<u>17th</u>	day of	<u>March</u>	, 2020.
READ A THIRD TIME THIS		day of		, 2020.
ADOPTED THIS		day of		, 2020.

(Corporate Seal has been
affixed to the original bylaw)

Chair

Corporate Officer

I hereby certify this to be a true and correct copy of "PRRD
Zoning Amendment Bylaw No. 2391, 2020,
as adopted by the Peace River Regional District
Board on _____, 20____.

Corporate Officer

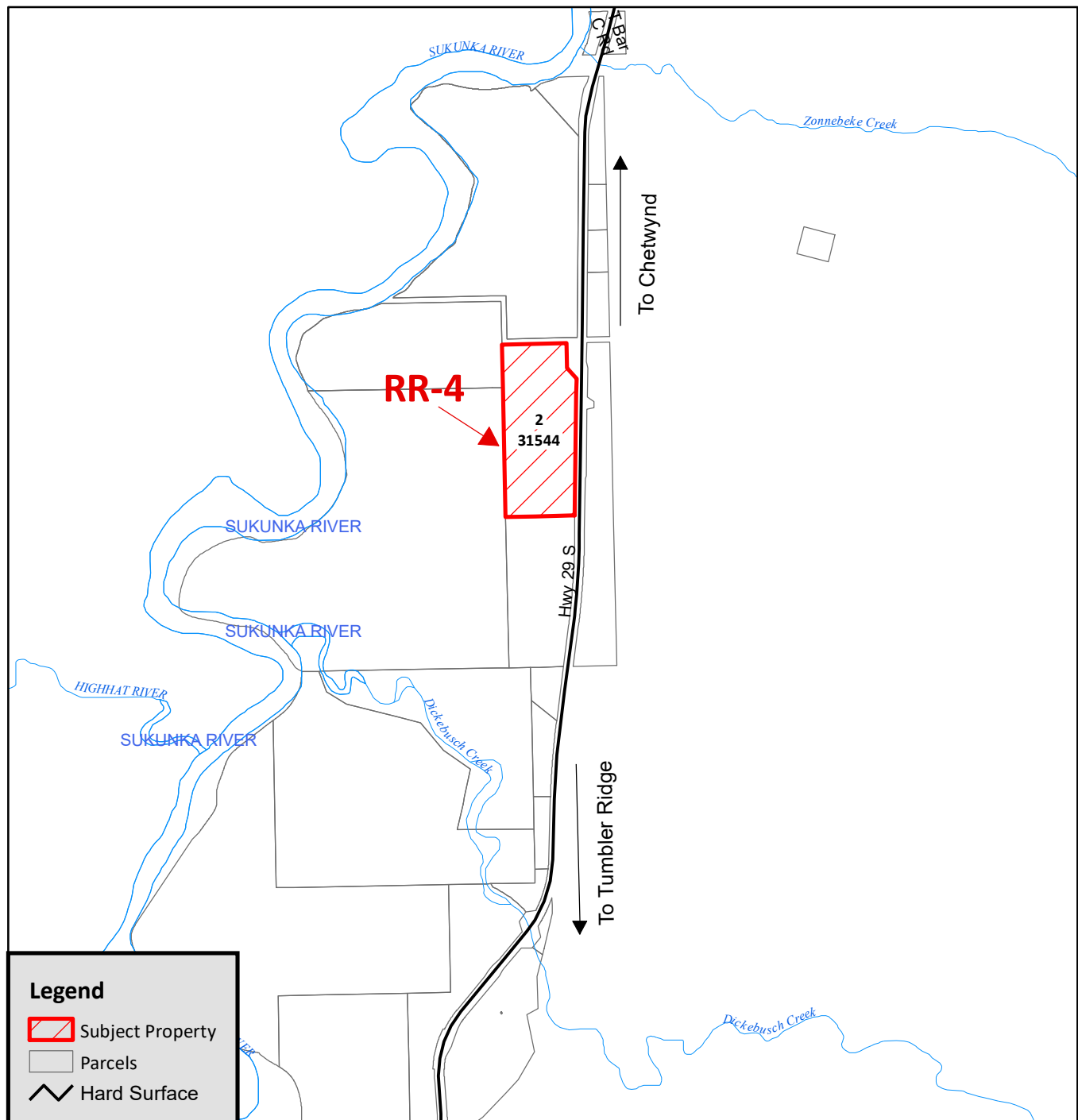


Peace River Regional District
Bylaw No. 2391, 2020
SCHEDULE "A"



1:28,000

Schedule B - Map 1 of "Chetwynd Rural Area Zoning Bylaw No. 506, 1986" is hereby amended by rezoning Lot 2, District Lots 2250 and 2717, PRD, Plan 31544 **from** A-2 "Large Agricultural Holdings Zone" **to** RR-4 "Small Holdings Zone" as shown shaded on the drawing below:



Purpose of the Strategic Plan

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

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



Strategic Focus Areas

1. Organizational Effectiveness

Goal

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

Why?

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

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

2. Partnerships

Goal

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

Why?

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



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



3. Responsive Service Delivery

Goal

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

Why?

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

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



4. Advocacy

Goal

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

Why?

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

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

Board Appointments – 2020

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

Electoral Area Directors' Committee

Director Goodings
Director Sperling
Director Hiebert
Director Rose

Community Measures Advisory Committee

Brad Sperling
Steve Thorlakson
Jim Little
Julie Ziebart
Glynnis Maundrell

Invasive Plant Committee

Director Sperling
Director Hiebert
Director Goodings

Regional Parks Committee

Director Fraser
Director Goodings
Director Rose
Director Michetti

Solid Waste Committee

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

(updated: January 9, 2020 Board Meeting)

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

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

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

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

Director Ackerman
 Director Bumstead
 Director Sperling
 Director Rose

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

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

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

Solid Waste Management Plan Technical Advisory Committee

Technical

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

SW Contractors

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

Recyclers

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

Construction and Demolition

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

First Nations

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

Interested Parties

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

Member at Large

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

Legislated / Bylaw Commissions or Committees

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

Director Courtoreille [RD/20/01/44]

Councillor Galbraith [RD/20/01/44]

Councillor Wark [RD/20/01/44]

Director Rose

Walter MacFarlane

Larry Houley

Electoral Area 'E' Industrial Development Committee / Commission

Director Rose

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

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Director Bumstead

Director Ackerman

Fire Management Committees:

Chetwynd

Director Rose

Mayor Courtoreille, District of Chetwynd

Dawson Creek / Pouce Coupe

Director Hiebert

Mayor Bumstead, City of Dawson Creek or designate

Mayor Michetti, Village of Pouce Coupe Mayor or designate

Fort St. John

Director Sperling

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

Moberly Lake

Director Rose

Taylor

Director Sperling

Director Hiebert

Mayor Fraser or representative of Council

Tomslake

Director Hiebert

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

Electoral Area B - Director Goodings and Arlene Boon

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

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

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

Parcel Tax Roll Review Panel

Director Goodings

Director Sperling

Director Hiebert

Rural Budgets Administration Committee

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Board Liaison Appointments to Outside Agencies

Alaska Highway Community Society

Director Hiebert

Director Goodings

Buick Arena

Director Goodings

Charlie Lake Conservation Society

Director Sperling

Chetwynd Communications Society

Director Rose

Mayor Courtoreille, District of Chetwynd

Chetwynd Library

Director Rose

Clearview Arena

Director Goodings

FSJ Results Based Pilot Project Public Advisory Group

Director Fraser

Director Goodings (Alternate)

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

Director Sperling

Director Goodings (Alternate)

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

Director Sperling

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

Invasive Plant Council of BC

Director Hiebert

Municipal Finance Authority of BC

Director Rose

Director Sperling - Alternate

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

Leanne Filipovic

Director Bumstead – Alternate Voting Member

Board Liaison Appointments to Outside Agencies - continued

North Peace Airport Society

Electoral Area B – Director Goodings and Arlene Boon

Electoral Area C - Director Sperling and Jim McKnight

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

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

Director Goodings

Director Hiebert

Director Sperling

Director Rose

Northeast Roundtable

All PRRD Board members.

Northeast Strategic Advisory Group 2015

Director Goodings

Director Ackerman (Alternate)

North Peace Fall Fair Society

Director Goodings

Peace Williston Advisory Committee [May 30, 2019]

Director Goodings

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

Director Fraser

Director Heiberg

Regional Community Liaison Committee – Site C Clean Energy Project

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Tumbler Ridge Museum Foundation and Tumbler Ridge UNESCO Global Geopark

Director Fraser

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

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

Director Sperling

Industry Sector Liaison Appointments

Coastal Gas Link Pipeline

Director Rose

Environmental Assessment Project Working Groups

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

Director Rose

Hermann Mine [RD/18/10/35]

Director Rose

Crystal Brown, EA Manager

Kemess Underground Project

Director Goodings

Northern Gateway – Enbridge Pipeline

Director Hiebert

Red Willow Wind Project

Director Hiebert

Silverberry Secure Landfill Project

Director Goodings

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

Director Goodings

Director Fraser

Sukunka Coal Project

Director Rose

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

Director Rose

Director Goodings

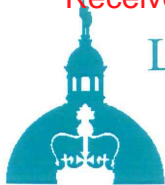
Crystal Brown, EA Manager

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

Director Rose

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

Director Goodings



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

March 5, 2020

Honourable Doug Donaldson
Minister of Forest, Lands, and Natural Resources
Room 248, Parliament Buildings
Victoria, BC

Dear Minister Donaldson,

I have enclosed five letters from concerned constituents from North-Eastern British Columbia. These constituents have raised several concerns relating to your Ministry's handling of ranching issues.

They are concerned with the lack of service that is offered by FLNR, including a lack of staff with experience or training in ranching related issues, high staff turnover, and unreasonable delays in communications and approvals.

There is also a large concern over the removal of natural boundaries by third party operators (often logging companies). The third-party operators have not been consistently replacing these boundaries, and both they and the Ranchers have faced numerous delays in approvals for fence installation.

Additionally, the Ranchers are facing hardships in filling out and submitting their range burning applications. The lack of qualified staff in your office, who can assist with these applications, is contributing to this issue. This is preventing them from properly managing their tenures and limiting the grazing area for their cattle.

These delays and issues have continued for significantly longer than reasonable. I look forward to your response on what is being done to help these Ranchers.

Best regards,

Dan Davies
MLA for Peace River North

CC: MLA John Rustad FNLRO Critic
MLA Donna Barnett Rural Critic
PRRD Board

BC Liberal Official Opposition
Parliament Buildings
Victoria, BC V8V 1X4
T: 250-356-6171

Subject: FW: Range Tenure Crystal Springs Ranch, Upper Halfway, Tenure # RAN 074995
Date: Wednesday, February 12, 2020 at 7:55:03 AM Pacific Standard Time
From: Davies.MLA, Dan
To: Davies, Dan

Sent: Wednesday, February 12, 2020 12:08 AM
To: Davies.MLA, Dan <Dan.Davies.MLA@leg.bc.ca>
Subject: Range Tenure Crystal Springs Ranch, Upper Halfway, Tenure # RAN 074995

Dear Mr. Davis

Thank you for meeting with the Range Tenure holder group on Tuesday, February 4, 2020 at your office. We have been experiencing some issues regarding our tenure in 2019, two of which are explained below:

1. Timber Harvesting, removal of natural boundaries:

With an amended Forest Operation Schedule (FOS) for this area coming into effect, response was made to the Licensee and to BSTS outlining concerns regarding movement of cattle in the newly harvested areas. An agreement was reached for construction of approx.. 7 km of fence. The extend and pace of the timber harvesting near the range boundary made this the only possible solution. The project was broken into phase 1 and 2, each phase relating to specific Cutting Permits and application for authorization of the fence was made to FLNRORD in May 2019. As harvesting activities followed directly along with the planning, in fact some harvesting preceded the planning stages, cattle could not be contained as soon as grazing season started.

Some intermediate steps of increased riding and fencing had to be taken to utilize the range and adhere to the Range Use Plan.

However, no decision was made by FLNRORD on the authorization of the fence.

The timber licensee as well as BCTS acknowledged the need for fencing, a services agreement with the licensee was signed for construction of the fence, pending authorization by FLNRORD.

As of Wednesday, February 5, 2020 the licensee has decided to honor the services agreement and compensate for phase 1 of the work done by the range tenure holder.

However, a decision by the Ministry on authorization has been outstanding for more than 180 days and phase 2 cannot proceed. This will create the problem of containing cattle to the tenure area for the grazing season 2020, starting on June 1.

2. Range Maintenance Burning:

The burn plan filed for maintenance burning of traditionally burned areas in the range tenure was filed in January 2019. The burn plan followed requirements discussed with Wildfire Services BC and covered all aspects that were required for burn plans in the past. Range maintenance burning has been regularly and successfully conducted on this tenure for decades and has been maintaining carrying capacity for livestock as well as contributing to biodiversity and forage available to wildlife. A rejection letter of the filed plan was received several months after the burn window. Throughout the spring burn window it was uncertain if an authorization would come. Since burning requires planning and preparation this left a lot of uncertainty. When the rejection letter finally arrived, it only allowed the conclusion that filing a successful burn plan will be almost impossible. A trained Natural Resources Specialist may be able to address the numerous aspects listed in the rejection, however this comes at great cost to the tenure holder. Range maintenance burning has been conducted successfully and is an important tool of range management.

As for 2020, a Professional Biologist has been retained to prepare the burn plans, yet the time of

engagement was October 2019, already too late for the deadline of September 2019 to file the 2020 plans. Incidentally this deadline was communicated to the retained professional in November of 2019. With that, no new burn plan authorizations for this tenure for spring 2020.

These are two examples of issues that are very important to successful range management and that are time sensitive. Decisions by FLNRORD don't seem to be made in a timely manner and the process seems to lack clarity. To Range Tenure Holders it should not be required to retain the help of Natural Resource Specialists, rather Range Staff should have the time and resources to guide and assist with applications.

Kind regards,

A black rectangular redaction box covering the signature of the sender.

Subject: FW: Grazing licence

Date: Tuesday, February 11, 2020 at 8:21:53 AM Pacific Standard Time

From: Davies.MLA, Dan

To: Davies, Dan

[REDACTED]

Sent: Monday, February 10, 2020 11:10 PM

To: Davies.MLA, Dan <Dan.Davies.MLA@leg.bc.ca>

Subject: Grazing licence

Dan,

Thank you for taking the time to meet with us and all your efforts in helping us to resolve these issues.

1. Our aum's have been changed from 3,140 to 980, because of negligence on the part of forestry staff.
2. They have been invoicing us on the 3,140 aum's, that we had worked our way towards, and we have been remitting payment of the full amount.
3. We worked our way up from 980 to 3,140, through the process that forestry requires for an increase in aum's, by burning.
4. This increase, as of now, has been erased by Tanya and Greg, employees of forestry.
5. Also, as of this date, we have been unable to acquire a burn permit for the last 2 years, which is necessary to increase our aum's and maintain grass management.
6. Forestry is being most difficult in trying to resolve this situation.
7. This imposition would require us to drastically reduce our herd numbers, which would cause a huge financial loss.
8. This has been forestry's error and they are not taking responsibility to fix this. They say their hands are tied, and that they can't leave our numbers as is, because of government regulations. (district manager not signing off)
9. We are not alone in this, forestry has many issues with other lease holders. ie. fencing, Canfor, logging and First Nations.
10. This is a very serious issue and time is of the essence, with summer turnout close at hand.

Thank you again for your time and concern with this situation!

[REDACTED]

[Sent from Yahoo Mail on Android](#)

Subject: Fw: FLNRO concerns on Range Tenures
Date: Monday, February 10, 2020 at 12:02:38 PM Pacific Standard Time
From: Davies.MLA, Dan
To: Davies, Dan
Priority: High

Sent: February 10, 2020 11:30 AM
To: Davies.MLA, Dan
Subject: FLNRO concerns on Range Tenures

Dear Mr. Davies MLA,

I am a rancher in the North Peace and am writing this letter over concerns regarding FLNRO as they relate to our operations.

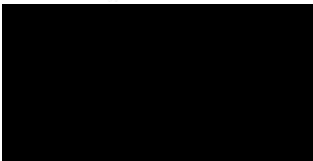
We have got to a point where FLNRO provides many stumbling blocks and few solutions. Here are a few examples:

- Range burning applications have been changed so as to make it impossible for a tenure holder to fill out, and expensive to have done by a professional. Even when professionally done the permits are not being granted. Range burns are necessary to maintain forage and reduce wildfire danger.
- Range Use Plans for existing tenures which must be submitted upon expiry of previous RUP's are now unnecessarily difficult and burdensome to complete
- Local office incompetence / mishandling of documents and procedures is resulting in a tenure holder being threatened to not stock the range at previous approved rates until a new tenure inventory can be completed. This is an internal issue within FLNRO and should not create a hardship for the tenure holder
- FLNRO is allowing natural cattle movement barriers to be removed by logging companies but not requiring OR allowing fencing to be put in its place, thus creating hardship for the tenure holder and in fact going against Forest Practice code.
- Forage has a very low priority within FLNRO, and the vast majority of grazing tenures fall within the ALR. As such it is important to recognize the agricultural aspect of these tenures.

In an attempt to keep this brief I will stop here, but in reality the list is much longer. I am not alone in noting that the Ministry is more interested in putting up road blocks for the agricultural sector than making any effort to assist in making it competitive and vibrant.

Any effort you could put towards holding the Ministry to it's mandate would be much appreciated.

Best Regards



Subject: FW: FLNRO-RD SERVICE

Date: Wednesday, February 12, 2020 at 12:43:12 PM Pacific Standard Time

From: Davies.MLA, Dan

To: Davies, Dan

[REDACTED]
Sent: Wednesday, February 12, 2020 12:30 PM

To: Davies.MLA, Dan <Dan.Davies.MLA@leg.bc.ca>

Subject: FLNRO-RD SERVICE

MLA

Peace River North

Dan Davies,

This letter is to bring to light the inadequate service provided by the Forests, Lands, Natural Resources Operations and Rural Development branch out of Dawson Creek, BC. As a member of the BC Cattlemen's I have been dealing with them for 20+ years and my family for many years previous. Since taking over the ranch we have given FLNRO every opportunity to communicate and work together on arising issues. We invited them to numerous Cattlemen's meetings, gone to their office for meetings, provided contacts through email and phone. For years we and many others have been very dissatisfied with the lack of service. Our ranches are our livelihood and most have been in our family for years. FLNRO makes running our ranches difficult at every turn. The amount of turnover within the organization is frustrating as every year we have a new person to deal with. This means explaining issues over and over again. Dealing with people who do not understand the industry cost us time and money. No one ever gets back to us with any answers on numerous questions and issues. I personally have been waiting for my application for a rental grazing tenure since 1999. I have inquired numerous times in the last 20 years as to its status. I just got a call in Aug of 2019 from Tanya Sharko regarding the application. She told me she would mail me the correct paperwork to get things moving. I followed up with her at a Cattlemen's meeting in Dec 2019 and she wrote a note in her book. I'm writing this letter in Feb of 2020 and still have received nothing. Just one of many examples of the constant incompetence from FLNRO.

In conclusion the services or lack of for that matter from the FLNRO are unacceptable. I and many others have invested countless hours trying to get answers and bring new staff up to speed on issues. I am requesting staff get back to us in a timely manner, follow up with concrete answers, and perhaps put someone on staff who understands the industry and is willing to stay in their position for longer than a year.

Subject: FW: FLNRO and Range Tenures

Date: Wednesday, February 12, 2020 at 7:53:42 AM Pacific Standard Time

From: Davies.MLA, Dan

To: Davies, Dan

[REDACTED]

Sent: Tuesday, February 11, 2020 4:57 PM

To: Davies.MLA, Dan <Dan.Davies.MLA@leg.bc.ca>

Subject: FLNRO and Range Tenures

To Dan Davies MLA, Peace River North

This is a follow up letter to our meeting on February 3, in regards to our Ministry of Forest, Land, and Natural Resource Operation department in the North. It is felt by myself and other grazing tenure holders that we are not getting the proper support from the FLNRO office, when it comes to grazing. Some of the key problems, that I feel, are:

- making burning permits so complex for the rancher to fill out that you can't get a burn permit to maintain grazing quality
- losing key files that pertain to one's grazing history and or new files that have been completed then lost in their office
- no recognition of revenue that a grazing tenure provides to the province on an annual basis for the last forty years and that we always take a back seat to forestry and its logging, that only can be harvested every 80 years
- not taking action when a natural barrier has been removed by third party (logging company), and allow cattle to leave ones tenure
- they don't make grass a priority even though most tenures fall under the ALR

Thank you for taking the time to look into this.

[REDACTED]

March 4, 2020

To: Chair and Board
Chief and Council
Mayor and Council

Re: UBCM Resolutions Process

In response to member feedback, the UBCM Executive is undertaking a review of the resolutions process. This will include consultation with members at Area Association spring conferences, and a subsequent report to the membership at the 2020 Annual Convention. While the review progresses, the Executive has committed to exercise their existing authority more fully, and apply greater rigour to the screening and vetting of resolutions submitted to UBCM for 2020.

With the understanding that a resolutions process review is already underway, the Resolutions Committee of the UBCM Executive has identified measures that UBCM can implement in the immediate term to streamline the process and address the number and repetitiveness of resolutions. In 2020, the Committee will seek to:

- Identify more directly the resolutions that address issues of priority to the membership, and ensure that debate of these priority issues takes place early on.
- Be more firm in sending resolutions back to the sponsor if resolutions do not meet UBCM criteria for format, clear writing, factual information, or relevance to local government administration or operations.
- Standardize language to be gender neutral and, where applicable, refer to local governments or First Nations rather than municipalities or regional districts. The goal is to avoid using debate time to make such amendments.
- Combine similar resolutions, without losing or changing their intent.
- Offer further education and support to members on writing clear, effective resolutions.
- Work more closely with Area Associations to improve the quality of resolutions debated at their spring conventions.

These streamlining measures could affect resolutions that your community submits to Area Associations or to UBCM this year.

Please feel free to contact Reiko Tagami, Policy Analyst (rtagami@ubcm.ca or 604 270 8226 ext. 115), with questions about resolutions streamlining, or the resolutions process review.

Sincerely,

Maja Tait
UBCM President

Claire Moglove
Chair, Resolutions Committee



Board & Administration Office
#600 - 299 Victoria Street,
Prince George, BC V2L 5B8
Telephone: (250) 565-2922
www.northernhealth.ca

March 6, 2020

Mr. Shawn Dahlen, Chief Administrative Officer
Peace River Regional District
1981 Alaska Avenue
Box 810
Dawson Creek, BC
V1G 4H8

Dear Mr. Dahlen:

Re: Funding for the North East Physician Recruitment position

I am writing to thank the Peace River Regional District for their support of a dedicated North East Physician Recruitment position. This position has made a difference to our capacity to recruit physicians and I believe that Dr. Chapman provided an overview of the contribution this position has made at one of your meetings in 2019.

Northern Health recognizes that this is not the usual focus for funding from the Peace River Regional District and appreciates your willingness to support this endeavour. However, over the last three months we have been finalizing the Northern Health global budget for the next three years and would like to inform you that we will be funding this position on a permanent ongoing basis through internal funding. As a result, we will not be expecting funding from the Peace River Regional District in 2020/21.

We have appreciated the creativity that the Regional District has brought to supporting recruitment endeavours for physicians as well as for other health care providers. Your support through bursaries and scholarships has been valued by students. Your support has also facilitated the approval of a North East based nursing program.

We would encourage you to continue the kinds of bursary and scholarship type supports you have provided for students in the health professions including physicians, nursing, physiotherapy and occupational therapy, ultrasound technology, lab and diagnostic imaging, health care assistants (both for long term care and community home support), and licensed practical nursing. These professions are in high demand and there are increasing recruitment challenges across the province. Support for students as they pursue their academic studies and practicum placements makes a real difference for those students and encourages potential students to choose a health career.

Thank you once again for your very tangible and meaningful support of our efforts to recruit physicians and other health care providers to the North East.

Sincerely,

A handwritten signature in cursive script, appearing to read "Cathy Ulrich".

Cathy Ulrich
President & Chief Executive Officer
Northern Health

cc: Mr. Brad Sperling, Chair, Peace River Regional District
Dr. Ronald Chapman, VP Medicine
Dr. Becky Temple, Medical Director, North East
Angela De Smit, Chief Operating Officer, North East



The Office of the
Ombudsperson

Mr. Brad Sperling
Chair
Peace River Regional District
PO Box 810
DAWSON CREEK BC V1G 4H8

2nd floor – 947 Fort Street
PO Box 9038 STN PROV GOVT
Victoria BC V8W 9A5

www.bcombudsperson.ca

General Inquiries: 250-387-5855
Toll-Free: 1-800-567-3247
Fax: 250-387-0198

February 24, 2020



Dear Mr. Sperling,

RE: Quarterly Report: October 1 – December 31, 2019

This package of documents details the complaint files the Office of the Ombudsperson closed for **Peace River Regional District** between October 1 and December 31, 2019. This package does not include information about complaint files that are currently open with our office. As required by the *Ombudsperson Act*, this report provides information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

Enclosed you will find a detailed report containing the following:

- The number of files our office closed in the last quarter regarding your organization and the category under which these files were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under his or her jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/qtr-glossary>.
- If applicable, copies of all closing summaries from investigated files that were closed during the last quarter. Our office produces closing summaries for *investigated* files only, and not for enquiries or those we choose not to investigate. These summaries provide an overview of the complaint received, our investigation and the outcome.
- If applicable, a summary of the topics identified in all complaints that were closed in the last quarter for your organization. Our office tracks the topics of complaints we investigate and those we close without investigation (we do not track this information for enquiries). We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Because complaints are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.



If you have questions about our quarterly reports, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Prevention Initiatives Team, please contact us at 250-508-2950 or consult@bcombudsperson.ca.

Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



The Office of the
Ombudsperson

2nd floor – 847 Fort Street
PO Box 9039 STN PROV GOVT
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Quarterly report for Peace River Regional District for October 1 – December 31, 2019

Type of complaint closure	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	1
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	1
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 1
<i>Reason for closing an Investigation:</i>	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
F frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	1
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0

For more detailed information about the complaint closing categories used by our office, please see our glossary of terms at: <https://www.bcombudsperson.ca/resources/information-public-bodies/fairness-quick-tips>. To obtain a more detailed breakdown of the complaints closed for your authority for the quarter, please contact us at consult@bcombudsperson.ca.

Notice: Use of this document as evidence against an individual or institution in a court or tribunal proceeding is prohibited by s. 20(2) of the Ombudsperson Act

Closing Summary Index

Closing summaries are provided for all investigated files closed in each quarter. Identifying information is removed from the closing summary itself to allow for broader distribution within your organization for quality improvement purposes without disclosing personal information. The table below provides an index of these investigated files and lists the complainant's name, file number and authority contact involved. Files closed under our Early Resolution Program are also identified. This identifying information is provided separately to assist you in following up on individual files with involved staff as needed.

File Number	Complainant	Authority	Authority Contact	ER file
18-170314 /001	Schwarz, Florian	Peace River Regional District	Shawn Dahlen Chief Administrative Officer	

Closing Summary

Authority: Peace River Regional District
File Number: 18-170314 /001
Closing Date: 04-Nov-2019
Closing Status: *Closed; Investigation; Ceased (discretion) (s.13); No benefit to complainant or person aggrieved (s.13(f)); No findings*
General Complaint Topics: Process/Procedure
Authority-specific Complaint Topics: Official Community Plan/Zoning/Development

The Complainant applied for rezoning in 2013 at the Regional Board meeting held to consider third reading of the amending bylaw held in July 2014 it was resolved to hold the rezoning application in abeyance pending the finalization of the local area OCP. The rezoning application remained in abeyance until 2018 when the applicant asked to have his application reconsidered. As of the time of reconsideration there had still been no conclusion to the OCP amendment process.

We investigated the complaint to find out more information about the process governing application files held in abeyance. There was some concern about the length of delay in reconsidering the Complainant's rezoning application. There was also some concern because the complainant claimed that other rezoning applications in the Regional District were being heard despite the lack of OCP finalization.

During the course of our investigation, the complainant's reconsideration was heard and the complainant obtained the rezoning. Therefore there was no benefit to further investigation by our office. On that basis we closed our file. However, we remain concerned about the potentially indeterminate nature of the abeyance process, and the potential for administrative unfairness as a result of files being abeyed with no set review or return date.

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Prevention Initiatives Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics - All Local Government

Business Licensing	3	2%
Bylaw Enforcement	64	34%
Council Member Conduct (incl. Conflict of Interest)	6	3%
Official Community Plan/Zoning/Development	36	19%
Fees/Charges (incl. Taxes)	14	7%
Open Meetings	3	2%
Procurement	2	1%
Services (incl. Garbage, Sewer, Water)	14	7%
Response to Damages Claim	4	2%
Other	42	22%

General Complaint Topics - All Local Government

Decision/Outcome - Disagreement with	89	34%
Delay	11	4%
Administrative error	11	4%
Treatment by staff	19	7%
Communication	35	14%
Process/Procedure	67	26%
Complaint/Review/Appeals Process	13	5%
Employment/Labour Relations	1	0%
Other	13	5%



<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p>North Peace Airport Society President Jim McKnight, Electoral Area C Vice-President Brent Taillefer, District of Taylor Director Arlene Boon, Electoral Area B Director Rob Fraser, District of Taylor Director Karen Goodings, Electoral Area B Director Moira Green, City of Fort St. John Director Dave Heiberg, District of Hudson's Hope Director Brad Sperling, Electoral Area C Director of Strategy, Capital & Planning, Miranda V. Flury</p> <p>North Peace Airport Services Tim Greening, Manager Programs & Regulatory Compliance (<i>left after Section 5.1</i>) Stacy Smith, Acting Manager, Airport Operations & Emergency Services (<i>left after Section 5.1</i>)</p> <p>Vantage Airport Group Zachary Berglund, Manager Facilities, Projects, and Capital Planning</p> <p>Absent Director Bob Norton, District of Hudson's Hope Director Byron Stewart, City of Fort St. John</p>
1.1	Call to Order	9:34 am
1.2	Amendments to Agenda	None.
2.0	Meeting Minutes	
2.1	Meeting Minutes December 4, 2019	<p>JAN/8/2020- 1 MOVED: Arlene Boon SECONDED: Dave Heiberg THAT the regular meeting minutes from December 4, 2019 are approved as presented.</p> <p>CARRIED</p>



3.0	Consent Agenda	JAN/8/2020- 2 MOVED: Arlene Boon SECONDED: Dave Heiberg THAT the consent agenda on January 8, 2020 is approved as presented. CARRIED
4.0	Society's Financial Statements	JAN/8/2020- 3 MOVED: Rob Fraser SECONDED: Brad Sperling THAT the Society's financial statements dated November 30, 2019 are accepted as presented. CARRIED
5.0	North Peace Airport Services Reports	
5.1	NPAServices' Operational Report November 2019	<ul style="list-style-type: none">• Received.• ACAP funding for the grader should be paid in January 2020.• BCAAP application for 03/21 will be submitted before the deadline.
5.2	NPAServices' Financial Statements	<ul style="list-style-type: none">• Received.• NPAServices will report back on the lease agreement where the tenant became bankrupt.
5.3	Project Status Updates	
5.3.1	Project Update- Runway Rehabilitation 03/21 ACAP	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.2	Project Update- Grader	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.3	Project Update- Firehall and Maintenance Upgrades	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.4	Project Update- Crash Gates	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.



5.3.5	Project Update- Professional Services Agreement with WSP (ARFF Firehall)	<ul style="list-style-type: none">• Still waiting for written confirmation from ACAP indicating YXJ still qualifies for a firehall if the original ACAP application is no longer active.
5.3.6	Project Update- Computer Server Upgrade	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.7	Project Update- North Cariboo Air Apron Rehabilitation	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
6.0	Unfinished Business	
7.0	New Business	
7.1	Vantage's Q4 2019 Industry Update	No discussion.
8.0	Adjournment	JAN/8/2020- 4 MOVED: Arlene Boon THAT the meeting is adjourned at 10:00 am. CARRIED
9.0	Closed Meeting	See closed meeting minutes.

North Peace Fall Fair
Meeting Minutes
March 10th, 2020

Meeting called to order at 7:00 by Bruce, 16 members were present. Kevin added Log Sawing and Advertising to the agenda, motion to approve by Kevin, seconded by Bonnie – carried.

Motion to approve the minutes from February 11th, by Gail seconded Julie – carried.

Treasurers Report: Report was passed around to everyone. Gail did get access to the bank; just need an email to be set up for the treasurer. Denise will create an email for Gail so that all Vendors can send EFT transfers. Cheque was sent to Peace River for the outstanding invoice.

Correspondence: Gail brought mail keys - Denise declined keys, Bruce said that he would take a one. Livewire came in the mail

Old Business:

PRRD Agreement Completion – Bruce announced that the draft agreement has been handed to him and all that is needed is signing and returning to Karen. We got everything that we could legally get. All concerns were listed and addressed.

Contact List Update – a corrected list will be emailed out with the minutes.

Fall Fair Book Search – the North Peace Museum is still looking for 2013.

Grants & Aids – Meeting is in April, possibly out at Cecil Lake, Bruce to confirm with Karen before then.

Kitchen – Ken Marsh will give quote Stove conversion, may not be able to due to age. NPFF did bid for a stove that the District of Taylor was getting rid of. We were the lowest bidders and did not get it, however there were some cupboards that we did get. They need to be removed ASAP, Bruce and Cliff to go and get them. Talk about restoring the storage area of the kitchen.

Gas Line – Need to create plan for the gas line before we break ground.

Breakfast / Bathrooms– Girl Guides have asked to do breakfast & bathrooms. \$500.00 honorarium to be given. Julie will coordinate with Girl Guide contact.

Supper – Julie will talk with Peggy about seeing if bringing in a meat sponsor would bring down the price of the fair supper.

Trade Show – Andrea is looking for our fair photos and videos instead of other fairs. It was suggested that Eagle Vision might be able to whip something up. Also the local news stations might have footage and/or photos. Also Wyatt Moffatt made drone footage a few years ago. Peter will bring a small electric tractor to the trade show. Andrea did pass out trade show schedule for everyone to sign up on.

New Business:

4-H Report from Sherri,

4-H received District grant for the following projects:

- New announcers booth – to be made weather proof and relocated from current location to a new location by the ring
- Building bleachers
- 5 metal walkthrough gates for the cattle barn
- Panels to protect the public from cattle going to and from the ring

Also inquired about large scale mowing, Bruce mentioned that Rentco will give us a 0 turn mower to use as long as one is available and not rented out. Will need to be transported to and from the grounds.

Changes to Fair Book – Please email Denise or Brenda at the Alaska Highway News your changes. Must be in by the end of March.

Sponsors and Volunteers – Bruce suggested that we hold some sort of sponsors and volunteer supper to show appreciation for their support and generosity. Home Hardware will be sponsoring the gate prize again.

Volunteers during the fair – Ashley will be sending out emails to all chairs regarding any help they need for the fall fair. The due date for this is march 28th so that this can be posted for the Trade Show.

Fair Demos – Shane Wagner will be doing a Threshing demo, Horse drawn disking demo, and a possible 6-horse hitch demo.

Stock Dogs – most likely coming, not 100%

Agility Dogs – Pat will get in touch with Sandra Stockman and find out if they are coming.

Advertising – Kevin looked into the Northern Horizon Newspaper about advertising. The pricing was for 3 issues before GST. The suggestion was to go every alternating week as it comes out every two weeks - more discussion to come on this.

Quarter Page	\$278.50
Half Page	\$548.50
Full Page	\$1108.80

It was also suggested to use the Facebook Sponsored ads as away of getting to people farer away for a lot less.

Farms Market during the fall fair – Julie is trying to set up the farmers market at the fair. This will be through the farmers market group. They all will be pay as one vendor and have their liability and insurances. We will need more weather proofing tents for them; Julie is in contact with Trail about getting more tents

Children's Entertainment – need for a children's entertainment coordinator, it was decided that bouncy castles will not be at the fall fair this year. Had complaints from

parents about line-ups and tantrums. Idea was brought forward to have more agricultural events like a hay bale maze, petting zoo – Chambers Farm (will get back on pricing) and other farm related activities. Also it was brought up that one of the Youth Groups might want to run the children's events.

Face painter – it was brought to a vote on whether or not to have the face painter back, the main issue is that we are paying her and she is asking for tips. This was tabled until the next meeting; Julie said that she would talk to her.

Road Reinforcement – Julie is still wondering if she needs to keep on collecting wire for the road reinforcement. She currently has 6 rolls.

Log Sawing – Dennis /Terry would like to do a chainsaw cutting contest, it was discussed and decided that it was best not to have one because of liability. However will consider other changes

Meeting Adjourned at 8:30pm

Next Meeting April 14th, 2020 at the Northern Lights College



**PEACE RIVER REGIONAL DISTRICT
Solid Waste Committee Meeting Minutes**

DATE: March 5, 2020

PLACE: Regional District offices, Dawson Creek, BC

PRESENT: Director Rose, Electoral Area 'E' – Committee Chair
Director Goodings, Electoral Area 'B' – via teleconference
Alternate Director Deck, District of Chetwynd
Director Bumstead, City of Dawson Creek
Director Sperling, Electoral Area 'C' - ex officio

Staff
Shawn Dahlen, Chief Administrative Officer
Paulo Eichelberger, General Manager of Environmental Services
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 10:05 am

ADOPTION OF THE AGENDA:

2) Adoption of the Agenda MOVED by Director Bumstead, SECONDED by Alternate Director Deck, that the Solid Waste Committee agenda for the March 5, 2020 meeting, including additional items for the agenda, be adopted as amended:

Call to Order

Notice of New Business

Adoption of the Agenda

Minutes

M-1 Solid Waste Committee Meeting Minutes of February 6, 2020

Business Arising from the Minutes

Correspondence

Reports

R-1 February 20, 2020 – Paulo Eichelberger, GM Environmental Services – Landfill Gas overview in the PRRD.

R-2 February 20, 2020 - Paulo Eichelberger, GM Environmental Services – Single Use Plastics Offset Strategy.

R-3 February 20, 2020 – Paulo Eichelberger, GM Environmental Services – ICI Tonnages and Tipping fees at Regional District landfills.

Items for Information

I-1 Solid Waste Committee Terms of Reference

Adjournment

CARRIED.

MINUTES:

3) M-1 SWC Mtg MOVED by Director Bumstead, SECONDED by Alternate Director Deck,
Min. of Feb 6, 2020 That the Solid Waste Committee Meeting Minutes of February 6, 2020 be adopted.

CARRIED.

REPORTS:

4) R-1 re: MOVED by Director Goodings, SECONDED by Director Bumstead,
Landfill Gas That the February 20, 2020 report entitled Landfill Gas Overview in the Peace River Regional District
Overview be received for discussion.

CARRIED.

At the January 7, 2020 meeting the Committee resolved that staff prepare an information report providing a full overview to reduce landfill gas at the North Peace Regional Landfill. The report discusses Landfill Gas provincial regulations and describes different options for managing landfill gas at Regional District landfills.

4) R-1
(continued)

The impact of shifting waste from the North Peace Regional Landfill to Bessborough and the resulting effect on landfill gas management can be summed up as follows:

- Diverting all waste from Bessborough will cut off increased methane production from introduction of fresh waste at the North Peace Regional Landfill. However, the LFG system at North Peace will have to operate for a minimum of 10 years until methane production drops below 500 tonnes/yr (estimated operating cost of \$100,000/year).
- Shifting all diverted waste from North Peace to Bessborough will accelerate the need to install a facility at Bessborough by 31 years to 2025 (2026 with organics diversion).
- Lifespan of the Bessborough landfill will shorten by almost 44 years.
- The cost of trucking waste from North Peace to Bessborough will far exceed the reduction to LFG operational costs at NPRLF, approximately \$7,000,000 per year.

5) R-2 re:
Single Use Plastics

MOVED by Director Bumstead, SECONDED by Director Goodings,
That the February 20, 2020 report entitled Single-Use Plastics Offset Strategy be received for discussion.

CARRIED.

Single-use plastics constitutes more than 40% of the plastic stream from the market in British Columbia. As a means to reduce these materials from entering the landfill, an offset strategy has been developed. The intention of the strategy is to tie plastics recycled in the PRRD to a multi-use product used by its residents within the region, as a means of reducing single-use items. The current scope is to use multi-use bags or totes that are made from 100% recycled plastics to show a circular economy, and help prevent further single-use plastics from entering the landfills and reducing the overall impact to the environment.

The strategy involves having the Regional District work with local businesses to partner for the purchase of the multi-use bags or totes. The benefit to the partners is that they will receive affordable advertisement and a portion of the bags purchased for their customers.

MOVED by Director Bumstead, SECONDED by Alternate Director Deck,
That the Solid Waste Committee recommends to the Regional Board that in an effort to reduce the amount of single-use plastics coming into the waste stream, the Regional District seeks partners from within the region through a Request for Interest (RFI) to contribute to 100% of the purchase costs of multi-use bags or totes to be split evenly amongst the partners, in exchange for their branding/logo to be printed on the bags or totes.

CARRIED.

6) R-3 re:
ICI Tonnages

MOVED by Director Bumstead, SECONDED by Alternate Director Deck,
That the February 20, 2020 report entitled ICI Tonnages and Tipping Fees at PRRD Landfills be received for discussion.

CARRIED.

At the January 7, 2020 meeting the Committee recommended that staff prepare an information report outlining possible impacts to increasing disposal fees for Industrial-Commercial-Institutional (ICI) waste. The Regional Board approved this recommendation on February 27, 2020.

ICI waste received at the Bessborough, Chetwynd, and North Peace Regional Landfills makes up approximately 75%. In 2018 a Waste Composition Study (WCS) was conducted that provided an analysis of what is being taken to the landfills. Waste generated from the ICI sectors comes from a variety of sources which include, but are not limited to, commercial haulers, restaurants, hotels, businesses, schools, work camp waste, light industrial facilities, hospitals etc.

Through the WCS, ICI waste was analyzed between three different categories: ICI Non-Work Camp, ICI Work Camp Waste, and Construction and Demolition (C&D) Wastes. Waste originating from ICI Work Camps generally resembled the composition of waste that would be generated by a single family home.

6) R-3 re:
ICI Tonnages
(continued)

A large portion of compostable organics, paper, and plastics were found within ICI Work Camp waste. ICI non-work camp waste contained more building materials within their loads. Furthermore, waste generated C&D sector was mainly composed of building material (asphalt and wood products).

To recover costs:

Opportunity 1 – increase all ICI fees by the same increment

Opportunity 2 – increase ICI fees, keeping separated/divertable material at the same current rate and increase the remaining rates significantly.

It was noted that soils brought into landfills are accepted free of charge. Soils are used at landfill sites as cover material, road works, etc. Revenue could be generated by charging a disposal fee for this material. The generator pays for soil testing to meet guidelines and ensure soils are not contaminated.

MOVED by Director Bumstead, SECONDED by Alternate Director Deck,
That the Solid Waste Committee recommends to the Regional Board that Industrial-Commercial-Institutional disposal fees be increased by 1% plus Consumer Price Index to a total of 3.3%; and further that disposal fees for clean fill soils be charged at \$5.00 per tonne for 2020.

CARRIED.

It was suggested that an “escalator” be built into the fees bylaw to provide the ability to increase fees without having to make an amendment to the bylaw.

7) Committee
Report

MOVED by Director Goodings, SECONDED by Alternate Director Deck,
That the recommendations from the Solid Waste Committee meeting of March 5, 2020 be recommended to the Regional Board for approval.

CARRIED.

The Chair adjourned the meeting at 11:30 a.m.

Director Rose,
Chair – Solid Waste Committee

Suzanne Garrett,
Corporate Services Coordinator