



PEACE RIVER REGIONAL DISTRICT

Regional Board Meeting Revised Agenda

December 11, 2020, The meeting will begin immediately following a Regional Hospital District Board meeting
1981 Alaska Avenue, Dawson Creek, BC

	Pages
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 November 26, 2020	5
5.2. Committee of the Whole Draft Meeting Minutes of November 26, 2020	16
6. Business Arising from the Minutes	
7. Delegations	
7.1. STARS - Activity Update (11:45 am)	19
7.2. TC Energy - North Montney Mainline Project Update (1:00 pm)	33
8. Petitions	
9. Correspondence	
9.1. School District No. 60 - Connectivity for Rural Students	40
9.2. Federation of Canadian Municipalities - Membership Renewal	42
10. Reports	
10.1. Solid Waste Committee (SWC) Terms of Reference, DR-BRD-012	44
10.2. November 19, 2020 EADC Meeting Recommendations, ADM-BRD-106	48
10.3. November 19, 2020 Rural Budgets Administration Committee Meeting Recommendation, ADM-BRD-105	50

10.4.	November 19, 2020 Invasive Plant Committee Meeting Recommendation, ENV-BRD-023	55
10.5.	November 26, 2020 COW Meeting (SWMP) Recommendations, ENV-BRD-021	64
10.6.	Draft RSWM and Public Consultation Plans, ENV-BRD-022	141
10.7.	Function 275 Grants to Community Organizations, ADM-BRD-108	224
10.8.	Licensing of First Responders, ADM-BRD-110	244
10.9.	Health Services Service Function, ADM-BRD-113	252
10.10.	COVID-19 Safe Restart Funds, CS-BRD-028	254
10.11.	2020 Carry Forward Capital Projects, FN-BRD-026	260
10.12.	Budget Amendment – Service Function 702 Area B Potable Water, FN-BRD-028	262
10.13.	RFP Award 40-2020 Banking Services, FN-BRD-029	264
10.14.	Funding Agreement – Farm Credit Canada and Sunset Prairie Recreation Commission, FN-BRD-031	266
10.15.	PRRD Housing Needs Assessment Engagement Update, FN-BRD-032	274
10.16.	Non-Farm Use in the ALR, PRRD File No. 20-014 ALR NFU, DS-BRD-094	276
10.17.	Subdivision in the ALR, PRRD File No. 20-014-ALRSub, DS-BRD-096	291
10.18.	Engagement on Coastal GasLink’s Socio-Economic Effects Management Plan, DS-BRD-098	303
10.19.	Request for Extension - Waiving of Tipping Fees, DS-BRD-100	312
10.20.	Subdivision and Development Servicing Bylaw Project Overview, DS-BRD-101	321
11.	Bylaws	
11.1.	Zoning Amendment Bylaw No. 2295, 2019, PRRD File No. 17-059 ZN, DS-BRD-090	336
11.2.	Update on Zoning Amendment Bylaw No. 2296, 2019, PRRD File No. 17-059 ZN, DS-BRD-092	341
11.3.	Zoning Amendment (Housekeeping) Bylaw No. 2415, 2020, DS-BRD-093	349
11.4.	Zoning Amendment Bylaw No. 2377 (Cannabis), 2020, DS-BRD-097	358
11.5.	Zoning Amendment Bylaw No. 2416, 2020. PRRD File No. 20-012 ZN, DS-BRD-099	368
11.6.	Area B Potable Water Capital Reserve Amendment Bylaw No. 2421, 2020, ADM-BRD-109	392

11.7.	Area B Potable Water Fees and Charges Amendment Bylaw No. 2422, 2020, ADM-BRD-111	398
11.8.	Function 280 Recreation and Cultural Facilities Grants, ADM-BRD-112	403
11.9.	Financial Plan Amendment Bylaw 2423, 2020 – Five Year Financial Plan, FN-BRD-027	422
11.10.	2021 Revenue Anticipation Borrowing Bylaw No. 2419, 2020, FN-BRD-030	431
12.	Strategic Plan	
12.1.	2019-2022 Strategic Plan Update	435
13.	New Business	
*13.1.	Director Bumstead - Temporary Use Permit Template - Tracking of Sewage Disposal and Hauling	
*13.2.	Director Hiebert - North Wind Wellness Centre	
*13.3.	Director Courtoreille - Addressing Indigenous-Specific Racism and Discrimination in BC Health Care Report	
14.	Appointments	
14.1.	South Peace Health Services Society - Liaison Appointment	456
14.2.	Municipal Finance Authority of BC - Member Appointment and 2021 AGM	457
14.3.	District of Chetwynd - Appointments to the Civic Properties Commission	462
14.4.	2020 Board Appointments	463
15.	Consent Calendar	
15.1.	Electoral Area Directors Committee Draft Meeting Minutes of November 19, 2020	471
15.2.	Rural Budgets Administration Committee Draft Meeting Minutes of November 19, 2020	477
15.3.	Invasive Plant Committee Draft Meeting Minutes of November 19, 2020	481
15.4.	Chetwynd Public Library Regular Board Draft Meeting Minutes of November 3, 2020	484
15.5.	North Peace Airport Society Regular Meeting Minutes of November 4, 2020	487
15.6.	Ministry of Energy, Mines and Low Carbon Innovation - Deasan Sand and Gravel Pit - Old Fort Landslide	490
16.	Notice of Motion	

17. Media Questions

18. Adjournment



REGIONAL BOARD MEETING MINUTES

THURSDAY, NOVEMBER 26, 2020

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Directors

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

Alternate Directors

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

Absent

Director Bertrand, District of Tumbler Ridge

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Teri Vetter, Chief Financial Officer
Paulo Eichelberger, GM of Environmental Services
Trish Morgan, GM of Community Services
Crystal Brown, Electoral Area Manager
Jeff McDonald, Communications Manager
(*via teleconference*)
Trevor Ouellette, IT Manager
Brenda Deliman, Legislative Services Clerk
(*via teleconference*)

Others

Katrin Saxty, Urban Systems Ltd.

Delegations

7.1 BC Oil & Gas Commission
James O'Hanley, Brian Murphy and Tarilee Rauscher (*via teleconference*)

7.2 Canadian Natural Resources (*via teleconference*)

Dave Baier, Paul Brown, Richard Calliou, Joel Giebelhaus, and Steven Lepp

7.3 NorthRiver Midstream
Andrew Benjamin and Talese Shilleto

1. CALL TO ORDER The Chair called the meeting to order at 10:39 a.m.

2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Bumstead
Chair Sperling

COVID-19
Health Care Scholarship Committee – Terms of Reference



3. ADOPTION OF AGENDA

3.1

RD/20/12/01 (26)

MOVED Director Fraser, SECONDED Director Michetti,

That the Regional Board adopt the November 26, 2020 Board Meeting Agenda, as amended to include Director's new business (COVID-19, HCSC):

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 November 12, 2020

6. Business Arising from the Minutes

7. Delegations

7.1 BC Oil & Gas Commission – Orphan & Dormant Sites and Consultation & Notification Regulation

7.2 Canadian Natural Resources Ltd. – Company Overview and Activities

7.3. NorthRiver Midstream - Update on Activities

8. Petitions

9. Correspondence

9.1 Environmental Assessment Office – Town North Gas Plant Expansion

9.2 Prince Rupert Port Authority & CN Rail – Northern BC Trade Update Webinar

9.3 North Peace Secondary School – PRRD Health Care Scholarship

9.4 Office of the Information and Privacy Commissioner for BC – Request for Records – Old Fort Landslide

9.5. Dawson Creek Sportsman's Club - Request for Letter of Support

10. Reports

10.1. Site C Clean Energy Project, DR-BRD-009

10.2. Gotta Go Service Function, DR-BRD-010

10.3. North Peace Leisure Facility Replacement Steering Committee Terms of Reference, DR-BRD-011

10.4. NPLP Facility Replacement Steering Committee – Terms of Reference, CS-BRD-027

10.5. November 5, 2020 Solid Waste Committee Recommendations, ENV-BRD-020

10.6. Recruitment Consulting Services Request for Proposals No. 38-2020, ADM-BRD-102

10.7. E-Comm 911 Answering Contract 2 Year Extension, CS-BRD-026

10.8. Exclusion from the ALR, PRRD File No. 20-006-ALREx, DS-BRD-086

10.9. Non-Farm Use in the ALR, PRRD File No. 20-013-ALRNFU, DS-BRD-089

10.10. Temporary Use Permit No. 20-005, DS-BRD-091

10.11. Charlie Lake Wastewater Contract Extension, ENV-BRD-019

10.12. Notice of Closed Session – November 26, 2020, ADM-BRD-103

11. Bylaws

11.1. Zoning Amendment Bylaw No. 2295, 2019, PRRD File No. 17-059 ZN, DS-BRD-090

11.2. Update on Zoning Amendment Bylaw No. 2296, 2019, PRRD File No. 17-059 ZN, DS-BRD-092

12. Strategic Plan

12.1 2019-2022 Strategic Plan



RD/20/12/01 (26)
(continued)

13. New Business

- 13.1 Director Bumstead – COVID-19
- 13.2 Chair Sperling – Health Care Scholarship Committee Terms of Reference

14. Appointments

- 14.1 2020 Board Appointments

15. Consent Calendar

- 15.1. Solid Waste Committee Draft Meeting Minutes of November 5, 2020
- 15.2. North Peace Rural Roads Committee Meeting Minutes of September 11, 2020
- 15.3. North Wind Wellness Centre - Building and Programming Advisory Committee Meeting Minutes of October 30, 2020
- 15.4. Ministry of Transportation and Infrastructure - UBCM Convention 2020 Follow-up
- 15.5. Ministry of Forests, Lands, Natural Resource Operations and Rural Development - Provincial Caribou Recovery Updates
- 15.6. Ministry of Forests, Lands, Natural Resource Operations and Rural Development - Mackenzie Timber Supply Area - Timber Supply Review
- 15.7. PRRD Building Permit Report for October 2020
- 15.8. Items Previously Released from Closed Meetings, ADM-BRD-104
- 15.9. North Central Local Government Association - Board Highlights Report

16. Notice of Motion

17. Media Questions

18. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

- 5.1 RD/20/11/02 (26)
Regional Board Minutes MOVED Director Michetti, SECONDED Director Ackerman,
That the Regional Board adopt the Board Meeting Minutes of November 12, 2020.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

9. CORRESPONDENCE

- 9.1 RD/20/11/03 (26)
EAO – Town North Gas Plant Expansion MOVED Director Goodings, SECONDED Director Rose,
That the Regional Board appoint Director Goodings to the Environmental Assessment Working Group for the Petronas - Town North Gas Plant Expansion Project.

CARRIED



9.2 RD/20/11/04 (26)
Northern BC Trade Update Webinar
MOVED Director Ackerman, SECONDED Director Zabinsky,
That the Regional Board authorize all Directors to participate in the Northern BC Trade Update webinar to be held on November 27, 2020.

CARRIED

9.3 RD/20/11/05 (26)
PRRD Health Care Scholarships
MOVED Director Zabinsky, SECONDED Director Bumstead,
That the Regional Board authorize that three PRRD Health Care Scholarships, in the amount of \$1,500 each, be made available to North Peace Secondary School to be awarded to students graduating in 2021 and pursuing post-secondary education in health care.

CARRIED

9.4 RD/20/11/06 (26)
FOIPPA Request – Old Fort Landslide
MOVED Director Ackerman, SECONDED Chair Sperling,
That the Regional Board authorize that the Office of the Information and Privacy Commissioner for BC be advised that the PRRD wishes to proceed with the inquiry process regarding its request to the Ministry of Energy, Mines and Petroleum Resources for all relevant reports, statistics and assessments related to the Old Fort Landslide.

CARRIED

9.5 RD/20/11/07 (26)
Dawson Creek Sportsman's Club
MOVED Director Ackerman, SECONDED Director Fraser,
That the Regional Board support the application to Northern Development Initiative Trust from the Dawson Creek Sportsman's Club for a grant from the Recreational Infrastructure Program to construct an indoor pistol and rimfire shooting range.

CARRIED

7. DELEGATIONS

7.1
BC Oil & Gas Commission
The Regional Board was provided with an update on orphan and dormant sites from the BC Oil & Gas Commission. Topics included:

- Terms (orphan, dormant and legacy sites)
- Comprehensive Liability Management Plan (CLMP)
- Federal stimulus funding
- Canada/BC Agreements: Orphan Sites Supplemental Reclamation Program, Reclamation of Dormant Sites Program and the Legacy Sites Reclamation Program
- Dormant sites work plan

The Regional Board was also provided with an overview of amendments to the Consultation and Notification Regulation from the BC Oil & Gas Commission. Topics included:

- Extension to consultation / notification timelines
- Amendment to consultation / notification distances
- Expanded list of Rights Holders
- Changes to who must be notified

A question and answer period ensued. Topics included:

- Company insolvencies
- Funding for reclamation programs (amounts, funders)
- Relationship with Environmental Assessment Office



7.1
BC Oil & Gas commission
(continued)

- Outstanding surface lease payments to landowners
- Notifications to local government
- Community Watershed designation

7.2
CNRL

The Regional Board was provided with an update on the activities of Canadian Natural Resources Ltd. Topics included:

- BC operations
- Improvement in GHG emissions
- Painted Pony assets
- Working with local communities and local contractors
- Dormant well management
- 2020-2021 drilling activity forecast

A question and answer period ensued. Topics included:

- GHG emissions
- Request to expand sponsorship to all communities in the Regional District, including First Nations
- Request to increase local hiring
- Natural gas for rural communities
- Hasler Community meetings
- Nomination of sites for reclamation

Recess

The Chair recessed the meeting to luncheon at 12:16 p.m.

Reconvene

The Chair reconvened the meeting at 12:55 p.m.

7.2
NorthRiver Midstream

The Regional Board was provided with an update on the activities of NorthRiver Midstream. Topics included:

- Facilities
- NEBC connector project (preliminary route, benefits)
- Operations update
- Buckinghorse Road
- Indigenous engagement
- Indigenous contracting initiative

A question and answer period ensued. Topics included:

- Local hiring (First Nations)
- Preliminary route
- LNG processing

8. PETITIONS



9. REPORTS

10.1

Site C Clean Energy Project

RD/20/11/08 (26)

MOVED Director Goodings, SECONDED Director Hiebert,
That the Regional Board authorize a letter, under the signature of the Chair, be sent to Premier Horgan regarding the Peter Milburn investigation, with the following requests:

- a) That the public be provided the Terms of Reference that contains the full instructions that were given to Peter Milburn for the investigation regarding the serious issues facing Site C;
- b) That any further work on the Site C project be suspended until the Peter Milburn investigation is complete and made public;
- c) That the Peter Milburn report be disclosed to the public in its entirety, with no redactions, prior to a decision regarding the future of the Site C Project being announced by yourself, Premier Horgan; and finally,
- d) That, if your decision is to terminate the Site C project, that the Province commit funding equivalent to the estimated increase to the Site C project due to cost overruns to the replacement of the bridge across the Peace River at Taylor, BC.

AMENDED BY THE FOLLOWING

Motion to Amend

RD/20/11/09 (26)

MOVED Director Fraser, SECONDED Director Goodings,
That the Regional Board amend the motion by removing the following:
“and finally,

- d) That, if your decision is to terminate the Site C project, that the Province commit funding equivalent to the estimated increase to the Site C project due to cost overruns to the replacement of the bridge across the Peace River at Taylor, BC.”

CARRIED

Motion as Amended

The Chair Called the Question to the Motion as Amended:

That the Regional Board authorize a letter, under the signature of the Chair, be sent to Premier Horgan regarding the Peter Milburn investigation, with the following requests:

- a) That the public be provided the Terms of Reference that contains the full instructions that were given to Peter Milburn for the investigation regarding the serious issues facing Site C;
- b) That any further work on the Site C project be suspended until the Peter Milburn investigation is complete and made public;
- c) That the Peter Milburn report be disclosed to the public in its entirety, with no redactions, prior to a decision regarding the future of the Site C Project being announced by yourself, Premier Horgan.

DEFEATED

OPPOSED: Director Goodings

10.2

Gotta Go Service Function

RD/20/11/10 (26)

MOVED Director Fraser, SECONDED Director Heiberg,
That the Regional Board authorize the establishment of a Service Function for the “Gotta Go” initiative.

AMENDED BY THE FOLLOWING



Gotta Go Service Function (continued)
Motion to Amend RD/20/11/11 (26)
MOVED Director Bumstead, SECONDED Director Heiberg,
That the Regional Board amend the motion by adding the following to the end of the resolution:
“; further, that the Regional Board identify electoral areas and member municipalities for inclusion in the “Gotta Go” service establishment bylaw service (benefitting) area.”

CARRIED

Motion as Amended The Chair Called the Question to the Motion as Amended:

That the Regional Board authorize the establishment of a Service Function for the “Gotta Go” initiative; further, that the Regional Board identify electoral areas and member municipalities for inclusion in the “Gotta Go” service establishment bylaw service (benefitting) area.

CARRIED

10.3 RD/20/11/12 (26)
North Peace Leisure MOVED Director Goodings, SECONDED Director Ackerman,
Facility Replacement That the Regional Board approve, in principle, the following amendments to the
Steering Committee (ToR) draft “North Peace Leisure Facility Replacement Steering Committee” Terms of Reference (ToR):

- a) Remove Section 2.2 (a) (i), which identifies a swimming pool as a recreational amenity for possible inclusion in the facility, and add ‘North Peace Leisure Pool Replacement’ (the project) to the pretext; and
- b) Replace Section 2.2 (e) with “each jurisdiction has the right and responsibility to determine their boundary options”; and
- c) Replace Section 2.2 (f) with “each jurisdiction has the right and responsibility to determine the method of assent within their jurisdiction”; and
- d) Insert Section 2.2 (g) with “options for the current facility at end of life”; and further,

That the approved ToR be sent to the District of Taylor and the City of Fort St. John for their consideration and approval, and further, that should the District and the City approve the ToR, that the District be requested to appoint two members of their Council to the Steering Committee; finally, that should the City and the District both approve the amended ToR, that the ToR come back to the Regional Board for formal adoption.

CARRIED

10.4 The Chair Called the Question to Resolution No. RD/20/10/18 (22) deferred from
North Peace Leisure the October 22, 2020 Regional Board meeting:
Facility Replacement

Steering Committee Terms of Reference RD/20/10/18 (22)
That the Regional Board approve, in principle, the following amendments to the draft “North Peace Leisure Pool Replacement Steering Committee Terms of Reference”:

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



NPLP replacement
Steering Comm. ToR
(continued)

Further, that the draft amended Terms of Reference (ToR) be sent to the District of Taylor and the City of Fort St. John for their consideration and approval; further, that should the District and the City approve the ToR, that the District be requested to appoint two members of their Council to the Steering Committee; finally, that should the City and the District both approve the amended ToR, that it come back to the Regional Board for formal adoption.

CARRIED

RD/20/10/18 (22)
(continued)

10.5
SWC Recommendations
Rec #1: 2021 Meeting
Schedule

RD/20/11/13 (26)
MOVED Director Rose, SECONDED Director Zabinsky,
That the Regional Board approve the 2021 Solid Waste Committee meeting schedule as presented, specifying one meeting per month on the first Thursday of the month, except July and August, which are omitted, and October, November, and December, which will be held the first Friday of each month to avoid conflict with Board meeting dates.

CARRIED

Rec #2: SWC - Terms of
Reference Amendments

RD/20/11/14 (26)
MOVED Director Rose, SECONDED Director Heiberg,
That the Regional Board approve a change to the Solid Waste Committee Terms of Reference by replacing “the Committee shall meet on a monthly basis, on the first Thursday of every month” to “the Committee shall meet on a monthly basis, as included in the annual adoption of a Board meeting schedule”; and further, that the ability to reschedule meetings or call special meetings of the Committee when required, be added to the Terms of Reference as an authority of the Committee that does not require Board approval.

CARRIED

Rec #3: Agricultural
Plastics Waste
Characterization Study –
CleanFarms Partnership

RD/20/11/15 (26)
MOVED Director Goodings, SECONDED Director Bumstead,
That the Regional Board authorize a partnership with CleanFarms to fund an Agricultural Plastics Waste Characterization Study currently underway, at a cost of up to \$5,000, to be paid from Solid Waste Operations.

CARRIED

Rec #4: Pilot Agricultural
Plastics Program

RD/20/11/16 (26)
MOVED Director Goodings, SECONDED Director Heiberg,
That the Regional Board defer consideration of a partnership with CleanFarms to develop and deliver a pilot agricultural plastics program, with each party paying 50% of the costs, to 2021 budget meetings.

CARRIED

Rec #5: Provincial
Recycling Regulation –
Policy Intentions Paper

RD/20/11/17 (26)
MOVED Director Bumstead, SECONDED Director Zabinsky,
That the Regional Board authorize submission of applicable comments regarding the “Provincial Recycling Regulation – Policy Intentions Paper” to the Province, to reinforce to the Province how recycling works in the Peace River Regional District, and includes the comment that “population control criteria has to be reevaluated to assist remote communities with under 5,000 residents” be included in the submission.

CARRIED

Rec #6: Vermicomposting
Pilot Project

RD/20/11/18 (26)
MOVED Director Heiberg, SECONDED Director Courtoreille,
That the Regional Board approve the establishment of a three year vermicomposting pilot beginning in 2021 at the Bessborough Landfill.

CARRIED



- Rec #7: Organic Waste Infrastructure & Collection - Bessborough LF RD/20/11/19 (26)
MOVED Director Zabinsky, SECONDED Director Rose,
That the Regional Board submit an application for funding under the CleanBC Organic Infrastructure and Collection Program (OICP), for development of organic waste infrastructure and collection at the Bessborough Landfill, to divert organic wastes from the landfill.
CARRIED
- Rec #8: Organic Waste Infrastructure & Collection - CL Trucked Wastewater Site RD/20/11/20 (26)
MOVED Director Zabinsky, SECONDED Director Rose,
That the Regional Board submit an application for funding under the CleanBC Organic Infrastructure and Collection Program (OICP), for development of organic waste infrastructure and collection at the Charlie Lake Trucked Wastewater Site.
CARRIED
- Rec #9: Solid Waste Committee – ToR Review RD/20/11/21 (26)
MOVED Chair Sperling, SECONDED Director Fraser,
That the Regional Board approve a review of the Solid Waste Committee Terms of Reference (ToR) to identify options and opportunities for expansion to include other Board members and First Nations, for review by the Solid Waste Committee at a future meeting.
CARRIED
- 10.6 Recruitment Consulting Services RFP No. 38-2020 RD/20/11/22 (26)
MOVED Director Heiberg, SECONDED Director Zabinsky,
That the Regional Board award RFP 38-2020 'Recruitment Consulting Services' to Leaders International Executive Search for a one year period commencing December 3, 2020, with provision for a possible one year extension at an estimated cost of \$25,600 per search; further, that the Chair and Chief Administrative Officer be authorized to enter into and sign the agreement on behalf of the PRRD.
CARRIED
- 10.7 E-Comm 911 Answering Contract 2 Year Extension RD/20/11/23 (26)
MOVED Director Zabinsky, SECONDED Director Heiberg,
That the Regional Board provide written notice to E-Comm 911 to extend the current contract for an additional 2 years starting January 1, 2022 until December 31, 2023 for \$306,641 and further that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Regional District.
CARRIED
- RD/20/11/24 (26)
MOVED Director Zabinsky, SECONDED Director Heiberg,
That the Regional Board authorize staff to negotiate a 5 year agreement with E-Comm 911, for 911 call taking services and Next Generation 911 capital upgrades, to start January 1, 2024, and that a report be brought back to the Regional Board for consideration.
CARRIED
- 10.8 Exclusion from the ALR, PRRD File No. 20-006-ALREx RD/20/11/25 (26)
MOVED Director Hiebert, SECONDED Director Michetti,
That the Regional Board support ALR Exclusion application 20-006-ALREx, to exclude an ±11.3 hectare portion of PID 014-460-343 from the ALR, to permit agri-tourism oriented events and a campground, and authorize the application to proceed to the Agricultural Land Commission.
CARRIED



10.9 RD/20/11/26 (26)
Non-Farm Use in the ALR, MOVED Director Hiebert, SECONDED Director Heiberg,
PRRD File No. 20-013- That the Regional Board support ALR Non-Farm Use application 20-013-ALRNFU, to
ALRNFU expand the existing use of an addiction treatment facility over three phases, on the
property identified as PID 009-373-918, and authorize the application to proceed
to the Agricultural Land Commission.

CARRIED

10.10 RD/20/11/27 (26)
Temporary Use Permit No. MOVED Director Goodings, SECONDED Director Ackerman,
20-005 That the Regional Board issue Temporary Use Permit No. 20-005, to allow a 144-
person worker camp and 7-unit kitchen/dining/management office complex on a
2.43 hectare portion of the property identified as PID 012-686-263, with an expiry
date of November 3, 2022.

CARRIED

10.11 RD/20/11/28 (26)
CL Wastewater System MOVED Chair Sperling, SECONDED Director Ackerman,
Services Agreement That the Regional Board approve the extension of the existing operations contract,
entitled "Charlie Lake Wastewater System Services Agreement," dated December
1, 2015 (the Contract) for an additional one year term commencing November 30,
2020 and ending November 30, 2021, for a total contract value of \$464,837.50,
further, that the Chair of the Regional Board and the Chief Administrative Officer
be approved to sign the contract extension on behalf of the PRRD.

CARRIED

10.12 RD/20/11/29 (26)
Notice of Closed Session MOVED Director Rose, SECONDED Director Heiberg,
That the Regional Board defer Item 10.12 (Notice of Closed Session) to the end of
the meeting.

CARRIED

11. BYLAWS

11.1 Zoning 2295, 2019 RD/20/11/30 (26)
MOVED Director Hiebert, SECONDED Director Rose,
11.2 Zoning 2296, 2019 That the Regional Board defer consideration of the reports titled "Zoning
Amendment Bylaw No. 2295, 2019, PRRD File No. 17-059 ZN, DS-BRD-090" and
"Update on Zoning Amendment Bylaw No. 2296, 2019, PRRD File No. 17-059 ZN,
DS-BRD-092" to the December 11, 2020 Regional Board Meeting.

CARRIED

12. STRATEGIC PLAN

12.1 The Strategic Plan was included for the Regional Board's information.

13. NEW BUSINESS

13.1
COVID-19 Director Bumstead initiated a discussion regarding COVID-19 and its impacts on
health care facilities. Director Bumstead advised local facilities' capacity is
overwhelmed and encouraged all community leaders to stay focused on the health
care system and share the message that community members should continue to
wash their hands, practice physical distancing, and wear a mask.



- 13.2 RD/20/11/31 (26)
HCSC ToR MOVED Chair Sperling, SECONDED Director Heiberg,
That the Regional Board approve a review of the Health Care Scholarship Committee Terms of Reference to identify options and opportunities for expansion to include other Board members and First Nations, for consideration by the Health Care Scholarship Committee at a future meeting.

CARRIED

14. APPOINTMENTS

15. CONSENT CALENDAR

- 15.1 RD/20/11/32 (26)
MOVED Director Bumstead, SECONDED Director Rose,
That the Regional Board receive the November 26, 2020 consent calendar.

CARRIED

16. NOTICE OF MOTION

17. MEDIA QUESTIONS

10. REPORTS

- 10.12 RD/20/11/33 (26)
Notice of Closed Session MOVED Director Fraser, SECONDED Director Heiberg,
That the Regional Board recess to a Closed Meeting for the purpose of discussing the following items:
Agenda Item 3.1 – Closed Meeting Minutes (CC Section 97(1)(b))
Agenda Item 7.1 and 7.2 – Staffing (CC Section 90(1)(c))

CARRIED

Recess The Chair recessed the meeting to a Closed Session at 2:16 p.m.

Reconvene The Chair reconvened the meeting at 3:11 p.m.

- 18. ADJOURNMENT** The Chair adjourned the meeting at 3:11 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 November 26, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer



COMMITTEE OF THE WHOLE MINUTES

THURSDAY, NOVEMBER 26, 2020

LOCATION	Peace River Regional District Office, Dawson Creek, BC	
ATTENDANCE	Directors Chair Sperling, Electoral Area 'C' Vice-Chair Rose, Electoral Area 'E' Director Ackerman, City of Fort St. John Director Bumstead, City of Dawson Creek Director Courtoreille, District of Chetwynd Director Fraser, District of Taylor Director Goodings, Electoral Area 'B' <i>(via teleconference)</i> Director Heiberg, District of Hudson's Hope Director Hiebert, Electoral Area 'D' <i>(via teleconference)</i> Director Michetti, Village of Pouce Coupe Director Zabinsky, City of Fort St. John Alternate Directors Alternate Director Kirby, District of Tumbler Ridge <i>(via teleconference)</i> Absent Director Bertrand, District of Tumbler Ridge	Staff Shawn Dahlen, Chief Administrative Officer Tyra Henderson, Corporate Officer Teri Vetter, Chief Financial Officer Paulo Eichelberger, GM of Environmental Services Trish Morgan, GM of Community Services Crystal Brown, Electoral Area Manager Jeff McDonald, Communications Manager <i>(via teleconference)</i> Trevor Ouellette, IT Manager Brenda Deliman, Legislative Services Clerk <i>(via teleconference)</i> Others Katrin Saxty, Urban Systems Ltd. Delegations 4.1 TELUS <i>(via teleconference)</i> Brian Bettis, GM Alberta North and BC Interior Tyler Mooi, Municipal Relations, Western Canada 4.2 Morrison Hershfield <i>(via teleconference)</i> Todd Baker, Senior Environmental Engineer

1. CALL TO ORDER The Chair called the meeting to order at 9:00 a.m.

2. ADOPTION OF AGENDA

- 2.1 CW/20/11/01
MOVED Director Heiberg, SECONDED Director Michetti,
That the Committee of the Whole adopt the November 26, 2020 Meeting Agenda:
- 1. Call to Order**
 - 2. Adoption of Agenda**
 - 3. Gallery Comments or Questions**
 - 4. Delegations**
 - 4.1 TELUS – Advancing Rural Connectivity
 - 4.2 Morrison Hershfield – Draft Regional Solid Waste Management Plan
 - 5. Reports**
 - 6. Media Questions**
 - 7. Adjournment**

CARRIED

3. GALLERY COMMENTS OR QUESTIONS



4. DELEGATIONS

4.1

TELUS

The Committee of the Whole was provided with a presentation on Advancing Rural Connectivity from TELUS. Topics included:

- Connecting BC funding
- Universal Broadband Fund
- Improved spectrum policy

Director Fraser entered the meeting at 9:08 a.m.

The presentation continued. Further topics included:

- Indigenous Connectivity report
- Rural Connectivity paper
- Support for low income Canadians, youth from foster care, COVID-19 response

A question and answer period ensued. Topics included:

- Costs to provide rural connectivity (fibre, facilities, topography, elevation, connection to premises, operations and maintenance)
- Use of existing pipeline trenches
- Challenges (low population density, vast distances, access to infrastructure, climate)
- Speeds required (50/10)
- Staff turnover
- Improved relationship moving forward
- Landlines and Smart Hub

Recess

The Chair recessed the meeting to a Public Hearing at 9:30 a.m.

Reconvene

The Chair reconvened the meeting at 9:46 a.m.

4.2

Morrison Hershfield

The Committee of the Whole was provided with a presentation on the draft Regional Solid Waste Management Plan (SWMP) for the PRRD. Topics included:

- Challenges (global pandemic, lack of access to markets, remoteness of PRRD)
- Reduce, reuse and recycle strategies (EPR programs, pollution prevention, agricultural plastics, ICI waste diversion, hazardous waste, construction/demolition waste)
- Organics diversion strategies (processing capacity, compostable organics)
- Energy recovery strategies (organics, residual waste)
- Residual waste management strategies (accessibility, long-term disposal, illegal dumping, emergency debris)
- Solid Waste Funding strategies (recycling cost, financial model)
- Financing and administration (annual expenditures, staffing needs, tipping fees/taxation, monitoring and governance)
- Public consultation (engagement techniques)

A question and answer period ensued. Topics included:

- SWMP Technical Advisory Committee
- Distinction between curbside collection of compostable organics in member municipalities and curbside collection throughout the region (costs, funding)
- Additional staffing



4.2 (continued)

CW/20/11/02

MOVED Director Ackerman, SECONDED Director Bumstead,
That the Committee of the Whole recommend that the Regional Board remove reference to the hiring of one additional full time equivalent position, dedicated to new strategies and actions in the first five years of Plan implementation from the draft Regional Solid Waste Management Plan.

CARRIED

CW/20/11/03

MOVED Director Rose, SECONDED Director Ackerman,
That the Committee of the Whole recommend that the Regional Board authorize that Strategy 8 – ‘Proposed Organics Diversion’ of the draft Regional Solid Waste Management Plan be amended by replacing ‘Facilitate collection of compostable organics in the Region’ with ‘Support the diversion of organics from landfills in the Region’.

CARRIED

CW/20/11/04

MOVED Director Goodings, SECONDED Director Ackerman,
That the Committee of the Whole recommend that the Regional Board be provided with a report on the structure of the Solid Waste Management Plan Monitoring and Advisory Committee and options to address concerns regarding conflict of interest.

CARRIED

5. REPORTS

6. MEDIA QUESTIONS

7. ADJOURNMENT The Chair adjourned the meeting at 10:38 a.m.

CERTIFIED a true and correct copy of the Minutes from a Committee of the Whole meeting held on November 26, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer



COVID - 19

#1 Priority

Maintain Unimpacted Operations

- * Enhanced PPE measures
- * Suspected /Confirmed COVID cases
 - * Approx. 13% of call volume
 - * As high as 18% of call volume
- * STARS Transport Physicians
 - * International consortium
 - * Developed online portal for medical personnel
 - * Enhanced airway management protocols
 - * Advise medical personnel
 - * Oxygenation and ventilation procedures
- * Maintain Physician-driven strategy



COVID – 19 PANDEMIC

WE ARE ALL STARS®



24/7 EMERGENCY LINK CENTRE (ELC)

WE ARE ALL STARS®

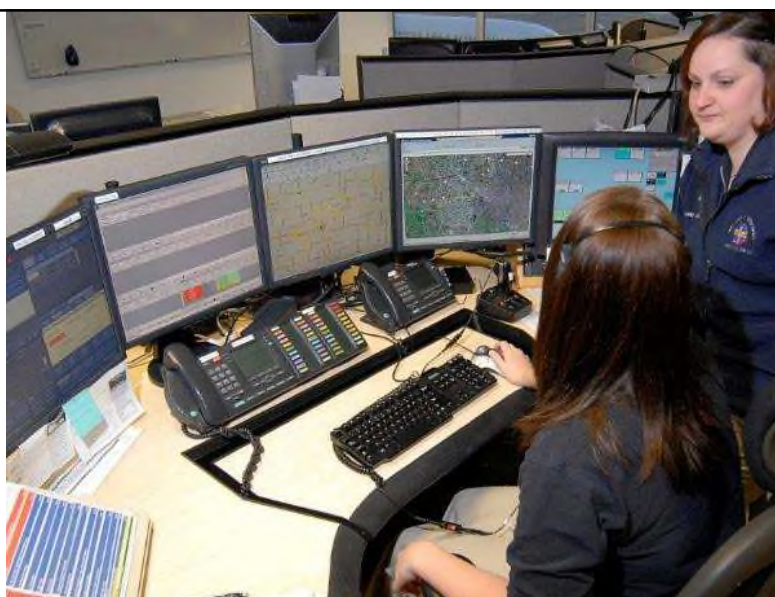
BEHIND THE SCENES A TRANSPORT PHYSICIAN'S ROLE

* Emergency response & coordination

- * Immediate safety net
- * All available resources
- * 24/7 Live person contact
- * Dispatch appropriate level of response

* STARS Transport Physicians

- * Medical oversight & guidance
- * Physician-to-Physician consultation
- * Orchestrate complex logistics
- * Facilitate appropriate receiving hospital
- * Support pre-hospital practitioners



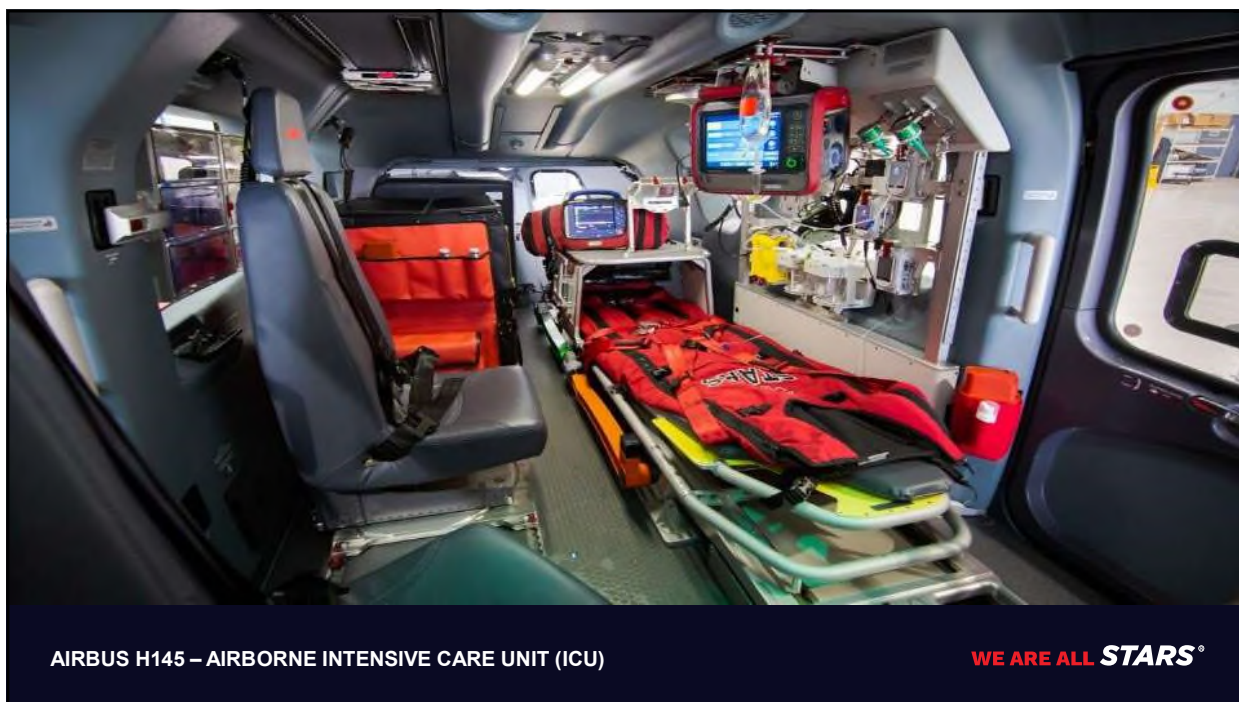
24/7 EMERGENCY LINK CENTRE (ELC)

WE ARE ALL STARS®

Peace River Regional District @ November 15, 2020	2016	2017	2018	2019	2020	TOTAL
Altona scene					1	1
Chetwynd Hospital Inter-facility transfers	1	2		1	1	5
Chetwynd scene			1			1
Dawson Creek Hospital Inter-facility transfers	1				6 (2 to Edm)	7
Dawson Creek scene	1		1	1		3
Fort St. John Hospital Inter-facility transfers						
Fort St. John scene and search & rescue		5		1		6
Hudson's Hope scene	1	1		2		4
Pink Mountain scene			1			1
Sikanni Chief scene		1			1	2
Sunset Prairie scene			1	1	1	3
Taylor scene				1	1	2
Tomslake scene				1		1
Tumbler Ridge Hospital Inter-facility transfers		1		1		2
Tumbler Ridge scene		1	1	1	1	4
Wonowon scene				3	2	5
TOTAL	4	11	5	13	14	47

REQUESTS for STARS Within PRRD Nov. 2019 – Nov. 2020	Requests 1 year	Missions 1 year
Altona	1	1
Chetwynd	6	1
Dawson Creek	28	7
Fort St. John	32	2
Pink Mountain	1	
Sikanni Chief	2	
Sunset Prairie	1	1
Taylor	2	1
Tumbler Ridge	4	1
Wonowon	2	1
TOTAL	79	15





AIRBUS H145

July 2019 – (3) Operational

Dec. 2020 – Arrival #4 and #5

*New 5-bladed system

*Increased lift / increased load capacity

Spring 2021 – Arrival in Grande Prairie
(5-bladed system)

2022 – Final delivery

(9) H145 Designated Fleet Western Canada

*All Helicopters identically equipped
Intensive Care Unit environment



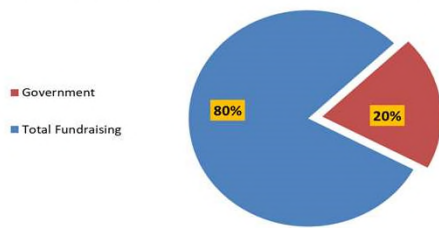
H145 – FLEET STATUS

WE ARE ALL STARS®

FUELED BY GENEROSITY

Achieving successes together

STARS Alberta Funding Fiscal 2021

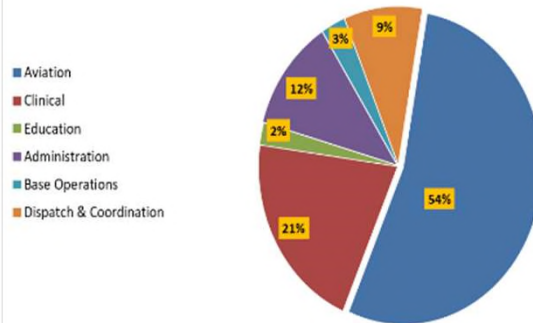



Funding in Thousands



AB Government Funding	\$	7,354	↓
Total Operating Costs /Capital Expenditures**	\$	36,700	
AB Government Funding as a Percent of Costs		20%	
STARS Gross Fundraising	\$	7,321	↓
AB Lottery	\$	10,358	↓
Calendar	\$	381	↓
Site Registration / Emergency Contact Centre	\$	3,077	↓
Other Revenue	\$	664	↓

** Excludes capital expenditures for fleet renewal

STARS Alberta Expenditures - (3 Bases) Fiscal 2021





Thank you for your continued support of STARS.

P.R.R.D. Pledge of Support

\$170,000.00 / annual
2020 – 2021 - 2022

YOU ARE OUR REASON FOR BEING.

WE ARE ALL STARS®

STARS®



PEACE RIVER REGIONAL DISTRICT



**ALLY
IMPACT
REPORT**



PEACE RIVER REGIONAL DISTRICT

OUR PARTNER IN SAFETY



In 2020 the Peace River Regional District generously contributed \$170,000 as a part of a 3-year commitment and \$510,000 grant to support STARS flight operations from the Grande Prairie base that serves the Peace River Regional District residents and area - THANK YOU. Because of donors like you, STARS has the ability to be involved very early in a patient's journey, which is vital to a positive outcome. Through the STARS Emergency Link Centre we are able to instantly connect an emergency critical care Transport Physician with BC Provincial Dispatch agencies and determine the most appropriate, available resources and the level of care required for each patient. STARS Transport Physicians guide a patient's critical care by providing physician-to-physician consultation with the sending hospital, as well as, coordinating with critical care and trauma physicians at the appropriate receiving hospital. Your partnership with STARS, ensures that together we will continue to fight for the lives of British Columbians who live, work, and travel within the Peace River Regional District and your residents can take comfort in knowing that they have access to STARS across western Canada.

We are sincerely grateful for your commitment, which helped STARS carry out 2,969 flights across Western Canada during the past year, with 1,255 in Alberta, and 70 in British Columbia alone. Our Emergency Link Centre (ELC) handled 31,136 emergency requests (an average of 86 per day). Additionally, our crew facilitated education and training for 773 medical personnel in rural Alberta. Your support also helps us improve and enhance our responsiveness to every patient's unique situation. This year, because of generous support from donors like you, STARS was able to upgrade our cardiac monitors, begin the replacement of our night vision goggles as well as our simulation training mannequins, which are used to ensure our crews remain confident and prepared to handle a variety of medical and trauma incidents.

For more than 34 years, our success has been grounded in community support and partnerships. Through tough times, we are so appreciative to have allies like you behind us. It's because of you that we are able to put the right tools in the hands of the best talent. This doesn't just save time, it saves lives.

Once again, a heartfelt thank you from all of us at STARS.



PEACE RIVER REGIONAL DISTRICT

2020 MISSION STATISTICS

Peace River Regional District@ November 15, 2020	2015	2016	2017	2018	2019	2020	TOTAL
Allona scene						1	1
Chehwynd Hospital Inter-facility transfers	3	1	2		1	1	8
Chehwynd scene	1			1			2
Dawson Creek Hospital Inter-facility transfers	2	1				4	7
Dawson Creek scene		1		1	1	2	5
Fort St. John Hospital Inter-facility transfers	2						2
Fort St. John scene and search & rescue			5		1		6
Hudson's Hope scene	1	1	1		2		5
Kakwa area and Lake Cabin Site scene	1						1
Kelly Lake scene	6						6
Pink Mountain scene				1			1
Sikanni Chief scene	2		1			1	4
Sunset Prairie scene				1	1	1	3
Taylor scene					1	1	2
Tomslake scene					1		1
Tumbler Ridge Hospital Inter-facility transfers	1		1		1		3
Tumbler Ridge scene			1	1	1	1	4
Wonowon scene					3	2	5
TOTAL	19	4	11	5	13	14	66

In 2020 (up to and including November 15th), because of your support, STARS was able to carry out 14 critical inter-facility transfers and scene missions within the Peace River Regional District. Thank you for helping to support the residents of Peace River Regional District in the communities and areas where they live, work and play.

Thank you for your steadfast commitment to STARS since 2007. Your commitment helps STARS maintain the highest level of critical care for your residents and ensures that health and safety is of the utmost priority.



STARS®



- **STARS** VERY IMPORTANT PATIENT, WADE CASSIDY AND WIFE, THEA

“WELCOME BACK, WADE.”

STARS Veryl mportant Patient Wade Cassidy will never forget those three words, spoken by his fiight nurse. Just seconds before, Cassidy was having a massive heart attack.

“Everything went clear. Not black, but everything went clear, it was a veryeuphoric feeling, and that was actually me going into cardiac arrest,” said Cassidy.

Suddenly, he received ajol t ofelectricity and awoke to flight nurse Crystal Lybeck’s voice and those three words: “Welcome back, Wade.”

Cassidy had beentaking the docks in from the lake when he started feeling nauseous, and like an elephant had taken up residence in his chest. As ana mbulance arrived at the dock, aneme rgencyr oom doctor who happened to be at the lake came by. He advised the paramedics to call **STARS**.

“I’ll never forget that day,” said Lybeck. “When you’re dispatched for a patient who is having a heart attack and is that young, it stands out.” As the **STARS** crew weighed the options, Cassidy went into cardiac arrest again. He was fiown to hospital where the medical team was able to repair his heart.

For Cassidy, who feels like he received a second chance at life, he is not only grateful to **STARS**, but also to the allies who made his mission possible.

“Every day that you wake up and put your socks on is a gift,” Cassidy said. “Give your wife that extra hug. Give your kids that extra hug even if you’re embarrassing them because every day is a gift.”

WHERE YOUR SUPPORT GOES



TIME
18%

Time can make the difference between life and death, or between intervention and irreversible impacts. Because of the rapid onset of our patient Wade Cassidy's cardiac arrest, time was not on his side. Your support meant he arrived at hospital in time to save his life. Saving time saves lives.



TOOLS
20%

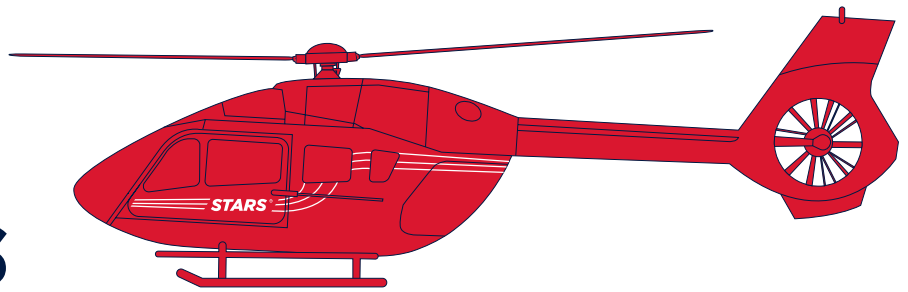
You ensure we have the right tools to save lives. Not only was **STARS** Emergency Link Centre pivotal in deploying our crew, coordinating first responders and connecting with the receiving medical centre, the equipment onboard was essential in helping stabilize Wade's condition.



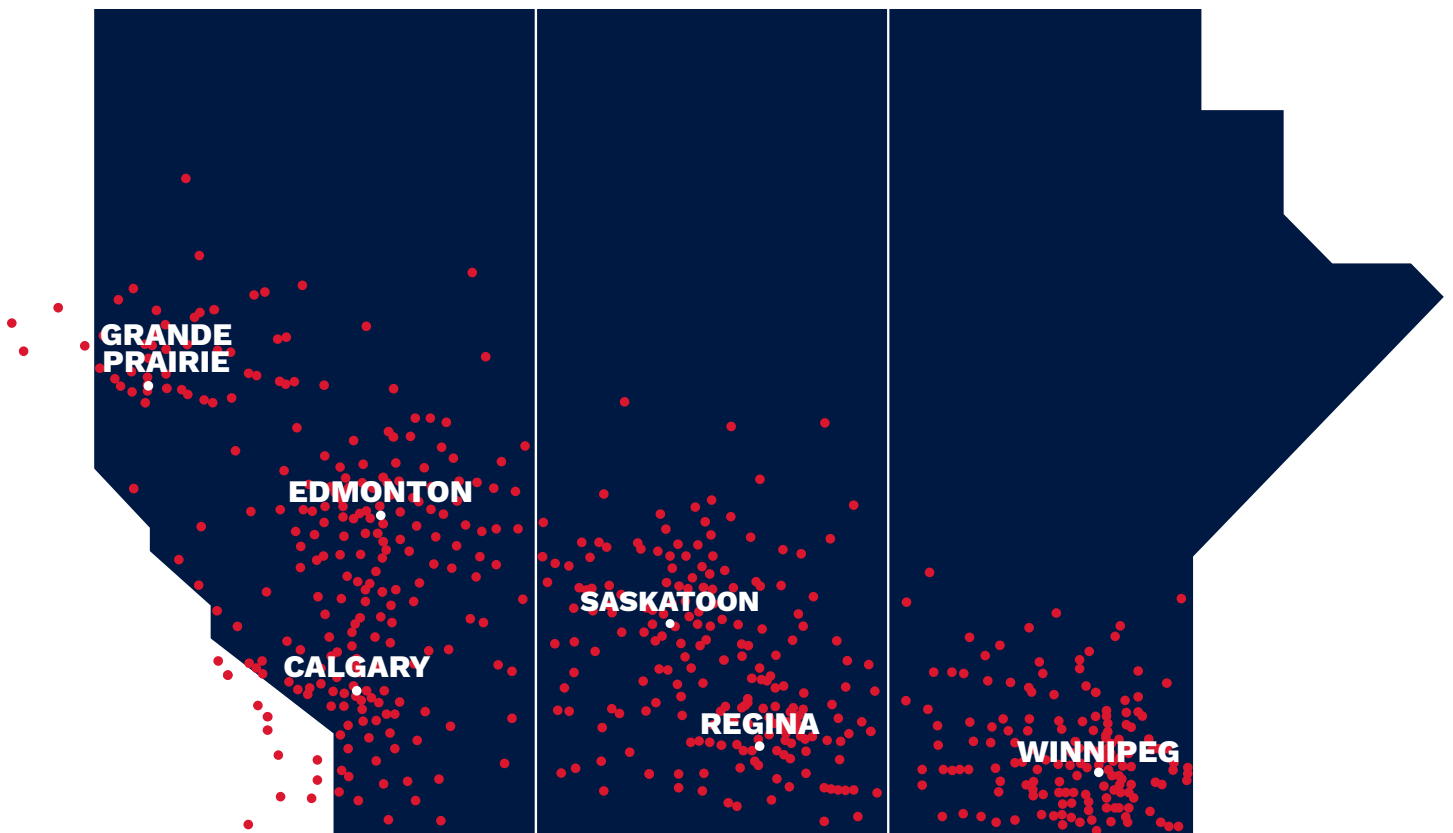
TALENT
62%

Our people are our biggest asset. Crew members, like flight nurse Crystal Lybeck and paramedic Glen Pilon, make a difference for patients like Wade and their families every day. Our crews are selected because of their aptitude and commitment to being the best in trauma care.

OUR MISSION LOCATIONS



STARS is proud to provide critical care to the ill and injured throughout Western Canada. From eastern British Columbia to Manitoba, we are able to be there for the next patient who needs us most thanks to support from our allies.



2019/20 Missions

STARS®

SINCE 1985, STARS HAS FLOWN MORE THAN 45,000 MISSIONS ACROSS WESTERN CANADA.

Below are **1,325 STARS missions** carried out during 2019/20 from our bases in Calgary, Edmonton and Grande Prairie.

*** ALBERTA 1,255** Acme 1 Airdrie 5 Alberta Beach 4 Alder Flats 1 Alexander First Nation 2 Alexis Nakota Sioux Nation 3 Alix 4 Anselmo 1 Athabasca 10 Atikameg 5 Banff 21 Barons 1 Barrhead 7 Bassano 7 Bawlf 1 Bear Canyon 1 Beaumont 1 Beaver Mines 1 Beaverlodge 7 Beiseker 3 Bentley 1 Berwyn 2 Bezanson 1 Black Diamond 9 Blackfalds 1 Blackie 1 Blairmore 4 Blue Ridge 1 Blueberry Mountain 1 Bon Accord 1 Bonnyville 19 Bow Island 1 Bowden 4 Boyle 6 Breton 1 Brooks 21 Buck Lake 1 Burmis 1 Busby 1 Cadotte Lake 4 Calahoo 1 Calgary 1 Calling Lake 1 Calmar 4 Camrose 26 Canmore 9 Carbon 2 Cardiff 1 Cardston 2 Caroline 3 Carseland 3 Carstairs 3 Castor 7 Cayley 1 Cereal 1 Cheadle 3 Cherhill 1 Chestermere 2 Chip Lake 1 Chipman 1 Claresholm 8 Clear Prairie 1 Cleardale 1 Cline River 2 Clyde 1 Coal Valley 1 Cochrane 1 Cold Lake 18 Colinton 2 Comet 1 Condor 1 Consort 1 Coronation 2 Cowley 1 Cremona 1 Cr 2 Dapp 1 Darwell 1 Daysland 5 De Winton 3 Debolt 3 Delburne 1 Devon 1 Didsbury 19 Drayton Valley 17 Driftpile 3 Drumheller 18 Duf 3 Eaglesham 1 Edberg 1 Eden Valley First Nation 2 Edson 6 Elbow Falls 6 Elk Point 9 Embarras 1 Enilda 1 Entwistle 1 Evansburg 4 Exshaw 1 Fairview 10 Fallis 1 Ferintosh 2 Flatbush 1 Foremost 1 Fort Assiniboine 1 Fort Macleod 12 Fort McMurray 1 Fort Saskatchewan 3 Fox Creek 6 Frog Lake First Nation 1 Ghost Lake 2 Gibbons 1 Gift Lake 1 Girouxville 1 Gleichen 7 Gold Creek 1 Goodfare 3 e 2 Gordondale 1 Grande Cache 9 Grande Prairie 23 Grimshaw 2 Grovedale 15 Gunn 2 Guy 1 Halkirk 1 Hanna 5 Hardisty 2 Hespero 1 High Prairie 22 High River 5 Hill Spring 2 Hines Creek 1 Hinton 9 Holden 1 Horse Lake First Nation 3 Hotchkiss 1 Hussar 2 Hythe 1 Indus 2 Innisfail 2 Irma 1 Irricana 2 Island Lake 1 Jasper 10 Jossard 1 Kananaskis Village 3 Kapasiwin 1 Kathryn 1 Killam 7 Kinuso 1 La Glace 1 Lac La Biche 4 Lac la Nonne 1 Lacombe 4 Lake Louise 5 Lamont 3 Langdon 2 Leduc 2 Legal 1 Lethbridge 54 Linden 4 Little Buffalo 4 Little Smoky 2 Lloydminster 15 Lomond 1 Longview 2 Madden 1 Magrath 1 Ma-Me-O Beach 2 Manning 4 Maskwacis 5 Mayerthorpe 8 McLennan 3 Medicine Hat 5 Millarville 3 Millet 3 Milo 1 Mirror 1 Morley 2 Mossleigh 1 Mulhurst 5 Munson 1 Muskeg River 3 Nanton 6 New Sarepta 1 Niton Junction 1 Nojack 1 Nordegg 3 O'Chiese First Nation 2 Okotoks 2 Olds 10 Onoway 3 Oyen 3 Peace River 8 Pearce 1 Peavine 1 Peers 1 Penhold 1 Pincher Creek 11 Pipestone Creek 1 Plamondon 3 Ponoka 10 Provost 5 Raymond 4 Red Deer 67 Red Earth Creek 1 Redwater 6 Rich Lake 1 Rimbey 6 Rivière Qui Barre 1 Rochester 3 Rocky Mountain House 22 Rosemary 1 Rycroft 2 Ryley 3 Saddle Lake Cree Nation 2 Saskatchewan River Crossing 3 Seba Beach 1 Sexsmith 2 Siksika Nation 2 Silver Valley 1 Slave Lake 6 Smith 1 Smoky Lake 12 Speddin 1 Spirit River 12 Spring Coulee 1 Spring Lake 1 St. Albert 2 St. Paul 31 Standard 1 Stettler 17 Stirling 1 Stoney Nakoda First Nation 3 Stony Plain 6 Strachan 1 Strathmore 16 Strome 1 Sturgeon Heights 2 Sunchild First Nation 4 Sundre 17 Sunnybrook 1 Swan Hills 4 Sylvan Lake 1 Taber 13 Teepee Creek 3 Thorsby 2 Three Hills 4 Tilley 1 To 4 Tomahawk 1 Torrington 1 Travers 1 Trochu 1 Trout Lake 1 Turner Valley 1 Two Hills 5 Valhalla 2 Valleyview 8 Vauxhall 1 Vegreville 10 Vermilion 7 Viking 5 Vilna 2 Vulcan 4 Wabasca 3 Wagner 1 Wainwright 9 Waiparous 1 Wanham 1 Water Valley 2 Waterton Park 1 Watino 1 Wembley 6 Westrose 2 Westlock 12 Wetaskiwin 36 Whitecourt 10

*** BRITISH COLUMBIA 70** Canal Flats 2 Chetwynd 3 Cranbrook 6 Dawson Creek 2 Donald 1 Elkford 1 Endiver 1 Fernie 13 Field 1 Fort St. John 3 Golden 8 Hudson's Hope 1 Invermere 13 Jaffray 2 Mount Robson 1 Sparwood 2 Spillimacheen 1 Sunset Prairie 1 Taylor 1 Tomslake 1 Tumbler Ridge 2 Valemount 2 Wonowon 2

Our year runs from April through March. Missions may have been scene calls in the area closest to the listed communities.

A vertical graphic on the left side of the page. It features a dark blue background with white stars arranged in a grid pattern. The text "OUR FIGHT FOR LIFE: A YEAR IN REVIEW 2019/2020" is written in white and red capital letters across the middle of the star grid.

31,136 EMERGENCY
REQUESTS HANDLED

MORE THAN 6,000
INDUSTRY CALLS

86 AVERAGE EMERGENCY REQUESTS PER DAY

2,178 MEDICAL
PERSONNEL TRAINED
773 AB 715 SK 690 MB

2,178 MEDICAL
PERSONNEL TRAINED
773 AB 715 SK 690 MB

42,013 DONORS

\$10M APPROXIMATE
YEARLY COST TO RUN A BASE

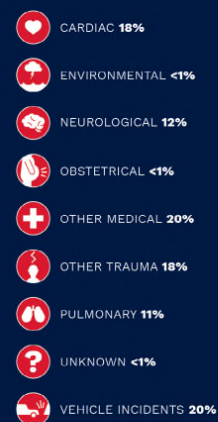


- FUNDRAISING
- GOV'T FUNDING

2,969 YEARLY MISSIONS
FLOWN FROM OUR BASES IN:
AB 1,325 SK 884 MB 760

8 DAILY AVERAGE MISSIONS

MORE THAN **45,000**
MISSIONS SINCE 1985



Glenda Farnden
Sr. Municipal Relations Liaison
STARS Foundation
780-512-6205
gfarnden@stars.ca

Do you have questions about
what we do or what it means to be
an ally? Feel free to reach out.

1-888-797-8277 | stars.ca | info@stars.ca





Agenda

1. About TC Energy
2. North Montney Mainline Project – now in service
 - Project Scope / timelines
 - Successes and highlights
3. Additional NMML Facilities
 - Kobes Receipt Meter Station
 - Aitken Creek Receipt Meter Station
4. Proposed Project Work in the Peace River Regional District
 - Gundy West No 2 Receipt Meter Station
 - Old Alaska No 2 Receipt Meter Station
 - 2023 Groundbirch Mainline Loop (Saturn) and Saddle Hills Compressor Station Unit Addition
5. Safety
 1. Contact Us

TC Energy Overview



One of North America's Largest Natural Gas Pipeline Networks

- Operate 91,900 km (57,100 miles) of pipelines
- Transport ~25 per cent of continental demand
- Over 650 Bcf of gas storage capacity

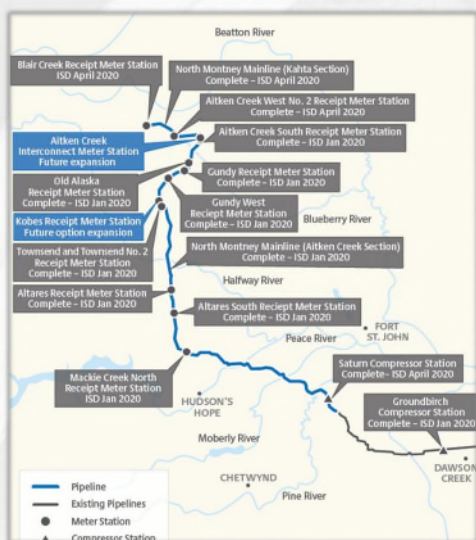
One of Canada's Largest Private Sector Power Generators

- 11 power facilities, approximately 6,600 MW
- Diversified portfolio, including wind, nuclear and natural gas

Premier Liquids Pipeline System

- 4,900 km (3,000 miles)
- Keystone: Long-term contracts to ship 555,000 bbl/d
- Safely delivered more than 1.6 billion barrels of Canadian oil to U.S. markets since 2010

North Montney Mainline Project – Now in Service



Located in British Columbia's Peace River Regional District, the NMML will continue to provide the critical natural gas transmission infrastructure required to connect natural gas producers and downstream markets throughout Canada and the United States, generating jobs and tax revenues for hospitals, schools and more in some of B.C.'s more remote communities.

Key features:

- 206 kilometres of 42 inch pipeline
- 2 compressor stations
- 11 meter stations
- Construction completed by three Prime Contractors
 - Surerus Murphy Joint Venture
 - Macro
 - Bannister

History and Key Milestones

2011	Began landowner, Indigenous, and stakeholder engagement
Q3 2015	Received Project approval from the NEB
Q1/Q2 2017	Filed variance application and meter station applications with the NEB
Q3 2018	Subject to regulatory approval, commence construction activities
Q3 2019	Groundbirch Compressor Station went into service
Q1 2020	Aikten Creek Section was placed into service
Q2 2020	Kahta Section and Saturn Compressor Station were placed into service
Q4 2020	Kobes Receipt Meter Station construction



Supporting Local Communities

- Community investment dollars invested in the PRRD: \$ 75,500
- Over **2 million** working hours incident free – committed to our number one value at TC Energy; **Safety**



Safety has to be a guiding principle of how we operate this company and every employee and contractor has to go home from work safe, every day.”

Russ Girling
President and CEO

Project Construction in Action



Project Construction in Action



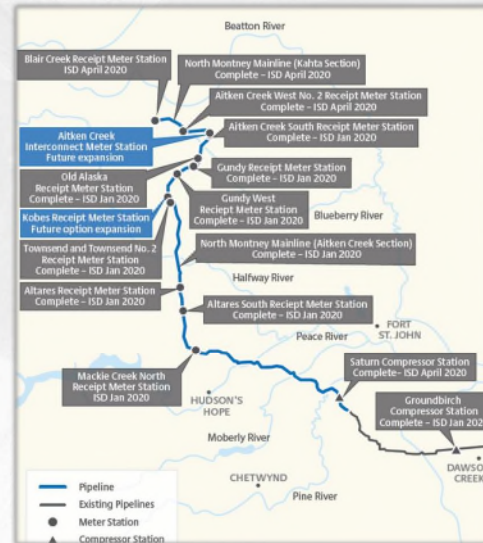
Additional North Montney Mainline Facilities

Kobes Receipt Meter Station

- Construction started the third week of November 2020
- Anticipated in-service date of April 2021
- Prime Contractor: Clearstream
- Leveraging local accommodations in the Peace region

Aitken Interconnect

- Bi-directional storage meter station connecting the Aitken Creek pipeline section to the Aitken Creek Storage Facility for commercial storage operation
- Anticipated construction to start April 2021
- Anticipated in-service date of July 2021



Proposed Projects Upcoming in the Peace River Regional District



Proposed Projects Upcoming in the Peace River Regional District

Proposed Groundbirch Mainline Loop (Saturn Section) and Saddle Hills Compressor Station Unit Addition



- 23 kilometers of 42 inch diameter pipe
- Starts at the existing Saturn No. 2 Receipt Meter Station, heading south to tie into a future valve site, west of Dawson Creek

Q4 2019	Engagement Start
Q1 2020	Project Notification
Q2 2020	Section 214 CER Application
Q3 2021	Construction Start
Q4 2022	In Service Date

Proposed Projects Upcoming in the Peace River Regional District

Proposed Groundbirch Mainline Loop (Saturn Section) and Saddle Hills Compressor Station Unit Addition



- 30MW compressor unit addition to existing Saddle Hills Compressor Station
- Located in Saddle Hills County, Alberta approx. 60 kilometers east of Dawson Creek

Q4 2019	Engagement Start
Q1 2020	Project Notification
Q4 2020	Section 214 CER Application
Q3 2021	Commence Early Works
Q2 2022	Construction Start
Q2 2023	In-service Date



A Culture of Safety

- A 65-year history of building and operating pipelines safely
- We continue to follow Health Authority direction on protecting worksites and our essential workers:
 - Staggering shifts to reduce group interactions;
 - Mandatory face mask coverings when required by the local public health authority or when physical distancing cannot be achieved;
 - Training and communications program to support awareness, personal hygiene and fit-for-work/sick policies;
 - Continued use of PPE as part of our ongoing health and safety job site program;
 - Enhanced cleaning of facilities and personal hygiene practices, and
 - Increasing medical staff to support immediate healthcare for workers

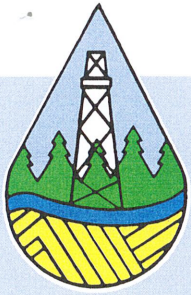
Keeping in Contact

For any inquiries you might have after this presentation, please contact our Public Affairs team:

Heather Desarmia Kiel Giddens
 Public Affairs Coordinator Public Affairs Manager
heather_desarmia@tcenergy.com kiel_giddens@tcenergy.com

For more information about the North Montney Mainline –
<https://www.tcenergy.com/operations/natural-gas/north-montney-mainline/>

For more information about the Proposed Groundbirch Mainline Loop (Saturn) and Saddle Hills Unit Addition –
<https://www.tcenergy.com/operations/natural-gas/groundbirch-mainline-loop-saturn-section/>



School District No. 60

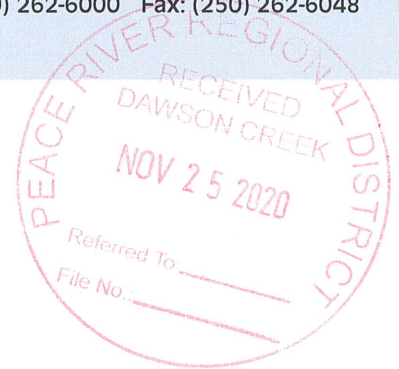
PEACE RIVER NORTH

10112 - 105 Avenue, Fort St. John, British Columbia V1J 4S4 Phone: (250) 262-6000 Fax: (250) 262-6048
OFFICE OF THE SECRETARY-TREASURER

DISTRICT ADMINISTRATION OFFICE

November 13, 2020

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



Dear Brad:

I would like to take the opportunity to introduce our group to you and the intent of this letter. We are the elected Board of Trustees for School District #60, Peace River North. As an elected body, our role is not only fiduciary but also advocacy to make change on behalf of our more vulnerable students and staff. We are a group of seven with varying degrees of time as a trustee from 22 years to 3 years.

Our intent with this letter is to ask for advocacy support from your organization to assist us in providing adequate internet connectivity to our more rural and remote students. This has always been a challenge for us, and never more so than right now during the COVID-19 pandemic and the uncertainty with the future of learning. This past spring we saw a move to online learning and the connectivity struggles of some of our students. This challenge remains for our students and continues to be at the forefront of our advocacy focus into the future.

As Viveca Ellis, BCPRC Interim Community Organizer states, "Now more than ever, affordable, fast, at-home Internet access is as essential to every home in B.C. as heat and hot water. We must act now to end the digital divide and ensure all people in B.C., regardless of income, have the Internet access they need to survive and thrive through the pandemic and beyond" (<http://bcpovertyreduction.ca/2020/09/digital-justice-for-b-c-press-release/?fbclid=IwAR1qx9tAiiyQpqK6MPPqq2PK9a6iNcs9TC93FAcqmSg0wgrQDNTQP-Mn4NA>). Without appropriate infrastructure and affordability, the digital divide is increasing. This divide is negatively impacting our students.

The Canadian School Board Association and the Canadian Association of School System Administrators have written a letter of advocacy to the Honourable Maryam Monsef and the Honourable Navdeep Bains. This letter continued to highlight the digital gap between students and families who have consistent and reliable internet service and those who do not. Indigenous communities, remote and isolated communities and families living in poverty need our advocacy the most to ensure equity of digital access.

We are asking for your assistance to advocate for connectivity and access to internet for all students in British Columbia. Further, we are asking you to bring this issue to your provincial organization as a motion to advocate to the provincial government. In the

BOARD OF EDUCATION

Helen Gilbert – Board Chair Nicole Gilliss – Vice Chair Ida Campbell
Erin Evans Madeleine Lehmann David Scott-Moncrieff Bill Snow

past, we have realized that the more advocacy support we receive from other provincial organizations will keep this issue on the government's radar.

If you require further information, please feel free to reach out to any of the trustees listed below. Thank you for considering this request.

Yours truly,

THE BOARD OF EDUCATION
School District No. 60 (Peace River North)

Helen Gilbert, Board Chair

HG:ee

File: 4.8



Renew your FCM membership. We're all in this together.

Dear Shawn Dahlen,

Local leaders are working hard on the front lines of COVID-19. The Federation of Canadian Municipalities has been there for its members every step of the way—from coordinating frontline efforts to securing up to \$8.6 billion in emergency funding for municipalities facing financial crisis.

FCM gets results because we bring thousands of municipalities together as one strong and united national voice. Now we need to grow our voice—to keep cities and communities supported today, and to position them at the heart of tomorrow's nationwide recovery.

The Regional District of Peace River will have a critical role to play.

Renew your FCM membership today to ensure your priorities continue to be heard at the federal level. We've gone digital this year, so attached you will find your member invoice for 2021-2022.

There's strength in numbers, and every FCM member is key to forming the strong and united voice that drives our federal influence. Ottawa is where this country's pandemic plan is being shaped, and so Ottawa is where we need to ramp up our advocacy.

I'm excited to represent our province as FCM President this year, and I'm looking to all my fellow B.C. municipal leaders to join me. We need a full slate of B.C. members at FCM to bring our province's perspectives to the federal table—and I'm asking the Regional District of Peace River to be part of it.

I know times are tough, but I also know how important it is to stick together. As local leaders, we've shown we can rise to any challenge. Together we can keep our cities and communities supported through this pandemic, and we can build a better Canada.

So let's continue working together—because we're all in this together.

To learn how FCM is helping communities through COVID-19, visit <http://together2021.fcm.ca>

Sincerely,

Garth Frizzell
FCM President
Councillor, City of Prince George, B.C.

Membership / Adhésion

The Member Relations Team | Policy and Public Affairs
L'équipe de relations avec les membres | Politiques et affaires publiques
T. 613-241-5221



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Membership Invoice 2021-2022 Facture d'adhésion

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440

Shawn Dahlen
Regional District of Peace River
PO Box 810 1981 Alaska Avenue
Dawson Creek, BC, V1G 4H8
Attn: Chief Administrative Officer

INVOICE / FACTURE: INV-25890-H7M6B9

DATE: 10/27/2020

ACCOUNT / COMPTE: 17798

DUE DATE / DATE LIMITE: 04/01/2021

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population/ Taux de base selon votre population	1	\$520.00	\$520.00	\$26.00	\$546.00
Per capita dues calculated per your population/Frais de cotisation calculés selon votre population	21,269	\$0.1972	\$4,194.25	\$209.71	\$4,403.96
TOTAL			\$4,714.25	\$235.71	\$4,949.96

PAID AMOUNT / MONTANT PAYÉ: \$0.00

BALANCE DUE / MONTANT DÛ: \$4,949.96

PAYMENT / PAIEMENT

By cheque payable to / Par chèque à l'ordre de
Federation of Canadian Municipalities
Fédération canadienne des municipalités

By Electronic Funds Transfer /
Par transfert électronique de fonds

Royal Bank of Canada (RBC)
90 Sparks St, Ottawa, ON K1P 5T7
Transit Number/Numéro de transit: 00006

(New) Acct Number/(Nouveau) No. de compte: 1113307

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

Ref No. / No. de référence : 17798

To learn more about how FCM is helping communities
through COVID-19, visit <http://together2021.fcm.ca>.



DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-BRD-012

From: Brad Sperling, Board Chair

Date: December 11, 2020

Subject: Solid Waste Committee (SWC) Terms of Reference

PURPOSE / ISSUE:

To discuss and amend the Solid Waste Committee Terms of Reference prior to the end of 2020.

RECOMMENDATION / ACTION: *[Corporate Unweighted]*

That the Regional Board approve the Solid Waste Committee Terms of reference, as amended to expand the committee from five members (Dawson Creek, Fort St. John, Chetwynd, and Electoral Area B and E) to six members - Dawson Creek, Fort St. John, two electoral area directors on a rotational basis, one additional municipal director from the North Peace, on a rotational basis, and one additional municipal director from the South Peace, on a rotational basis, and further amended to specify that the Committee meeting schedule be approved annually in conjunction with the Board Meeting schedule approval and may be changed during the year as deemed necessary by the Committee.

BACKGROUND/RATIONALE:

At the meeting on held on November 26, 2020, the Board approved amending the Solid Waste Committee Terms of Reference to:

- a) Set the Committee meeting schedule annually in conjunction with the Board meeting schedule approval and provide the Committee the authority to change the Committee meeting schedule if needed without seeking Board approval of a Committee meeting schedule change; and

The Regional Board also resolved to review the Committee's Terms of Reference (ToR) to identify options and opportunities for expansion of the Committee to include other Board members and First Nations.

Options for inclusion of First Nations representatives and their possible role in the Solid Waste Committee (SWC) are still being reviewed and will be brought forward for consideration at a later date. In the meantime, the ToR has been revised to allow for rotation of members from the 5 smallest municipalities and all 4 electoral areas every 2 years. To get the SWC ToR resolved by the end of 2020, a revised Terms of Reference document that includes the changes noted above is attached for the Board's consideration.

STRATEGIC PLAN RELEVANCE:

- ☒ Partnerships
- ☒ Collaboration with Local and First Nations governments

Attachments:

1. DRAFT SWC TOR (revised 2020)



Draft Solid Waste Committee Terms of Reference (changes highlighted)

1. Background:

- 1.1 The Peace River Regional District (PRRD) developed a Regional Solid Waste Management Plan that was approved in 2009 and is being amended in 2020-2021. The current 2009 Plan addresses three key areas:
- Greater efficiency of programs and services.
 - Greater focus on reducing, reusing, and recycling to protect our environment.
 - Greater focus on sustainable management to protect future generations.

2. Role of the Committee:

- 2.1 With the understanding that Solid Waste Management is a regional function and represents our largest single budget item; the goals of the Solid Waste Committee (SWC) is to act as an advisory committee for the Regional District solid waste management function and identify concerns and issues that may arise.

3. Structure of the Solid Waste Committee:

- 3.1 Members: The SWC will consist of ~~five (5)~~ six (6) Board members as appointed by the Chair and will consist of:
- Director from the City of Dawson Creek, or alternate director;
 - Director from the City of Fort St. John, or alternate director;
 - Director or alternate director from one additional municipality in the South Peace (District of Chetwynd, or Village of Pouce Coupe or District of Tumbler Ridge), to serve for a period of 2 years;
 - Director or alternate director from one additional municipality in the North Peace (District of Hudson's Hope or District of Taylor), to serve for a period of 2 years;
 - Director or alternate director from Electoral Area 'B' or 'C', to serve for a period of 2 years;
 - Director or alternate director from Electoral Area 'D' or 'E', to serve for a period of 2 years;
 - PRRD Board Chair, as ex-officio member;
 - Appropriate Regional District staff person – non-voting.

Special Note: To provide opportunity for all Board members to serve on the Committee during an election cycle, membership listed under sections 3.1 iii through vi will rotate out after two years. For example, Area B and District of Hudson's Hope could serve until 2022 then Area C and District of Taylor can take over those two positions in 2024. Further, Area E and District of Chetwynd could serve in 2021 and Area D and District of Pouce Coupe could take over in 2023, followed by District of Tumbler Ridge in 2025.

- 3.2 The meetings will be chaired by a Committee member elected by the Committee participants on an annual basis.
- 3.3 In the absence of the Chair, a member elected Vice-Chair by the Committee on an annual basis will chair the meetings.

4. Meetings:

- 4.1 The Committee shall meet on a monthly basis, ~~on the first Thursday of every month~~ as included in the annual adoption of a Board meeting schedule;
- 4.2 Meetings will be open to the public;
- 4.3 Items for the regular agenda must be provided to Administration one (1) week prior to the scheduled meeting;
- 4.4 The PRRD Board Chair will be given a copy of all Committee meeting agendas;
- 4.5 The Committee has the authority to reschedule meetings or call special committee meetings when required.

5. Procedures:

- 5.1 Quorum – at least one-half of the members of the Committee;
- 5.2 Voting – all options and recommendations shall be determined by majority vote, with recommendations and options being forwarded to the Regional Board for consideration and action.

Date Committee Established		Board Resolution #	
Date TOR Approved by Board	May 26, 2016	Board Resolution #	RD/16/05/20 (26)
Amendment Date	xxx-xx, 2020	Board Resolution #	xx/xx/xx/xx (xx)
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	



REPORT

To: Chair and Directors

Report Number: ADM-BRD-106

From: Crystal Brown, Electoral Area Manager

Date: November 30, 2020

Subject: November 19, 2020 EADC Meeting Recommendations

The following recommendations from the November 19th Electoral Area Directors Committee (EADC) meeting are being presented to the Regional Board for its consideration:

RECOMMENDATION #1: *[Corporate Unweighted]*

That the Regional Board authorize the preparation of a draft policy that will address how the PRRD moves forward with future Agricultural Land Reserve exclusion applications, for consideration at a future Regional Board Meeting, further, that the policy specify that the PRRD will review private landowner Agricultural Land Reserve Exclusion applications on a case-by-case basis as they are received.

RECOMMENDATION #2: *[Corporate Unweighted]*

That the Regional Board authorize a letter to be sent to the Agricultural Land Commission expressing the Board's concerns with downloading from the Agricultural Land Commission to local governments with the implementation of Bill 15, which prevents landowners from submitting Agricultural Land Reserve exclusion applications to the Agricultural Land Commission and requires Local Governments, First Nation Governments, the Province of BC, and prescribed public bodies to make application.

RECOMMENDATION #3: *[Corporate Unweighted]*

That the Regional Board authorize the preparation of a report identifying the costs required for the Pouce Coupe Volunteer Fire Department to respond to medical calls inside the boundary of the Pouce Coupe Fire Protection Area, and what the applicable costs would be if the boundary expanded; further, that the report be provided to a future Electoral Area Directors Committee Meeting.

RECOMMENDATION #4: *[Corporate Unweighted]*

That the Regional Board authorize the development of a bylaw and service function for the Rural Seniors Initiative in Electoral Areas D and E.

BACKGROUND/RATIONALE:

The draft minutes of the November 19th Electoral Area Directors Committee Meeting are on the Consent Calendar.

Recommendation #1 & #2 re: Agriculture Land Reserve Exclusion Policy

Please [click here](#) (Item 11.3) to access the report provided to the Electoral Area Directors Committee.

Recommendation #3 re: Pouce Coupe Volunteer Fire Department Response to Medical Calls

Please [click here](#) (Item 10.2) to access the correspondence provided to the Electoral Area Directors Committee.

Recommendation #4 re: Seniors Meal Program

Please [click here](#) (Item 7.1) to access the Rural Seniors Initiative Trial Program Final Report from the June 18, 2020 Electoral Area Directors Committee Agenda.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.



REPORT

To: Chair and Directors

Report Number: ADM-BRD-105

From: Crystal Brown, Electoral Area Manager

Date: November 30, 2020

Subject: November 19, 2020 Rural Budgets Administration Committee Meeting Recommendation

The following recommendation from the November 19th Rural Budgets Administration Committee (RBAC) meeting is being presented to the Regional Board for its consideration:

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board amend the Rural Budgets Administration Bylaw No. 1166, 1998 to establish that the persons elected as Chair and Vice-Chair of the Electoral Area Directors Committee also become the Chair and Vice-Chair of the Rural Budgets Administration Committee.

BACKGROUND/RATIONALE:

Section 6 of the Rural Budgets Administration Bylaw No. 1166, 1998 states the committee will rotate chairperson from meeting to meeting, starting with Electoral Area B and working in alphabetic order. The Electoral Area Directors would like to have the Bylaw changed to designate the persons elected as Chair and Vice-Chair of the Electoral Area Directors Committee as the Chair and Vice-Chair of the Rural Budgets Administration Committee as well.

The draft minutes of the November 19th RBAC Meeting are on the Consent Calendar.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Rural Budgets Administration Bylaw No. 1166, 1998 - Consolidated

Staff Initials:

Dept. Head:

CAO: *Shawn Dahlen*

Page 1 of 1

**PEACE RIVER REGIONAL DISTRICT
By-Law No. 1853, 2009**

A by-law to amend "Rural Budgets
Administration By-law No. 1166, 1998"

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia Local Government Act, R.S.B.C. 1996, adopt "Rural Budgets Administration By-law No. 1166, 1998" and "Rural Budgets Amendment By-law No. 1617, 2006";

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

1. This by-law may be cited for all purposes as "Rural Budgets Administration Amendment By-Law No. 1853, 2009."
2. "Rural Budgets Administration Amendment By-law No. 1616, 2006" is hereby repealed in its entirety.
2. That Schedule 'A' to "Rural Budgets Administration By-law No. 1166, 1998" is hereby replaced with Schedule 'A' which is attached to and forms part of this by-law.

READ A FIRST TIME this 14th day of May, 2009.
READ A SECOND TIME this 14th day of May, 2009.
READ A THIRD TIME this 14th day of May, 2009.
ADOPTED this 14th day of May, 2009.

CERTIFIED a true and correct copy of
"Rural Budgets Administration
Amendment By-law No. 1853, 2009."

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

Fred Banham,
Chief Administrative Officer

Karen Goodings, Chair

Fred Banham,
Chief Administrative Officer

Schedule 'A'

Fair Share Memorandum of Understanding – Rural Allocation

BC Rail Grants-in-Lieu – Rural Allocation

Electoral Areas – Legislative (Elections, Conventions, Membership and information)

Grants to Community Organizations - Electoral Area Grants

- Custodians of the Peace Country Society

Recreation and Cultural Services – Grants-in-Aid

Sub-Regional Recreation and Cultural Services – Rural Allocations

Community Parks

Cemeteries

North Pine Television Rebroadcasting

"New Deal" Funding Agreement – Rural Allocation

Other funding opportunities specific to Electoral Areas

CERTIFIED A TRUE and CORRECT COPY
of Schedule 'A' to "Rural Budgets Administration
Amendment By-law No. 1853, 2009."


Fred Banham, Chief Administrative Officer

**PEACE RIVER REGIONAL DISTRICT
BY-LAW No. 1166, 1998**

A bylaw to establish a Standing Committee of the Board and
delegate administrative powers to the committee

WHEREAS the Regional District has signed a Memorandum of Understanding with the Province of British Columbia which contributes a share of oil and gas revenue to the Electoral Areas of the Regional District;

AND WHEREAS there are certain services which are provided in two or more Electoral Areas, and in no member municipalities;

AND WHEREAS pursuant to Section 795(2) of the Municipal Act the Chair of a regional district may appoint a standing committee;

AND WHEREAS pursuant to Section 176(1)(e) and Section 192(1) of the Municipal Act a Regional Board may, by by-law adopted by at least 2/3 of the votes cast, delegate its powers duties and functions not limited by Section 191(1) of the Municipal Act to, *inter alia*, its committees;

AND WHEREAS the Chair has appointed the electoral area directors to a standing committee;

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

Citation

1. This Bylaw may be cited for all purposes as "Rural Budgets Administration Bylaw No. 1166, 1998".

Committee

2. The name of the committee appointed by the Chair is "Rural Budgets Administration Committee".

Membership

3. Membership in the committee is limited to the Electoral Director from each Electoral Area in the Peace River Regional District.

Duties

4. Schedule "A" is attached hereto and forms part of this by-law.
5. The committee is delegated the authority of the Peace River Regional District Board to administer the rural budgets identified in Schedule "A" in accordance with budgets, programs, plans, policies and guidelines adopted from time to time by the Regional Board.
6. The committee will rotate chairperson from meeting to meeting, starting with Electoral Area "B" and working in alphabetic order.
7. The committee must keep minutes of its activities which will be provided to the Board for information.

Dispute Resolution

8. Should the committee be deadlocked on an issue it must refer that matter to the Regional Board for resolution.
9. A person may appeal a decision of the committee in writing to the Regional Board.
10. The decision of the Regional Board under section 8. and 9. is binding.

READ A FIRST TIME THIS 26th day of November, 1998.

READ A SECOND TIME THIS 26th day of November, 1998.

READ A THIRD TIME THIS 26th day of November, 1998.

ADOPTED BY A 2/3 VOTE THIS 26th day of November, 1998.

CERTIFIED A TRUE AND CORRECT COPY of
"Rural Budget Administration Bylaw No. 1166,
1998".

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

Moray Stewart, Administrator

Karen Goodings, Chair

Moray Stewart, Administrator



REPORT

To: Chair and Directors

Report Number: ENV-BRD-023

From: Kari Bondaroff, Environmental Services Manager

Date: November 19, 2020

Subject: November 19, 2020 Invasive Plant Committee Meeting Recommendation

The following recommendation from the November 19, 2020 Invasive Plant Committee meeting is presented to the Regional Board for its consideration:

RECOMMENDATION: *[Corporate Unweighted]*

That the Regional Board approve the “2020 Invasive Plant Program Annual Report” for publication to the Regional District’s website.

BACKGROUND/RATIONALE:

An annual report is created for the Invasive Plant Program in order to align with the requirements of the Ministry of Forests, Lands, and Natural Resource Operations and Rural Development (M.FLNRORD) Coordination Grant funding. Within the 2020 Strategic Plan and Profile for the Invasive Plant Program, a detailed work plan is outlined on pages 13-16. The 2020 Invasive Plant Program Annual Report outlines the results of those planned activities.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Partnerships
 - ☒ Collaboration with Local and First Nations governments
 - ☒ Inter-provincial collaboration with Alberta local governments

FINANCIAL CONSIDERATION(S):

Annual reporting of activities is required for the 3-year Government Transfer Grant Agreement – 1150-20/GR18HRA011 through which the PRRD received funds totaling \$144,000.00 for the 2018-2020 operating years. The amount of the next provincial grant will not be known until M.FLNRORD completes its financials after March 2021.

COMMUNICATIONS CONSIDERATION(S):

The 2020 Invasive Plant Program Annual Report will be emailed to all registered participants within the Strategic Plan and Profile of Invasive Plants Monitoring Committee. The document will also be a part

of the reporting package that is submitted to the M.FLNRORD for reported use of the Coordination and Partnership Grant Funding.








OTHER CONSIDERATION(S):









None at this time.










Attachments:







1. Attach – 2020 Invasive Plant Program Annual Report








2020 Invasive Plant Program Work Plan Priorities and Results








Priorities	Results
Planning	
 Update the list of PRRD owned/occupied properties and cross-reference the properties for historical invasive plant infestation using the IAPP data.	An updated list was created for the Area Controller contract. This included the new Area B water stations. GIS continues to update the property list as new information becomes available. 62 sites were surveyed, 57 sites were treated, same as in 2019.
 Create a schedule of treatment months to ensure proper timing of treatment.	Treatments occurred from June-September 2020 by MGP Contracting.
 Evaluate the PRRD IAPP data for invasive species infestations and outline sensitive areas that need to be visited in 2020.	All report-a-weed notifications that came in late in the 2019 season were visited. As well, the newly reported and treated sites on private lands were inspected.
 Inventory current outreach materials and update/purchase as required.	New carabiner cards were printed to outline the integrated approach to invasive plant control. More destroy daisy packages made. Old inventory shared with Northwest Invasive Plant Committee.
Inventory and Surveys	
 Site visits required for 1/3 of PRRD owned/occupied lands.	Contractor visited all PRRD sites as per the contractual obligations. 57 sites were treated and all parks and SW sites were monitored for efficacy.
 Survey of historical Regional EDRR sites for 10% of sites entered into IAPP.	The following plants were surveyed in the 2020 season: <ul style="list-style-type: none"> 1- Diffuse Knapweed 1- Himalayan Balsam 3- Cypress Spurge 1- Bighead Knapweed 1- Baby's Breath
Treatment	
 Treat all invasive species surveyed/inventoried on PRRD owned/occupied lands using the designated three pass system.	All PRRD sites were visited and infested sites were treated 1-4 times as per requirements.



Treatment Monitoring	
 This is the 1st year of the Area Controllers contract, 30% of the PRRD sites will be monitored for treatment in 2020.	37/57 sites were monitored for treatment which is 65% of our sites.
Data Entry	
 100% of inventory, survey, or treatment documentation will be entered into IAPP within 3 working days of completing the data collection.	100% of the data entry was completed within 3 working days by the area controller.
Education and Awareness	
 Continue to support the Peace River Forage Association's quarterly seminars.	PRRD worked with and designed new carabineer cards to include a card with information on an integrated approach to invasive plant management.
 Support a formal or non-formal Pesticide Applicators Course within the PRRD to include both staff and stakeholders.	No Pesticide Applicators courses were held within the PRRD in the 2020 year that required support.
 Continue to promote the activities of teaching livestock to eat weeds through research, outreach articles, and knowledge transfer.	Recipe templates were sent to producers wishing to engage in their own training session for their cattle to learn to incorporate Canada thistles into their diets.
 Continue to offer Regional support to stakeholders through invasive plant ID, outreach materials, integrated pest management planning, and best management practices.	On-going. As requests come in from organization, materials are prepared to be mailed, or for pick-up. ID booklets, carabineers, and destroy daisy kits were the most popular in 2020.
 Attend local events that promote environmental health and sustainability.	Due to the COVID-19, local events were cancelled for the 2020 season.
 Continue to engage youth in biodiversity and ecological sustainability activities that focus on the prevention and awareness of invasive plant infestations.	Programming that the IP staff offer is ever changing and adapting to meet the needs of the audience. All activities are hands-on and focused on biodiversity and ecological sustainability with an Invasive Plant focus. One class of grade 2/3 students participated in a zoom call in which students attended

	from their homes with the presenter participating from the field.
 Continue to utilize “Weedy Wednesday” Facebook posts to promote events, highlight invasive plant species, and offer information about integrated pest management techniques.	Weedy Wednesday posts were very successful this season. There were 55 posts with an average of 825 people reached for each post.
 Continue to conduct presentations on issues and knowledge obtained within the PRRD with shareholders. These presentations may include but are not exclusive to Facebook posts, physical presentations, seminars, and YouTube videos.	Information, resources, lessons, presentation, and activities are shared upon request.
 Educational materials will be replaced upon depletion of resources.	Ongoing.
 New educational materials will be purchased as they come available and if they are applicable within the PRRD.	New materials for 2020 include the new carabineer card with information on integrated management for invasive plants.
 PRRD staff will continue to attend professional development activities as per their work plans.	For 2020, these activities were conducted remotely through zoom calls and webinars.
 PRRD staff will continue to develop new and useful materials to deliver to PRRD residents.	New updated carabineer cards designed and developed for the Peace Region.
Coordination and Partnership Building	
 Hold IPCPRD meetings.	A budget meeting was held in January of 2020 and a planning meeting is scheduled for November 2020.
 Engage a minimum of two First Nations Partnerships in activities such as Weed ID, community weed pulls, or treatment of existing infestations.	Signage was purchased for the Tse Keh Dene area in partnership with the NWIPC. Blueberry FN received 100 destroy daisy kits for delivery of a hand-pulling contest.
 Continue to support the ISCBC programs.	“Plantwise,” “Don’t let it loose,” “Clean Drain Dry,” “PlayCleanGo” are all communicated through the PRRD.

 Continue to partner with industry to promote Best Management practices by offering plant identification resources, offering free commercial dumping at the three local landfills, and partnering in outreach events.	<p>Free dumping was offered at the three landfills this season (North Peace, Bessborough, and Chetwynd) for both residential and commercial users. Bessborough received 3579 kg (1829 residential, 1750 commercial), Chetwynd received 240 kg (0 residential, 240 commercial), and North Peace received 7543 kg (0 residential, 7543 commercial).</p>
 Continue to promote and support the local Rancher contracts offered by the Ministry of Forests, Lands, and Natural Resource Operations to enable local crown grazing occupants to treat high priority and other regionally listed invasive plant species.	<p>No support requested for 2020.</p>
 Continue to work with local governments and municipalities increase residents awareness of invasive plant species through joint inspections and sharing of outreach materials.	<p>Follow-up on treatment activities will occurred in the spring. Many door knockers, invasive plant weed bags, and information packages were handed out within all of the neighbouring municipalities.</p>
 Continue to support PlayCleanGo.org in partnership with PRRD parks, BC Parks, and the Ministry of Forests, Lands and Natural Resource operations to expand the education and outreach programs to include users of local parks and trails located in areas that have identified invasive plant infestations.	<p>14 Parks, both Regional and Provincial, were hosts to the PlayCleanGo.org signage and boot stations for the 4th year. BC Parks hosts 4 signs in their own parks to promote the program.</p>
 Host an outreach event in partnership with PRRD parks staff.	<p>Due to COVID-19, this event was cancelled for 2020.</p>
 Increase awareness of the “Grow Me Instead”/“Plantwise” programs through local nursery visits, delivery of outreach materials.	<p>“Plantwise” and “Grow Me Instead” documentation as well as the PRRD plants document were distributed to Garden centres in Dawson Creek, Fort St. John, Hudson’s Hope, Taylor, and Chetwynd.</p>

Provincial EDRR Support	
 When requested, invasive plant program staff will support the efforts of the Provincial EDRR staff in verifying reported infestations and coordinating any further actions required.	None requested within the 2020 season.
"Report-A-Weed" Verification	
 When requested, invasive plant program staff will support the efforts of the Provincial Invasive Plant Specialist in verifying reported infestations and coordinating any further actions required.	None requested in 2020.
 Staff will continue to promote the "Report-A-Weed" app through communications within the PRRD.	The "Report-A-Weed" app is listed within the Strategic plan and profile of the Invasive Plant program, within our deck of cards, and within the destroy daisy commercial.
 All invasive plant reports received within the office of the PRRD will receive follow-up within 3 working days of receipt. Any follow-up required will follow the policies and procedures outlined in the C&E manual.	Procedures were followed according to the C&E manual and documentation of communications was made. 91 actionable weed reports were received via phone call, email, and sent in weed report forms. This included 4 "Report-A-Weed" reports.
Reporting and Data Management	
When requested, invasive plant program staff will provide updates to the PRRD Board on operational activities conducted by the program.	As per requests.
 An annual report will be conducted for the 2020 year.	Deadline is January 31, 2021.
 Any and all reporting requirements as per contract agreements will be met by or before the outlined due dates.	All requirements completed and submitted as per contractual agreements between the PRRD and the Ministry of Forests, Lands and Natural Resource Operations and Rural Development.
 IAPP data will be handled with utmost care to prevent potential errors.	IAPP data has been double checked and any errors corrected or passed on for correction. At this point, all data is found to be accurate.

 PRRD invasive plant staff will enter IAPP data for other jurisdictions as per their request.	None requested in 2020.
 The Strategic Plan and Profile will be maintained to reflect current operations and will be approved by the IPCPRRD committee.	Suggestions for improvements and updates will be presented at the November 2020 meeting.
 All operational plans will be posted on the PRRD website for shareholders to utilize.	Completed in January of 2020.
Other program Activities	
 When requested, invasive plant program staff will participate in research trials that have the potential to increase the resources available to PRRD land occupiers in preventing, controlling, suppressing, or eradicating invasive plants.	No new requests for 2020.
Compliance and Enforcement	
 Appointed Weed Officers/Weed Inspectors of the PRRD will follow all policies and procedures outlined by Provincial Legislation, Local Legislation, and the C&E policies and procedures manual.	Throughout the 2020 season, Paulo Eichelberger, Kari Bondaroff, and Mike Pangman and Cathy Ashcroft were appointed by the Board as weed officers and inspectors.
 Hire one seasonal staff for the field season from June 15 – Sept 15, 2020 to increase compliance and enforcement efforts throughout the summer months.	Cathy Ashcroft returned in July of 2020 and was actively employed for 12 weeks.
Special Projects	
 Continue to promote the Destroy Daisy Campaign to increase public awareness of invasive daisies such as scentless chamomile and oxeye daisy.	Newspaper ads were run in the coffee talk, FB posts were plentiful, the destroy daisy commercial was played at the local movie theatre and the audio commercials were played at our local radio stations.

 Free invasive plant dumping for all users (residential and commercial) will continue at the three local landfills (Bessborough, Chetwynd, and North Peace).	This 2020 year, 12530 kg of invasive plants were received at the local landfills, a decrease of 13179 kg from 2019.
 Hire two seasonal staff for the field season from May 1 – November 30, 2020 cost shared with Parks.	William Hamilton and Kyle Dayus were hired to support the Invasive Plant Program. They handed out materials, responded to weed complaints and pulled 710 kg of invasive plants.

Thank You Funders

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



Ministry of
Transportation
and Infrastructure



REPORT

To: Chair and Directors

Report Number: ENV-BRD-021

From: Paulo Eichelberger, GM of Environmental Services

Date: December 1, 2020

Subject: November 26, 2020 COW Meeting (SWMP) Recommendations

The following recommendations from the November 26th Committee of the Whole (CoW) meeting are being presented to the Regional Board for its consideration:

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board remove reference to the hiring of one additional full time equivalent position, dedicated to new strategies and actions in the first five years of Plan implementation, from the draft Regional Solid Waste Management Plan.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board amend Strategy 8 – ‘Proposed Organics Diversion’ of the draft Regional Solid Waste Management Plan by replacing ‘Facilitate collection of compostable organics in the Region’ with ‘Support the diversion of organics from landfills in the Region.’

RECOMMENDATION #3: [Corporate Unweighted]

That the Regional Board be provided with a report on the structure of the Solid Waste Management Plan Monitoring and Advisory Committee and options to address concerns regarding conflict of interest.

BACKGROUND/RATIONALE:

The Committee of the Whole reviewed the draft Solid Waste Management Plan (Draft Plan) on November 26, 2020 and made the following recommendations for wording changes to the document:

- a) Authorization to remove all references to the hiring of one additional full time equivalent position, dedicated to new strategies and actions of the first five years of Plan implementation, from the draft Regional Solid Waste Management Plan.
- b) Authorization that Strategy 8 – ‘Proposed Organics Diversion’ of the draft Regional Solid Waste Management Plan be amended by replacing ‘in member municipalities’ with ‘throughout the Regional District’.

If the revised Draft Plan is deemed satisfactory, the next step in the process is for the Regional Board to approve the Draft Plan and consider proposed options for public consultation (detailed in Report ENV-BRD-022 on the December 11, 2020 meeting agenda).

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery
- ☒ Review and Amend Solid Waste Management Plan

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Memo_Draft RSWMP Feedback from Nov 26 CoW
2. Draft Regional Solid Waste Management Plan

MEMORANDUM



TO: Loryn Day, Solid Waste Coordinator
Peace River Regional District

FROM: Veronica Bartlett,
Morrison Hershfield

PROJECT No.: 190397600

RE: Memo: Revised Strategies addressing COW feedback
from the November 26 meeting

DATE: December 1, 2020

P:\2019\190397600-REGIONAL SOLID WASTE MANAGEMENT\08. WORKING\REVISED DRAFT RSWMP\DEC 11 BOARD MEETING\MEM_2020-12-01_PROPOSED
CHANGES_DRAFT RSWMP_COW NOV_FEEDBACK_FINAL.DOCX

The Peace River Regional District (PRRD) is in the process of developing a new Regional Solid Waste Management Plan (RSWMP, or simply the Plan). The PRRD initiated the Plan review process on May 12, 2018, when the PRRD's Solid Waste Committee recommended a renewal of the RSWMP to the Board. Through several meetings in 2020, the Public Technical Advisory Committee (PTAC)¹ and the Committee of the Whole (COW) have reviewed multiple strategies to be incorporated into the new Plan.

This Memo summarizes the changes that were requested to the Draft RSWMP by the COW during the meeting on November 26, 2020. Table 1 identifies the changes requested and the resulting final wording to consider for inclusion in the Draft RSWMP.

¹ PTAC is a required stakeholder group consisting of members at large, waste haulers, agricultural and industry members, First Nations, municipal staff, private/non-profit groups. The purpose of PTAC is to provide input, feedback on the Plan review, and to provide input and recommendations to the Peace River Regional District on proposed programs and policies that would make up the updated Regional Solid Waste Management Plan.

Table 1 Proposed revisions to sections of the Draft RSWMP

Strategy/ Plan section discussed	Changes requested	Revised wording for inclusion in the Draft RSWMP
<p>Strategy 8: Facilitate collection of compostable organics in the Region</p> <p>If organics processing capacity is available:</p> <ul style="list-style-type: none"> a) Work closely with member municipalities to investigate the feasibility for improving organic waste collection in the region from residents and the ICI sector. b) Investigate the feasibility of accepting organics at suitable solid waste sites for on-site processing or transfer to a central facility. <p>Implement programs at PRRD facilities, where feasible.</p>	<p>Make this strategy less specific and instead refer to supporting the diversion of compostable organics.</p>	<p>Strategy 8: Support the organics diversion in the Region</p> <p>If organics processing capacity is available, this can include but is not limited to:</p> <ul style="list-style-type: none"> a) Support ICI and residential programs that promote organics diversion in the Region. b) Investigate the feasibility of accepting organics at suitable solid waste sites for on-site processing or transfer to a central facility. <p>Implement programs at PRRD facilities, where feasible.</p>
<p>Section 7. RSWMP financing and administration: Staffing Implications</p>	<p>Remove language relating to additional staffing requirements. The COW regarded this to be more relevant to the implementation and not relevant to the Plan.</p>	<p>Removal of section.</p>
<p>7.4 Monitoring and Measurements</p>	<p>Some COW members had concerns about conflict of interest for Plan Monitoring and Advisory Committee (PMAC) members.</p>	<p>No significant change proposed to the Draft RSWMP. The Terms of Reference developed for PMAC will consider potential conflict of interests.</p>



Draft Regional **Solid Waste Management Plan**

TABLE OF CONTENTS

	Page
EXECUTIVE SUMMARY	1
1. INTRODUCTION.....	4
1.1 Guiding Principles	4
1.2 Pollution Prevention Hierarchy and Targets	6
2. BACKGROUND	8
2.1 Plan History	8
2.2 Plan Area	9
2.3 Population and Growth Estimates.....	11
2.4 Main Economic Activities in the Region	12
3. CURRENT WASTE MANAGEMENT SYSTEM	13
3.1 Roles and Responsibilities.....	13
3.2 Current Solid Waste Management Network	14
3.3 Supporting Services	17
4. SYSTEM PERFORMANCE	22
4.1 Waste Generation, Disposal and Diversion	22
4.2 Waste Characterization of Disposed Waste	23
4.3 Current Waste Diversion	23
4.4 Overall System Performance 2006 - 2019.....	24
5. PROPOSED STRATEGIES.....	25
5.1 Waste Diversion	26
5.2 Energy Recovery.....	36
5.3 Residual Waste	39
5.4 Solid Waste Management Funding.....	44
6. KEY CONSIDERATIONS FOR DEVELOPING & ASSESSING PROPOSED STRATEGIES	49
7. RSWMP FINANCING AND ADMINISTRATION	51
7.1 Estimated Expenditures	51
7.2 Cost Recovery Mechanisms	51
7.3 Monitoring and Measurements	51
7.4 Dispute Resolution	53
8. PLAN IMPLEMENTATION	54
8.1 Implementation Schedule	54
8.2 Bylaws	54

TABLE OF CONTENTS

SCHEDULES

SCHEDULE A: List of PRRD Facilities

SCHEDULE B: List of Closed Landfills

SCHEDULE C: List of Other Operational Waste Management Facilities in the PRRD

SCHEDULE D: Expenditures for Plan Implementation

SCHEDULE E: Plan Implementation Schedule

SCHEDULE F: Solid Waste Bylaws in the Region

FIGURES

Figure 1: Five-step Process	1
Figure 2: Provincial guiding principles for regional solid waste plan development.....	4
Figure 3: Pollution prevention hierarchy	6
Figure 4: Map of PRRD and member municipalities.....	10
Figure 5 Agricultural production of canola	12
Figure 6: Solid waste sites – North Peace	15
Figure 7: Solid waste sites – South Peace	16
Figure 8: pRRRdy Bird, used to deliver waste education	17
Figure 9: Share shed at a rural transfer station	17
Figure 10: Typical PPP collection set-up for Recycle BC (Moberly Lake).....	18
Figure 11: Bulky waste bins	19
Figure 12: PRRD 2014-2019 waste disposal (residential vs. commercial sources).....	22
Figure 13: Overall composition of disposed waste in the PRRD	23
Figure 14: Explanation of strategy infographic.....	25
Figure 15: Public abuse at unmanned transfer station	39

TABLES

Table 1: Populated areas within the Region (per 2016 Census)	11
Table 2: Tipping fees at PRRD's sites	20
Table 3: Landfill waste tonnages and remaining capacity and lifespan (2018)	21
Table 4: Annual per capita waste disposal, waste diversion & captured waste (2006-2019).....	24

GLOSSARY

Acronym	Meaning
C&D	Construction and Demolition
COW	Committee of the Whole
Disposal	Landfilling
Diversion	Activities that divert waste materials away from disposal as garbage to alternatives such as recycling or composting. Does not include combustion of waste to produce energy.
EPR	Extended producer responsibility
Generation	The sum of all materials discarded that require management as solid waste, including garbage, recycling, and organic waste.
HHW	Household hazardous waste
ICI	Industrial, commercial and institutional
MOE	BC Ministry of Environment and Climate Change Strategy
MSW	Municipal solid waste
PPP	Residential packaging and printed paper
PRRD	Peace River Regional District
PMAC	Plan Monitoring Advisory Committee
PTAC	Public and Technical Advisory Committee
RAPP	Report all Poachers and Polluters
RERF	Regional Energy Recovery Facility
Residual Waste	The portion of the solid waste stream not managed through recycling, composting or recovery activities. It is commonly referred to as “garbage” or MSW. Residual waste typically requires disposal at a landfill.
RSC	Recycling Services Contract
RSWMP	Regional Solid Waste Management Plan
Single-use items	Products often made of plastic, such as shopping bags, straws, utensils, and takeout containers, which are intended to be used only briefly before they are thrown away or recycled.
SWC	Solid Waste Committee
5R	5R pollution prevention/waste hierarchy: reduce and reuse, recycle, energy recovery and residual waste management

EXECUTIVE SUMMARY

The Peace River Regional District (PRRD) is geographically the largest regional district in BC. Located in northeastern BC, it comprises all lands south of the 58th parallel and east of the Rockies, an area totaling approximately 120,000 square kilometers.

The Environmental Management Act requires each of BC's regional districts to have a solid waste management plan in place. The PRRD has reviewed and updated its 2016 Regional Solid Waste Management Plan (RSWMP (the Plan) in a process initiated in May 2018. The process involved five steps as shown in Figure 1¹ and is intended to provide the Region with a direction for solid waste management for the next 10 years.

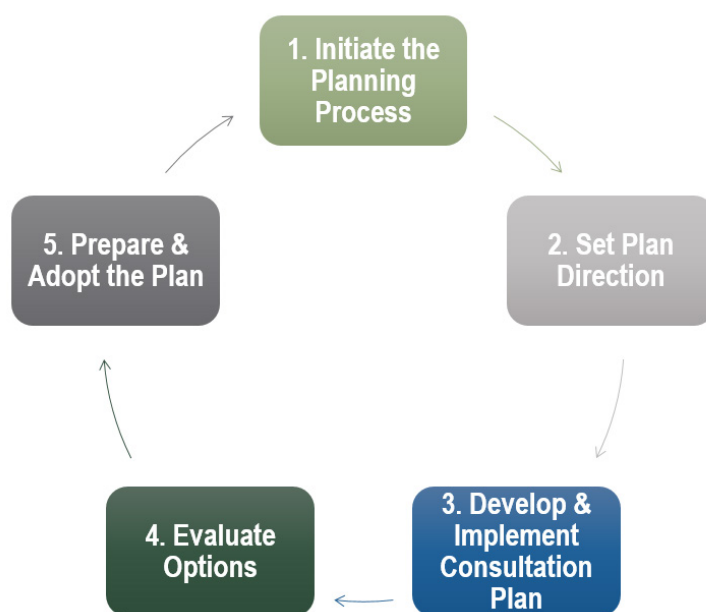


Figure 1: Five-step Process

This report (the Draft Plan) presents the assessment and selection of options for addressing the Region's future solid waste management needs.

Guiding principles and targets were established as part of the planning process, based on the guiding principles developed by the Ministry of Environment and Climate Change Strategy (MOE, or "the Ministry"). The guiding principles were adopted to help direct the long-term management of waste materials in the Region.

¹ The planning process and the development of this report have been undertaken in accordance with MOE's "A Guide to Solid Waste Management Planning" (September 2016).

A waste composition study² indicated that there is still a significant quantity of disposed waste that could be diverted from landfilling. The proposed strategies and actions described in this report target the initial reduction of waste, increased reuse of waste materials, and increased recycling and energy recovery to minimize the residual waste stream that requires landfilling.

The average disposal rate was 909 kg/capita in 2019, almost three times the provincial target. Challenges with achieving the provincial target include difficulty providing the same recycling and diversion services across a vast geographic area that includes remote communities. Additionally, the transportation needed across remote areas and distances to recycling markets create higher than average recycling costs, another challenge or barrier to affordable waste diversion. In addition, approximately 75% of the residual waste originated from commercial sources in the PRRD and achieving high diversion from this sector is challenging in this Region. A significant shadow population made up of transient workers contribute to the high per-capita disposal rate. Currently the disposal rate does not account for the shadow population, only the permanent population. These are unique challenges that needs to be considered when setting and monitoring targets.

Upon full Plan implementation, these proposed strategies and actions could reduce the amount of waste sent to landfill from the current estimate of 909 kg/ capita to 650 kg/capita by 2030, which is a 30% reduction. The PRRD will continue to track residential and ICI diversion achieved through their waste management programs and collection and disposal sites. This information will be used for internal progress tracking and to identify diversion opportunities.

The key initiatives in this Plan are:

- Lobby for improved extended producer responsibility (EPR) programs in the PRRD.
- Promote and educate on the pollution prevention hierarchy.
- Look for recycling options for agricultural plastics.
- Increase waste diversion in the ICI sector through promoting the waste hierarchy.
- Improve collection of hazardous waste and targeted EPR materials.
- Increase diversion of construction and demolition waste through promoting the waste hierarchy.
- Establish organics processing capacity in the Region.
- Assessing suitability of technologies for energy recovery for organics in the Region.
- Assessing suitability of technologies for energy recovery for residual waste.
- Improve accessibility and efficiency of the solid waste network.
- Monitor the PRRD's three active landfills and continually assess long-term disposal options.

² A waste characterization study of the residual waste disposed at the PRRD's landfills was conducted by Tetra Tech in 2018 resulting in the report 'Four Season Waste Composition Study'.

- Develop an illegal dumping strategy.
- Set limits on recycling cost and implement other management methods as necessary.
- Continually assess financial model used to fund the solid waste system.

The implementation schedule for this Plan is 2022 to 2032. The Plan development commenced before the COVID-19 pandemic hit Canada and continued during the pandemic. The PRRD recognizes that this, and potential future pandemics, may impact the strategies and the implementation time frames provided in the proposed new strategies (e.g. reuse, repair and recycling initiatives). There is some uncertainty related to the pandemic and its impacts on this plan.

Estimated additional annual costs to the PRRD for the proposed strategies ranges from \$10,000 to \$280,000 overall.

The implementation of the new Plan will be administered by PRRD Staff. As required by the MOE, the Plan Monitoring Advisory Committee (PMAC) will oversee the implementation by acting as a sounding board for the PRRD to review results of feasibility assessments, cost benefit analyses, and pilot programs, as well as to make suggestions on implementation. The PMAC's recommendations will be forwarded to the Solid Waste Committee and Board of Directors for approval and recommendation for action. PRRD staff will report annually to the PRRD Board on the Plan's progress and on effectiveness.

1. INTRODUCTION

In British Columbia, each regional district is mandated by the Environmental Management Act to develop a Solid Waste Management Plan that provides a long-term vision for solid waste management, including waste diversion and disposal activities. Plans are updated on a regular basis to ensure they reflect regional districts' current needs, as well as current market conditions, technologies and regulations.

The planning process and the development of this report have been undertaken in accordance with MOE's "A Guide to Solid Waste Management Planning" (September 2016).

1.1 Guiding Principles

The MOE has developed eight provincial guiding principles for regional districts to follow in developing their solid waste management plans (shown Figure 2³ below). Regional districts should also include additional locally relevant guiding principles in their solid waste management plans.



Figure 2: Provincial guiding principles for regional solid waste plan development

³ As per the solid waste management planning guide published by the MOE 2016.

The following are the guiding principles for the PRRD's RSWMP, which were developed based on discussions on provincial guiding principles with members of the two committees involved in the planning process (see Section 2 for more information):

1. Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts

The PRRD is committed to focusing on the first 3Rs by concentrating on initiatives that identify the target audience in order to tailor effective waste diversion programs.

2. Promote zero waste approaches and support a circular economy

The PRRD is committed to encouraging, wherever practical, a shift from thinking about waste as a residual requiring disposal to thinking about waste as a resource that can be used sustainably in a local circular economy.

3. Prevent organics from going into the garbage wherever practical

The PRRD wants to focus on diverting the large portion of organic waste currently being landfilled. Preferred solutions are those that are able to manage materials locally and reduce transportation of waste materials.

4. Maximize beneficial use of waste materials and manage waste and divertible materials appropriately

The PRRD is committed to maximizing beneficial use of waste materials, whenever practical, and managing all waste materials (recyclables, organics and residual waste) in an environmentally responsible way. This includes making solid waste management services and facilities available to the Region's residents and businesses.

5. Support polluter and user-pay approaches, and manage incentives to maximize behaviour outcomes where practical

The PRRD is committed to making the solid waste system costs equitable for residents and businesses, wherever practical, and to focus on incentive-based tipping fees that encourage segregation of materials and waste diversion rather than landfill disposal.

6. Prevent recyclables from going into the garbage wherever practical

The increasing cost of recycling is a growing issue in the Region. The PRRD is committed to preventing recyclables from entering the garbage when it is practical and cost effective to do so.

7. Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical

The PRRD is committed to exploring partnerships and collaborations with other regional districts and jurisdictions, as well as service providers, private-sector parties and not-for-profit associations, where cooperative efforts could optimize successful outcomes. The PRRD is particularly interested in collaborating with others to explore energy recovery

opportunities, maximize hazardous waste collection and lobby for government interventions and changes to the Recycling Regulation.

8. Level the playing field within Regions for private and public solid waste management facilities

The PRRD is committed to working with private service providers rather than competing with them.

9. Ensure all waste materials are managed responsibly as technology or local options are developed

The PRRD is committed to taking responsibility for the management of all materials—not just residual waste destined for landfilling. If recycling markets are challenging and the PRRD identifies a local but less preferable option (from a waste hierarchy perspective), it may still make more sense to manage the recyclable material locally than sending it at a high cost to markets abroad, with little control over the materials' end fate.

1.2 Pollution Prevention Hierarchy and Targets

In addition to the guiding principles, the RSWMP will adopt the pollution prevention (“waste”) hierarchy as illustrated in Figure 3. The MOE’s Guide for the Plan development emphasizes the importance of developing a Plan that considers this hierarchy.

The proposed strategies and actions are organized using the waste hierarchy (reduce, reuse, recycle, energy recovery and residual waste management).

In 2013 the MOE developed two provincial solid waste targets for 2020. The two targets are:

- Reduce the annual municipal solid waste disposal rate to 350 kg/capita; and
- Include 75% of BC’s population under organic waste disposal restrictions.



Figure 3: Pollution prevention hierarchy

Recognizing that all regional districts are faced with different challenges, the MOE's Guide⁴ suggests that regional districts should set locally relevant targets.

An overview of the current PRRD solid waste management system and its performance is presented in Section 4 and Section 5. The average disposal rate was 909 kg/capita in 2019. Challenges with achieving the provincial target include difficulty providing the same recycling and diversion services across a vast geographic area that includes remote communities. Additionally, the transportation needed across remote areas and distances to recycling markets create higher than average recycling costs, another challenge or barrier to affordable waste diversion. In addition, approximately 75% of the residual waste originated from commercial sources in the PRRD, which limits the ability to reduce and divert waste from landfilling. The PRRD shares these challenges with other northern regional districts in BC.

An analysis of the PRRD disposed waste streams and their composition suggest that the PRRD could reduce the current annual disposal rate to around 650 kg/capita by 2032. This would require an aggressive reduce, reuse, recycling program resulting in:

- 10% waste reduction, and
- 50% capture rate of compostable organics, compostable and food-soiled paper, and recyclable plastics and diversion from the residential and ICI separated waste stream.

Recognizing the disposal rate target set by the Ministry is not within reach in the short term, the PRRD will strive towards reaching an average annual disposal rate of 350 kg/capita in the long term. Meanwhile, the PRRD will focus on diversion of organic waste, aligned with the second target set by the Ministry, and diversion of recyclable plastics with the goal of reaching an average annual disposal rate of 750 kg/capita by 2027 (17.5% reduction) and 650 kg/capita by 2032 (30% reduction). The PRRD will continue to track residential and ICI diversion achieved through their waste management programs and collection and disposal sites. The PRRD will consider the shadow population (e.g. transient workers) when reporting on disposal rate. This information will be used for internal progress tracking and to identify diversion opportunities.

⁴ Solid waste management planning guide published by the MOE 2016.

2. BACKGROUND

2.1 Plan History

The PRRD adopted its first RSWMP in the mid-1990s and an amended the Plan in 2009 after a two-year planning process involving extensive stakeholder and public consultation. In 2013 and 2016, the PRRD made minor Plan amendments involving only updates to the Plan schedules. The 2016 RSWMP included specific Zero Waste goals, along with guiding principles to support these goals.

Although the 2016 Plan's overall vision is still relevant, it was updated to better reflect the current realities of waste and recyclables management in the Region, and to establish specific programs needed to address existing gaps, emerging issues and opportunities.

The PRRD initiated the planning process in May 2018. In September 2019 the PRRD commissioned Morrison Hershfield (MH) to review the current Plan and support the development of a new RSWMP to provide the direction for solid waste management for the next 10 years and beyond.

The Plan update process first involved reviewing the current solid waste management system and identifying gaps and key issues that need to be addressed. A online survey was made available to the public over a 6-week period in the fall of 2019 (between September 13 and October 31)⁵. The survey presented multiple choice questions and allowed respondents to provide feedback and suggestions on improving the Region's waste management system. The feedback was taken into careful consideration throughout the planning process. The Current Waste Management System and Gap Analysis⁶ report provided direction for the overall Plan development.

A consultation plan was developed to ensure adequate consultation with the general public and potentially affected stakeholders. The PRRD collaborated with two separate advisory committees during the Plan review and update process:

- The Public and Technical Advisory Committee (PTAC), which was established in November 2019 for the purpose of the planning process.
- The Committee of the Whole (COW), which is made up of PRRD directors.

MH worked closely with PTAC and COW to identify key issues with the existing solid waste management system, review potential options for addressing the Region's future needs, and select preferred management options.

⁵ The survey was also provided in hard copy at PRRD's attended solid waste facilities and at the PRRD offices in Dawson Creek and Fort St. John.

⁶ Available via PRRD's website: <https://prrd.bc.ca/services/garbage-and-recycling/plans-and-strategies/>

Several technical memoranda were prepared by MH to support PTAC and COW members in the discussion and evaluation of options. These documents are available on PRRD's website and include:

- Technical Memorandum 1: Waste Diversion Options.
- Technical Memorandum 2: Energy Recovery and Residual Waste Management Options.
- Technical Memorandum 3: Other Solid Waste Services and System Financing Options.

The preferred options were reviewed and consolidated based on feedback from COW members. The revisions to the strategies did not change the overall direction of the Plan. The revisions were then presented back to PTAC members who were all in agreement with the consolidation of strategies. The preferred options are presented in this document as a draft version of the Plan. The final Plan will incorporate feedback from community consultation.

The main drivers for developing a new Plan include challenges such as rising recycling costs and illegal dumping, as well as opportunities to improve various pieces of the waste management system. Section 6 presents the proposed strategies that have been shortlisted by the PTAC and COW members. The main issues (i.e. challenges and opportunities) are summarized for each strategy and the basis for selecting each strategy is provided.

The majority of initiatives outlined in the 2016 Plan have either been implemented or implementation is in progress. Some initiatives are not yet completed but are planned to be completed in the near future. Initiatives the PRRD has not yet implemented have been included as proposed strategies (Section 6), as they are still regarded as important.

2.2 Plan Area

The Plan area includes four rural unincorporated electoral areas (B, C, D and E) and seven member municipalities (as illustrated in Figure 4):

- City of Dawson Creek
- City of Fort St. John
- District of Chetwynd
- District of Hudson's Hope
- District of Taylor
- District of Tumbler Ridge
- Village of Pouce Coupe

The Region's topography varies from the Rocky Mountains in the west to interior plains in the east. The Peace River drains much of the Region.

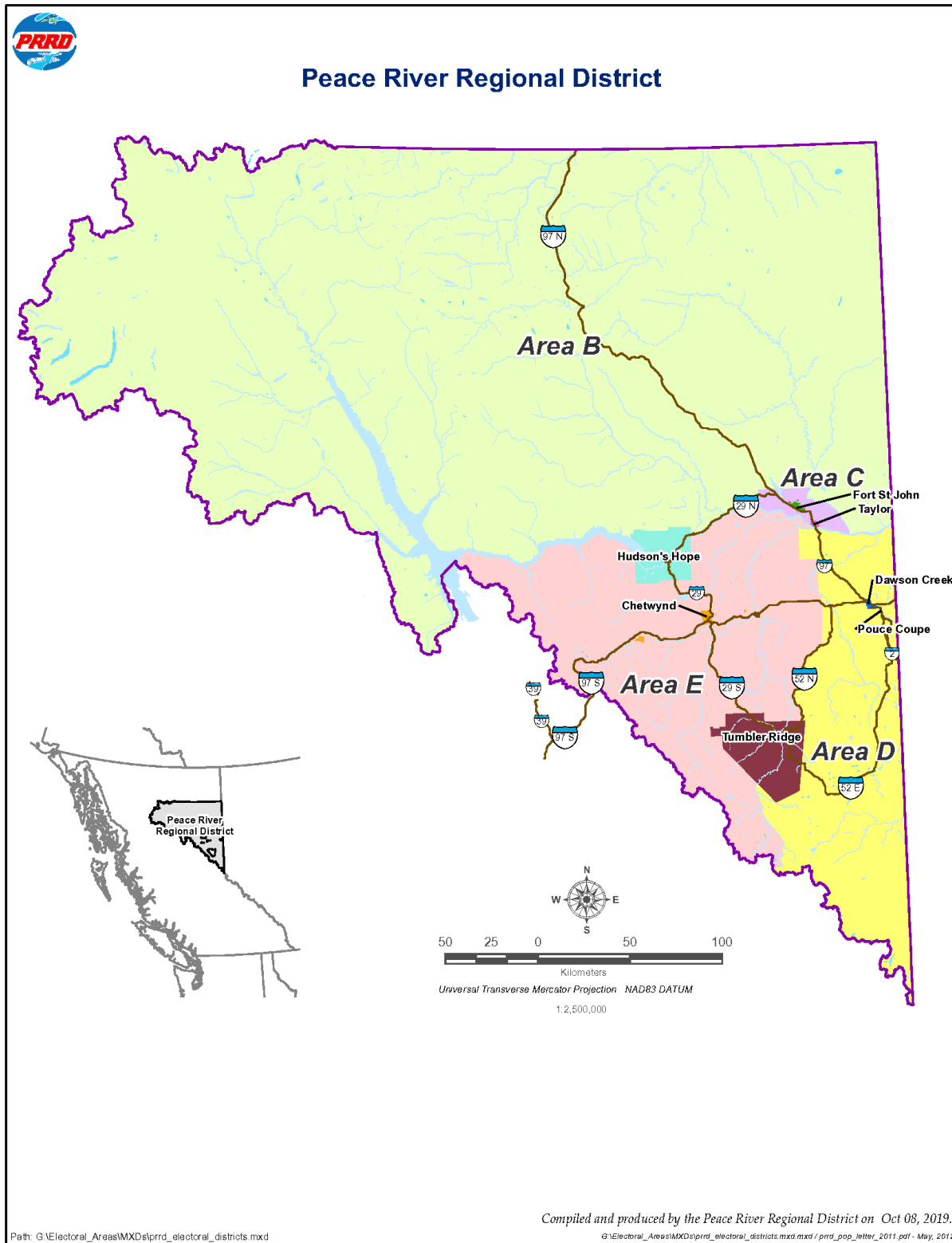


Figure 4: Map of PRRD and member municipalities

2.3 Population and Growth Estimates

In 2016, the PRRD's population was estimated to be 62,942⁷. Municipalities accounted for approximately 64%, and electoral areas approximately 35%, with the remaining 3% First Nations reserves. The PRRD's population increased by 4.8% between 2011 and 2016⁸. The total population is projected to increase to 80,149 by 2041, growing at an average rate of 1.1% per year⁹.

The City of Fort St. John, the Region's most populous municipality, is projected to grow at an above average annual growth rate of 2.2% until 2036¹⁰. Most electoral areas are projected to remain relatively stable, with the exception of Electoral Area B, which is projected to grow at an average annual rate of 2.5% between 2016 and 2021¹¹.

Population density is 0.5 people per square kilometre, based on the 2016 census data.

In 2016, the Region had 24,264 private dwellings occupied by permanent residents, with an average of 2.5 people per household.

Population growth in the Region is highly dependent on major construction projects and economic activity in the resource sectors, such as oil and gas and forestry.

Table 1: Populated areas within the Region (per 2016 Census)

Area	2016 Population	% of total PRRD Population
Dawson Creek, city	12,178	19%
Fort St. John, city	20,155	32%
Chetwynd, district municipality	2,503	4%
Hudson's Hope, district municipality	1,015	2%
Taylor, district municipality	1,469	2%
Tumbler Ridge, district municipality	1,987	3%
Pouce Coupe, village	792	1%
Peace River B, regional district electoral area	5,628	9%
Peace River C, regional district electoral area	6,772	11%
Peace River D, regional district electoral area	5,920	9%
Peace River E, regional district electoral area	2,949	5%
First Nations reserves/other	1,574	3%
Totals	62,942	100%

⁷ Statistics Canada, 2016 Census of Population

⁸ Statistics Canada, 2016 Census of Population

⁹ BC Stats - Sub-Provincial Population Projections - P.E.O.P.L.E. 2018 (Sept 2018)

¹⁰ Fort St. John Official Community Plan 2018

¹¹ PRRD Rural Official Community Plan 2011

2.4 Main Economic Activities in the Region

The PRRD has a growing and diverse economy with industries that include agriculture, tourism, manufacturing, petroleum exploration and development, hydroelectric and wind power generation, forestry and mining. Tourism is a growing industry within the region.

There has been significant recent investment in the industrial service sector for the oil and gas industry within the PRRD, with Fort St. John the hub of BC's vibrant oil and gas industry. The first oilfields in BC were developed near Fort St. John in the early 1950s¹², and the energy sector makes up almost 14% (over 1,500 jobs) of Fort St. John's total labour force.

Major projects within the PRRD are associated with the mining, the oil and gas sector and the utilities sector (hydroelectric and wind power generation). Based on the Government of BC Major Projects Inventory, there are 49 major projects listed in the PRRD¹³.

Approximately 27% of BC's Agricultural Land Reserve is located within the PRRD, with an area of approximately 12,900 square kilometres. The total area of agricultural production in the PRRD is estimated at 8,200 square kilometres¹⁴. The main field crops dominating crop production in the PRRD are wheat, oats, barley, alfalfa, tame hay/fodder crops, canola (Figure 5), and forage seed. The most significant livestock production in the PRRD is beef cattle. Other important livestock include poultry, sheep, lambs, horses, bison, and bees¹⁵.



Figure 5 Agricultural production of canola

¹² City of Fort St. John Official Community Plan, 2018.

¹³ <https://www2.gov.bc.ca/gov/content/employment-business/economic-development/industry/bc-major-projects-inventory>

¹⁴ PRRD Regional Agricultural Plan, November 2014

¹⁵ PRRD Regional Agricultural Plan, November 2014

3. CURRENT WASTE MANAGEMENT SYSTEM

A brief outline of the PRRD's existing solid waste management system is provided in the sections below. A detailed description is included in the Current Waste Management System and Gap Analysis report (November 2019) available on the PRRD's website.

3.1 Roles and Responsibilities

PRRD and member municipalities' roles and responsibilities are as follows:

PRRD Roles

- Regional solid waste management planning, including RSWMP review and update, waste characterization studies, and administration of the PMAC and PTAC.
- Operation of all landfills and transfer stations.
- Administration of contracts with:
 - Stewardship agencies
 - Haulers
 - Landfill operations
 - Rural transfer station operations
 - Transfer/Transtor site operator for garbage collection (Hudson's Hope, Tumbler Ridge, Mile 62.5, unattended sites)
 - Private recycling centres.
- Community-based waste reduction programs, including reduce, reuse and recycle education and promotion, etc.
- Solid waste services to the Region's electoral areas via the transfer station network.

Roles of Member Municipalities

- Administer individual contracts, education, and enforcement for curbside collection with the collector.
- Collect payment from residents for solid waste services, either through taxation or utilities.
- Manage waste diversion activities at transfer sites (Hudson Hope, Tumbler Ridge).
- Participate in the PTAC/PMAC meetings.

3.2 Current Solid Waste Management Network

PRRD has a vast network of solid waste management facilities and sites that currently includes three landfills and 29 rural transfer stations (16 attended and 13 unattended). Figure 6 and Figure 7 show the distribution of PRRD solid waste sites in the North Peace and South Peace regions, respectively. A list of all PRRD facilities and locations is included in Schedule A to this report.

The majority of attended transfer stations are classified as Tier 1 or Tier 2 facilities, based on the service level provided. Tipping fees are charged at all attended Tier 1 and Tier 2 transfer stations for waste disposal. Drop-off of household recyclables is free of charge.

Three sites in the PRRD transfer station network are not classified as either Tier 1 or Tier 2: two Transtor sites (Hudson's Hope and Tumbler Ridge) and one transfer site (Mile 62.5) that operates as a hybrid between an unattended site and a Tier 2 facility.

PRRD Attended Transfer Stations

7 x Tier 1: Accept household waste, recyclables, bulky waste, wood waste, metal waste, and select EPR material.

6 x Tier 2: Accept household waste, recyclables and reusable items.

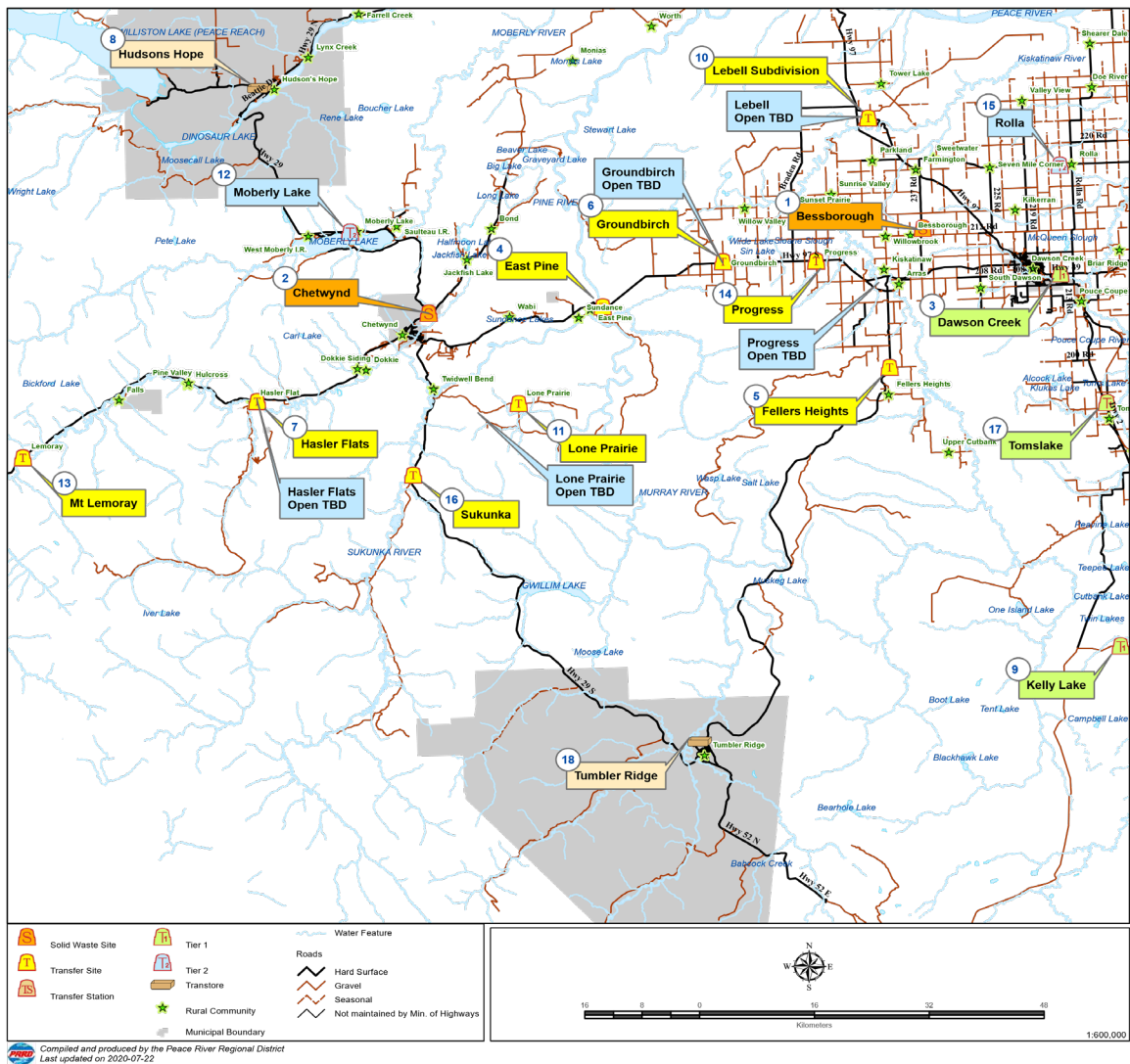


Figure 7: Solid waste sites – South Peace

3.3 Supporting Services

Education and Promotion: PRRD and its member municipalities deliver waste management education and outreach programs to the Region's residents and businesses. Communication tools include the PRRD's waste education mascot, pRRRdy Bird (Figure 8), the PRRD's website, blogs/newsletters, and social media platforms. Education and promotion activities also extend to specific events, such as cleanup events, consultation opportunities, newspaper advertisements, TV/radio commercials, etc.



Figure 8: pRRRdy Bird, used to deliver waste education

Questions about recycling or waste management are answered via the PRRD's toll-free 'Greenline' or the pRRRdy Says waste app.

Reduction and Reuse Programs: Waste reduction programs can include school tours of landfill and recycling centres to encourage greater awareness of waste reduction in children and youth.

There are share sheds at all of the PRRD's rural transfer stations (excluding Dawson Creek), where residents can drop off and take reusable items free of charge during operating hours (Figure 9). The PRRD also has a larger share shed at the North Peace Regional Landfill that accepts the same materials as the rural transfer stations.



Figure 9: Share shed at a rural transfer station

Recycling: Recycling in the PRRD is currently managed through two programs: Recycle BC (a regulated provincial stewardship program, which collected 130 tonnes in 2019) and a recycling services contract (RSC) with a local recycling service provider, which collected 4,527 tonnes of recyclables in 2019.

There are 13 depots, located at the rural transfer stations, collecting residential printed paper and packaging for Recycle BC¹⁶. Apart from the depot in Tumbler Ridge, Recycle BC does not service the remaining six member municipalities.

All remaining recyclables in the Region are managed through the RSC, including ICI and residential materials not currently managed by Recycle BC. A local recycler holds the current RSC and works with two local partners to collect and manage recyclable material throughout the PRRD. Schedule A provides a list of PRRD's facilities and Schedule C a list of other operational waste management facilities in the Region.

¹⁶ Recycle BC is a steward under the Recycling Regulation and has a responsibility for implementing services for the collection and recycling of residential packaging and printed paper throughout BC.

EPR Programs: EPR products are currently collected in the Region at PRRD's transfer stations and landfills (often in partnership with stewardship agencies/stewards) or via private recyclers, either at producer-led return-to-retailer programs (i.e. Shaw, Telus, Bell, London Drugs), or via private recycling companies established directly by the stewards or by agreements with the stewards.

What is EPR?

EPR is a provincial policy tool that aims to shift the responsibility for end-of-life management of products (physically and economically) to the producer and consumer and away from local governments. This policy is intended to create an incentive for producers to include environmental considerations in the design of products.

EPR programs in BC are mandated by Recycling Regulation 449/2004 under the Environmental Management Act. Producers of designated products often appoint a stewardship agency to collect EPR products.

Curbside Collection: Seven member municipalities provide curbside garbage collection. Four of them (City of Fort St. John, City of Dawson Creek, Village of Pouce Coupe and District of Chetwynd) also collect recyclables at the curb.

Multifamily apartment complexes not serviced by curbside collection programs can arrange for waste collection via private collection service providers. Residents in areas where curbside collection is not offered must self-haul to a private recycling drop-off location or to a local PRRD facility.

Residential Recycling: Residential recyclables are collected at all of PRRD's facilities except the 13 unattended sites. Recyclables are managed either through Recycle BC's Stewardship Program at 13 facilities (Figure 10) or via the RSC, under which the service provider also accepts materials from commercial sources.



Figure 10: Typical PPP collection set-up for Recycle BC (Moberly Lake)

Other Recycling Facilities: The ICI sector is required to bring their recyclables, such as plastics and cardboard and other packaging, to private facilities.

Each of the local RSC partners—R3, DC Recycling, and Chetwynd Recycling—owns and operates private recycling facilities that accept materials from the ICI sector and residents. These facilities vary in size and capacity; however, each has a drop off depot and a processing area. The private depots are so called Return-It depots that also accept various stewardship program material. Outside the large municipalities, RSC partners provide unmanned recycling stations at a number of locations, some in close proximity to PRRD facilities.

There are also small Return-It bottle depots in Fort St. John and Tumbler Ridge that typically accept beverage containers and sometimes other EPR materials. ABC Recycling and Richmond Steel Recycling in Fort St John offer scrap metal recycling services for residents and commercial customers.

Recyclables Material Recovery: There are no material recovery facilities in the PRRD, and post-collection of recyclables requires transportation of materials out of the Region for further processing into new materials. Municipal curbside recyclables are amalgamated and baled through the RSC and local partners.

Organics Management: The PRRD currently accepts yard and wood waste at all three PRRD landfills and Tier 1 transfer stations. Additionally, yard and wood waste are accepted at the Hudson's Hope and Tumbler Ridge Transtor sites but managed through the respective municipalities. Other residential composting initiatives offered in the Region include an unmanned drop-off location operated by the City of Dawson Creek, 3-4 annual drop-off events held by the City of Fort St. John, and a composting program operated by the Saulneau First Nation community.

A private composter, located in Fort St. John, offers in-vessel composting of logging debris.

Management of Bulky Waste, Wood Waste, Construction and Demolition Waste: PRRD's landfills and Tier 1 transfer stations accept a range of bulky waste, wood waste, construction and demolition waste for recycling and other diversion if they are dropped off segregated (Figure 11).

Wood waste is ground up and used for landfill operations. Both concrete and asphalt shingles are reused operationally for roads and access at the landfills.



Figure 11: Bulky waste bins

Energy Recovery: There are currently no energy recovery facilities in the Region. In 2018, the PRRD issued a Request for Proposal to develop an anaerobic digestion (AD) facility at the

Bessborough Landfill to process the Region's organic waste material for a period of 20 years. An AD facility produces energy in the form of biogas. The procurement process was cancelled due to uncertainties in the business cases provided by the two proponents.

Garbage Drop-off at Transfer Stations, Transfer Sites and Transtor Sites: Residents can drop off household garbage at all 29 sites (landfills, transfer stations, transfer sites, Transtor sites and unattended sites in the Region). Table 2 shows the tipping fees at PRRD's sites. The collected garbage is hauled to the closest landfill (either North Peace Regional, Chetwynd, or Bessborough).

Table 2: Tipping fees at PRRD's sites

Site Type	Materials Accepted
Transfer Stations	Tipping fees are applied at all attended facilities (16 in total).
Transfer Sites	Tipping fees are collected at the Mile 62.5 Transfer Site, which is the only facility of this type.
Transtor Sites	Household garbage accepted for free at two sites (Hudson's Hope and Tumbler Ridge), as residents pay for waste disposal through municipal taxation.
Unattended Sites	Household garbage accepted for free at 13 sites.

In 2019, the PRRD piloted spring and fall clean-up events for residents and businesses to clean up their properties and dispose of materials generated. Tipping fees are waived at all PRRD facilities during the event.

The PRRD provides residents opportunities for free disposal at all PRRD facilities. Historically these have involved the use of clean-up coupons and bi-annual clean-up campaigns.

Waste Management in First Nations Communities: The PRRD is not responsible for collecting recyclables and garbage from First Nations land. However, the PRRD does operate rural transfer stations that service residents outside of municipal boundaries, including First Nations communities.

Operational Waste Disposal Facilities: PRRD operates three landfills in the Region. All three have scales, and tipping fees are applied on a per-tonne basis. The ICI sector is allowed to take garbage to these three landfills only.

The Chetwynd Landfill is nearing capacity. It may be possible to expand the landfill and gain an additional two years of landfill capacity. However, options for landfill expansion or transfer to another facility need to be reviewed soon.

Both of the larger landfills—North Peace Regional and Bessborough—have significant remaining airspace, as shown in Table 3 below. For additional information refer to the PRRD's Current Waste Management System and Gap Analysis (November 2019) available on the PRRD's website.

Table 3: Landfill waste tonnages and remaining capacity and lifespan (2018)

Landfill	Annual Waste Tonnage (2018)	Remaining Airspace (end of 2018)	Remaining Lifespan (end of 2018)
North Peace Regional Landfill	28,844 tonnes	1,281,000 m ³	28 years
Bessborough Landfill	15,844 tonnes	1,925,000 m ³	42-66 years
Chetwynd Landfill	7,901 tonnes	130,000 m ³	~ 8 years

There are many landfills in the Region that have been permanently closed. Schedule B includes a list of all closed waste disposal sites known to the PRRD. All sites are monitored on an annual basis, with groundwater monitoring performed at a number of the closed landfills in accordance with Ministry-mandated monitoring requirements.

Solid Waste Bylaws: A number of bylaws are in place that govern solid waste management activities within the PRRD.

Illegal Dumping Program: The PRRD is addressing illegal dumping through a range of initiatives, including education and promotion of current waste management options, reporting of illegal dumping on Crown land via the (Report all Poachers and Polluters) RAPP line, supporting community spring and fall clean-ups, waiving tipping fees for community or non-profit groups (up to \$500) if the waste clean-up is conducted on Crown land.

Emergency Debris Management: The PRRD's emergency committee has identified the need to develop a debris management plan; however, the plan has not yet been developed.

4. SYSTEM PERFORMANCE

4.1 Waste Generation, Disposal and Diversion

Residual waste from residential and commercial sources is accepted for disposal at the three PRRD-owned landfills. In 2019 approximately 58,000 tonnes of waste (combined) was disposed at these landfills, with about 59% landfilled at North Peace Landfill, 27% at Bessborough Landfill, and 14% at Chetwynd Landfill. Of note, these waste quantities only reflect waste managed at PRRD-owned facilities and waste disposed of at alternative facilities, such as First Nations landfills or industrial disposal sites within the Region, is not included. However, these quantities are assumed to be minor in the regional context.

As shown in Figure 12 below approximately 75% of the residual waste originated from commercial sources in 2019; these mainly composed of separated commercial waste and Construction and Demolition (C&D) waste.

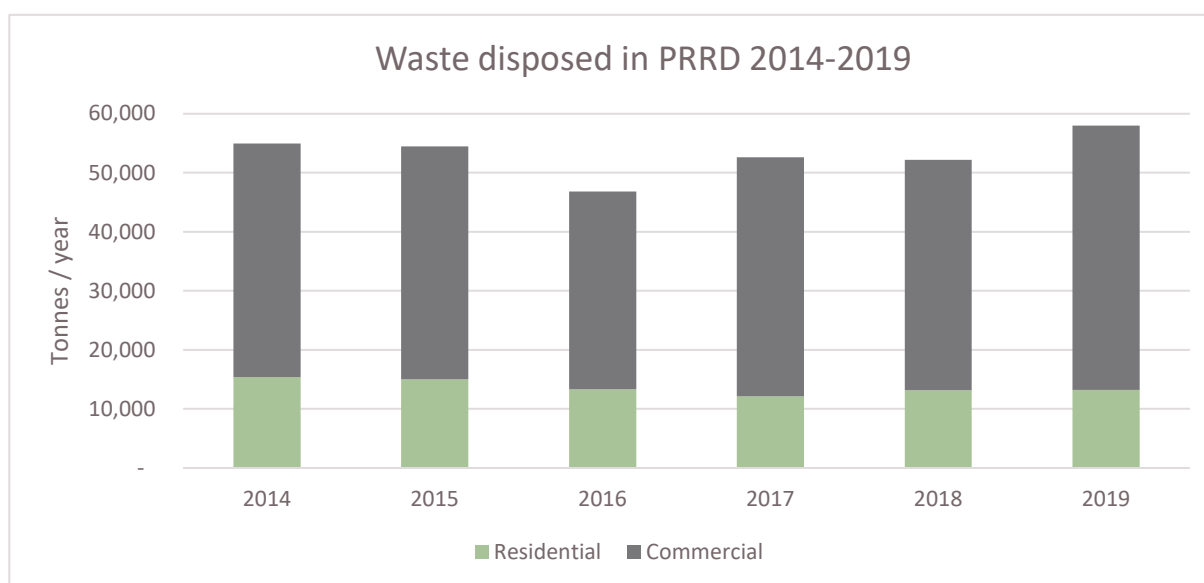


Figure 12: PRRD 2014-2019 waste disposal (residential vs. commercial sources)

The PRRD's 2019 overall disposal rate is estimated at 909 kg/capita, using population numbers from BC Statistics PEOPLE population projections¹⁷. The residential disposal rate was 207 kg/capita and the commercial rate was 702 kg/capita for the same year. The disposal rate is calculated using the Region's permanent population. It does not account for any shadow population made up of transient workers who also contribute waste, however the amount of waste generated by these people is included, since it ends up at PRRD facilities.

¹⁷ BC Stats - Sub-Provincial Population Projections - P.E.O.P.L.E. 2018 (Sept 2018).

4.2 Waste Characterization of Disposed Waste

The overall composition of the disposed waste is presented in Figure 13¹⁸.

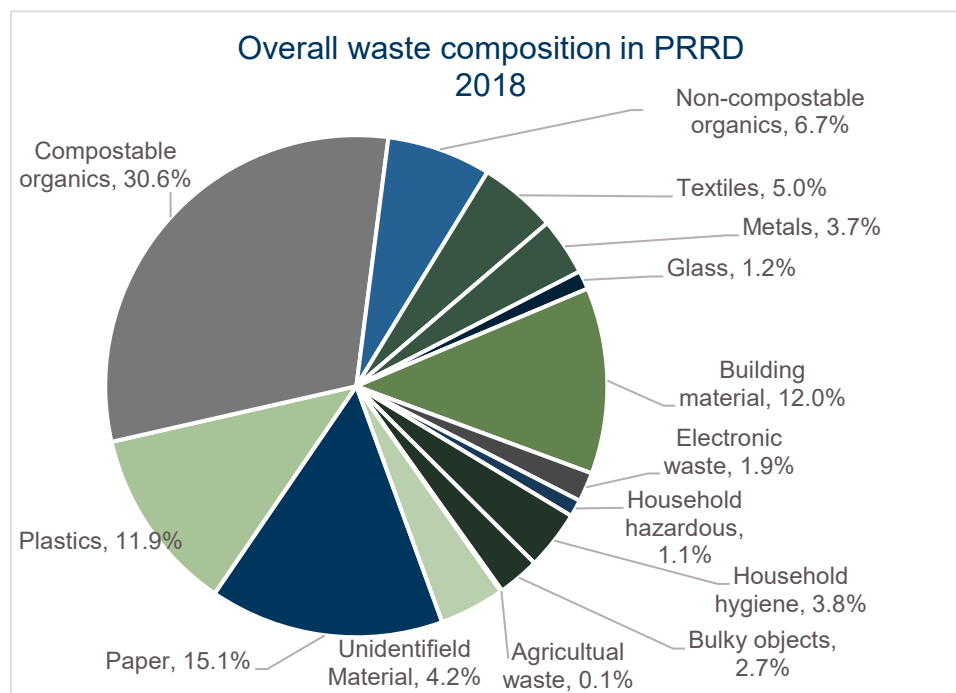


Figure 13: Overall composition of disposed waste in the PRRD

The largest four waste categories—compostable organics, plastics, paper and building materials—make up 70% of all waste disposed at the regional landfills. The portion of compostable organics is substantially higher than the overall composition for waste originating from the single-family households (44% of the waste) and the work-camp sectors (52%).

4.3 Current Waste Diversion

The PRRD's 2019 waste management activities were successful in diverting approximately 15,800 tonnes of materials from landfill through collection at landfills and rural transfer stations, transfer and transfer sites. In 2018 approximately 8,300 tonnes of material were diverted by private industry via the RSC and non-PRRD collection (as reported by EPR programs).

Diverted ICI and C&D materials not captured at PRRD facilities or through provincial EPR and stewardship programs are unknown and are not included in the tonnages presented above.

PRRD activities are resulting in a 21% regional diversion rate. However, when accounting for the material collected by private industry under the provincial EPR programs, the corresponding 2019 diversion rate is 29%.

¹⁸ Four Season Waste Composition Study (TetraTech, 2018).

4.4 Overall System Performance 2006 - 2019

Table 4 below presents the annual waste disposal, diversion and generation (i.e. waste captured by PRRD's waste management system) for 2006, 2011, 2016 and 2019, calculated as kg per capita.

Although the waste generation per capita has remained relatively steady around 1,000 kg/capita over the past 14 years, diversion efforts have resulted in a steady decrease in the amount of waste disposed. The diversion rate has increased from 8% in 2006 to 21% in 2019. The increase is attributed to increased diversion services offered to residents as well as improved diversion of yard and garden waste and wood and concrete waste.

Table 4: Annual per capita waste disposal, waste diversion & captured waste (2006-2019)

	Annual Disposal, Diversion & Captured Waste (kg/capita)			
	2006	2011	2016 ¹	2019 ²
Disposal	978	883	744	909
Diversion	81	172	283	247
Captured Waste - Generation	1,059	1,055	1,027	1,156
Diversion Rate	8%	16%	28%	21%

¹ Diversion rate attributed to large quantity of stockpiled lead acid batteries sent for recycling in 2016

² Population count based on BC Stats, Sub-Provincial Population Projections; P.E.O.P.L.E. 2018 (Sept 2018). It does not include transient workers.

5. PROPOSED STRATEGIES

Strategy development for the new RSWMP has consisted of a series of PTAC and COW meetings for the discussion of potential strategies in key topic areas and the selection of preferred strategies by committee members. This section lists the existing and proposed new strategies, largely presented in order of the pollution prevention hierarchy.

The key issues or opportunities behind each proposed strategy are summarized together with the proposed implementation time frame, anticipated capital and annual costs to the PRRD and role and responsibility for its implementation (see Figure 14). The preferred options are shown in the order of priority given by PTAC and COW members. Options / strategies that were regarded as higher priority have been given a shorter implementation period (first five years of implementation). Strategies with lower priority have been given implementation periods beyond 5 years. Some of the implementation time frames may be affected by the global pandemic.

The responsibility refers to who is responsible for the strategy implementation. It identifies if municipal involvement is needed to support PRRD staff.

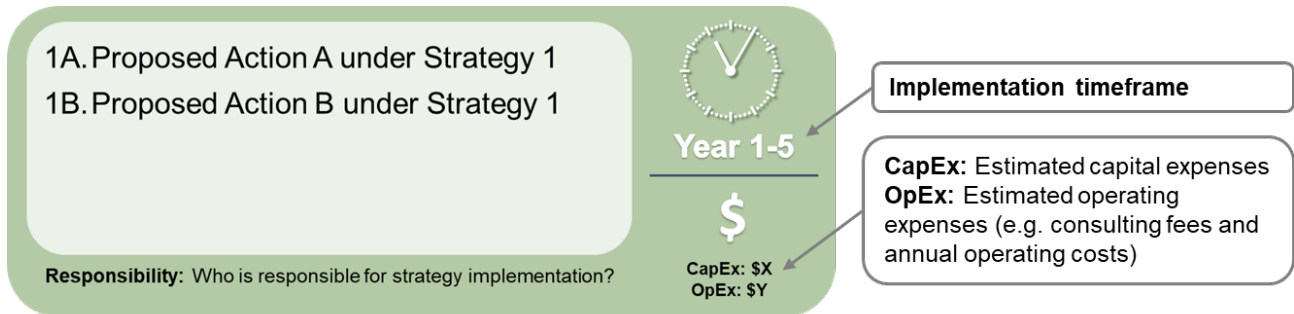
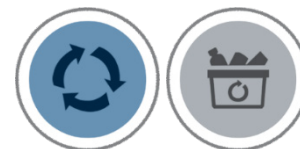


Figure 14: Explanation of strategy infographic

5.1 Waste Diversion

5.1.1 STRATEGIES TO ENCOURAGE REDUCTION, REUSE AND RECYCLING



The PRRD's current reduction and reuse initiatives include:

- Promoting waste reduction, reuse, and diversion via numerous communication channels, such as the use of pRRRdy bird. The communication tool provides simple, everyday actions that residents and businesses can take to help reduce waste.
- Encouraging reuse by having share sheds at most of the PRRD's rural transfer stations.

The development of building material reuse capacity is planned for 2021, when the PRRD will provide a large shed at the North Peace Regional Landfill for the reuse of construction materials. This share shed will mainly target high-value products such as treated lumber.

The PRRD's current recycling initiatives include:

- Managing recycling in the PRRD via Recycle BC or through the RSC.
- Collecting EPR products at PRRD's transfer stations and landfills (often in partnership with stewardship agencies/stewards) or via private recyclers.
- Offering drop-off locations for residents in areas where curbside collection is not offered. They must self-haul to a private recycling drop-off location or to a local PRRD facility.
- Recycling and diversion of bulky waste, land-clearing, construction and demolition waste when received at Tier 1 facilities (e.g. segregated wood, scrap metal, asphalt shingles and concrete)
- Multifamily apartment complexes and the ICI sector must arrange for collection of recyclables via private service providers or bring their recyclables to private facilities.

Six new strategies are proposed to increase reduction, reuse and recycling of waste materials:

#	Strategy	Short-term Priority Years 1-5	Long-term Priority Years 6-10+
1	Lobby for improved EPR programs in the PRRD	✓	
2	Promote and educate on the pollution prevention hierarchy	✓	✓
3	Research agricultural plastics recycling options	✓	
4	Increase waste diversion in the ICI sector through promoting the waste hierarchy	✓	✓
5	Improve collection of hazardous waste and targeted EPR materials	✓	✓
6	Increase diversion of construction and demolition waste through promoting the waste hierarchy	✓	✓

STRATEGY 1: Lobby for improved EPR programs in the PRRD

The Issue: There are currently over 20 provincial EPR programs covering a wide range of material categories, many of which the PRRD accepts at its landfills and transfer stations. Current EPR programs mainly focus on the residential sector and not the ICI sector. For rural and remote communities in the Region, recyclables management could be simplified and made more efficient and more economical if material from the ICI sector is managed together with residential sources, which are currently regulated. Recycling options for the ICI sector, including small businesses, schools, and hospitals, are limited and require PRRD subsidies.

Applicable Guiding Principles

- ♦ *Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts*
- ♦ *Promote zero waste approaches and support a circular economy*
- ♦ *Maximize beneficial use of waste materials and manage waste and divertible materials appropriately*

Specific issues the PRRD proposes raising with the MOE include:

- Need to improve accessibility to EPR materials collection options for rural residents. Only two of the seven member municipalities were eligible for Recycle BC funding for curbside collection of residential packaging and printed paper (PPP).
- Need to expand Recycling Regulation to also cover:
 - packaging and printed paper from the ICI sector,
 - agricultural plastics (bale wrap, baler twine, etc.),
 - agricultural hazardous waste (e.g. pesticides and animal medications),
 - other hazardous materials, such as mercury, diesel fuel, acid, household cleaners, garden products, and some pesticides, which are currently not included as regulated materials,
 - mattresses,
 - Single-use plastics¹⁹.

In October 2020, the Canadian Council of Ministers of the Environment announced that it intends to ban or restrict the use of six single-use plastic product categories in 2021. This announcement is a key step in progressing on the Canada-wide Action Plan on Zero Plastic which was released in 2019.

Also in 2019, the BC MOE issued the CleanBC Plastics Action Plan, a policy consultation paper on how the Province of BC intends to address plastic waste. The plan has involved amendments to the Recycling Regulation for “packaging-like” and “single-use” products that will be added to the Blue Box program starting in 2023.

¹⁹ Single-use plastics are designed to be thrown away after one use and can include for example packaging, convenience items (utensils, straws), etc.

In September 2020, the MOE released an intentions paper for changes to the Recycling Regulation. The MOE is considering regulating more materials, many of which have been identified as priority products by the PRRD (e.g. packaging and paper products beyond residential sources moderately hazardous products and mattresses).

This strategy can include but is not limited to:

- 1A. Lobby for a provincial EPR program for single-use items.
- 1B. Lobby for better service levels for existing EPR materials.
- 1C. Lobby for ICI to be included in current and future EPR Programs.
- 1D. Lobby for inclusion of new materials, regardless of source (residential or ICI), under the Recycling Regulation.

Implement programs at PRRD facilities, where feasible.

Responsibility: PRRD



Year 1-5



CapEx: \$n/a
OpEx: \$n/a

STRATEGY 2: Promote and educate on the pollution prevention hierarchy

The Issue: The PRRD has limited resources and wants to promote and educate on the pollution prevention hierarchy.

The PRRD wants to promote waste reduction and reuse ideas using some of the readily available campaigns and programs developed by others. There are examples of regional districts promoting waste reduction by hosting, supporting or promoting reuse and repair events or by supporting the establishment of a “makerspace”, such as the one established in Grand Prairie²⁰. The initiatives can be promoted by the PRRD, and if suitable by member municipalities, and non-profit groups.

Applicable Guiding Principles

- ♦ *Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts*
- ♦ *Promote zero waste approaches and support a circular economy*
- ♦ *Maximize beneficial use of waste materials and manage waste and divertible materials appropriately*

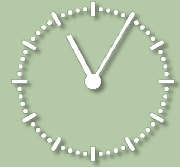
The PRRD wants to educate on the benefits of recycling to maintain high public participation. More education may be needed for residents on the cost of recycling in the Region and on ways residents can help to reduce costs. This comes after the cost to the PRRD for managing recyclables has increased significantly over the last two years - the price of recyclables materials has plummeted, and transportation costs have increased.

²⁰ For more information, visit URL: <https://makegp.org/>.

The PRRD can demonstrate its commitment to the pollution prevention hierarchy by implementing procurement practices that promote reduction and reuse of waste materials and encourage a circular economy, with increased use of recycled materials required in purchased products.

This strategy can include but is not limited to:

- 2A. Adopt successful waste reduction campaigns used in other regions to target residents.
 - 2B. Equip each share shed with a “share board” to encourage the reuse of bulky items.
 - 2C. Host, organize, and/or support repair activities through such as repair cafés, “maker spaces”, or similar in targeted communities.
 - 2D. Provide clear information on recycling options, including how to segregate materials, what happens to them, and the benefits of recycling.
 - 2E. Educate on the cost of recycling in the Region and ways costs can be reduced.
 - 2F. Adopt a procurement policy that supports the waste hierarchy
- Implement programs, where feasible. Promote and educate on the programs offered.



Year 1-10



CapEx: \$n/a
OpEx: \$10,000*

Responsibility: PRRD with support from member municipalities.

* Annual costs of \$10,000 (advertising, printing costs, supply costs, etc.)

STRATEGY 3: Research options for recycling agriculture plastics

The Issue: Approximately 27% of BC’s Agricultural Land Reserve is located within the PRRD and it is an agriculturally intensive region. The use of plastics in agriculture has increased over the last couple of decades. Agricultural plastics are plastic materials used in agricultural production and sales.

A relatively small portion of agricultural plastics are being diverted for recycling (approximately 5% in Canada), largely due to a lack of available recycling options. Based on PRRD’s experience, many agricultural plastics are typically contaminated, resulting in low marketability.

Applicable Guiding Principles

- ♦ Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts
- ♦ Promote zero waste approaches and support a circular economy
- ♦ Prevent recyclables from going into the garbage wherever practical
- ♦ Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical

This strategy can include but is not limited to:

- 3A. Continue investigating attainability of recycling agricultural plastics. PRRD will implement pilot when deemed economically feasible.
- 3B. If the pilot demonstrates promising results, implement larger scale recycling of agricultural plastics.

Implement programs at PRRD facilities, where feasible. Promote and educate on the programs offered.

Responsibility: PRRD



Year 1-5



CapEx: \$tbd*
OpEx: \$tbd

** The results of a pilot will help to determine capital and operating costs involved. Costs may be offset by external funding.*

STRATEGY 4: Increase ICI waste diversion by promoting the waste hierarchy

The Issue: ICI waste is only received at the Bessborough, Chetwynd, and North Peace Regional Landfills and makes up approximately 75% of the waste that is received at those sites. ICI MSW, which is currently being landfilled, accounts for the majority of the ICI waste materials (almost half of the waste accepted). The dominant ICI sector also bring many transient workers which add to the high per-capita disposal rate seen in the Region.

The ICI sector already contributes to diverting a range of different waste materials from landfills. However, there is room for improvement, as a large portion of waste that could be diverted are being landfilled. Over recent years PRRD's ICI waste diversion efforts and dialogue has mainly focused on the construction and demolition sector. Going forward, it is also important to reach out to and collaborate with the ICI sector, as this sector contributes a significant portion of the waste tonnages received at PRRD's landfills.

Applicable Guiding Principles

- ♦ *Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts*
- ♦ *Promote zero waste approaches and support a circular economy*
- ♦ *Maximize beneficial use of waste materials and manage waste and divertible materials appropriately*
- ♦ *Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical*

The PRRD could develop an ICI Waste Working Group as needed to collaborate with to find suitable methods to reduce, reuse and divert more waste from the ICI sector.

The 2018 waste composition study showed that compostable organics made up 32% of ICI waste. The study also showed that work camps, which are a large source of ICI waste in the PRRD, have exceptionally high organics diversion potential, with compostable organics

representing 52% of the waste stream. The PRRD wants to identify barriers to food donation and develop guidance information for organizations wanting to redistribute food instead of disposing of it.

The PRRD wants to encourage greater ICI waste diversion and provide an effective deterrent for the disposal of recyclable materials by increasing disposal fees for commercial solid waste. The PRRD wants to increase tipping fees for both unsorted/ mixed waste and sorted, however by keeping the fees of sorted (divertible) waste low compared to disposal fees for mixed waste loads, controlled waste, and restricted waste, the PRRD can encourage improved waste diversion of waste and may not cause increased illegal dumping of ICI wastes.

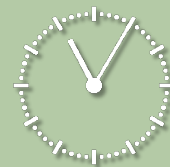
Along with fee increases, the PRRD will increase education efforts to affected stakeholder groups about required waste separation requirements, and upcoming disposal fees.

This strategy can include but is not limited to:

- 4A. Establish an ICI Waste Working Group to develop an overall ICI waste diversion strategy that identifies specific waste diversion initiatives supported by members as needed.
- 4B. Support or organize a waste reduction forum or workshop for targeted businesses.
- 4C. Develop guidance information for organizations on how to redistribute food to people in need rather than wasting.
- 4D. Increase ICI disposal fees for sorted waste, unsorted waste, controlled, and restricted waste and carry out education and outreach program(s) to implement changes and improve waste diversion.

Implement programs at PRRD facilities, where feasible

Responsibility: PRRD with support from member municipalities.



Year 1-10



CapEx: \$n/a
OpEx: \$n/a

STRATEGY 5: Improve collection of hazardous waste and targeted EPR materials

The Issue: Many hazardous waste materials are covered by current EPR programs. The PRRD prohibits landfilling of a number of hazardous wastes, such as used oil and anti-freeze products, paint, flammable liquids, pesticides, waste gasoline, and electronics.

Large hazardous wastes generators in the Region can engage companies' like Tervita, Green for Life (GFL) and Waste Management to dispose of hazardous waste. However, limited drop-off locations are currently available for many of the hazardous wastes produced by smaller generators. In some parts of the Region, there are also service gaps for hazardous waste disposal options for residents.

The PRRD wants to increase the disposal options by implementing periodic round-up events. Hazardous waste materials to collect at round-up events may include targeted EPR materials, such as lightbulbs and fixtures, smoke detectors and carbon monoxide alarms, electronics, batteries, but potentially also hazardous waste not covered by EPR programs. Round-up events can be a cost-effective way of servicing remote areas with small populations if many materials types can be collected at the same time. In addition, the PRRD wants to investigate the potential to offer permanent drop-off options for hazardous wastes and targeted EPR materials.

Applicable Guiding Principles

- ♦ *Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts*
- ♦ *Promote zero waste approaches and support a circular economy*
- ♦ *Maximize beneficial use of waste materials and manage waste and divertible materials appropriately*
- ♦ *Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical*

The PRRD is seeking to collaborate with stewardship organizations, such as Product Care, BC Used Oil Management Association, and/or private organizations, such as Tervita, GFL, Waste Management, to support periodic or permanent collection of hazardous waste.

This strategy can include but is not limited to:

- 5A. Identify cost-effective ways of offering mobile or periodic collection of hazardous wastes and targeted EPR materials at locations where service gaps exist. This may include partnering with stewardship or private organizations to support round-up events. PRRD will implement the temporary collection if deemed feasible.
- 5B. Investigate potential partnerships with stewardship organizations to offer permanent drop-off of hazardous wastes and targeted EPR materials at locations where service gaps exist. PRRD will pilot a permanent collection option and establish more permanent drop-off locations if it is deemed viable.

Implement programs at PRRD facilities where feasible.

Responsibility: PRRD



Year 1-10



CapEx: \$tbd*
OpEx: \$100,000**

* *The investigation will determine capital costs for a permanent collection and the financial support available from stewardship organizations.*

** *Cost of round-up event every three years.*

STRATEGY 6: Increase diversion of construction and demolition waste by promoting the waste hierarchy

The Issue: The 2018 waste characterization study of residual waste disposed at the PRRD's landfills showed that the construction and demolition (C&D) sector contributed 21% of the annual waste tonnages received at PRRD landfills. Although there are limited recycling options within the Region for many prevalent C&D materials such as drywall and carpets, there are still opportunities to divert a large part of the C&D waste from landfilling. For example, the PRRD accepts segregated clean wood waste, which made up almost 19% of the total landfilled C&D waste, and asphalt shingles, which made up almost 12% of the landfilled C&D waste).

Applicable Guiding Principles

- ♦ Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts
- ♦ Promote zero waste approaches and support a circular economy
- ♦ Maximize beneficial use of waste materials and manage waste and divertible materials appropriately
- ♦ Support polluter and user-pay approaches, and manage incentives to maximize behaviour outcomes where practical

This strategy can include but is not limited to:

- 6A. Encourage reduction and reuse of C&D materials.
- 6B. Investigate feasibility of recycling additional C&D materials, such as drywall and carpets, and implement pilot when deemed feasible.
- 6C. Increase differential tipping fees and incentives to encourage source separate and diversion of C&D Waste.
- 6D. Provide education on the importance of source separation and diversion of C&D waste.

Implement programs at PRRD facilities, where feasible.

Responsibility: PRRD



Year 1-10



CapEx: \$tbd*
OpEx: \$n/a

**Capital costs relating to the recycling of C&D materials will be determined part of the feasibility assessment.*

5.1.2 STRATEGIES TO INCREASE ORGANICS DIVERSION



The PRRD's current organics diversion initiatives include:

- Accepting yard and wood waste at all three PRRD landfills, Tier 1 Transfer Stations and at the Hudson's Hope and Tumbler Ridge Transfer sites.
- Piloting of windrow composting and vermicomposting.

Other residential composting initiatives include a drop-off location operated by the City of Dawson Creek, annual drop-off events held by the City of Fort St. John, and a composting program operated by the Saulneau First Nation community. A private composter offers in-vessel composting of logging debris.

Two new strategies are proposed to target increased organics diversion in the Region:

#	Strategy	Short-term Priority Years 1-5	Long-term Priority Years 6-10+
7	Establish organics processing capacity in the Region	✓	
8	Support curbside collection of compostable organics in member municipalities	✓	✓

STRATEGY 7: Establish organics processing capacity in the Region

The Issue: Based on the 2018 waste characterization study, compostable organics made up the largest part of landfilled waste; 31% overall. However, the portion of compostable organics is substantially higher than the overall composition in waste originating from the single-family households (44% of the waste) and from work camps (52%).

Applicable Guiding Principles

- ♦ Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts
- ♦ Promote zero waste approaches and support a circular economy
- ♦ Prevent organics from going into the garbage wherever practical

As a temporary measure, biosolids generated from the anaerobic lagoon at PRRD's wastewater treatment facility in Charlie Lake are currently being taken to PRRD's landfill. The PRRD sees an opportunity to treat biosolids using a composting process.

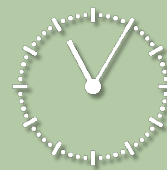
In 2020, the PRRD is piloting composting of cardboard, mixed paper, food waste, and biosolids using a vermicomposting process.

This strategy can include but is not limited to:

- 7A. Pilot small-scale composting processes at PRRD's facilities and establish larger scale processes at suitable sites if pilot is deemed successful and cost-effective.
- 7B. Reassess the feasibility of a large-scale organics processing facility (such as a Regional AD Facility) and how it compares with small-scale solutions.
- 7C. PRRD will implement small-scale composting processes and/or a large-scale organics processing facility if deemed viable.

Implement programs at PRRD facilities, where feasible.

Responsibility: PRRD



Year 1-5



CapEx: \$tbd*
OpEx: \$100,000*

* \$100,000 in consulting fees for planning and engineering in year 2. Capital and future operating costs will be determined based on the pilot results and as part of the feasibility assessments. Funding may offset some costs.

STRATEGY 8: Support the organics diversion in the Region

The Issue: Based on the public survey and feedback gathered from PTAC and COW, there is an appetite for diverting organic waste from landfills.

Once suitable composting solutions have been identified (refer to the previous strategy), the PRRD can work with the member municipalities to investigate organic waste collection options that fit the selected organics processing solutions.

Applicable Guiding Principles

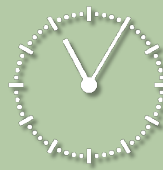
- ♦ Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts
- ♦ Promote zero waste approaches and support a circular economy
- ♦ Prevent organics from going into the garbage wherever practical

If organics processing capacity is available, this can include but is not limited to:

- 8A Support ICI and residential programs that promote organics diversion in the Region.
- 8B Investigate the feasibility of accepting organics at suitable solid waste sites for on-site processing or transfer to a central facility.

Implement programs at PRRD facilities, where feasible.

Responsibility: PRRD with support from member municipalities.



Year 1-10



CapEx: \$n/a
OpEx: \$tbd*

* Operating costs will be determined based on the assessments. Funding may offset some costs.

5.2 Energy Recovery

5.2.1 STRATEGIES TO INCREASE ENERGY RECOVERY

There are no current energy recovery initiatives undertaken by the PRRD.

The following two new strategies are proposed to increase energy recovery:



#	Strategy	Short-term Priority Years 1-5	Long-term Priority Years 6-10+
9	Assess suitability of technologies for energy recovery for organics in the Region	✓	
10	Assess suitability of technologies for energy recovery for residual waste	✓	

STRATEGY 9: Assess suitability of technologies for energy recovery for organics in the Region

The Issue: In 2018, when the PRRD was seeking proponents interested in developing an AD facility at the Bessborough Landfill, the two proposals relied heavily on the PRRD's willingness to guarantee the majority of the required feedstock. The preliminary costs appeared to be prohibitively expensive due to high transportation costs and required capital investment, so the AD initiative was placed on hold. The PRRD may want to continue to investigate opportunities to integrate energy recovery opportunities with biosolids management and landfill gas utilization.

Applicable Guiding Principles

- ♦ Promote zero waste approaches and support a circular economy
- ♦ Prevent organics from going into the garbage wherever practical
- ♦ Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical

This strategy can include but is not limited to:

- 9A. Re-assess option to process organic waste (including biosolids) at a Regional AD facility after small-scale composting pilot results are available. If deemed feasible, pursue AD facility with procurement process to canvas interest from vendors.

If deemed necessary, collaborate with member municipalities to implement bylaw amendments in order to secure organic feedstock for an AD facility.

Responsibility: PRRD and member municipalities.



Year 1-5



CapEx: \$tbd*
OpEx: \$100,000*

* \$100,000 in years 1 and 2 for consulting support. Capital and operating costs will be determined based on the assessment. Funding may offset some costs.

STRATEGY 10: Assess suitability of technologies for energy recovery for residual waste

The Issue: There are some waste materials for which there are currently no viable recycling markets. These include agricultural plastics, carpets, drywall, and other construction and demolition materials. These materials are currently landfilled. If recycling is deemed cost-prohibitive, the PRRD may want to investigate the use of non-recyclable waste materials for energy recovery.

Applicable Guiding Principles

- ♦ Maximize beneficial use of waste materials and manage waste and divertible materials appropriately
- ♦ Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical

Energy recovery typically becomes more cost effective with economies of scale. When the PRRD is reviewing the feasibility of establishing a Regional Energy Recovery Facility (RERF), the potential to accept waste materials from neighbouring regions/provinces (including Alberta) should also be reviewed. The PRRD will also follow the energy recovery developments in neighbouring northern communities in British Columbia/Alberta that are exploring resource recovery options.

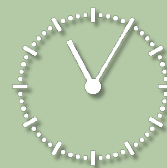
In accordance with the Ministry's guidance on how energy recovery technologies such as waste to Energy (WTE) fit into a SWMP, local governments contributing MSW to a facility must have an approved SWMP that authorizes and/or recognizes the WTE facility to accept and dispose of MSW. If the PRRD determines that a RERF is feasible, it is required to amend Schedule A (List of PRRD's Facilities) to include the WTE facility in the service area. Based on MOE's guide to solid waste management planning, the opening of a facility that is included in a regional district's solid waste management plan, and requires an authorization under the Environmental Management Act, is still regarded as a substantial change to the solid waste management system and it would trigger a full plan (major) amendment. According to Ministry requirements local governments planning to direct MSW to a WTE Facility also require an assessment and comparison of waste management treatment and disposal options. It is suitable for the PRRD to correspond with the MOE to confirm the requirements when assessing a RERF.

This strategy can include but is not limited to:

- 10A. Assess feasibility of establishing a Regional Energy Recovery Facility (RERF) for residual waste with potential to accept waste from neighbouring regions/province. If feasible, solicit interest from potential vendors and establish a process for evaluating and selecting a suitable technology or process.
- 10B. Undertake an assessment and comparison of waste management and disposal options in accordance with Ministry requirements.
- 10C. Consider out-of-region resource recovery facilities as potential future solutions for managing a portion of the Region's waste stream.

Implement energy recovery initiatives where feasible and consider best practices

Responsibility: PRRD



Year 1-5



CapEx: \$tbd*
OpEx: \$100,000*

** \$100,000 in years 1-4 for consulting support (feasibility assessment, planning, public engagement and design). Capital and operating costs will be determined based on the feasibility assessment.*

5.3 Residual Waste

5.3.1 STRATEGIES TO IMPROVE RESIDUAL WASTE MANAGEMENT



The PRRD's current residual waste management initiatives include:

- Accepting garbage at all landfills, transfer stations, transfer sites, Transtor sites and unattended sites in the Region. The collected garbage is hauled to the closest landfill (either North Peace Regional, Chetwynd, or Bessborough).
- Providing spring and fall clean-up events for residents and businesses to clean up their properties and dispose of materials generated.
- Providing homeowners clean-up coupons each year to enable free disposal at all PRRD transfer station sites.
- Operating three landfills in the Region in accordance with Provincial legislation and permits. Capital expenditures for landfill expansion and closure will be done in accordance with the Design, Operations and Closure Plans for each landfill.
- Monitoring of closed waste disposal sites known to the PRRD in accordance with Ministry-mandated monitoring requirements.
- Addressing illegal dumping (Figure 15) through a range of initiatives, including education and promotion of current waste management options, reporting of illegal dumping on Crown land via the RAPP line, supporting community spring and fall clean-ups, and waiving tipping fees for community or non-profit groups (up to \$500) if the waste clean-up is conducted on Crown land.



Figure 15: Public abuse at unmanned transfer station

The following four strategies are proposed to improve solid waste management and prevent illegal dumping:

#	Strategy	Short-term Priority Years 1-5	Long-term Priority Years 6-10+
11	Improve accessibility and efficiency of the solid waste network	✓	✓
12	Monitor the PRRD's three active landfills to continually assess long-term disposal options	✓	✓
13	Develop an illegal dumping strategy	✓	✓
14	Develop an emergency debris management plan		✓

STRATEGY 11: Improve accessibility and efficiency of the solid waste network

The Issue: The PRRD has a vast network of solid waste management facilities and sites that are attended or unattended (unmanned). The majority of costs are associated with hauling, attendant and supervisor services, and bin rentals. Efficiency improvements have already been achieved, for example through the consolidation of many unmanned sites and the replacement with manned transfer stations. Waste materials are already compacted at all Tier 1 and 2 Transfer Stations, except the Dawson Creek Transfer Station, where household garbage is received in roll-off bins. Garbage is not compacted at the unmanned transfer stations and hauling costs from these sites are significant in comparison to hauling of compacted waste from other facilities. There are potential opportunities for improvements in terms of hauling and bin rentals. Attendant and contract supervisor services make up another large cost to the PRRD. As part of reviewing efficiency, the PRRD may also look at options to reduce these costs.

Applicable Guiding Principles

- ♦ *Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts*
- ♦ *Prevent recyclables from going into the garbage wherever practical*
- ♦ *Maximize beneficial use of waste materials and manage waste and divertible materials appropriately*
- ♦ *Support polluter and user-pay approaches, and manage incentives to maximize behaviour outcomes where practical*

Manned facilities can offer a higher level of service, where many types of materials can be accepted for diversion. Manned sites allow for more diversion, more opportunities to communicate with residents on how to segregate waste for increased waste diversion. The PRRD would have the option to collect more EPR materials if the sites are manned. In addition to improving the waste management services provided, the replacement of unmanned sites with manned facilities helps to prevent illegal dumping (refer to strategy 13 for more information on initiatives to prevent illegal dumping). The PRRD has experienced ongoing challenges with public abuse at unmanned sites.

Since 2009 work has been done to consolidate PRRD sites and upgrade existing unmanned facilities to provide a better level of service. On a regular basis the PRRD will review the needs to consolidate and replace unmanned sites with manned transfer stations. In the needs assessment the PRRD must be mindful to strike a balance between providing facilities for easy accessibility and the level of services provided at these facilities.

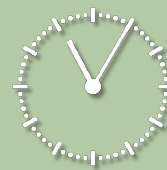
There are concerns that recycling and garbage disposal is not currently as accessible for rural residents as for residents of the municipalities. Seven member municipalities provide curbside garbage collection, either paid through taxation or utilities for solid waste services. Residents within the PRRD who do not receive curbside collection must self-haul the material to a nearby transfer station or landfill, where residents pay tipping fees. Fees are applied at all landfills and manned transfer stations with the exception of Hudson's Hope Transtor Site and Tumbler Ridge Transtor Site, where residents pay for waste disposal through municipal taxation. PRRD is committed to assess the feasibility of a curbside collection service throughout the Region.

This strategy can include but is not limited to:

- 11A. Regularly review and assess the efficiency of the waste management network and implement changes to improve service levels or when cost savings are identified.
- 11B. Undertake a pilot to improve convenience for solid waste disposal services, such as piloting 24 hr access for free disposal of bagged household garbage at a transfer station and implement at more sites if deemed feasible.
- 11C. Assess the feasibility a curbside collection throughout the Region that is funded by its users.

Implement initiatives where feasible and consider best practices.

Responsibility: PRRD and member municipalities.



Year 1-10



CapEx: \$tbd*
OpEx: \$20,000**

* *Capital costs for the construction of manned transfer stations are already allocated in existing budgets. Capital costs associated with enabling 24/7 access at rural transfer stations are assumed to be determined based on the pilot.*

** *\$20,000 for consulting support across years 1-6. Future capital costs will be determined based on the pilot.*

STRATEGY 12: Monitor the PRRD's three active landfills to continually assess long-term disposal options

The Issue: The PRRD operates three landfills; North Peace Regional, Bessborough and Chetwynd Landfills.

The Chetwynd Landfill is nearing capacity, with approximately 10 years remaining. The PRRD may be able to extend the landfill life in the short-term (by approximately 2 years), however options for expansion or closure and transfer to another facility needs to be reviewed soon.

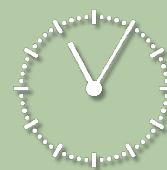
The North Peace Regional and Bessborough Landfills have approximately 28 and 42-66 years (or more) of capacity remaining respectively. The PRRD will continue to monitor the performance of the landfills and plan for changes to the current operation as necessary.

Applicable Guiding Principles

- ♦ *Maximize beneficial use of waste materials and manage waste and divertible materials appropriately*

This strategy can include but is not limited to:

- 12A. In parallel with operating the Chetwynd Landfill, complete a review of the options available for long term disposal, as the Chetwynd Landfill is nearing capacity.
- 12B. In parallel with operating North Peace Regional and Bessborough Landfills, continue to monitor and plan for changes if deemed necessary.
- 12C. If any changes to any of the active landfills are deemed necessary, proceed with most suitable option(s) which could include final closure, establishment of a transfer station, continuing operation as a landfill for demolition and land clearing waste, expansion of the landfill, and/or relocation of the landfill to an alternative site.



Year 1-10



CapEx: \$tbd*
OpEx: \$100,000*

Responsibility: PRRD

** \$100,000 in year 5 for review of transfer station and transfer options. Capital and operating costs will be determined based on the options review.*

STRATEGY 13: Develop an illegal dumping strategy in the Region

The Issue: Illegal dumping is an ongoing issue for the PRRD. The Region has many rural areas with significant distances between residents to disposal facilities like transfer stations and landfills. In addition there is also frequent public abuse of unmanned transfer stations.

The PRRD provides seasonal clean-up events as a measure to well as consolidate unattended sites and replace them with attended facilities to prevent illegal dumping. Other continuing initiatives include providing education and promotion of current options to recycle and dispose of waste safely at a waste management facility and optimizing operating hours at transfer stations to discourage illegal dumping.

Applicable Guiding Principles

- ♦ Support polluter and user-pay approaches, and manage incentives to maximize behaviour outcomes where practical
- ♦ Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical
- ♦ Ensure all waste materials are managed responsibly as technology or local options are developed

The PRRD wants to continue to encourage people to report illegal dumping incidents on Crown Land and support community clean-up efforts.

The PRRD wants to collaborate through an inter-agency working group, which can include representatives from the PRRD, member municipalities and electoral areas, the local Conservation Office, First Nation communities, neighbouring regional districts and the RCMP. An inter-agency working group could be established to identify solutions and mitigation strategies for illegal dumping. An illegal dumping strategy can set out the responsibilities of all parties, actions to take and data reporting requirements to improve tracking, outreach, and

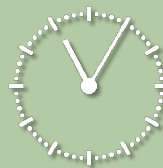
staffing. Work on this initiative could involve conducting a survey to determine the most common materials illegally discarded and the most frequent problem areas. This will provide a basis for types of materials and “hot spots” on which to build an education campaign and clean-up programs.

This strategy can include but is not limited to:

- 13A. Continue to monitor the scope and scale of illegal dumping in the Region.
- 13B. Develop an illegal dumping strategy aimed to improved tracking, identification or problem areas, and/or assessing accessibility to solid waste facilities to reduce the number of illegal dumping incidents.
- 13C. Establish an inter-agency working group, as deemed suitable, to implement the illegal dumping strategy.
- 13D. Lobby the Province to help clarify roles and responsibilities for addressing illegal dumping.
- 13E. Promote public outreach to prevent illegal dumping and how to report occurrences.
- 13F. Continue to support the public with programs to help dispose of waste properly.

Implement strategy, where feasible and consider best practices.

Responsibility: PRRD and member municipalities.



Year 1-10



CapEx: \$n/a
OpEx: \$20,000*

* \$20,000 for consulting support in year 2.

STRATEGY 14: Develop an emergency debris management plan

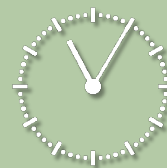
The Issue: Natural disasters can destroy homes and cause debris that needs to be managed to protect human health, conserve disposal capacity, and minimize or prevent environmental impacts. The PRRD has an emergency committee, which has identified the need to develop an emergency debris management plan. This plan should specifically address emergencies that can significantly influence solid waste quantities. Emergencies can include an animal epidemic, human pandemic, dam failures, fires, floods, or earthquakes.

Applicable Guiding Principles

- ♦ Ensure all waste materials are managed responsibly as technology or local options are developed

This strategy can include but is not limited to:

14A. Develop an Emergency Debris Management Plan.



Year 6-10



CapEx: \$n/a
OpEx: \$n/a

Responsibility: PRRD and member municipalities.

5.4 Solid Waste Management Funding



Over the last few years, a typical operational budget for solid waste management services has ranged from \$11 to \$14 million annually. The 2019 operational budget for solid waste management is approximately \$11 million.

The annual capital budget for infrastructure projects varies between \$2 million and \$7 million, depending on the nature of capital improvements involved. The estimated average is \$4 million per year.

Revenue to fund the solid waste management services comes from:

- Tipping fees
- Taxation
- Sale of recyclables
- Financial incentives paid by stewardship agencies (e.g. Recycle BC)
- Permits and fees
- Grants

Over the past five years the PRRD's funding model has shifted from a heavily tax funded system towards a system based on the user-pay principle with tipping fee funding. For comparison approximately 47% of the system was funded through taxation and 32% through tipping fees in 2015. The corresponding numbers for 2019 were 38% and 39%, respectively. The Regional Board has approved an increase by Consumer Price Index + 1% (3.3%) effective May 1, 2020 across ICI tipping fees for all classifications of waste.

First Nation communities pay a \$50 per household fee in lieu of taxes. These fees are to simulate taxes, as First Nations are not taxed directly by the PRRD. First Nation communities pay all applicable fees at the landfills and transfer stations.

The following two strategies are proposed to ensure a sustainable solid waste funding and cost recovery:

#	Strategy	Short-term Priority Year 1-5	Long-term Priority Year 6-10+
15	Set limits on recycling cost and implement other management methods as necessary		✓
16	Continually assess financial model used to fund the solid waste system	✓	✓

STRATEGY 15: Set limits on recycling cost and implement other management methods as necessary

The Issue: The PRRD wants to place a priority on encouraging stewardship organizations to take more responsibility for recycling in rural communities, as recycling efforts are largely subsidized by the Regional District. To limit future cost increases to provide recycling services, the PRRD is also committed to considering local alternatives to sending collected materials long distances for recycling while still diverting materials from landfills (e.g. composting of cardboard and mixed paper or Waste to Energy).

Applicable Guiding Principles

- ♦ *Ensure all waste materials are managed responsibly as technology or local options are developed*

The PRRD would also investigate setting upper limits for recycling costs, which would vary depending on materials. If the cost thresholds are exceeded, the PRRD would consider alternative options (composting, waste to energy, or landfilling), while still considering the pollution prevention hierarchy. As long as the recycling costs exceed the agreed limits, alternatives to recycling are implemented until recycling costs can be reduced below the agreed threshold.

The PRRD wants to look for help from the Province to ensure the pollution prevention hierarchy is maintained. The PRRD would look to lobby for ways to reduce and/or subsidize recycling costs to remote and rural parts of BC where access to markets is limited and economy of scale is lacking.

The PRRD will continually need to educate residents on the cost of recycling programs, which is also highlighted in Strategy 2.

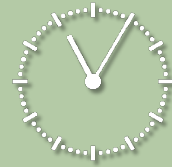
The upper limits for recycling costs would be revisited and defined every year.

It will be suitable to review establishing cost thresholds when the PRRD undertakes an effectiveness review after five years of Plan implementation.

This strategy can include but is not limited to:

- 15A. Establish cost thresholds when alternative lower cost options (e.g. landfilling) are pursued until recycling is no longer cost prohibitive.
 - 15B. Lobby for the Province to subsidize the cost of recycling when upper limits are exceeded.
 - 15C. Educate on the cost of recycling in the Region and on ways costs can be reduced.
- Implement cost threshold if deemed feasible.

Responsibility: PRRD



Year 6-10



CapEx: \$n/a
OpEx: \$n/a

STRATEGY 16: Continually assess financial model used to fund the solid waste system

The Issue: To limit system costs, the PRRD wants to lobby for improved accessibility to EPR materials collection options for rural residents as well as expand the list of regulated materials (refer to Strategy 1). For management of unregulated materials that are not funded by stewardship organizations, the PRRD may need to increase tipping fees and/or raise taxes to sufficiently fund recycling.

Applicable Guiding Principles

- ♦ *Ensure all waste materials are managed responsibly as technology or local options are developed*
- ♦ *Support polluter and user-pay approaches, and manage incentives to maximize behaviour outcomes where practical*

Any new programs or facilities, such as a Regional Waste to Energy facility, will result in increased costs to the PRRD. It is important to forecast these costs and confirm sources of revenue (e.g. tipping fees and taxation) and rates that will be required to fund the system.

MH developed a financial model for the PRRD to help guide potential adjustments to tipping fee rates and tax requisition required to fund the solid waste management system. The model forecasts costs and revenues associated with the entire PRRD solid waste management system over a projection period of 20 years.

The model can be used to operationally assess and plan the cost recovery requirements for the implementation of strategies provided in this Draft RSWMP. There are three broad strategies, which could significantly impact the PRRD's future system financing:

- Revising the tipping fee structure to distinguish between ICI and residential waste, including increasing tipping fees for unsorted waste.
- Waiving of tipping fees for sorted residential waste at transfer stations/landfills and funding disposal through taxation and tipping fees on other materials.
- Potentially establishing a large-scale organics processing facility and/or a regional waste to energy facility.

To limit the burden on taxpayers and to focus on a user-pay approach for larger waste generators, the PRRD is proposing to continually review waste disposal fees. An increase in disposal fees for unsorted wastes will be assessed, in particular relating to the ICI sector. Refer to Strategy 4 for more details. The PRRD will utilize its solid waste fee bylaw to incentivize waste diversion through sorting and segregation materials rather than disposing unsorted garbage. When setting tipping fees in the Region, it will be important to consider those of nearby jurisdictions. If these jurisdictions have lower tipping fees, there is risk of large waste generators and collectors hauling waste out of the region to avoid higher disposal costs.

Rural residents have expressed a concern that they are paying a disproportionate amount for the current system, compared to residents in areas with curbside garbage collection. To limit the burden on tax payers and to focus on harmonizing fees across the Region, the PRRD is proposing to investigate and pilot the waiving of tipping fees for sorted residential household waste at transfer stations / landfills and fund disposal via taxation. The PRRD could look at the feasibility of offering 24/7 access for free residential disposal at manned rural transfer stations for bagged (small volume) sorted household waste. The intention is for residents to access a hopper/chute where bagged garbage can be disposed after hours. This would not be needed at the Landfills as nearby residents have access to curbside collection services.

Sites offering 24/7 access for free residential disposal would still be open to the public during specified operating hours to accept bulkier materials (wood, metal, bulky waste, tires, etc) that require source separation that encourages waste diversion. Facility staff have an important role in educating residents on waste diversion options available and which materials are prohibited from disposal.

The waiving of tipping fees for all sorted residential waste would result in an estimated annual tipping fee revenue reduction of \$800,000 - \$950,000, based on the PRRD's financial model for the next 20 years. By making disposal more accessible to all residents, the PRRD can save costs in other areas, including:

- Reducing the spring and fall clean-up events to only one event per year.
- Ceasing the coupon program, which can save approximately \$72,000 per year.

Within the first five years, the PRRD wants to investigate and pilot the waiving of residential tipping fees at transfer stations and landfills. A system-wide implementation will only be completed if deemed feasible based on the pilot.

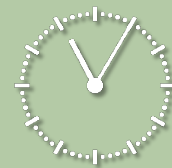
As a long-term focus (beyond year 5), the PRRD wants to revisit waste disposal fees paid by First Nation communities in lieu of taxes to reflect the drive to harmonize residential disposal rates across the Region.

This strategy can include but is not limited to:

- 16A. Assess cost recovery model to implement tipping fees and taxation that fully funds the solid waste management system.
- 16B. Investigate and pilot the waiving of tipping fees for sorted residential waste at transfer stations and landfills. Implement system-wide if deemed feasible and fund disposal via taxation.
- 16C. Continually review waste disposal fees to harmonize fees across the Region.
- 16D. Incentivize waste diversion by increasing disposal fees on unsorted wastes.

Implement cost recovery options where feasible and consider best practices.

Responsibility: PRRD and member municipalities.



Year 1-10



CapEx: \$tbd*
OpEx: \$30,000**

** Capital costs associated with the piloting of 24/7 access at rural transfer stations are assumed to be accommodated within existing capital budgets for PRRD's facilities. Capital costs for further implementation will be determined based on the pilot results.*

***Consulting fees to investigate and pilot the waiving of residential tipping fees at transfer stations and landfills in year 1 (\$30,000), update funding model in year 4 (\$30,000 and consulting support to review disposal fees paid by FN communities in year 6 (\$30,000). Future operating costs will be determined based on the pilot results.*

6. KEY CONSIDERATIONS FOR DEVELOPING & ASSESSING PROPOSED STRATEGIES

During the planning process, PRRD staff worked closely with the consultant, Morrison Hershfield, and members from PTAC and COW to ensure that all strategies relate directly to the Guiding Principles. In addition, a wide range of factors have been considered during the development of potential options, the selection of proposed strategies and determining associated actions.

Some of the key considerations used for developing and assessing proposed strategies during the planning process include:

General:

- **Alignment with existing or proposed provincial strategies and initiatives** – The majority of the guiding principles proposed by the Ministry were adopted for the RSWMP development.
- **The potential of a policy / waste management service solution to result in significant waste stream reduction** – the waste composition results from 2018 helped to guide decisions on waste streams that the PRRD should prioritize to reduce landfill disposal.
- **Potential challenges administering policy once introduced** – in developing operational costs the PRRD has considered new staffing requirements.
- **Opportunity for public-private partnerships** – based on input from the PTAC and COW, the PRRD has proposed strategies that encourage partnerships that may be important for specific strategies (e.g. through working groups with specific stakeholder groups).
- **Flexibility to adapt policy to changing circumstances over time** – in developing the proposed strategies, the PRRD has allowed for flexibility to adapt policy if necessary.
- **Risk of failure** – the PRRD has outlined the remaining landfill capacity and understands local constraints and limitations.

Environmental:

- **Linkages to the pollution prevention hierarchy** – the planning process explored potential options in accordance with the pollution prevention hierarchy with particular focus on the 3 Rs (reduction, reuse, and recycling, including composting).
- **Facility discharges to the environment and level of associated environmental risk** – the PRRD wants to ensure that hazardous waste is managed in an environmentally responsible manner and it has prioritized improved drop-off options for hazardous waste in the Region. The PRRD is also committed to monitoring and mitigating discharges to the environment from all PRRD-owned sites.

- **Associated direct environmental benefits** – The PRRD will continue to identify ways to reduce greenhouse gas emissions from the Region's closed and active landfills, and through the recognition that programs that reduce organic material being disposed in the region's landfills could form part of this strategic approach.
- **Associated ancillary environmental benefits** – The proposed strategies include strategies to prevent waste and support the reuse of items, repair events, the use of products with recycled content, etc.

Social:

- **Associated social benefits** – the proposed strategies involve empowering residents through increased public awareness and education and increased accessibility to waste management services. Education on waste and recycling costs and policy changes are important to gain community buy-in and influence behaviour changes.
- **Ability to create opportunities for new partnerships** – many partnership opportunities have been identified through the use of working groups to find solutions in collaboration that can benefit many. Partnership opportunities have also been identified with stewardship organizations.
- **Opportunities for increased private sector involvement and benefit to the Region** – the PRRD is proposing to establish an ICI working group to increase private sector involvement.

There are many proposed strategies involving assessments into particular for aspects of the waste management system. All assessments will lead to implementation of any resulting strategies and initiatives that are considered feasible with a strong cost/benefit case. The PRRD is committed to considering environmental, social and economic implications for all feasibility assessments. For cost-benefits assessments the PRRD can consider economic benefits (revenues, employment opportunities), available recycling infrastructure and end-markets for collected materials, transportation costs, staff implications, costs, potential savings and costs to taxpayers and consumers compared to alternatives, fairness and equity regarding the distribution of accrued costs and benefits, etc.

7. RSWMP FINANCING AND ADMINISTRATION

7.1 Estimated Expenditures

Schedule D presents the estimated cost of existing initiatives and by proposed strategies, as well as the monthly costs to homeowners.

All new strategies involving municipal costs will need to be defined and approved by each municipality. Costs provided in this plan are estimated in 2020 dollars and may not reflect actual costs at the time of implementation.

The Plan includes a number of feasibility assessments and reviews that will take place during the Plan implementation period. These reviews may result in new capital costs if the assessments deem a specific initiative as feasible. The capital costs will be identified as part of the reviews and these can be included as part of the five-year effectiveness review or as part of the next SWMP update. Where suitable, the PRRD may decide to obtain approval for capital spending as part of the annual budgets process and proceed with the new initiative within the current five-year period.

7.2 Cost Recovery Mechanisms

The PRRD will continue to use both tipping fees and taxation to fund the implementation of the RSWMP. As indicated in the guiding principles, the PRRD is committed to making the solid waste system costs equitable for residents and businesses, wherever practical, and to focus on incentive-based tipping fees that encourage segregation of materials and waste diversion rather than landfill disposal.

The programs and policies outlined will require the PRRD to commit financial resources in each year of Plan implementation. The standard five-year financial planning model will be applied to the development of financial projections and budgets for the implementation of the Plan, as part of the on-going budget process for the PRRD's solid waste management function.

7.3 Monitoring and Measurements

Implementation monitoring and governance will be supported by a two-committee structure as follows:

- A Solid Waste Committee (SWC), made up of appointed members of the PRRD's Board of Directors.
- A Plan Monitoring and Advisory Committee (PMAC), made up of representation from member municipalities staff, PRRD waste management staff, PRRD waste management contractors or partners, public agencies such as the Ministry, First Nations representatives within the Region, private and non-profit sectors, industry and institutional representatives and the general public.

The establishment of the PMAC is required by the Ministry. The PRRD will develop a Terms of Reference for the Committee, and recruit members through direct contact, as well as general open invitations. The selected members of the PMAC will be confirmed by the Board of Directors.

Together these Committees will provide advice to PRRD staff and the Board of Directors as appropriate, work to monitor the implementation and effectiveness of the Plan, and they will identify concerns and issues that may arise in the implementation process. PRRD Staff will develop an annual report on the progress of initiatives, which will be used to update the Board. The report will also be used to update the Committees and any other stakeholders, as necessary. The PMAC will meet on a regular basis to discuss and monitor the implementation of the RSWMP and make recommendations to increase its effectiveness.

Progress towards the targets presented in Section 2.1 will be assessed and reported on an annual basis. Annual disposal data will be entered into the Province's waste disposal calculator. The per capita disposal will be measured using the quantity (in tonnes) of solid waste sent for disposal at PRRD's landfills. This quantity will be divided by the estimated or known population as defined by BC Stats Census data and population projections.

After five years of Plan implementation, the PRRD will undertake an effectiveness review and report on the Plan's implementation and effectiveness to date. Schedule D includes the estimated cost to engage a third party to undertake the review on behalf of the PRRD. The review requirements are set by the MOE Guide to Solid Waste Management Planning (September 2016). The review process can identify if there is a need to amend any parts of the RSWMP. Amendments are needed if there are significant changes, for example the inclusion of a WTE facility in the service area or the opening of a new waste management facility that manages wastes currently covered by the existing SWMP.

7.3.1 PLAN FLEXIBILITY

This RSWMP represents the current understanding and approach to the solid waste management challenges being faced by the PRRD. The version of the Plan that is formally adopted will be considered a "living document" that may be amended to reflect new considerations, technologies, and issues.

Costs provided in this RSWMP are estimates and may not reflect actual costs at the time of implementation. Significant programs and infrastructure projects may undergo further assessment, including an assessment of costs and continued community support, by the Plan Monitoring Committee prior to implementation.

The Plan's implementation schedule is intended to be flexible to allow for changes in the Region's response to world markets, pandemics, priorities and available funding. Notwithstanding, the contents of this Plan are subject to legal requirements and, as a result, guidance and the direction from the MOE will be sought with respect to level of flexibility, as appropriate.

If any of the information in the schedules to this plan needs to be amended during the 10-year lifespan of the plan, approval from the Minister may be required and engagement with the public

may be necessary. The requirements depend on the type of change. Unless the change is considered major, in accordance with the guide, a change to a schedule should not require submission of the entire RSWMP for review and approval.

7.4 Dispute Resolution

Given the number of stakeholders and the varying interests addressed in the Plan, the possibility exists that disputes may occur during implementation of the Plan, and through the process of amendments to the Plan that may arise in future. This section establishes a dispute resolution procedure for addressing such issues as disputes arising from administrative decisions made by the PRRD, interpretations of plan activities and services, economics, land tenure, jurisdictional responsibility, or other issues. The structure presented below is intended to resolve disputes in a timely and cost-effective manner.

- The parties having a dispute must make all reasonable effort to come to an equitable agreement without outside intervention, before proceeding to the next step.
- Should the parties determine that an agreement is not within reach, the PMAC and/or the SWC then be utilized as a mediator between the parties. Any member of the PMAC or the SWC directly involved with the parties or in a relationship that may be perceived to be a conflict of interest with regard to the dispute will not be granted voting/motioning privileges, but will remain an active participant in all discussions. All attempts will be made to reach an agreement.
- Should an agreement still not be achievable, the Regional Board will be called upon to act as a mediator. The disputing parties must both agree with referring the dispute to the Regional Board and agree that the Regional Board's decision will be binding.
- Should the Regional Board be unable to resolve the dispute, an arbitrator may be assigned, the cost to be shared equally between the disputing parties. The reporting materials provided to the PMAC, SWC and the Regional Board shall be provided to the arbitrator, who will review the report and make any inquiries he/she feels necessary to resolve the dispute. The arbitrator's decision shall be submitted to the Regional Board in writing, and the dispute will be considered resolved when the arbitrator's decision is approved by the Regional Board and the dissenting parties.

8. PLAN IMPLEMENTATION

8.1 Implementation Schedule

A timeframe for implementing each plan strategy is included in Schedule E.

8.2 Bylaws

Schedule F includes a list of existing bylaws.

SCHEDULE A: List of PRRD Facilities

LIST OF PRRD FACILITIES

Tier 1 Transfer Stations

Facility	Location
Dawson Creek Transfer Station	829 Highway 49, Dawson Creek
Cecil Lake Transfer Station	4484 248 Rd, Cecil Lake
Kelly Lake Transfer Station	280 Kelly Lake Road, Kelly Lake
Rose Prairie Transfer Station	12452 260 Road, Rose Prairie
Tomslake Transfer Station	15093 Old Edmonton Hwy, Tomslake
Prespatou Transfer Station	13139 Altona Road, Prespatou
Wonowon Transfer Station	18868 Highway 97 North, Wonowon

Tier 2 Transfer Station

Facility	Location
Buick Creek Transfer Station	19468 Aitken Creek Rd, Buick Creek
Goodlow Transfer Station	13197 Clayhurst Rd, Goodlow
Moberly Lake Transfer Station	6464 Lakeshore Drive, Moberly Lake
Pink Mountain Transfer Station	24740 Cypress Creek Road, Pink Mountain
Rolla Transfer Station	5207 213 Road, Rolla
Upper Halfway Transfer Station	19337 Upper Halfway Road, Peace River B

Transtor Sites

Facility	Location
Hudson's Hope Transtor Site	20318 Canyon Road, Hudson's Hope
Tumbler Ridge Transtor Site	103 Ridge Road, Tumbler Ridge

Transfer Site

Facility	Location
Mile 62.5 Transfer Site	14106 Dump Road, Charlie Lake

Unattended Sites

Facility	Location (Easting/Northing)	
Milligan/PJ	-120.6183872	56.87858618
Milligan	-120.6201999	56.75088771
Osborn	-120.3683089	56.55180098
Lebell Subdivision	-120.5890371	55.96883769
Upper Cache	-121.5364687	56.34664671
Fellers Heights	-120.5622125	55.63573361
Progress	-120.7166668	55.78069206
Groundbirch	-120.9236287	55.78347712
East Pine	-121.1933681	55.72756945
Lone Prairie	-121.3846209	55.60098954
Sukunka	-121.6210993	55.5081796
Hasler Flats	-121.9632134	55.60986158
Mt. Lemoray	-122.4818917	55.53805572

SCHEDULE B: List of Closed Landfills

CLOSED WASTE DISPOSAL SITES

The following closed waste disposal sites are known to the PRRD:

Site	Location (Easting/Northing)	
Taylor	-120.6450566	56.16030782
Cecil Lake	-120.5130296	56.33494882
Clayhurst	-120.0451135	56.14138338
East Pine	-121.190914	55.72688131
Fellers Heights	-120.5663475	55.6348322
Flatrock	-120.0982521	56.12768461
Goodlow	-120.105988	56.29044845
Mile 62.5	-121.1394222	56.39477957
Mile 98	-121.7370203	56.70778661
Upper Halfway	-122.2745542	56.4896953
Milligan Creek	-120.6222829	56.96055603
Osborn	-120.3515209	56.55343549
Prespatou	-121.0854924	56.92058498
Groundbirch	-120.9222464	55.80148711
Tumbler Ridge	-121.0111371	55.14445904
Sikanni Chief	-122.7278779	57.24488713
Moberly Lake	-121.5984864	55.8354144
Mt Lemoray	-122.4720642	55.53938674
Progress	-120.6918814	55.76631686
Hudson's Hope	-121.9474185	56.02816882
Rose Prairie	-120.9203285	56.50934263
Dawson Creek	-120.1748675	55.75171428
Buick Creek	-121.303282	56.75286841
Lone Prairie	-121.4697797	55.59044063
Kelly Lake	-120.0789746	55.25309651
Sunset Prairie	-122.5323923	57.03294351

**SCHEDULE C: List of Other Operational Waste Management
Facilities in the PRRD**

OTHER WASTE MANAGEMENT FACILITIES IN THE REGION

Recycling Facilities¹

Facility (Ownership)	Location
ABC Recycling	9631 78 St, Fort St John
Chetwynd Recycling & Bottle Depot	4824 - 54th Street, Chetwynd
D.C. Campbell Recycling	925 - 100th Avenue, Dawson Creek
Fort St. John Bottle Depot	10104 93rd Avenue, Fort St. John
Recycle-It Resource Recovery (R3)	10095 - 85 Avenue Fort St. John
Richmond Steel Recycling	9623 78 St, Fort St John
T.R. Bottle Depot	107 Commercial Drive, Tumbler Ridge

Organics Processing Facilities

Facility	Location
Denbow	10407 Alaska Rd, Fort St. John

Waste Management and Disposal Facilities

Facility	Location
Green for Life (GFL)	8831 100 Street, Fort St. John
Tervita Silverberry Treatment, Recovery and Disposal Facility	KM 11.5, Beatton Airport Road, Buick
Waste Management	9412 Sikanni Rd, Fort St John

¹ EPR products are also collected at producer-led return-to-retailer programs (i.e. Shaw, Telus, Bell, London Drugs), which are not included in the list of recycling facilities.

SCHEDULE D: Expenditures for Plan Implementation

Expenditures for Plan Implementation

Existing Revenues and Costs (Current Plan)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
REVENUE										
Requisition	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)
Grants	\$(600,000)	\$(600,000)	\$(600,000)	\$(600,000)	\$600	\$600	\$600	\$600	\$600	\$600
Recovery of costs	\$(25,000)	\$(25,000)	\$(25,000)	\$(25,000)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Fees and permits	\$(2,639)	\$(2,639)	\$(2,639)	\$(2,639)	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639
MMBC	\$(42,000)	\$(42,000)	\$(42,000)	\$(42,000)	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000
Municipal revenue	\$(10,500)	\$(10,500)	\$(10,500)	\$(10,500)	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
Recycling	\$(1,000)	\$(1,000)	\$(1,000)	\$(1,000)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
General fees and cash short/over	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)
Total Revenue	(11,278,949)	(11,278,949)	(11,278,949)	(11,278,949)	(10,516,071)	(10,516,071)	(10,516,071)	(10,516,071)	(10,516,071)	(10,516,071)
OPERATING COSTS										
General	\$896,578	\$881,578	\$876,578	\$876,578	\$876,578	\$876,578	\$876,578	\$876,578	\$876,578	\$876,578
Administration and allocations	\$357,737	\$357,737	\$357,737	\$357,737	\$357,737	\$357,737	\$357,737	\$357,737	\$357,737	\$357,737
Landfills and transfer stations	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177
Waste reduction	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147
Transfer to reserve	\$224,400	\$224,400	\$224,400	\$224,400	\$224,400	\$224,400	\$224,400	\$224,400	\$224,400	\$224,400
Debt long-term principal and interest	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436
Sub-total Costs	\$11,929,475	\$11,914,475	\$11,909,475	\$11,909,475	\$11,909,475	\$11,909,475	\$11,909,475	\$11,909,475	\$11,909,475	\$11,909,475
CAPITAL IMPROVEMENTS¹										
Landfills		\$1,200,000				\$1,569,750	\$2,253,090		\$4,030,907	\$2,797,342
Transfer stations ²	\$500,000	\$500,000	\$500,000	\$5,000,000						
Sub-total Costs	\$500,000	\$1,700,000	\$500,000	\$5,000,000	\$-	\$1,569,750	\$2,253,090	\$-	\$4,030,907	\$2,797,342

¹ Capital improvements are paid for by transfer from capital reserves or potential future loans.

² Capital improvements to transfer stations relate to the replacement of unmanned sites with manned PRRD facilities at four locations.

Proposed New Strategies	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
1 Lobby for improved EPR programs in the PRRD										
2 Promote and educate on the pollution prevention hierarchy	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
3 Research agricultural plastics recycling options										
4 Increase waste diversion in the ICI sector through promoting the waste hierarchy										
5 Improve collection of hazardous waste and targeted EPR materials		\$100,000			\$100,000			\$100,000		
6 Increase diversion of C&D waste through promoting the waste hierarchy										
7 Establish organics processing capacity in the Region		\$100,000								
8 Support curbside collection of compostable organics in member municipalities										
9 Assess suitability of technologies for energy recovery for organics in the Region	\$100,000	\$100,000								



Proposed New Strategies	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
10 Assess suitability of technologies for energy recovery for residual waste	\$100,000	\$100,000	\$100,000	\$100,000						
11 Improve accessibility and efficiency of the solid waste network	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000				
12 Monitor the PRRD's three active landfills to continually assess long-term disposal options					\$100,000					
13 Develop an illegal dumping strategy		\$20,000								
14 Develop an emergency debris management plan										
15 Set limits on recycling cost and implement other management methods as necessary										
16 Continually assess financial model used to fund the solid waste system	\$30,000			\$30,000		\$30,000				
Five year Review of Plan implementation					\$50,000					
Sub-total Costs	\$260,000	\$450,000	\$130,000	\$160,000	\$280,000	\$60,000	\$10,000	\$110,000	\$10,000	\$10,000
Total Expenditure (Current and New)	\$12,689,475	\$2,150,000	\$630,000	\$5,160,000	\$280,000	\$1,629,750	\$2,263,090	\$110,000	\$4,040,907	\$2,807,342
Monthly Cost to Homeowners	\$42	\$7	\$2	\$17	\$1	\$5	\$7	\$0	\$13	\$9

SCHEDULE E: Plan Implementation Schedule

Plan Implementation Schedule

#	Strategy	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
1	Lobby for improved EPR programs in the PRRD										
2	Promote and educate on the pollution prevention hierarchy										
3	Research agricultural plastics recycling options										
4	Increase waste diversion in the ICI sector through promoting the waste hierarchy										
5	Improve collection of hazardous waste and targeted EPR materials										
6	Increase diversion of C&D waste through promoting the waste hierarchy										
7	Establish organics processing capacity in the Region										
8	Support curbside collection of compostable organics in member municipalities										
9	Assess suitability of technologies for energy recovery for organics in the Region										
10	Assess suitability of technologies for energy recovery for residual waste										
11	Improve accessibility and efficiency of the solid waste network										
12	Monitor the PRRD's three active landfills to continually assess long-term disposal options										
13	Develop an illegal dumping strategy										
14	Develop an emergency debris management plan										
15	Set limits on recycling cost and implement other management methods as necessary										
16	Continually assess financial model used to fund the solid waste system										

SCHEDULE F: Solid Waste Bylaws in the Region

SOLID WASTE BYLAWS IN THE REGION

Jurisdiction	Bylaw
City of Dawson Creek	Bylaw No. 4380, 2018
City of Fort St. John	Bylaw No. 2304, 2015
Corporation of the Village of Pouce Coupe	Bylaw No. 961, 2014
District of Chetwynd	Bylaw No. 914, 2010
District of Hudson's Hope	Bylaw No. 982, 2017
District of Taylor	Bylaw No. 812, 2017
District of Tumbler Ridge	Bylaw No. 559, 2009
Peace River Regional District	Bylaw No. 2065, 2013 Bylaw No. 2410, 2020



REPORT

To: Chair and Directors

Report Number: ENV-BRD-022

From: Paulo Eichelberger, General Manager of Environmental Services Date: December 1, 2020

Subject: Draft RSWMP and Public Consultation Plan

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board approve the Draft Regional Solid Waste Management Plan (RSWMP) as amended to move forward to the public consultation phase.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board approve that a combination of an online and hard copy surveys be used as an alternative public consultation technique for the Regional Solid Waste Management Plan review during the months of January and February of 2021 at a cost of \$5,000.

RECOMMENDATION #3: [Corporate Unweighted]

That the Regional Board approve that a combination of virtual open houses and town hall meetings, combined with a targeted mail-out survey, be used as an alternative public consultation technique for the Regional Solid Waste Management Plan review in the event that COVID-19 restrictions do not allow for in-person open houses to occur in March of 2021.

BACKGROUND/RATIONALE:

The attached Draft Regional Solid Waste Management Plan (RSWMP) includes amendments made in response to recommendations made at the November 26, 2020 Committee of the Whole Meeting. Those recommendations were included in Report ENV-BRD-021 earlier on the December 11th agenda for consideration of Board approval. If those amendments are approved, staff recommend that the Draft Plan (attached) be approved.

If approved, the RSWMP review progresses to the next major milestone, which is the public consultation process. Once the draft Regional Solid Waste Management Plan (RSWMP) is approved by the Regional Board, public consultation can begin.

Originally, the strategy for public consultation was to hold 16 in-person open houses. These open houses were to happen at each of the member municipalities (7), each rural electoral area (4), and each member First Nations Community (5) that receives services via contract with the PRRD.

As a result of the COVID-19 pandemic, alternative public consultation techniques were investigated due to changing Provincial restrictions. A brief summary of the alternative techniques include:

- Virtual Open Houses/Town Halls
 - Information on the RSWMP would be provided online with opportunity for live polls and questions and answers.
 - The event could be recorded and accessed and viewed at alternative times.
- Online Survey (in combination with hard copy surveys)
 - A survey would be developed that would be accessed online via the PRRD Website Engage Page and shared via PRRD Facebook.
 - A hard copy survey would accompany the online survey and would be accessible from PRRD Facilities and Offices.
- Mail Survey
 - A survey package would be mailed to all residents and would include a pre-paid return envelope for residents to return the survey.
- Targeted Phone Survey
 - Structured questions would be asked to a random sample of 400 residents to gather information about the proposed strategies.

Attachment 1, titled “Alternative Engagement Techniques Memo,” contains more detailed information on the strategies and the anticipated benefit and limitations inherent in those strategies.

The proposed alternative technique to in-person open houses is a combination of virtual open houses and a targeted mail-out survey. This combination provides a similar budget as the originally planned open houses of \$32,000.

As an additional technique, an online/hard copy survey will be made available during the months leading up to the open houses (virtual or in-person) this additional technique comes at an additional cost of \$5,000.

The charts below illustrate the options and associated costs:

Public Consultation Option 1 – In-person Open Houses

Technique	Timeline	Cost
Online/Hard Copy Survey	January, February 2021	\$5,000
In-person Open Houses	March 2021	\$32,000
Total Cost		\$37,000

Public Consultation Option 2 – Virtual Meetings/Mail out Survey

Technique	Timeline	Cost
Online/Hard Copy Survey	January, February 2021	\$5,000
Targeted Mail Survey	March 2021	\$16,500
Virtual Open Houses	March 2021	\$15,000
Total Cost		\$36,500

Which option is utilized will be dictated by the restrictions in place due to COVID in February of 2021.

ALTERNATIVE OPTIONS:

1. That the Regional Board authorize that a mailed out survey to all residents (25,000 civic addresses) be used as an additional public consultation technique for the Draft Regional Solid Waste Management Plan for an additional cost of \$50,000.
2. That the Regional Board authorize that targeted phone surveys be used as an additional public consultation technique for the Draft Regional Solid Waste Management Plan for an additional cost of \$15,500.
3. That the Regional Board postpone public consultation on the Draft Regional Solid Waste Management Plan until in-person open houses can be conducted safely.
4. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Review and Amend Solid Waste Management Plan

FINANCIAL CONSIDERATION(S):

The 16 planned open houses originally had an associated cost of \$32,000, which was budgeted for under the RSWMP review in 2020, and will be carried forward for the 2021 budget.

The chart below, outlines the cost for the Alternative Public Consultation Techniques and their associated costs.

Alternative Public Consultation Techniques

Technique	Amount	Cost
Virtual Open Houses	16 meetings	\$15,000
Online Survey	Infinite	\$5,000
Mail Survey (All Residents)	Approximately 25,000 civic addresses	\$50,000
Mail Survey (Targeted)	Approximately 1,600 civic addresses	\$16,500
Phone Survey (Targeted)	400	\$15,500

As an alternative public consultation method for the RSWMP review, a combination of Virtual open houses and targeted mail out survey will have an associated cost of \$31,500, this would be a reduction of \$500 against what was originally budgeted in 2020 and would see no change needed for the budget in 2021.

As the new methodology and alternative option is a result of COVID-19, the additional costs associated to the RSWMP review can be applied to the Provincial Grant.

COMMUNICATIONS CONSIDERATION(S):

A Communications Plan will be developed for advertising the RSWMP Draft Plan Public Consultation

OTHER CONSIDERATION(S):

The anticipated timeline for the RSWMP review is provided below:

RSWMP review timeline

Task	Time Frame
Draft RSWMP Adopted by Regional Board	December 11, 2020
Public Consultation	January to April 2021
Review Comments from Public Consultation	April 2021
Provide Updated RSWMP to PTAC ¹ /CoW ² for Comment	End of May 2021
Finalize RSWMP	Beginning of June 2021
RSWMP Adopted by Regional Board	End of June 2021
Submit to Province	End of June 2021
Receive approval from Province	TBD

Attachments:

1. Engagement Techniques Memo
2. Draft Regional Solid Waste Management Plan

¹ Public and Technical Advisory Committee

² Committee of the Whole

MEMORANDUM



TO: Loryn Day, Solid Waste Coordinator
Peace River Regional District

FROM: Veronica Bartlett,
Morrison Hershfield

PROJECT No.: 190397600

RE: Memo: Options to Consider for Public Consultation on
the Draft Regional Solid Waste Management Plan

DATE: December 1, 2020

P:\2019\190397600-REGIONAL SOLID WASTE MANAGEMENT\08. WORKING\CONSULTATION\MEM_2020-12_01_MEMO_ENGAGEMENT
TECHNIQUES_RSWMP_1903976_FINAL.DOCX

Under the Environmental Management Act, regional districts are required to have a solid waste management plan (SWMP), which must be developed following the solid waste management planning guidelines provided by the Ministry of Environment and Climate Change Strategy (the Ministry) for content and process.

The Peace River Regional District (PRRD) is in the process of developing a new Regional Solid Waste Management Plan (RSWMP, or simply the Plan). The PRRD initiated the Plan review process on May 12, 2018, when the PRRD's Solid Waste Committee recommended a renewal of the RSWMP to the Board.

The new RSWMP must be supported by a Consultation Summary Report that must demonstrate that adequate consultation has occurred during the plan development. The report should include information on the consultation process and the SWMP development process. If there were challenges in gathering public comment (e.g., a lack of feedback), the report should document how due diligence was used to try to engage the public.

This memorandum (memo) summarizes the public engagement activities completed to date and presents a brief overview of the potential engagement techniques that can be used to replace or to add to the in-person open houses, which were initially planned as part of the public consultation strategy. Morrison Hershfield has issued this Memo to complement the approved Public Consultation Plan (presented to the COW in November 2019).

SUMMARY OF PUBLIC ENGAGEMENT TO DATE

The PRRD established two separate committees, which have been involved in the planning process:

- A public and technical advisory committee referred to as the Public and Technical Advisory Committee (PTAC).
- An advisory committee referred to as the Committee of the Whole (COW) made up of PRRD directors.

PTAC was established early in October 2019. PTAC members were appointed to help identify issues and opportunities with the current solid waste management system, collaborate to discuss, develop and evaluate new potential strategies to improve the system, and ultimately advise on the review and renewal the RSWMP.

To encourage public engagement and provide an opportunity for feedback from the general public at the start of the planning process, the PRRD published a solid waste management survey. The survey was used to identify emerging issues and community priorities that should be considered in the Plan review and update. The survey was available during a 6 week period (September 13 to October 31) via the PRRD's website and in hard-copy at PRRD's solid waste facilities. A total of 318 qualified

responses were received and these were considered during the planning process when options for changes to the solid waste management system were developed.

The Public Consultation Plan was finalized in November 2019. It described the intended methods for informing the public of the planning process, consulting, involving and collaborating with interested parties (via the use of PTAC and COW) and strategies for consulting with the public at large. The Plan proposed that the objectives of public consultation include:

- Ensuring requirements under the Environmental Management Act are met.
- Ensuring the public consultation considerations outlined in the MOE's 2016 Guide to Solid Waste Management Planning are addressed.
- Providing interested parties with opportunity for input and feedback on the plan:
 - To obtain input from the general public to help identify emerging issues and community priorities for improvements to the current waste management system.
 - To inform the general public and potentially affected stakeholders about the content of the draft RSWMP.
 - To obtain input from affected stakeholders (including general taxpayers) on the proposed plan components.
- Ensuring the amended (updated) Plan aligns with information gathered during public consultation.

Morrison Hershfield (MH) has developed a series of three technical memos, each presenting potential management options on key solid waste topics. The contents of each memo were presented to PTAC and COW and potential strategies were discussed and prioritized by committee members during the meetings. PTAC and COW provided feedback in the fall of 2020 on the preferred strategies to include in the Draft RSWMP. The Draft RSWMP will be presented to the Board for approval at the Board meeting on December 11, 2020. Once approved, the Draft RSWMP will be taken out for broad public consultation.

Options for Public Consultation on the Draft RSWMP

As per the Public Consultation Plan, the PRRD with support from MH, intended to consult and seek public feedback on the draft RSWMP through a series of open houses. The intention was to, by fall 2020, consult residents, businesses, communities and interested parties on the draft RSWMP and proposed strategies to gather feedback and finalize the RSWMP for Ministry approval.

When the consultation plan was developed, the world had not been rocked by a global pandemic. The proposed engagement techniques included exclusively in-person meetings, which may not be suitable under current circumstances or in certain areas at this time.

As result of the COVID-19 pandemic, it may be challenging to launch the in-person engagement as initially planned. While the PRRD originally set out to focus on face-to-face engagement, social distancing measures may be in place and it is not clear if residents would be willing or permitted under Public Health Order to come to in-person meetings to comment on a draft RSWMP. Table 1 to 5 provide information on different engagement techniques that may be suitable. The best methods will depend on the community and the PRRD resources available.

Table 1 In-person Open Houses as Engagement Technique available for Public Consultation on the Draft RSWMP

Evaluation Criteria	Technique: In-person Open Houses (Original Plan)
What is this technique useful for?	Providing information via information boards and one-on-one conversations as visitors view the boards.
What are the limitations with the technique?	May not be seen as providing adequate consultation if only low number of participants attend the open houses. Requires people to travel to the event and to be available at a specific time.
What will it cost to use this technique?	\$32,000 has already been budgeted by the PRRD. The budget allowed MH to attend a total of 16 open houses. If open-houses are put on-hold, this budget (\$32,000) can be used to undertake consultation using alternative techniques.
Has the technique proven to be successful in similar situations?	Yes, common before the COVID-19 pandemic.

Table 2 Virtual Open Houses/ Townhall as Engagement Technique available for Public Consultation on the Draft RSWMP

Evaluation Criteria	Technique: Virtual Open Houses/ Townhall (Webinar) with Q&A
What is this technique useful for?	Providing information online with opportunity for live polls on specific aspects and/or questions and answers during the meeting. The event can be recorded and accessed at any time.
What are the limitations with the technique?	Limited to people with good connectivity. The question and answer chat may not be available in the recorded sessions and only participants of the live event can be actively participate in the discussion. However, people watching a recorded session would be able to email in comments.
What will it cost to use this technique?	Estimate: \$15,000, including preparation, attendance at 16 events and feedback reporting. This assumes that an MH staff member presents and is available online for 3 hours per location. The cost includes 16 virtual events and the preparation of three different variations of the webinar presentation content for municipal, rural and First Nation communities.
Has the technique proven to be successful in similar situations?	Used by other jurisdictions, often in combination with in-person open houses, but during the pandemic, as stand-alone events to consult the public. Has recently been used by PRRD.

Table 3 Online Survey as Engagement Technique available for Public Consultation on the Draft RSWMP

Evaluation Criteria	Technique: Online Survey (with combination of hard-copy survey)
What is this technique useful for?	Providing a survey online that can be supported with suitable information and links to specific sections of the Draft RSWMP. The survey can be undertaken in combination with the mail survey and be made available in hard copy at PRRD's solid waste facilities, the PRRD offices, and suitable community spaces where the PRRD has a presence. Hard copy surveys can be returned to the same locations where they were obtained.

Evaluation Criteria	Technique: Online Survey (with combination of hard-copy survey)
What are the limitations with the technique?	<p>The online survey will be limited to people with good connectivity. However, the PRRD can address this limitation by providing the survey in hard copy (either at suitable locations, or via a mail-out).</p> <p>This survey will be self-selected and generally does not produce statistically valid results. Often vocal and dissatisfied residents will take the time to complete the survey. The geographic reach of the survey cannot be controlled and the results can be easily be skewed.</p>
What will it cost to use this technique?	<p>Estimate: \$5,000, including the survey development (online and hard copy), as well as data analysis. Excluded costs include the cost of the survey platform and of any data entry of hard-copy responses into electronic format.</p>
Has the technique proven to be successful in similar situations?	<p>Online surveys have become particularly common during the COVID-19 pandemic. The PRRD was successful in undertaking an online solid waste survey at the start of the planning process.</p>

Table 4 Mail Survey as Engagement Technique available for Public Consultation on the Draft RSWMP

Evaluation Criteria	Technique: Mail Survey (with online option)
What is this technique useful for?	<p>Providing a hard copy survey to all residents, via mail, that is clearly laid out and provides brief information about particular topics that helps to frame the questions.</p> <p>This is a good way to obtain input from individuals who would be less likely to attend an in- person/virtual open house. It can either be mailed randomly to some residents in Region or sent to a targeted community. The PRRD can also send the survey to all residents.</p> <p>With a random sample the final results can be presented to represent mix of age groups, gender and communities.</p> <p>A mail-out survey can be combined with an online survey.</p>
What are the limitations with the technique?	<p>The survey needs to be written with a variety of reading levels in mind and should not exceed a 16 page double sided booklet. The survey needs to focus on the main strategies as there are too many to cover all.</p>
What will it cost to use this technique?	<p>Estimate: \$16,500 to mail to 1,600 households (this could represent a random sample of the region or a targeted community).</p> <p>For a Region-wide survey, the cost estimate is \$50,000 (assuming mail-outs to 25,000 regional addresses).</p> <p>The cost includes survey development, printing, mail-out costs, return mail postage, data collection and reporting. Costs assume the use of MH staff and a sub-consultant. A survey package is assumed to include cover letter, survey, postage paid return envelope. The costs include providing the survey online via a survey platform provided by the sub-consultant.</p>
Has the technique proven to be successful in similar situations?	<p>Mail survey is a common technique to reach out to rural communities, especially where there is limited access to internet.</p> <p>Mail-out surveys with return postage included typically achieve a response rate between 10% -20%, compared to 5% without return postage.</p>

Table 5 Phone Survey as Engagement Technique available for Public Consultation on the Draft RSWMP

Evaluation Criteria	Technique: Targeted phone survey (with online option)
What is this technique useful for?	<p>Providing a structured list of questions to gather information about the proposed strategies by phone. This technique is best suited when targeting a random sample of residents in Region. With this technique it is easy to obtain the target sample size, i.e. to obtain the exact response rate in various regions that matches the population characteristics. It is quicker to undertake than the mail-out survey.</p> <p>Results will be weighted to match population age and gender proportions.</p>
What are the limitations with the technique?	<p>May be suitable for only some strategies as there are too many to cover on the phone. The person undertaking the survey would need to provide brief information about the Plan content.</p> <p>Resulting sample will be skewed toward older age groups amongst which landlines are more common. This can be overcome by also targeting cell phone numbers. The final dataset will be weighted to ensure a representative sample.</p> <p>A phone survey of a sample of the population can potentially be combined with an online survey.</p>
What will it cost to use this technique?	<p>Estimate: \$15,500 to a representative sample (a sample of size of 400 was assumed). The cost includes survey prep, interview questionnaire, data collection and reporting. Costs assumed the use of MH staff and a sub-consultant.</p> <p>The costs include providing the survey online via a survey platform provided by the sub-consultant.</p>
Has the technique proven to be successful in similar situations?	<p>Has worked well for other regional districts, also in cases with a higher level of controversy when residents are consulted on specific strategies.</p>

For both surveys (mail-out and phone), there is an option to also provide an equivalent online version of the survey to post on the PRRD's website, which would allow for all residents to provide feedback. In case there are any overlapping responses, the online survey results would not be merged with the mail/phone survey results.

For all techniques, participant rates are likely to be higher if participants can enter a prize draw, e.g. 3 prizes of different gift cards of local shops/ experiences for example. \$500 can be assumed as an additional cost to each technique.

DISCUSSION

Approval of the new RSWMP by the Minister of Environment requires the draft Plan to have undergone adequate consultation with the public and affected stakeholders.

As result of the COVID-19 pandemic, it may not be recommended to conduct in-person engagement as initially planned. Anticipated restrictions on gathering sizes and public hesitation to attend in-person events due to the pandemic is now making the PRRD look for alternative non-contact engagement techniques.

A suitable option may be to undertake public consultation using a combination of engagement techniques; the PRRD may want to initially undertake a mail-out survey and organize virtual open houses/ town halls at the locations where in-person events were initially planned. The distribution of the survey can help to raise awareness of any upcoming virtual events and ask respondents to indicate their interest in attending an event.

Lastly, if deemed necessary, the PRRD may want to organize in-person open houses once COVID-19 restrictions in the Province allow for it.

Phone surveying is not recommended since there are too many questions to cover in a phone call together with supporting information for framing the questions. The PRRD will need to decide on the most suitable approach to the survey. The main options are:

- Online survey with hard copies available at PRRD facilities (in the same way as the PRRD undertook the online solid waste survey at the start of the planning process),
- Mail-out survey with online version provided:
 - Random sample of residents,
 - Targeted communities, and
 - All residents.

During the Board meeting on December 11, 2020, Board members will be informed of the engagement techniques highlighted in this Memo. There will be an opportunity to provide feedback to ensure that the engagement techniques chosen are most suited to the PRRD and its residents. The selected options will be implemented by PRRD staff with support from MH staff.



Draft Regional **Solid Waste Management Plan**

TABLE OF CONTENTS

	Page
EXECUTIVE SUMMARY	1
1. INTRODUCTION.....	4
1.1 Guiding Principles	4
1.2 Pollution Prevention Hierarchy and Targets	6
2. BACKGROUND	8
2.1 Plan History	8
2.2 Plan Area	9
2.3 Population and Growth Estimates.....	11
2.4 Main Economic Activities in the Region	12
3. CURRENT WASTE MANAGEMENT SYSTEM	13
3.1 Roles and Responsibilities.....	13
3.2 Current Solid Waste Management Network	14
3.3 Supporting Services	17
4. SYSTEM PERFORMANCE	22
4.1 Waste Generation, Disposal and Diversion	22
4.2 Waste Characterization of Disposed Waste	23
4.3 Current Waste Diversion	23
4.4 Overall System Performance 2006 - 2019.....	24
5. PROPOSED STRATEGIES.....	25
5.1 Waste Diversion	26
5.2 Energy Recovery.....	36
5.3 Residual Waste	39
5.4 Solid Waste Management Funding.....	44
6. KEY CONSIDERATIONS FOR DEVELOPING & ASSESSING PROPOSED STRATEGIES	49
7. RSWMP FINANCING AND ADMINISTRATION	51
7.1 Estimated Expenditures	51
7.2 Cost Recovery Mechanisms	51
7.3 Monitoring and Measurements	51
7.4 Dispute Resolution	53
8. PLAN IMPLEMENTATION	54
8.1 Implementation Schedule	54
8.2 Bylaws	54

TABLE OF CONTENTS

SCHEDULES

SCHEDULE A: List of PRRD Facilities

SCHEDULE B: List of Closed Landfills

SCHEDULE C: List of Other Operational Waste Management Facilities in the PRRD

SCHEDULE D: Expenditures for Plan Implementation

SCHEDULE E: Plan Implementation Schedule

SCHEDULE F: Solid Waste Bylaws in the Region

FIGURES

Figure 1: Five-step Process	1
Figure 2: Provincial guiding principles for regional solid waste plan development.....	4
Figure 3: Pollution prevention hierarchy	6
Figure 4: Map of PRRD and member municipalities.....	10
Figure 5 Agricultural production of canola	12
Figure 6: Solid waste sites – North Peace	15
Figure 7: Solid waste sites – South Peace	16
Figure 8: pRRRdy Bird, used to deliver waste education	17
Figure 9: Share shed at a rural transfer station	17
Figure 10: Typical PPP collection set-up for Recycle BC (Moberly Lake).....	18
Figure 11: Bulky waste bins	19
Figure 12: PRRD 2014-2019 waste disposal (residential vs. commercial sources).....	22
Figure 13: Overall composition of disposed waste in the PRRD	23
Figure 14: Explanation of strategy infographic.....	25
Figure 15: Public abuse at unmanned transfer station	39

TABLES

Table 1: Populated areas within the Region (per 2016 Census)	11
Table 2: Tipping fees at PRRD's sites	20
Table 3: Landfill waste tonnages and remaining capacity and lifespan (2018)	21
Table 4: Annual per capita waste disposal, waste diversion & captured waste (2006-2019).....	24

GLOSSARY

Acronym	Meaning
C&D	Construction and Demolition
COW	Committee of the Whole
Disposal	Landfilling
Diversion	Activities that divert waste materials away from disposal as garbage to alternatives such as recycling or composting. Does not include combustion of waste to produce energy.
EPR	Extended producer responsibility
Generation	The sum of all materials discarded that require management as solid waste, including garbage, recycling, and organic waste.
HHW	Household hazardous waste
ICI	Industrial, commercial and institutional
MOE	BC Ministry of Environment and Climate Change Strategy
MSW	Municipal solid waste
PPP	Residential packaging and printed paper
PRRD	Peace River Regional District
PMAC	Plan Monitoring Advisory Committee
PTAC	Public and Technical Advisory Committee
RAPP	Report all Poachers and Polluters
RERF	Regional Energy Recovery Facility
Residual Waste	The portion of the solid waste stream not managed through recycling, composting or recovery activities. It is commonly referred to as “garbage” or MSW. Residual waste typically requires disposal at a landfill.
RSC	Recycling Services Contract
RSWMP	Regional Solid Waste Management Plan
Single-use items	Products often made of plastic, such as shopping bags, straws, utensils, and takeout containers, which are intended to be used only briefly before they are thrown away or recycled.
SWC	Solid Waste Committee
5R	5R pollution prevention/waste hierarchy: reduce and reuse, recycle, energy recovery and residual waste management

EXECUTIVE SUMMARY

The Peace River Regional District (PRRD) is geographically the largest regional district in BC. Located in northeastern BC, it comprises all lands south of the 58th parallel and east of the Rockies, an area totaling approximately 120,000 square kilometers.

The Environmental Management Act requires each of BC's regional districts to have a solid waste management plan in place. The PRRD has reviewed and updated its 2016 Regional Solid Waste Management Plan (RSWMP (the Plan) in a process initiated in May 2018. The process involved five steps as shown in Figure 1¹ and is intended to provide the Region with a direction for solid waste management for the next 10 years.

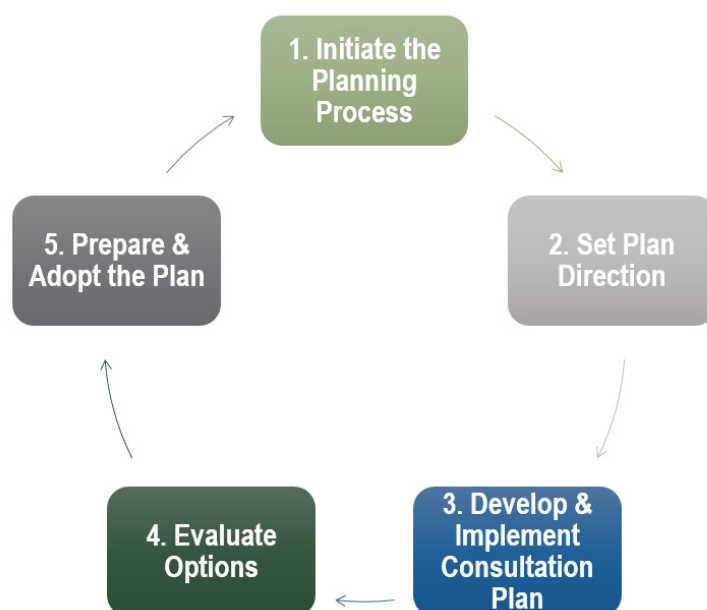


Figure 1: Five-step Process

This report (the Draft Plan) presents the assessment and selection of options for addressing the Region's future solid waste management needs.

Guiding principles and targets were established as part of the planning process, based on the guiding principles developed by the Ministry of Environment and Climate Change Strategy (MOE, or "the Ministry"). The guiding principles were adopted to help direct the long-term management of waste materials in the Region.

¹ The planning process and the development of this report have been undertaken in accordance with MOE's "A Guide to Solid Waste Management Planning" (September 2016).

A waste composition study² indicated that there is still a significant quantity of disposed waste that could be diverted from landfilling. The proposed strategies and actions described in this report target the initial reduction of waste, increased reuse of waste materials, and increased recycling and energy recovery to minimize the residual waste stream that requires landfilling.

The average disposal rate was 909 kg/capita in 2019, almost three times the provincial target. Challenges with achieving the provincial target include difficulty providing the same recycling and diversion services across a vast geographic area that includes remote communities. Additionally, the transportation needed across remote areas and distances to recycling markets create higher than average recycling costs, another challenge or barrier to affordable waste diversion. In addition, approximately 75% of the residual waste originated from commercial sources in the PRRD and achieving high diversion from this sector is challenging in this Region. A significant shadow population made up of transient workers contribute to the high per-capita disposal rate. Currently the disposal rate does not account for the shadow population, only the permanent population. These are unique challenges that needs to be considered when setting and monitoring targets.

Upon full Plan implementation, these proposed strategies and actions could reduce the amount of waste sent to landfill from the current estimate of 909 kg/ capita to 650 kg/capita by 2030, which is a 30% reduction. The PRRD will continue to track residential and ICI diversion achieved through their waste management programs and collection and disposal sites. This information will be used for internal progress tracking and to identify diversion opportunities.

The key initiatives in this Plan are:

- Lobby for improved extended producer responsibility (EPR) programs in the PRRD.
- Promote and educate on the pollution prevention hierarchy.
- Look for recycling options for agricultural plastics.
- Increase waste diversion in the ICI sector through promoting the waste hierarchy.
- Improve collection of hazardous waste and targeted EPR materials.
- Increase diversion of construction and demolition waste through promoting the waste hierarchy.
- Establish organics processing capacity in the Region.
- Assessing suitability of technologies for energy recovery for organics in the Region.
- Assessing suitability of technologies for energy recovery for residual waste.
- Improve accessibility and efficiency of the solid waste network.
- Monitor the PRRD's three active landfills and continually assess long-term disposal options.

² A waste characterization study of the residual waste disposed at the PRRD's landfills was conducted by Tetra Tech in 2018 resulting in the report 'Four Season Waste Composition Study'.

- Develop an illegal dumping strategy.
- Set limits on recycling cost and implement other management methods as necessary.
- Continually assess financial model used to fund the solid waste system.

The implementation schedule for this Plan is 2022 to 2032. The Plan development commenced before the COVID-19 pandemic hit Canada and continued during the pandemic. The PRRD recognizes that this, and potential future pandemics, may impact the strategies and the implementation time frames provided in the proposed new strategies (e.g. reuse, repair and recycling initiatives). There is some uncertainty related to the pandemic and its impacts on this plan.

Estimated additional annual costs to the PRRD for the proposed strategies ranges from \$10,000 to \$280,000 overall.

The implementation of the new Plan will be administered by PRRD Staff. As required by the MOE, the Plan Monitoring Advisory Committee (PMAC) will oversee the implementation by acting as a sounding board for the PRRD to review results of feasibility assessments, cost benefit analyses, and pilot programs, as well as to make suggestions on implementation. The PMAC's recommendations will be forwarded to the Solid Waste Committee and Board of Directors for approval and recommendation for action. PRRD staff will report annually to the PRRD Board on the Plan's progress and on effectiveness.

1. INTRODUCTION

In British Columbia, each regional district is mandated by the Environmental Management Act to develop a Solid Waste Management Plan that provides a long-term vision for solid waste management, including waste diversion and disposal activities. Plans are updated on a regular basis to ensure they reflect regional districts' current needs, as well as current market conditions, technologies and regulations.

The planning process and the development of this report have been undertaken in accordance with MOE's "A Guide to Solid Waste Management Planning" (September 2016).

1.1 Guiding Principles

The MOE has developed eight provincial guiding principles for regional districts to follow in developing their solid waste management plans (shown Figure 2³ below). Regional districts should also include additional locally relevant guiding principles in their solid waste management plans.



Figure 2: Provincial guiding principles for regional solid waste plan development

³ As per the solid waste management planning guide published by the MOE 2016.

The following are the guiding principles for the PRRD's RSWMP, which were developed based on discussions on provincial guiding principles with members of the two committees involved in the planning process (see Section 2 for more information):

1. Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts

The PRRD is committed to focusing on the first 3Rs by concentrating on initiatives that identify the target audience in order to tailor effective waste diversion programs.

2. Promote zero waste approaches and support a circular economy

The PRRD is committed to encouraging, wherever practical, a shift from thinking about waste as a residual requiring disposal to thinking about waste as a resource that can be used sustainably in a local circular economy.

3. Prevent organics from going into the garbage wherever practical

The PRRD wants to focus on diverting the large portion of organic waste currently being landfilled. Preferred solutions are those that are able to manage materials locally and reduce transportation of waste materials.

4. Maximize beneficial use of waste materials and manage waste and divertible materials appropriately

The PRRD is committed to maximizing beneficial use of waste materials, whenever practical, and managing all waste materials (recyclables, organics and residual waste) in an environmentally responsible way. This includes making solid waste management services and facilities available to the Region's residents and businesses.

5. Support polluter and user-pay approaches, and manage incentives to maximize behaviour outcomes where practical

The PRRD is committed to making the solid waste system costs equitable for residents and businesses, wherever practical, and to focus on incentive-based tipping fees that encourage segregation of materials and waste diversion rather than landfill disposal.

6. Prevent recyclables from going into the garbage wherever practical

The increasing cost of recycling is a growing issue in the Region. The PRRD is committed to preventing recyclables from entering the garbage when it is practical and cost effective to do so.

7. Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical

The PRRD is committed to exploring partnerships and collaborations with other regional districts and jurisdictions, as well as service providers, private-sector parties and not-for-profit associations, where cooperative efforts could optimize successful outcomes. The PRRD is particularly interested in collaborating with others to explore energy recovery

opportunities, maximize hazardous waste collection and lobby for government interventions and changes to the Recycling Regulation.

8. Level the playing field within Regions for private and public solid waste management facilities

The PRRD is committed to working with private service providers rather than competing with them.

9. Ensure all waste materials are managed responsibly as technology or local options are developed

The PRRD is committed to taking responsibility for the management of all materials—not just residual waste destined for landfilling. If recycling markets are challenging and the PRRD identifies a local but less preferable option (from a waste hierarchy perspective), it may still make more sense to manage the recyclable material locally than sending it at a high cost to markets abroad, with little control over the materials' end fate.

1.2 Pollution Prevention Hierarchy and Targets

In addition to the guiding principles, the RSWMP will adopt the pollution prevention (“waste”) hierarchy as illustrated in Figure 3. The MOE’s Guide for the Plan development emphasizes the importance of developing a Plan that considers this hierarchy.

The proposed strategies and actions are organized using the waste hierarchy (reduce, reuse, recycle, energy recovery and residual waste management).

In 2013 the MOE developed two provincial solid waste targets for 2020. The two targets are:

- Reduce the annual municipal solid waste disposal rate to 350 kg/capita; and
- Include 75% of BC’s population under organic waste disposal restrictions.



Figure 3: Pollution prevention hierarchy

Recognizing that all regional districts are faced with different challenges, the MOE's Guide⁴ suggests that regional districts should set locally relevant targets.

An overview of the current PRRD solid waste management system and its performance is presented in Section 4 and Section 5. The average disposal rate was 909 kg/capita in 2019. Challenges with achieving the provincial target include difficulty providing the same recycling and diversion services across a vast geographic area that includes remote communities. Additionally, the transportation needed across remote areas and distances to recycling markets create higher than average recycling costs, another challenge or barrier to affordable waste diversion. In addition, approximately 75% of the residual waste originated from commercial sources in the PRRD, which limits the ability to reduce and divert waste from landfilling. The PRRD shares these challenges with other northern regional districts in BC.

An analysis of the PRRD disposed waste streams and their composition suggest that the PRRD could reduce the current annual disposal rate to around 650 kg/capita by 2032. This would require an aggressive reduce, reuse, recycling program resulting in:

- 10% waste reduction, and
- 50% capture rate of compostable organics, compostable and food-soiled paper, and recyclable plastics and diversion from the residential and ICI separated waste stream.

Recognizing the disposal rate target set by the Ministry is not within reach in the short term, the PRRD will strive towards reaching an average annual disposal rate of 350 kg/capita in the long term. Meanwhile, the PRRD will focus on diversion of organic waste, aligned with the second target set by the Ministry, and diversion of recyclable plastics with the goal of reaching an average annual disposal rate of 750 kg/capita by 2027 (17.5% reduction) and 650 kg/capita by 2032 (30% reduction). The PRRD will continue to track residential and ICI diversion achieved through their waste management programs and collection and disposal sites. The PRRD will consider the shadow population (e.g. transient workers) when reporting on disposal rate. This information will be used for internal progress tracking and to identify diversion opportunities.

⁴ Solid waste management planning guide published by the MOE 2016.

2. BACKGROUND

2.1 Plan History

The PRRD adopted its first RSWMP in the mid-1990s and amended the Plan in 2009 after a two-year planning process involving extensive stakeholder and public consultation. In 2013 and 2016, the PRRD made minor Plan amendments involving only updates to the Plan schedules. The 2016 RSWMP included specific Zero Waste goals, along with guiding principles to support these goals.

Although the 2016 Plan's overall vision is still relevant, it was updated to better reflect the current realities of waste and recyclables management in the Region, and to establish specific programs needed to address existing gaps, emerging issues and opportunities.

The PRRD initiated the planning process in May 2018. In September 2019 the PRRD commissioned Morrison Hershfield (MH) to review the current Plan and support the development of a new RSWMP to provide the direction for solid waste management for the next 10 years and beyond.

The Plan update process first involved reviewing the current solid waste management system and identifying gaps and key issues that need to be addressed. A online survey was made available to the public over a 6-week period in the fall of 2019 (between September 13 and October 31)⁵. The survey presented multiple choice questions and allowed respondents to provide feedback and suggestions on improving the Region's waste management system. The feedback was taken into careful consideration throughout the planning process. The Current Waste Management System and Gap Analysis⁶ report provided direction for the overall Plan development.

A consultation plan was developed to ensure adequate consultation with the general public and potentially affected stakeholders. The PRRD collaborated with two separate advisory committees during the Plan review and update process:

- The Public and Technical Advisory Committee (PTAC), which was established in November 2019 for the purpose of the planning process.
- The Committee of the Whole (COW), which is made up of PRRD directors.

MH worked closely with PTAC and COW to identify key issues with the existing solid waste management system, review potential options for addressing the Region's future needs, and select preferred management options.

⁵ The survey was also provided in hard copy at PRRD's attended solid waste facilities and at the PRRD offices in Dawson Creek and Fort St. John.

⁶ Available via PRRD's website: <https://prrd.bc.ca/services/garbage-and-recycling/plans-and-strategies/>

Several technical memoranda were prepared by MH to support PTAC and COW members in the discussion and evaluation of options. These documents are available on PRRD's website and include:

- Technical Memorandum 1: Waste Diversion Options.
- Technical Memorandum 2: Energy Recovery and Residual Waste Management Options.
- Technical Memorandum 3: Other Solid Waste Services and System Financing Options.

The preferred options were reviewed and consolidated based on feedback from COW members. The revisions to the strategies did not change the overall direction of the Plan. The revisions were then presented back to PTAC members who were all in agreement with the consolidation of strategies. The preferred options are presented in this document as a draft version of the Plan. The final Plan will incorporate feedback from community consultation.

The main drivers for developing a new Plan include challenges such as rising recycling costs and illegal dumping, as well as opportunities to improve various pieces of the waste management system. Section 6 presents the proposed strategies that have been shortlisted by the PTAC and COW members. The main issues (i.e. challenges and opportunities) are summarized for each strategy and the basis for selecting each strategy is provided.

The majority of initiatives outlined in the 2016 Plan have either been implemented or implementation is in progress. Some initiatives are not yet completed but are planned to be completed in the near future. Initiatives the PRRD has not yet implemented have been included as proposed strategies (Section 6), as they are still regarded as important.

2.2 Plan Area

The Plan area includes four rural unincorporated electoral areas (B, C, D and E) and seven member municipalities (as illustrated in Figure 4):

- City of Dawson Creek
- City of Fort St. John
- District of Chetwynd
- District of Hudson's Hope
- District of Taylor
- District of Tumbler Ridge
- Village of Pouce Coupe

The Region's topography varies from the Rocky Mountains in the west to interior plains in the east. The Peace River drains much of the Region.

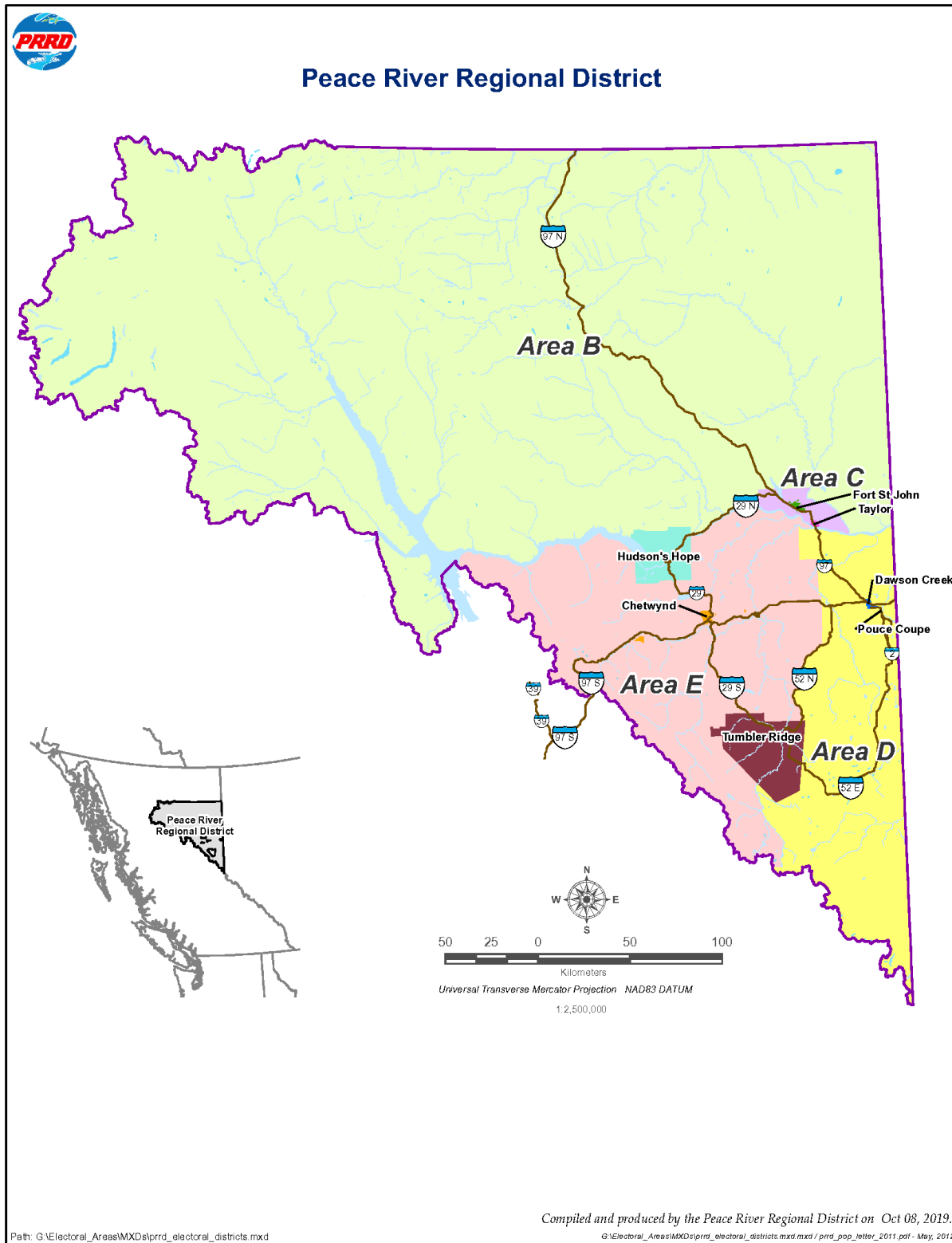


Figure 4: Map of PRRD and member municipalities

2.3 Population and Growth Estimates

In 2016, the PRRD's population was estimated to be 62,942⁷. Municipalities accounted for approximately 64%, and electoral areas approximately 35%, with the remaining 3% First Nations reserves. The PRRD's population increased by 4.8% between 2011 and 2016⁸. The total population is projected to increase to 80,149 by 2041, growing at an average rate of 1.1% per year⁹.

The City of Fort St. John, the Region's most populous municipality, is projected to grow at an above average annual growth rate of 2.2% until 2036¹⁰. Most electoral areas are projected to remain relatively stable, with the exception of Electoral Area B, which is projected to grow at an average annual rate of 2.5% between 2016 and 2021¹¹.

Population density is 0.5 people per square kilometre, based on the 2016 census data.

In 2016, the Region had 24,264 private dwellings occupied by permanent residents, with an average of 2.5 people per household.

Population growth in the Region is highly dependent on major construction projects and economic activity in the resource sectors, such as oil and gas and forestry.

Table 1: Populated areas within the Region (per 2016 Census)

Area	2016 Population	% of total PRRD Population
Dawson Creek, city	12,178	19%
Fort St. John, city	20,155	32%
Chetwynd, district municipality	2,503	4%
Hudson's Hope, district municipality	1,015	2%
Taylor, district municipality	1,469	2%
Tumbler Ridge, district municipality	1,987	3%
Pouce Coupe, village	792	1%
Peace River B, regional district electoral area	5,628	9%
Peace River C, regional district electoral area	6,772	11%
Peace River D, regional district electoral area	5,920	9%
Peace River E, regional district electoral area	2,949	5%
First Nations reserves/other	1,574	3%
Totals	62,942	100%

⁷ Statistics Canada, 2016 Census of Population

⁸ Statistics Canada, 2016 Census of Population

⁹ BC Stats - Sub-Provincial Population Projections - P.E.O.P.L.E. 2018 (Sept 2018)

¹⁰ Fort St. John Official Community Plan 2018

¹¹ PRRD Rural Official Community Plan 2011

2.4 Main Economic Activities in the Region

The PRRD has a growing and diverse economy with industries that include agriculture, tourism, manufacturing, petroleum exploration and development, hydroelectric and wind power generation, forestry and mining. Tourism is a growing industry within the region.

There has been significant recent investment in the industrial service sector for the oil and gas industry within the PRRD, with Fort St. John the hub of BC's vibrant oil and gas industry. The first oilfields in BC were developed near Fort St. John in the early 1950s¹², and the energy sector makes up almost 14% (over 1,500 jobs) of Fort St. John's total labour force.

Major projects within the PRRD are associated with the mining, the oil and gas sector and the utilities sector (hydroelectric and wind power generation). Based on the Government of BC Major Projects Inventory, there are 49 major projects listed in the PRRD¹³.

Approximately 27% of BC's Agricultural Land Reserve is located within the PRRD, with an area of approximately 12,900 square kilometres. The total area of agricultural production in the PRRD is estimated at 8,200 square kilometres¹⁴. The main field crops dominating crop production in the PRRD are wheat, oats, barley, alfalfa, tame hay/fodder crops, canola (Figure 5), and forage seed. The most significant livestock production in the PRRD is beef cattle. Other important livestock include poultry, sheep, lambs, horses, bison, and bees¹⁵.



Figure 5 Agricultural production of canola

¹² City of Fort St. John Official Community Plan, 2018.

¹³ <https://www2.gov.bc.ca/gov/content/employment-business/economic-development/industry/bc-major-projects-inventory>

¹⁴ PRRD Regional Agricultural Plan, November 2014

¹⁵ PRRD Regional Agricultural Plan, November 2014

3. CURRENT WASTE MANAGEMENT SYSTEM

A brief outline of the PRRD's existing solid waste management system is provided in the sections below. A detailed description is included in the Current Waste Management System and Gap Analysis report (November 2019) available on the PRRD's website.

3.1 Roles and Responsibilities

PRRD and member municipalities' roles and responsibilities are as follows:

PRRD Roles

- Regional solid waste management planning, including RSWMP review and update, waste characterization studies, and administration of the PMAC and PTAC.
- Operation of all landfills and transfer stations.
- Administration of contracts with:
 - Stewardship agencies
 - Haulers
 - Landfill operations
 - Rural transfer station operations
 - Transfer/Transtor site operator for garbage collection (Hudson's Hope, Tumbler Ridge, Mile 62.5, unattended sites)
 - Private recycling centres.
- Community-based waste reduction programs, including reduce, reuse and recycle education and promotion, etc.
- Solid waste services to the Region's electoral areas via the transfer station network.

Roles of Member Municipalities

- Administer individual contracts, education, and enforcement for curbside collection with the collector.
- Collect payment from residents for solid waste services, either through taxation or utilities.
- Manage waste diversion activities at transfer sites (Hudson Hope, Tumbler Ridge).
- Participate in the PTAC/PMAC meetings.

3.2 Current Solid Waste Management Network

PRRD has a vast network of solid waste management facilities and sites that currently includes three landfills and 29 rural transfer stations (16 attended and 13 unattended). Figure 6 and Figure 7 show the distribution of PRRD solid waste sites in the North Peace and South Peace regions, respectively. A list of all PRRD facilities and locations is included in Schedule A to this report.

The majority of attended transfer stations are classified as Tier 1 or Tier 2 facilities, based on the service level provided. Tipping fees are charged at all attended Tier 1 and Tier 2 transfer stations for waste disposal. Drop-off of household recyclables is free of charge.

Three sites in the PRRD transfer station network are not classified as either Tier 1 or Tier 2: two Transtor sites (Hudson's Hope and Tumbler Ridge) and one transfer site (Mile 62.5) that operates as a hybrid between an unattended site and a Tier 2 facility.

PRRD Attended Transfer Stations

7 x Tier 1: *Accept household waste, recyclables, bulky waste, wood waste, metal waste, and select EPR material.*

6 x Tier 2: *Accept household waste, recyclables and reusable items.*

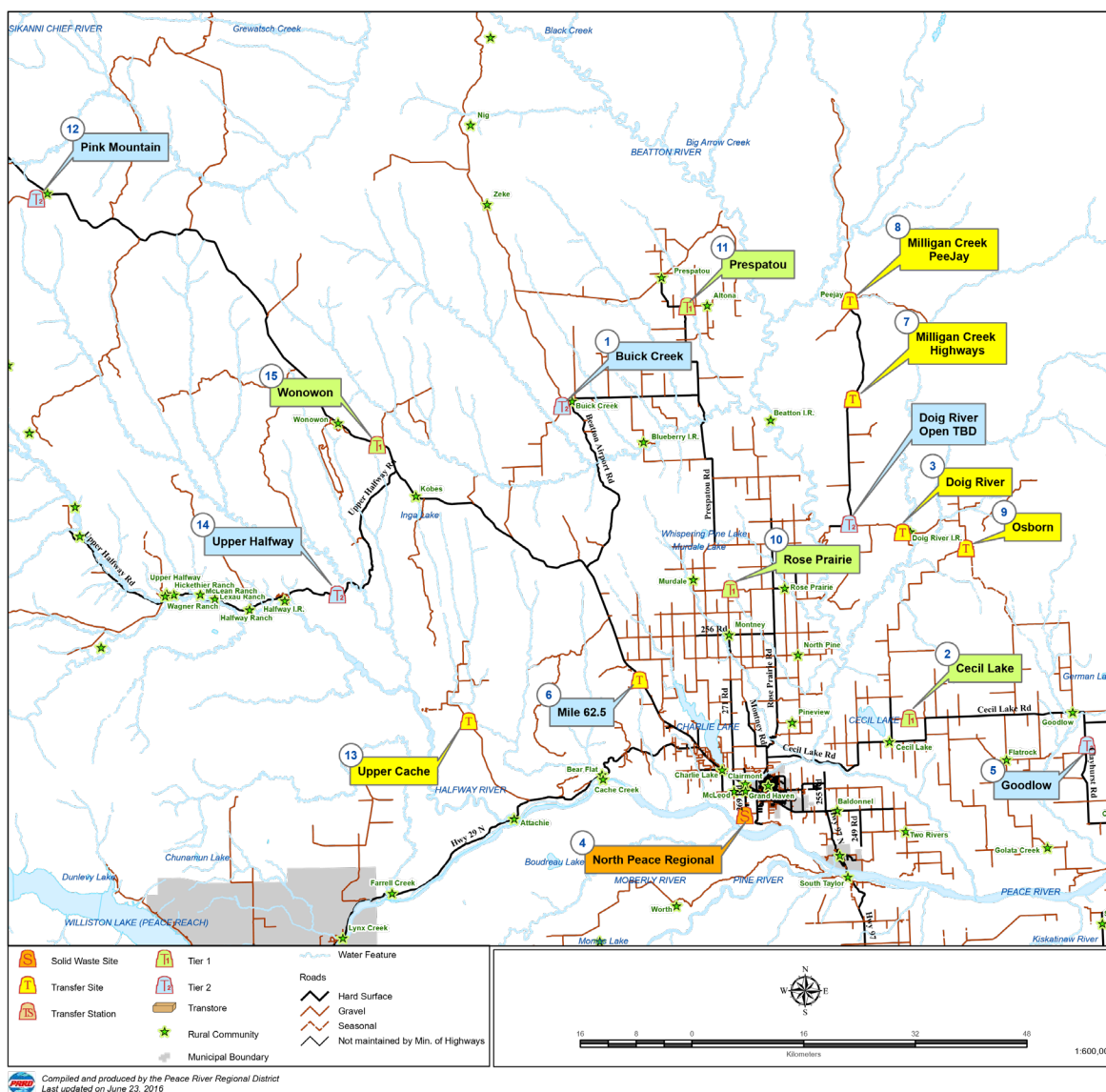


Figure 6: Solid waste sites – North Peace

Draft Regional Solid Waste Management Plan
Peace River Regional District
Draft for Board consideration

3.3 Supporting Services

Education and Promotion: PRRD and its member municipalities deliver waste management education and outreach programs to the Region's residents and businesses. Communication tools include the PRRD's waste education mascot, pRRRdy Bird (Figure 8), the PRRD's website, blogs/newsletters, and social media platforms. Education and promotion activities also extend to specific events, such as cleanup events, consultation opportunities, newspaper advertisements, TV/radio commercials, etc.



Figure 8: pRRRdy Bird, used to deliver waste education

Questions about recycling or waste management are answered via the PRRD's toll-free 'Greenline' or the pRRRdy Says waste app.

Reduction and Reuse Programs: Waste reduction programs can include school tours of landfill and recycling centres to encourage greater awareness of waste reduction in children and youth.

There are share sheds at all of the PRRD's rural transfer stations (excluding Dawson Creek), where residents can drop off and take reusable items free of charge during operating hours (Figure 9). The PRRD also has a larger share shed at the North Peace Regional Landfill that accepts the same materials as the rural transfer stations.



Figure 9: Share shed at a rural transfer station

Recycling: Recycling in the PRRD is currently managed through two programs: Recycle BC (a regulated provincial stewardship program, which collected 130 tonnes in 2019) and a recycling services contract (RSC) with a local recycling service provider, which collected 4,527 tonnes of recyclables in 2019.

There are 13 depots, located at the rural transfer stations, collecting residential printed paper and packaging for Recycle BC¹⁶. Apart from the depot in Tumbler Ridge, Recycle BC does not service the remaining six member municipalities.

All remaining recyclables in the Region are managed through the RSC, including ICI and residential materials not currently managed by Recycle BC. A local recycler holds the current RSC and works with two local partners to collect and manage recyclable material throughout the PRRD. Schedule A provides a list of PRRD's facilities and Schedule C a list of other operational waste management facilities in the Region.

¹⁶ Recycle BC is a steward under the Recycling Regulation and has a responsibility for implementing services for the collection and recycling of residential packaging and printed paper throughout BC.

EPR Programs: EPR products are currently collected in the Region at PRRD's transfer stations and landfills (often in partnership with stewardship agencies/stewards) or via private recyclers, either at producer-led return-to-retailer programs (i.e. Shaw, Telus, Bell, London Drugs), or via private recycling companies established directly by the stewards or by agreements with the stewards.

What is EPR?

EPR is a provincial policy tool that aims to shift the responsibility for end-of-life management of products (physically and economically) to the producer and consumer and away from local governments. This policy is intended to create an incentive for producers to include environmental considerations in the design of products.

EPR programs in BC are mandated by Recycling Regulation 449/2004 under the Environmental Management Act. Producers of designated products often appoint a stewardship agency to collect EPR products.

Curbside Collection: Seven member municipalities provide curbside garbage collection. Four of them (City of Fort St. John, City of Dawson Creek, Village of Pouce Coupe and District of Chetwynd) also collect recyclables at the curb.

Multifamily apartment complexes not serviced by curbside collection programs can arrange for waste collection via private collection service providers. Residents in areas where curbside collection is not offered must self-haul to a private recycling drop-off location or to a local PRRD facility.

Residential Recycling: Residential recyclables are collected at all of PRRD's facilities except the 13 unattended sites. Recyclables are managed either through Recycle BC's Stewardship Program at 13 facilities (Figure 10) or via the RSC, under which the service provider also accepts materials from commercial sources.



Figure 10: Typical PPP collection set-up for Recycle BC (Moberly Lake)

Other Recycling Facilities: The ICI sector is required to bring their recyclables, such as plastics and cardboard and other packaging, to private facilities.

Each of the local RSC partners—R3, DC Recycling, and Chetwynd Recycling—owns and operates private recycling facilities that accept materials from the ICI sector and residents. These facilities vary in size and capacity; however, each has a drop off depot and a processing area. The private depots are so called Return-It depots that also accept various stewardship program material. Outside the large municipalities, RSC partners provide unmanned recycling stations at a number of locations, some in close proximity to PRRD facilities.

There are also small Return-It bottle depots in Fort St. John and Tumbler Ridge that typically accept beverage containers and sometimes other EPR materials. ABC Recycling and Richmond Steel Recycling in Fort St John offer scrap metal recycling services for residents and commercial customers.

Recyclables Material Recovery: There are no material recovery facilities in the PRRD, and post-collection of recyclables requires transportation of materials out of the Region for further processing into new materials. Municipal curbside recyclables are amalgamated and baled through the RSC and local partners.

Organics Management: The PRRD currently accepts yard and wood waste at all three PRRD landfills and Tier 1 transfer stations. Additionally, yard and wood waste are accepted at the Hudson's Hope and Tumbler Ridge Transtor sites but managed through the respective municipalities. Other residential composting initiatives offered in the Region include an unmanned drop-off location operated by the City of Dawson Creek, 3-4 annual drop-off events held by the City of Fort St. John, and a composting program operated by the Saulneau First Nation community.

A private composter, located in Fort St. John, offers in-vessel composting of logging debris.

Management of Bulky Waste, Wood Waste, Construction and Demolition Waste: PRRD's landfills and Tier 1 transfer stations accept a range of bulky waste, wood waste, construction and demolition waste for recycling and other diversion if they are dropped off segregated (Figure 11).

Wood waste is ground up and used for landfill operations. Both concrete and asphalt shingles are reused operationally for roads and access at the landfills.



Figure 11: Bulky waste bins

Energy Recovery: There are currently no energy recovery facilities in the Region. In 2018, the PRRD issued a Request for Proposal to develop an anaerobic digestion (AD) facility at the

Bessborough Landfill to process the Region's organic waste material for a period of 20 years. An AD facility produces energy in the form of biogas. The procurement process was cancelled due to uncertainties in the business cases provided by the two proponents.

Garbage Drop-off at Transfer Stations, Transfer Sites and Transtor Sites: Residents can drop off household garbage at all 29 sites (landfills, transfer stations, transfer sites, Transtor sites and unattended sites in the Region). Table 2 shows the tipping fees at PRRD's sites. The collected garbage is hauled to the closest landfill (either North Peace Regional, Chetwynd, or Bessborough).

Table 2: Tipping fees at PRRD's sites

Site Type	Materials Accepted
Transfer Stations	Tipping fees are applied at all attended facilities (16 in total).
Transfer Sites	Tipping fees are collected at the Mile 62.5 Transfer Site, which is the only facility of this type.
Transtor Sites	Household garbage accepted for free at two sites (Hudson's Hope and Tumbler Ridge), as residents pay for waste disposal through municipal taxation.
Unattended Sites	Household garbage accepted for free at 13 sites.

In 2019, the PRRD piloted spring and fall clean-up events for residents and businesses to clean up their properties and dispose of materials generated. Tipping fees are waived at all PRRD facilities during the event.

The PRRD provides residents opportunities for free disposal at all PRRD facilities. Historically these have involved the use of clean-up coupons and bi-annual clean-up campaigns.

Waste Management in First Nations Communities: The PRRD is not responsible for collecting recyclables and garbage from First Nations land. However, the PRRD does operate rural transfer stations that service residents outside of municipal boundaries, including First Nations communities.

Operational Waste Disposal Facilities: PRRD operates three landfills in the Region. All three have scales, and tipping fees are applied on a per-tonne basis. The ICI sector is allowed to take garbage to these three landfills only.

The Chetwynd Landfill is nearing capacity. It may be possible to expand the landfill and gain an additional two years of landfill capacity. However, options for landfill expansion or transfer to another facility need to be reviewed soon.

Both of the larger landfills—North Peace Regional and Bessborough—have significant remaining airspace, as shown in Table 3 below. For additional information refer to the PRRD's Current Waste Management System and Gap Analysis (November 2019) available on the PRRD's website.

Table 3: Landfill waste tonnages and remaining capacity and lifespan (2018)

Landfill	Annual Waste Tonnage (2018)	Remaining Airspace (end of 2018)	Remaining Lifespan (end of 2018)
North Peace Regional Landfill	28,844 tonnes	1,281,000 m ³	28 years
Bessborough Landfill	15,844 tonnes	1,925,000 m ³	42-66 years
Chetwynd Landfill	7,901 tonnes	130,000 m ³	~ 8 years

There are many landfills in the Region that have been permanently closed. Schedule B includes a list of all closed waste disposal sites known to the PRRD. All sites are monitored on an annual basis, with groundwater monitoring performed at a number of the closed landfills in accordance with Ministry-mandated monitoring requirements.

Solid Waste Bylaws: A number of bylaws are in place that govern solid waste management activities within the PRRD.

Illegal Dumping Program: The PRRD is addressing illegal dumping through a range of initiatives, including education and promotion of current waste management options, reporting of illegal dumping on Crown land via the (Report all Poachers and Polluters) RAPP line, supporting community spring and fall clean-ups, waiving tipping fees for community or non-profit groups (up to \$500) if the waste clean-up is conducted on Crown land.

Emergency Debris Management: The PRRD's emergency committee has identified the need to develop a debris management plan; however, the plan has not yet been developed.

4. SYSTEM PERFORMANCE

4.1 Waste Generation, Disposal and Diversion

Residual waste from residential and commercial sources is accepted for disposal at the three PRRD-owned landfills. In 2019 approximately 58,000 tonnes of waste (combined) was disposed at these landfills, with about 59% landfilled at North Peace Landfill, 27% at Bessborough Landfill, and 14% at Chetwynd Landfill. Of note, these waste quantities only reflect waste managed at PRRD-owned facilities and waste disposed of at alternative facilities, such as First Nations landfills or industrial disposal sites within the Region, is not included. However, these quantities are assumed to be minor in the regional context.

As shown in Figure 12 below approximately 75% of the residual waste originated from commercial sources in 2019; these mainly composed of separated commercial waste and Construction and Demolition (C&D) waste.

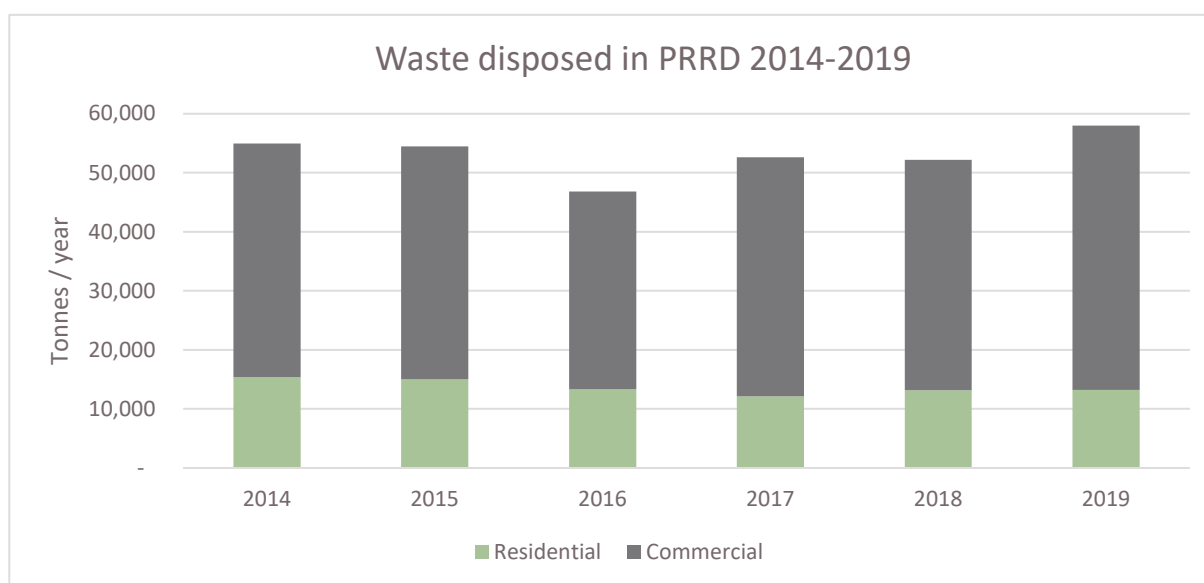


Figure 12: PRRD 2014-2019 waste disposal (residential vs. commercial sources)

The PRRD's 2019 overall disposal rate is estimated at 909 kg/capita, using population numbers from BC Statistics PEOPLE population projections¹⁷. The residential disposal rate was 207 kg/capita and the commercial rate was 702 kg/capita for the same year. The disposal rate is calculated using the Region's permanent population. It does not account for any shadow population made up of transient workers who also contribute waste, however the amount of waste generated by these people is included, since it ends up at PRRD facilities.

¹⁷ BC Stats - Sub-Provincial Population Projections - P.E.O.P.L.E. 2018 (Sept 2018).

4.2 Waste Characterization of Disposed Waste

The overall composition of the disposed waste is presented in Figure 13¹⁸.

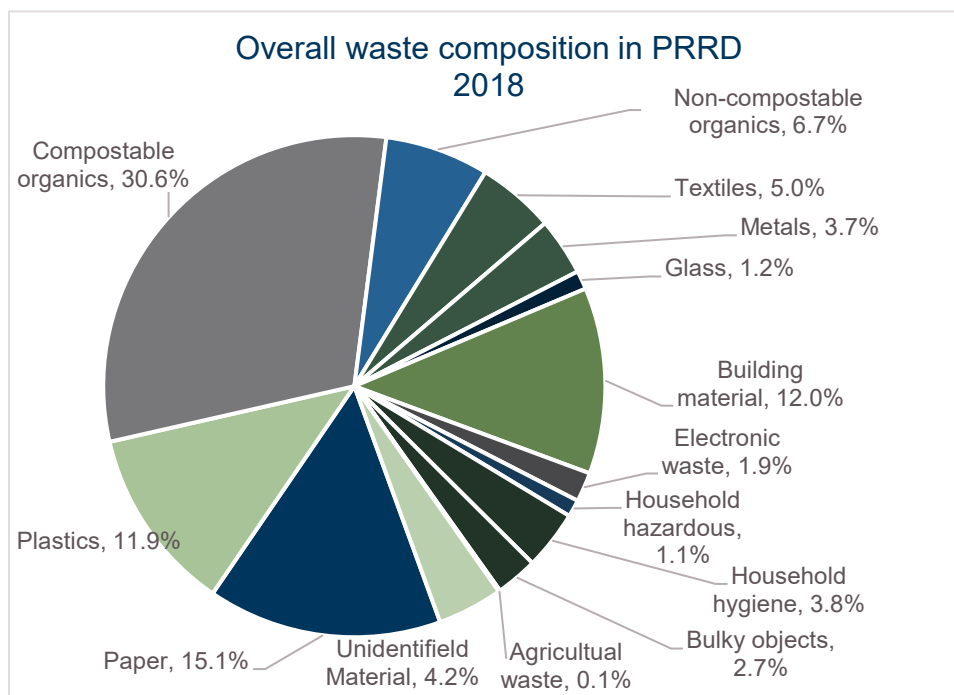


Figure 13: Overall composition of disposed waste in the PRRD

The largest four waste categories—compostable organics, plastics, paper and building materials—make up 70% of all waste disposed at the regional landfills. The portion of compostable organics is substantially higher than the overall composition for waste originating from the single-family households (44% of the waste) and the work-camp sectors (52%).

4.3 Current Waste Diversion

The PRRD's 2019 waste management activities were successful in diverting approximately 15,800 tonnes of materials from landfill through collection at landfills and rural transfer stations, transfer and transfer sites. In 2018 approximately 8,300 tonnes of material were diverted by private industry via the RSC and non-PRRD collection (as reported by EPR programs).

Diverted ICI and C&D materials not captured at PRRD facilities or through provincial EPR and stewardship programs are unknown and are not included in the tonnages presented above.

PRRD activities are resulting in a 21% regional diversion rate. However, when accounting for the material collected by private industry under the provincial EPR programs, the corresponding 2019 diversion rate is 29%.

¹⁸ Four Season Waste Composition Study (TetraTech, 2018).

4.4 Overall System Performance 2006 - 2019

Table 4 below presents the annual waste disposal, diversion and generation (i.e. waste captured by PRRD's waste management system) for 2006, 2011, 2016 and 2019, calculated as kg per capita.

Although the waste generation per capita has remained relatively steady around 1,000 kg/capita over the past 14 years, diversion efforts have resulted in a steady decrease in the amount of waste disposed. The diversion rate has increased from 8% in 2006 to 21% in 2019. The increase is attributed to increased diversion services offered to residents as well as improved diversion of yard and garden waste and wood and concrete waste.

Table 4: Annual per capita waste disposal, waste diversion & captured waste (2006-2019)

	Annual Disposal, Diversion & Captured Waste (kg/capita)			
	2006	2011	2016 ¹	2019 ²
Disposal	978	883	744	909
Diversion	81	172	283	247
Captured Waste - Generation	1,059	1,055	1,027	1,156
Diversion Rate	8%	16%	28%	21%

¹ Diversion rate attributed to large quantity of stockpiled lead acid batteries sent for recycling in 2016

² Population count based on BC Stats, Sub-Provincial Population Projections; P.E.O.P.L.E. 2018 (Sept 2018). It does not include transient workers.

5. PROPOSED STRATEGIES

Strategy development for the new RSWMP has consisted of a series of PTAC and COW meetings for the discussion of potential strategies in key topic areas and the selection of preferred strategies by committee members. This section lists the existing and proposed new strategies, largely presented in order of the pollution prevention hierarchy.

The key issues or opportunities behind each proposed strategy are summarized together with the proposed implementation time frame, anticipated capital and annual costs to the PRRD and role and responsibility for its implementation (see Figure 14). The preferred options are shown in the order of priority given by PTAC and COW members. Options / strategies that were regarded as higher priority have been given a shorter implementation period (first five years of implementation). Strategies with lower priority have been given implementation periods beyond 5 years. Some of the implementation time frames may be affected by the global pandemic.

The responsibility refers to who is responsible for the strategy implementation. It identifies if municipal involvement is needed to support PRRD staff.

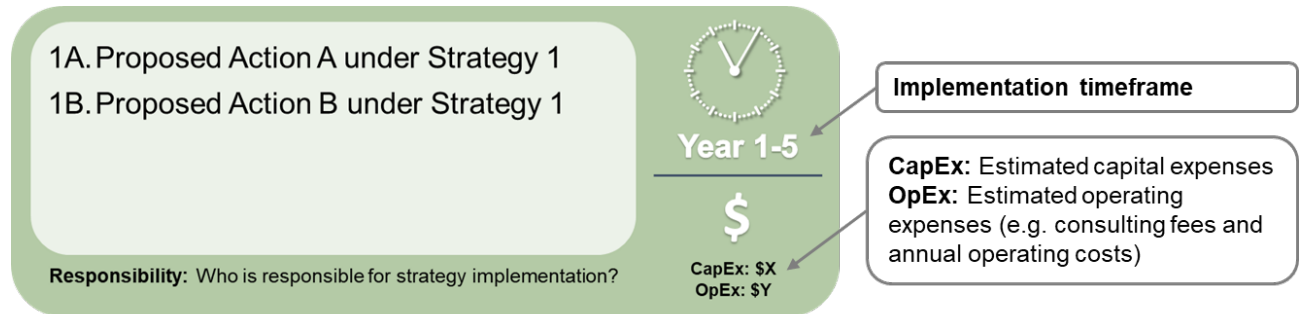
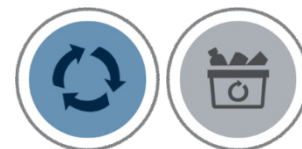


Figure 14: Explanation of strategy infographic

5.1 Waste Diversion

5.1.1 STRATEGIES TO ENCOURAGE REDUCTION, REUSE AND RECYCLING



The PRRD's current reduction and reuse initiatives include:

- Promoting waste reduction, reuse, and diversion via numerous communication channels, such as the use of pRRRdy bird. The communication tool provides simple, everyday actions that residents and businesses can take to help reduce waste.
- Encouraging reuse by having share sheds at most of the PRRD's rural transfer stations.

The development of building material reuse capacity is planned for 2021, when the PRRD will provide a large shed at the North Peace Regional Landfill for the reuse of construction materials. This share shed will mainly target high-value products such as treated lumber.

The PRRD's current recycling initiatives include:

- Managing recycling in the PRRD via Recycle BC or through the RSC.
- Collecting EPR products at PRRD's transfer stations and landfills (often in partnership with stewardship agencies/stewards) or via private recyclers.
- Offering drop-off locations for residents in areas where curbside collection is not offered. They must self-haul to a private recycling drop-off location or to a local PRRD facility.
- Recycling and diversion of bulky waste, land-clearing, construction and demolition waste when received at Tier 1 facilities (e.g. segregated wood, scrap metal, asphalt shingles and concrete)
- Multifamily apartment complexes and the ICI sector must arrange for collection of recyclables via private service providers or bring their recyclables to private facilities.

Six new strategies are proposed to increase reduction, reuse and recycling of waste materials:

#	Strategy	Short-term Priority Years 1-5	Long-term Priority Years 6-10+
1	Lobby for improved EPR programs in the PRRD	✓	
2	Promote and educate on the pollution prevention hierarchy	✓	✓
3	Research agricultural plastics recycling options	✓	
4	Increase waste diversion in the ICI sector through promoting the waste hierarchy	✓	✓
5	Improve collection of hazardous waste and targeted EPR materials	✓	✓
6	Increase diversion of construction and demolition waste through promoting the waste hierarchy	✓	✓

STRATEGY 1: Lobby for improved EPR programs in the PRRD

The Issue: There are currently over 20 provincial EPR programs covering a wide range of material categories, many of which the PRRD accepts at its landfills and transfer stations. Current EPR programs mainly focus on the residential sector and not the ICI sector. For rural and remote communities in the Region, recyclables management could be simplified and made more efficient and more economical if material from the ICI sector is managed together with residential sources, which are currently regulated. Recycling options for the ICI sector, including small businesses, schools, and hospitals, are limited and require PRRD subsidies.

Applicable Guiding Principles

- ♦ *Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts*
- ♦ *Promote zero waste approaches and support a circular economy*
- ♦ *Maximize beneficial use of waste materials and manage waste and divertible materials appropriately*

Specific issues the PRRD proposes raising with the MOE include:

- Need to improve accessibility to EPR materials collection options for rural residents. Only two of the seven member municipalities were eligible for Recycle BC funding for curbside collection of residential packaging and printed paper (PPP).
- Need to expand Recycling Regulation to also cover:
 - packaging and printed paper from the ICI sector,
 - agricultural plastics (bale wrap, baler twine, etc.),
 - agricultural hazardous waste (e.g. pesticides and animal medications),
 - other hazardous materials, such as mercury, diesel fuel, acid, household cleaners, garden products, and some pesticides, which are currently not included as regulated materials,
 - mattresses,
 - Single-use plastics¹⁹.

In October 2020, the Canadian Council of Ministers of the Environment announced that it intends to ban or restrict the use of six single-use plastic product categories in 2021. This announcement is a key step in progressing on the Canada-wide Action Plan on Zero Plastic which was released in 2019.

Also in 2019, the BC MOE issued the CleanBC Plastics Action Plan, a policy consultation paper on how the Province of BC intends to address plastic waste. The plan has involved amendments to the Recycling Regulation for “packaging-like” and “single-use” products that will be added to the Blue Box program starting in 2023.

¹⁹ Single-use plastics are designed to be thrown away after one use and can include for example packaging, convenience items (utensils, straws), etc.

In September 2020, the MOE released an intentions paper for changes to the Recycling Regulation. The MOE is considering regulating more materials, many of which have been identified as priority products by the PRRD (e.g. packaging and paper products beyond residential sources moderately hazardous products and mattresses).

This strategy can include but is not limited to:

- 1A. Lobby for a provincial EPR program for single-use items.
- 1B. Lobby for better service levels for existing EPR materials.
- 1C. Lobby for ICI to be included in current and future EPR Programs.
- 1D. Lobby for inclusion of new materials, regardless of source (residential or ICI), under the Recycling Regulation.

Implement programs at PRRD facilities, where feasible.

Responsibility: PRRD



Year 1-5



CapEx: \$n/a
OpEx: \$n/a

STRATEGY 2: Promote and educate on the pollution prevention hierarchy

The Issue: The PRRD has limited resources and wants to promote and educate on the pollution prevention hierarchy.

The PRRD wants to promote waste reduction and reuse ideas using some of the readily available campaigns and programs developed by others. There are examples of regional districts promoting waste reduction by hosting, supporting or promoting reuse and repair events or by supporting the establishment of a “makerspace”, such as the one established in Grand Prairie²⁰. The initiatives can be promoted by the PRRD, and if suitable by member municipalities, and non-profit groups.

Applicable Guiding Principles

- ♦ *Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts*
- ♦ *Promote zero waste approaches and support a circular economy*
- ♦ *Maximize beneficial use of waste materials and manage waste and divertible materials appropriately*

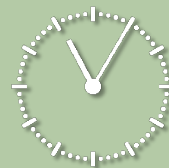
The PRRD wants to educate on the benefits of recycling to maintain high public participation. More education may be needed for residents on the cost of recycling in the Region and on ways residents can help to reduce costs. This comes after the cost to the PRRD for managing recyclables has increased significantly over the last two years - the price of recyclables materials has plummeted, and transportation costs have increased.

²⁰ For more information, visit URL: <https://makegp.org/>.

The PRRD can demonstrate its commitment to the pollution prevention hierarchy by implementing procurement practices that promote reduction and reuse of waste materials and encourage a circular economy, with increased use of recycled materials required in purchased products.

This strategy can include but is not limited to:

- 2A. Adopt successful waste reduction campaigns used in other regions to target residents.
 - 2B. Equip each share shed with a “share board” to encourage the reuse of bulky items.
 - 2C. Host, organize, and/or support repair activities through such as repair cafés, “maker spaces”, or similar in targeted communities.
 - 2D. Provide clear information on recycling options, including how to segregate materials, what happens to them, and the benefits of recycling.
 - 2E. Educate on the cost of recycling in the Region and ways costs can be reduced.
 - 2F. Adopt a procurement policy that supports the waste hierarchy
- Implement programs, where feasible. Promote and educate on the programs offered.



Year 1-10



CapEx: \$n/a
OpEx: \$10,000*

Responsibility: PRRD with support from member municipalities.

* Annual costs of \$10,000 (advertising, printing costs, supply costs, etc.)

STRATEGY 3: Research options for recycling agriculture plastics

The Issue: Approximately 27% of BC’s Agricultural Land Reserve is located within the PRRD and it is an agriculturally intensive region. The use of plastics in agriculture has increased over the last couple of decades. Agricultural plastics are plastic materials used in agricultural production and sales.

A relatively small portion of agricultural plastics are being diverted for recycling (approximately 5% in Canada), largely due to a lack of available recycling options. Based on PRRD’s experience, many agricultural plastics are typically contaminated, resulting in low marketability.

Applicable Guiding Principles

- ♦ Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts
- ♦ Promote zero waste approaches and support a circular economy
- ♦ Prevent recyclables from going into the garbage wherever practical
- ♦ Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical

This strategy can include but is not limited to:

- 3A. Continue investigating attainability of recycling agricultural plastics. PRRD will implement pilot when deemed economically feasible.
- 3B. If the pilot demonstrates promising results, implement larger scale recycling of agricultural plastics.

Implement programs at PRRD facilities, where feasible. Promote and educate on the programs offered.

Responsibility: PRRD



Year 1-5



CapEx: \$tbd*
OpEx: \$tbd

** The results of a pilot will help to determine capital and operating costs involved. Costs may be offset by external funding.*

STRATEGY 4: Increase ICI waste diversion by promoting the waste hierarchy

The Issue: ICI waste is only received at the Bessborough, Chetwynd, and North Peace Regional Landfills and makes up approximately 75% of the waste that is received at those sites. ICI MSW, which is currently being landfilled, accounts for the majority of the ICI waste materials (almost half of the waste accepted). The dominant ICI sector also bring many transient workers which add to the high per-capita disposal rate seen in the Region.

The ICI sector already contributes to diverting a range of different waste materials from landfills. However, there is room for improvement, as a large portion of waste that could be diverted are being landfilled. Over recent years PRRD's ICI waste diversion efforts and dialogue has mainly focused on the construction and demolition sector. Going forward, it is also important to reach out to and collaborate with the ICI sector, as this sector contributes a significant portion of the waste tonnages received at PRRD's landfills.

Applicable Guiding Principles

- ♦ *Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts*
- ♦ *Promote zero waste approaches and support a circular economy*
- ♦ *Maximize beneficial use of waste materials and manage waste and divertible materials appropriately*
- ♦ *Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical*

The PRRD could develop an ICI Waste Working Group as needed to collaborate with to find suitable methods to reduce, reuse and divert more waste from the ICI sector.

The 2018 waste composition study showed that compostable organics made up 32% of ICI waste. The study also showed that work camps, which are a large source of ICI waste in the PRRD, have exceptionally high organics diversion potential, with compostable organics

representing 52% of the waste stream. The PRRD wants to identify barriers to food donation and develop guidance information for organizations wanting to redistribute food instead of disposing of it.

The PRRD wants to encourage greater ICI waste diversion and provide an effective deterrent for the disposal of recyclable materials by increasing disposal fees for commercial solid waste. The PRRD wants to increase tipping fees for both unsorted/ mixed waste and sorted, however by keeping the fees of sorted (divertible) waste low compared to disposal fees for mixed waste loads, controlled waste, and restricted waste, the PRRD can encourage improved waste diversion of waste and may not cause increased illegal dumping of ICI wastes.

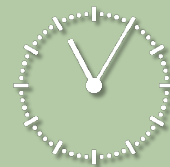
Along with fee increases, the PRRD will increase education efforts to affected stakeholder groups about required waste separation requirements, and upcoming disposal fees.

This strategy can include but is not limited to:

- 4A. Establish an ICI Waste Working Group to develop an overall ICI waste diversion strategy that identifies specific waste diversion initiatives supported by members as needed.
- 4B. Support or organize a waste reduction forum or workshop for targeted businesses.
- 4C. Develop guidance information for organizations on how to redistribute food to people in need rather than wasting.
- 4D. Increase ICI disposal fees for sorted waste, unsorted waste, controlled, and restricted waste and carry out education and outreach program(s) to implement changes and improve waste diversion.

Implement programs at PRRD facilities, where feasible

Responsibility: PRRD with support from member municipalities.



Year 1-10



CapEx: \$n/a
OpEx: \$n/a

STRATEGY 5: Improve collection of hazardous waste and targeted EPR materials

The Issue: Many hazardous waste materials are covered by current EPR programs. The PRRD prohibits landfilling of a number of hazardous wastes, such as used oil and anti-freeze products, paint, flammable liquids, pesticides, waste gasoline, and electronics.

Large hazardous wastes generators in the Region can engage companies' like Tervita, Green for Life (GFL) and Waste Management to dispose of hazardous waste. However, limited drop-off locations are currently available for many of the hazardous wastes produced by smaller generators. In some parts of the Region, there are also service gaps for hazardous waste disposal options for residents.

The PRRD wants to increase the disposal options by implementing periodic round-up events. Hazardous waste materials to collect at round-up events may include targeted EPR materials, such as lightbulbs and fixtures, smoke detectors and carbon monoxide alarms, electronics, batteries, but potentially also hazardous waste not covered by EPR programs. Round-up events can be a cost-effective way of servicing remote areas with small populations if many materials types can be collected at the same time. In addition, the PRRD wants to investigate the potential to offer permanent drop-off options for hazardous wastes and targeted EPR materials.

Applicable Guiding Principles

- ♦ *Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts*
- ♦ *Promote zero waste approaches and support a circular economy*
- ♦ *Maximize beneficial use of waste materials and manage waste and divertible materials appropriately*
- ♦ *Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical*

The PRRD is seeking to collaborate with stewardship organizations, such as Product Care, BC Used Oil Management Association, and/or private organizations, such as Tervita, GFL, Waste Management, to support periodic or permanent collection of hazardous waste.

This strategy can include but is not limited to:

- 5A. Identify cost-effective ways of offering mobile or periodic collection of hazardous wastes and targeted EPR materials at locations where service gaps exist. This may include partnering with stewardship or private organizations to support round-up events. PRRD will implement the temporary collection if deemed feasible.
- 5B. Investigate potential partnerships with stewardship organizations to offer permanent drop-off of hazardous wastes and targeted EPR materials at locations where service gaps exist. PRRD will pilot a permanent collection option and establish more permanent drop-off locations if it is deemed viable.

Implement programs at PRRD facilities where feasible.

Responsibility: PRRD



Year 1-10



CapEx: \$tbd*
OpEx: \$100,000**

* *The investigation will determine capital costs for a permanent collection and the financial support available from stewardship organizations.*

** *Cost of round-up event every three years.*

STRATEGY 6: Increase diversion of construction and demolition waste by promoting the waste hierarchy

The Issue: The 2018 waste characterization study of residual waste disposed at the PRRD's landfills showed that the construction and demolition (C&D) sector contributed 21% of the annual waste tonnages received at PRRD landfills. Although there are limited recycling options within the Region for many prevalent C&D materials such as drywall and carpets, there are still opportunities to divert a large part of the C&D waste from landfilling. For example, the PRRD accepts segregated clean wood waste, which made up almost 19% of the total landfilled C&D waste, and asphalt shingles, which made up almost 12% of the landfilled C&D waste).

Applicable Guiding Principles

- ♦ *Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts*
- ♦ *Promote zero waste approaches and support a circular economy*
- ♦ *Maximize beneficial use of waste materials and manage waste and divertible materials appropriately*
- ♦ *Support polluter and user-pay approaches, and manage incentives to maximize behaviour outcomes where practical*

This strategy can include but is not limited to:

- 6A. Encourage reduction and reuse of C&D materials.
- 6B. Investigate feasibility of recycling additional C&D materials, such as drywall and carpets, and implement pilot when deemed feasible.
- 6C. Increase differential tipping fees and incentives to encourage source separate and diversion of C&D Waste.
- 6D. Provide education on the importance of source separation and diversion of C&D waste.

Implement programs at PRRD facilities, where feasible.

Responsibility: PRRD



Year 1-10



CapEx: \$tbd*
OpEx: \$n/a

**Capital costs relating to the recycling of C&D materials will be determined part of the feasibility assessment.*

5.1.2 STRATEGIES TO INCREASE ORGANICS DIVERSION



The PRRD's current organics diversion initiatives include:

- Accepting yard and wood waste at all three PRRD landfills, Tier 1 Transfer Stations and at the Hudson's Hope and Tumbler Ridge Transfer sites.
- Piloting of windrow composting and vermicomposting.

Other residential composting initiatives include a drop-off location operated by the City of Dawson Creek, annual drop-off events held by the City of Fort St. John, and a composting program operated by the Saulneau First Nation community. A private composter offers in-vessel composting of logging debris.

Two new strategies are proposed to target increased organics diversion in the Region:

#	Strategy	Short-term Priority Years 1-5	Long-term Priority Years 6-10+
7	Establish organics processing capacity in the Region	✓	
8	Support curbside collection of compostable organics in member municipalities	✓	✓

STRATEGY 7: Establish organics processing capacity in the Region

The Issue: Based on the 2018 waste characterization study, compostable organics made up the largest part of landfilled waste; 31% overall. However, the portion of compostable organics is substantially higher than the overall composition in waste originating from the single-family households (44% of the waste) and from work camps (52%).

Applicable Guiding Principles

- ♦ Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts
- ♦ Promote zero waste approaches and support a circular economy
- ♦ Prevent organics from going into the garbage wherever practical

As a temporary measure, biosolids generated from the anaerobic lagoon at PRRD's wastewater treatment facility in Charlie Lake are currently being taken to PRRD's landfill. The PRRD sees an opportunity to treat biosolids using a composting process.

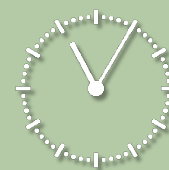
In 2020, the PRRD is piloting composting of cardboard, mixed paper, food waste, and biosolids using a vermicomposting process.

This strategy can include but is not limited to:

- 7A. Pilot small-scale composting processes at PRRD's facilities and establish larger scale processes at suitable sites if pilot is deemed successful and cost-effective.
- 7B. Reassess the feasibility of a large-scale organics processing facility (such as a Regional AD Facility) and how it compares with small-scale solutions.
- 7C. PRRD will implement small-scale composting processes and/or a large-scale organics processing facility if deemed viable.

Implement programs at PRRD facilities, where feasible.

Responsibility: PRRD



Year 1-5



CapEx: \$tbd*
OpEx: \$100,000*

** \$100,000 in consulting fees for planning and engineering in year 2. Capital and future operating costs will be determined based on the pilot results and as part of the feasibility assessments. Funding may offset some costs.*

STRATEGY 8: Support the organics diversion in the Region

The Issue: Based on the public survey and feedback gathered from PTAC and COW, there is an appetite for diverting organic waste from landfills.

Once suitable composting solutions have been identified (refer to the previous strategy), the PRRD can work with the member municipalities to investigate organic waste collection options that fit the selected organics processing solutions.

Applicable Guiding Principles

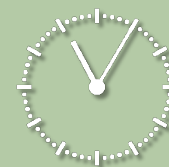
- ♦ Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts
- ♦ Promote zero waste approaches and support a circular economy
- ♦ Prevent organics from going into the garbage wherever practical

If organics processing capacity is available, this can include but is not limited to:

- 8A Support ICI and residential programs that promote organics diversion in the Region.
- 8B Investigate the feasibility of accepting organics at suitable solid waste sites for on-site processing or transfer to a central facility.

Implement programs at PRRD facilities, where feasible.

Responsibility: PRRD with support from member municipalities.



Year 1-10



CapEx: \$n/a
OpEx: \$tbd*

** Operating costs will be determined based on the assessments. Funding may offset some costs.*

5.2 Energy Recovery

5.2.1 STRATEGIES TO INCREASE ENERGY RECOVERY

There are no current energy recovery initiatives undertaken by the PRRD.

The following two new strategies are proposed to increase energy recovery:



#	Strategy	Short-term Priority Years 1-5	Long-term Priority Years 6-10+
9	Assess suitability of technologies for energy recovery for organics in the Region	✓	
10	Assess suitability of technologies for energy recovery for residual waste	✓	

STRATEGY 9: Assess suitability of technologies for energy recovery for organics in the Region

The Issue: In 2018, when the PRRD was seeking proponents interested in developing an AD facility at the Bessborough Landfill, the two proposals relied heavily on the PRRD's willingness to guarantee the majority of the required feedstock. The preliminary costs appeared to be prohibitively expensive due to high transportation costs and required capital investment, so the AD initiative was placed on hold. The PRRD may want to continue to investigate opportunities to integrate energy recovery opportunities with biosolids management and landfill gas utilization.

Applicable Guiding Principles

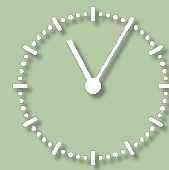
- ♦ Promote zero waste approaches and support a circular economy
- ♦ Prevent organics from going into the garbage wherever practical
- ♦ Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical

This strategy can include but is not limited to:

- 9A. Re-assess option to process organic waste (including biosolids) at a Regional AD facility after small-scale composting pilot results are available. If deemed feasible, pursue AD facility with procurement process to canvas interest from vendors.

If deemed necessary, collaborate with member municipalities to implement bylaw amendments in order to secure organic feedstock for an AD facility.

Responsibility: PRRD and member municipalities.



Year 1-5



CapEx: \$tbd*
OpEx: \$100,000*

* \$100,000 in years 1 and 2 for consulting support. Capital and operating costs will be determined based on the assessment. Funding may offset some costs.

STRATEGY 10: Assess suitability of technologies for energy recovery for residual waste

The Issue: There are some waste materials for which there are currently no viable recycling markets. These include agricultural plastics, carpets, drywall, and other construction and demolition materials. These materials are currently landfilled. If recycling is deemed cost-prohibitive, the PRRD may want to investigate the use of non-recyclable waste materials for energy recovery.

Applicable Guiding Principles

- ♦ Maximize beneficial use of waste materials and manage waste and divertible materials appropriately
- ♦ Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical

Energy recovery typically becomes more cost effective with economies of scale. When the PRRD is reviewing the feasibility of establishing a Regional Energy Recovery Facility (RERF), the potential to accept waste materials from neighbouring regions/provinces (including Alberta) should also be reviewed. The PRRD will also follow the energy recovery developments in neighbouring northern communities in British Columbia/Alberta that are exploring resource recovery options.

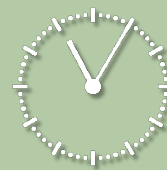
In accordance with the Ministry's guidance on how energy recovery technologies such as waste to Energy (WTE) fit into a SWMP, local governments contributing MSW to a facility must have an approved SWMP that authorizes and/or recognizes the WTE facility to accept and dispose of MSW. If the PRRD determines that a RERF is feasible, it is required to amend Schedule A (List of PRRD's Facilities) to include the WTE facility in the service area. Based on MOE's guide to solid waste management planning, the opening of a facility that is included in a regional district's solid waste management plan, and requires an authorization under the Environmental Management Act, is still regarded as a substantial change to the solid waste management system and it would trigger a full plan (major) amendment. According to Ministry requirements local governments planning to direct MSW to a WTE Facility also require an assessment and comparison of waste management treatment and disposal options. It is suitable for the PRRD to correspond with the MOE to confirm the requirements when assessing a RERF.

This strategy can include but is not limited to:

- 10A. Assess feasibility of establishing a Regional Energy Recovery Facility (RERF) for residual waste with potential to accept waste from neighbouring regions/province. If feasible, solicit interest from potential vendors and establish a process for evaluating and selecting a suitable technology or process.
- 10B. Undertake an assessment and comparison of waste management and disposal options in accordance with Ministry requirements.
- 10C. Consider out-of-region resource recovery facilities as potential future solutions for managing a portion of the Region's waste stream.

Implement energy recovery initiatives where feasible and consider best practices

Responsibility: PRRD



Year 1-5



CapEx: \$tbd*
OpEx: \$100,000*

** \$100,000 in years 1-4 for consulting support (feasibility assessment, planning, public engagement and design). Capital and operating costs will be determined based on the feasibility assessment.*

5.3 Residual Waste

5.3.1 STRATEGIES TO IMPROVE RESIDUAL WASTE MANAGEMENT



The PRRD's current residual waste management initiatives include:

- Accepting garbage at all landfills, transfer stations, transfer sites, Transtor sites and unattended sites in the Region. The collected garbage is hauled to the closest landfill (either North Peace Regional, Chetwynd, or Bessborough).
- Providing spring and fall clean-up events for residents and businesses to clean up their properties and dispose of materials generated.
- Providing homeowners clean-up coupons each year to enable free disposal at all PRRD transfer station sites.
- Operating three landfills in the Region in accordance with Provincial legislation and permits. Capital expenditures for landfill expansion and closure will be done in accordance with the Design, Operations and Closure Plans for each landfill.
- Monitoring of closed waste disposal sites known to the PRRD in accordance with Ministry-mandated monitoring requirements.
- Addressing illegal dumping (Figure 15) through a range of initiatives, including education and promotion of current waste management options, reporting of illegal dumping on Crown land via the RAPP line, supporting community spring and fall clean-ups, and waiving tipping fees for community or non-profit groups (up to \$500) if the waste clean-up is conducted on Crown land.



Figure 15: Public abuse at unmanned transfer station

The following four strategies are proposed to improve solid waste management and prevent illegal dumping:

#	Strategy	Short-term Priority Years 1-5	Long-term Priority Years 6-10+
11	Improve accessibility and efficiency of the solid waste network	✓	✓
12	Monitor the PRRD's three active landfills to continually assess long-term disposal options	✓	✓
13	Develop an illegal dumping strategy	✓	✓
14	Develop an emergency debris management plan		✓

STRATEGY 11: Improve accessibility and efficiency of the solid waste network

The Issue: The PRRD has a vast network of solid waste management facilities and sites that are attended or unattended (unmanned). The majority of costs are associated with hauling, attendant and supervisor services, and bin rentals. Efficiency improvements have already been achieved, for example through the consolidation of many unmanned sites and the replacement with manned transfer stations. Waste materials are already compacted at all Tier 1 and 2 Transfer Stations, except the Dawson Creek Transfer Station, where household garbage is received in roll-off bins. Garbage is not compacted at the unmanned transfer stations and hauling costs from these sites are significant in comparison to hauling of compacted waste from other facilities. There are potential opportunities for improvements in terms of hauling and bin rentals. Attendant and contract supervisor services make up another large cost to the PRRD. As part of reviewing efficiency, the PRRD may also look at options to reduce these costs.

Applicable Guiding Principles

- ♦ *Promote the first 3Rs (Reduce, Reuse and Recycle) with targeted efforts*
- ♦ *Prevent recyclables from going into the garbage wherever practical*
- ♦ *Maximize beneficial use of waste materials and manage waste and divertible materials appropriately*
- ♦ *Support polluter and user-pay approaches, and manage incentives to maximize behaviour outcomes where practical*

Manned facilities can offer a higher level of service, where many types of materials can be accepted for diversion. Manned sites allow for more diversion, more opportunities to communicate with residents on how to segregate waste for increased waste diversion. The PRRD would have the option to collect more EPR materials if the sites are manned. In addition to improving the waste management services provided, the replacement of unmanned sites with manned facilities helps to prevent illegal dumping (refer to strategy 13 for more information on initiatives to prevent illegal dumping). The PRRD has experienced ongoing challenges with public abuse at unmanned sites.

Since 2009 work has been done to consolidate PRRD sites and upgrade existing unmanned facilities to provide a better level of service. On a regular basis the PRRD will review the needs to consolidate and replace unmanned sites with manned transfer stations. In the needs assessment the PRRD must be mindful to strike a balance between providing facilities for easy accessibility and the level of services provided at these facilities.

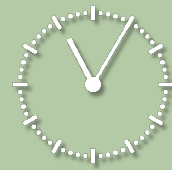
There are concerns that recycling and garbage disposal is not currently as accessible for rural residents as for residents of the municipalities. Seven member municipalities provide curbside garbage collection, either paid through taxation or utilities for solid waste services. Residents within the PRRD who do not receive curbside collection must self-haul the material to a nearby transfer station or landfill, where residents pay tipping fees. Fees are applied at all landfills and manned transfer stations with the exception of Hudson's Hope Transtor Site and Tumbler Ridge Transtor Site, where residents pay for waste disposal through municipal taxation. PRRD is committed to assess the feasibility of a curbside collection service throughout the Region.

This strategy can include but is not limited to:

- 11A. Regularly review and assess the efficiency of the waste management network and implement changes to improve service levels or when cost savings are identified.
- 11B. Undertake a pilot to improve convenience for solid waste disposal services, such as piloting 24 hr access for free disposal of bagged household garbage at a transfer station and implement at more sites if deemed feasible.
- 11C. Assess the feasibility a curbside collection throughout the Region that is funded by its users.

Implement initiatives where feasible and consider best practices.

Responsibility: PRRD and member municipalities.



Year 1-10



CapEx: \$tbd*
OpEx: \$20,000**

* *Capital costs for the construction of manned transfer stations are already allocated in existing budgets. Capital costs associated with enabling 24/7 access at rural transfer stations are assumed to be determined based on the pilot.*

** *\$20,000 for consulting support across years 1-6. Future capital costs will be determined based on the pilot.*

STRATEGY 12: Monitor the PRRD's three active landfills to continually assess long-term disposal options

The Issue: The PRRD operates three landfills; North Peace Regional, Bessborough and Chetwynd Landfills.

The Chetwynd Landfill is nearing capacity, with approximately 10 years remaining. The PRRD may be able to extend the landfill life in the short-term (by approximately 2 years), however options for expansion or closure and transfer to another facility needs to be reviewed soon.

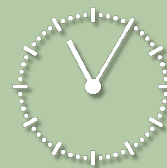
The North Peace Regional and Bessborough Landfills have approximately 28 and 42-66 years (or more) of capacity remaining respectively. The PRRD will continue to monitor the performance of the landfills and plan for changes to the current operation as necessary.

Applicable Guiding Principles

- ♦ *Maximize beneficial use of waste materials and manage waste and divertible materials appropriately*

This strategy can include but is not limited to:

- 12A. In parallel with operating the Chetwynd Landfill, complete a review of the options available for long term disposal, as the Chetwynd Landfill is nearing capacity.
- 12B. In parallel with operating North Peace Regional and Bessborough Landfills, continue to monitor and plan for changes if deemed necessary.
- 12C. If any changes to any of the active landfills are deemed necessary, proceed with most suitable option(s) which could include final closure, establishment of a transfer station, continuing operation as a landfill for demolition and land clearing waste, expansion of the landfill, and/or relocation of the landfill to an alternative site.



Year 1-10



CapEx: \$tbd*
OpEx: \$100,000*

Responsibility: PRRD

** \$100,000 in year 5 for review of transfer station and transfer options. Capital and operating costs will be determined based on the options review.*

STRATEGY 13: Develop an illegal dumping strategy in the Region

The Issue: Illegal dumping is an ongoing issue for the PRRD. The Region has many rural areas with significant distances between residents to disposal facilities like transfer stations and landfills. In addition there is also frequent public abuse of unmanned transfer stations.

The PRRD provides seasonal clean-up events as a measure to well as consolidate unattended sites and replace them with attended facilities to prevent illegal dumping. Other continuing initiatives include providing education and promotion of current options to recycle and dispose of waste safely at a waste management facility and optimizing operating hours at transfer stations to discourage illegal dumping.

Applicable Guiding Principles

- ♦ Support polluter and user-pay approaches, and manage incentives to maximize behaviour outcomes where practical
- ♦ Collaborate with other Regional Districts and develop collaborative partnerships with interested parties wherever practical
- ♦ Ensure all waste materials are managed responsibly as technology or local options are developed

The PRRD wants to continue to encourage people to report illegal dumping incidents on Crown Land and support community clean-up efforts.

The PRRD wants to collaborate through an inter-agency working group, which can include representatives from the PRRD, member municipalities and electoral areas, the local Conservation Office, First Nation communities, neighbouring regional districts and the RCMP. An inter-agency working group could be established to identify solutions and mitigation strategies for illegal dumping. An illegal dumping strategy can set out the responsibilities of all parties, actions to take and data reporting requirements to improve tracking, outreach, and

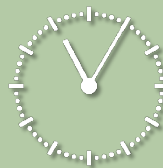
staffing. Work on this initiative could involve conducting a survey to determine the most common materials illegally discarded and the most frequent problem areas. This will provide a basis for types of materials and “hot spots” on which to build an education campaign and clean-up programs.

This strategy can include but is not limited to:

- 13A. Continue to monitor the scope and scale of illegal dumping in the Region.
- 13B. Develop an illegal dumping strategy aimed to improved tracking, identification or problem areas, and/or assessing accessibility to solid waste facilities to reduce the number of illegal dumping incidents.
- 13C. Establish an inter-agency working group, as deemed suitable, to implement the illegal dumping strategy.
- 13D. Lobby the Province to help clarify roles and responsibilities for addressing illegal dumping.
- 13E. Promote public outreach to prevent illegal dumping and how to report occurrences.
- 13F. Continue to support the public with programs to help dispose of waste properly.

Implement strategy, where feasible and consider best practices.

Responsibility: PRRD and member municipalities.



Year 1-10



**CapEx: \$n/a
OpEx: \$20,000***

* \$20,000 for consulting support in year 2.

STRATEGY 14: Develop an emergency debris management plan

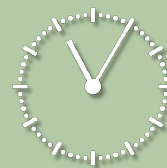
The Issue: Natural disasters can destroy homes and cause debris that needs to be managed to protect human health, conserve disposal capacity, and minimize or prevent environmental impacts. The PRRD has an emergency committee, which has identified the need to develop an emergency debris management plan. This plan should specifically address emergencies that can significantly influence solid waste quantities. Emergencies can include an animal epidemic, human pandemic, dam failures, fires, floods, or earthquakes.

Applicable Guiding Principles

- ♦ *Ensure all waste materials are managed responsibly as technology or local options are developed*

This strategy can include but is not limited to:

14A. Develop an Emergency Debris Management Plan.



Year 6-10



CapEx: \$n/a
OpEx: \$n/a

Responsibility: PRRD and member municipalities.

5.4 Solid Waste Management Funding



Over the last few years, a typical operational budget for solid waste management services has ranged from \$11 to \$14 million annually. The 2019 operational budget for solid waste management is approximately \$11 million.

The annual capital budget for infrastructure projects varies between \$2 million and \$7 million, depending on the nature of capital improvements involved. The estimated average is \$4 million per year.

Revenue to fund the solid waste management services comes from:

- Tipping fees
- Taxation
- Sale of recyclables
- Financial incentives paid by stewardship agencies (e.g. Recycle BC)
- Permits and fees
- Grants

Over the past five years the PRRD's funding model has shifted from a heavily tax funded system towards a system based on the user-pay principle with tipping fee funding. For comparison approximately 47% of the system was funded through taxation and 32% through tipping fees in 2015. The corresponding numbers for 2019 were 38% and 39%, respectively. The Regional Board has approved an increase by Consumer Price Index + 1% (3.3%) effective May 1, 2020 across ICI tipping fees for all classifications of waste.

First Nation communities pay a \$50 per household fee in lieu of taxes. These fees are to simulate taxes, as First Nations are not taxed directly by the PRRD. First Nation communities pay all applicable fees at the landfills and transfer stations.

The following two strategies are proposed to ensure a sustainable solid waste funding and cost recovery:

#	Strategy	Short-term Priority Year 1-5	Long-term Priority Year 6-10+
15	Set limits on recycling cost and implement other management methods as necessary		✓
16	Continually assess financial model used to fund the solid waste system	✓	✓

STRATEGY 15: Set limits on recycling cost and implement other management methods as necessary

The Issue: The PRRD wants to place a priority on encouraging stewardship organizations to take more responsibility for recycling in rural communities, as recycling efforts are largely subsidized by the Regional District. To limit future cost increases to provide recycling services, the PRRD is also committed to considering local alternatives to sending collected materials long distances for recycling while still diverting materials from landfills (e.g. composting of cardboard and mixed paper or Waste to Energy).

Applicable Guiding Principles

- ♦ *Ensure all waste materials are managed responsibly as technology or local options are developed*

The PRRD would also investigate setting upper limits for recycling costs, which would vary depending on materials. If the cost thresholds are exceeded, the PRRD would consider alternative options (composting, waste to energy, or landfilling), while still considering the pollution prevention hierarchy. As long as the recycling costs exceed the agreed limits, alternatives to recycling are implemented until recycling costs can be reduced below the agreed threshold.

The PRRD wants to look for help from the Province to ensure the pollution prevention hierarchy is maintained. The PRRD would look to lobby for ways to reduce and/or subsidize recycling costs to remote and rural parts of BC where access to markets is limited and economy of scale is lacking.

The PRRD will continually need to educate residents on the cost of recycling programs, which is also highlighted in Strategy 2.

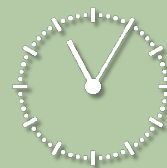
The upper limits for recycling costs would be revisited and defined every year.

It will be suitable to review establishing cost thresholds when the PRRD undertakes an effectiveness review after five years of Plan implementation.

This strategy can include but is not limited to:

- 15A. Establish cost thresholds when alternative lower cost options (e.g. landfilling) are pursued until recycling is no longer cost prohibitive.
 - 15B. Lobby for the Province to subsidize the cost of recycling when upper limits are exceeded.
 - 15C. Educate on the cost of recycling in the Region and on ways costs can be reduced.
- Implement cost threshold if deemed feasible.

Responsibility: PRRD



Year 6-10



CapEx: \$n/a
OpEx: \$n/a

STRATEGY 16: Continually assess financial model used to fund the solid waste system

The Issue: To limit system costs, the PRRD wants to lobby for improved accessibility to EPR materials collection options for rural residents as well as expand the list of regulated materials (refer to Strategy 1). For management of unregulated materials that are not funded by stewardship organizations, the PRRD may need to increase tipping fees and/or raise taxes to sufficiently fund recycling.

Applicable Guiding Principles

- ♦ *Ensure all waste materials are managed responsibly as technology or local options are developed*
- ♦ *Support polluter and user-pay approaches, and manage incentives to maximize behaviour outcomes where practical*

Any new programs or facilities, such as a Regional Waste to Energy facility, will result in increased costs to the PRRD. It is important to forecast these costs and confirm sources of revenue (e.g. tipping fees and taxation) and rates that will be required to fund the system.

MH developed a financial model for the PRRD to help guide potential adjustments to tipping fee rates and tax requisition required to fund the solid waste management system. The model forecasts costs and revenues associated with the entire PRRD solid waste management system over a projection period of 20 years.

The model can be used to operationally assess and plan the cost recovery requirements for the implementation of strategies provided in this Draft RSWMP. There are three broad strategies, which could significantly impact the PRRD's future system financing:

- Revising the tipping fee structure to distinguish between ICI and residential waste, including increasing tipping fees for unsorted waste.
- Waiving of tipping fees for sorted residential waste at transfer stations/landfills and funding disposal through taxation and tipping fees on other materials.
- Potentially establishing a large-scale organics processing facility and/or a regional waste to energy facility.

To limit the burden on taxpayers and to focus on a user-pay approach for larger waste generators, the PRRD is proposing to continually review waste disposal fees. An increase in disposal fees for unsorted wastes will be assessed, in particular relating to the ICI sector. Refer to Strategy 4 for more details. The PRRD will utilize its solid waste fee bylaw to incentivize waste diversion through sorting and segregation materials rather than disposing unsorted garbage. When setting tipping fees in the Region, it will be important to consider those of nearby jurisdictions. If these jurisdictions have lower tipping fees, there is risk of large waste generators and collectors hauling waste out of the region to avoid higher disposal costs.

Rural residents have expressed a concern that they are paying a disproportionate amount for the current system, compared to residents in areas with curbside garbage collection. To limit the burden on tax payers and to focus on harmonizing fees across the Region, the PRRD is proposing to investigate and pilot the waiving of tipping fees for sorted residential household waste at transfer stations / landfills and fund disposal via taxation. The PRRD could look at the feasibility of offering 24/7 access for free residential disposal at manned rural transfer stations for bagged (small volume) sorted household waste. The intention is for residents to access a hopper/chute where bagged garbage can be disposed after hours. This would not be needed at the Landfills as nearby residents have access to curbside collection services.

Sites offering 24/7 access for free residential disposal would still be open to the public during specified operating hours to accept bulkier materials (wood, metal, bulky waste, tires, etc) that require source separation that encourages waste diversion. Facility staff have an important role in educating residents on waste diversion options available and which materials are prohibited from disposal.

The waiving of tipping fees for all sorted residential waste would result in an estimated annual tipping fee revenue reduction of \$800,000 - \$950,000, based on the PRRD's financial model for the next 20 years. By making disposal more accessible to all residents, the PRRD can save costs in other areas, including:

- Reducing the spring and fall clean-up events to only one event per year.
- Ceasing the coupon program, which can save approximately \$72,000 per year.

Within the first five years, the PRRD wants to investigate and pilot the waiving of residential tipping fees at transfer stations and landfills. A system-wide implementation will only be completed if deemed feasible based on the pilot.

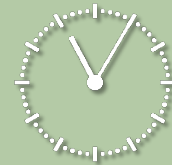
As a long-term focus (beyond year 5), the PRRD wants to revisit waste disposal fees paid by First Nation communities in lieu of taxes to reflect the drive to harmonize residential disposal rates across the Region.

This strategy can include but is not limited to:

- 16A. Assess cost recovery model to implement tipping fees and taxation that fully funds the solid waste management system.
- 16B. Investigate and pilot the waiving of tipping fees for sorted residential waste at transfer stations and landfills. Implement system-wide if deemed feasible and fund disposal via taxation.
- 16C. Continually review waste disposal fees to harmonize fees across the Region.
- 16D. Incentivize waste diversion by increasing disposal fees on unsorted wastes.

Implement cost recovery options where feasible and consider best practices.

Responsibility: PRRD and member municipalities.



Year 1-10



CapEx: \$tbd*
OpEx: \$30,000**

** Capital costs associated with the piloting of 24/7 access at rural transfer stations are assumed to be accommodated within existing capital budgets for PRRD's facilities. Capital costs for further implementation will be determined based on the pilot results.*

***Consulting fees to investigate and pilot the waiving of residential tipping fees at transfer stations and landfills in year 1 (\$30,000), update funding model in year 4 (\$30,000 and consulting support to review disposal fees paid by FN communities in year 6 (\$30,000). Future operating costs will be determined based on the pilot results.*

6. KEY CONSIDERATIONS FOR DEVELOPING & ASSESSING PROPOSED STRATEGIES

During the planning process, PRRD staff worked closely with the consultant, Morrison Hershfield, and members from PTAC and COW to ensure that all strategies relate directly to the Guiding Principles. In addition, a wide range of factors have been considered during the development of potential options, the selection of proposed strategies and determining associated actions.

Some of the key considerations used for developing and assessing proposed strategies during the planning process include:

General:

- **Alignment with existing or proposed provincial strategies and initiatives** – The majority of the guiding principles proposed by the Ministry were adopted for the RSWMP development.
- **The potential of a policy / waste management service solution to result in significant waste stream reduction** – the waste composition results from 2018 helped to guide decisions on waste streams that the PRRD should prioritize to reduce landfill disposal.
- **Potential challenges administering policy once introduced** – in developing operational costs the PRRD has considered new staffing requirements.
- **Opportunity for public-private partnerships** – based on input from the PTAC and COW, the PRRD has proposed strategies that encourage partnerships that may be important for specific strategies (e.g. through working groups with specific stakeholder groups).
- **Flexibility to adapt policy to changing circumstances over time** – in developing the proposed strategies, the PRRD has allowed for flexibility to adapt policy if necessary.
- **Risk of failure** – the PRRD has outlined the remaining landfill capacity and understands local constraints and limitations.

Environmental:

- **Linkages to the pollution prevention hierarchy** – the planning process explored potential options in accordance with the pollution prevention hierarchy with particular focus on the 3 Rs (reduction, reuse, and recycling, including composting).
- **Facility discharges to the environment and level of associated environmental risk** – the PRRD wants to ensure that hazardous waste is managed in an environmentally responsible manner and it has prioritized improved drop-off options for hazardous waste in the Region. The PRRD is also committed to monitoring and mitigating discharges to the environment from all PRRD-owned sites.

- **Associated direct environmental benefits** – The PRRD will continue to identify ways to reduce greenhouse gas emissions from the Region's closed and active landfills, and through the recognition that programs that reduce organic material being disposed in the region's landfills could form part of this strategic approach.
- **Associated ancillary environmental benefits** – The proposed strategies include strategies to prevent waste and support the reuse of items, repair events, the use of products with recycled content, etc.

Social:

- **Associated social benefits** – the proposed strategies involve empowering residents through increased public awareness and education and increased accessibility to waste management services. Education on waste and recycling costs and policy changes are important to gain community buy-in and influence behaviour changes.
- **Ability to create opportunities for new partnerships** – many partnership opportunities have been identified through the use of working groups to find solutions in collaboration that can benefit many. Partnership opportunities have also been identified with stewardship organizations.
- **Opportunities for increased private sector involvement and benefit to the Region** – the PRRD is proposing to establish an ICI working group to increase private sector involvement.

There are many proposed strategies involving assessments into particular for aspects of the waste management system. All assessments will lead to implementation of any resulting strategies and initiatives that are considered feasible with a strong cost/benefit case. The PRRD is committed to considering environmental, social and economic implications for all feasibility assessments. For cost-benefits assessments the PRRD can consider economic benefits (revenues, employment opportunities), available recycling infrastructure and end-markets for collected materials, transportation costs, staff implications, costs, potential savings and costs to taxpayers and consumers compared to alternatives, fairness and equity regarding the distribution of accrued costs and benefits, etc.

7. RSWMP FINANCING AND ADMINISTRATION

7.1 Estimated Expenditures

Schedule D presents the estimated cost of existing initiatives and by proposed strategies, as well as the monthly costs to homeowners.

All new strategies involving municipal costs will need to be defined and approved by each municipality. Costs provided in this plan are estimated in 2020 dollars and may not reflect actual costs at the time of implementation.

The Plan includes a number of feasibility assessments and reviews that will take place during the Plan implementation period. These reviews may result in new capital costs if the assessments deem a specific initiative as feasible. The capital costs will be identified as part of the reviews and these can be included as part of the five-year effectiveness review or as part of the next SWMP update. Where suitable, the PRRD may decide to obtain approval for capital spending as part of the annual budgets process and proceed with the new initiative within the current five-year period.

7.2 Cost Recovery Mechanisms

The PRRD will continue to use both tipping fees and taxation to fund the implementation of the RSWMP. As indicated in the guiding principles, the PRRD is committed to making the solid waste system costs equitable for residents and businesses, wherever practical, and to focus on incentive-based tipping fees that encourage segregation of materials and waste diversion rather than landfill disposal.

The programs and policies outlined will require the PRRD to commit financial resources in each year of Plan implementation. The standard five-year financial planning model will be applied to the development of financial projections and budgets for the implementation of the Plan, as part of the on-going budget process for the PRRD's solid waste management function.

7.3 Monitoring and Measurements

Implementation monitoring and governance will be supported by a two-committee structure as follows:

- A Solid Waste Committee (SWC), made up of appointed members of the PRRD's Board of Directors.
- A Plan Monitoring and Advisory Committee (PMAC), made up of representation from member municipalities staff, PRRD waste management staff, PRRD waste management contractors or partners, public agencies such as the Ministry, First Nations representatives within the Region, private and non-profit sectors, industry and institutional representatives and the general public.

The establishment of the PMAC is required by the Ministry. The PRRD will develop a Terms of Reference for the Committee, and recruit members through direct contact, as well as general open invitations. The selected members of the PMAC will be confirmed by the Board of Directors.

Together these Committees will provide advice to PRRD staff and the Board of Directors as appropriate, work to monitor the implementation and effectiveness of the Plan, and they will identify concerns and issues that may arise in the implementation process. PRRD Staff will develop an annual report on the progress of initiatives, which will be used to update the Board. The report will also be used to update the Committees and any other stakeholders, as necessary. The PMAC will meet on a regular basis to discuss and monitor the implementation of the RSWMP and make recommendations to increase its effectiveness.

Progress towards the targets presented in Section 2.1 will be assessed and reported on an annual basis. Annual disposal data will be entered into the Province's waste disposal calculator. The per capita disposal will be measured using the quantity (in tonnes) of solid waste sent for disposal at PRRD's landfills. This quantity will be divided by the estimated or known population as defined by BC Stats Census data and population projections.

After five years of Plan implementation, the PRRD will undertake an effectiveness review and report on the Plan's implementation and effectiveness to date. Schedule D includes the estimated cost to engage a third party to undertake the review on behalf of the PRRD. The review requirements are set by the MOE Guide to Solid Waste Management Planning (September 2016). The review process can identify if there is a need to amend any parts of the RSWMP. Amendments are needed if there are significant changes, for example the inclusion of a WTE facility in the service area or the opening of a new waste management facility that manages wastes currently covered by the existing SWMP.

7.3.1 PLAN FLEXIBILITY

This RSWMP represents the current understanding and approach to the solid waste management challenges being faced by the PRRD. The version of the Plan that is formally adopted will be considered a "living document" that may be amended to reflect new considerations, technologies, and issues.

Costs provided in this RSWMP are estimates and may not reflect actual costs at the time of implementation. Significant programs and infrastructure projects may undergo further assessment, including an assessment of costs and continued community support, by the Plan Monitoring Committee prior to implementation.

The Plan's implementation schedule is intended to be flexible to allow for changes in the Region's response to world markets, pandemics, priorities and available funding. Notwithstanding, the contents of this Plan are subject to legal requirements and, as a result, guidance and the direction from the MOE will be sought with respect to level of flexibility, as appropriate.

If any of the information in the schedules to this plan needs to be amended during the 10-year lifespan of the plan, approval from the Minister may be required and engagement with the public

may be necessary. The requirements depend on the type of change. Unless the change is considered major, in accordance with the guide, a change to a schedule should not require submission of the entire RSWMP for review and approval.

7.4 Dispute Resolution

Given the number of stakeholders and the varying interests addressed in the Plan, the possibility exists that disputes may occur during implementation of the Plan, and through the process of amendments to the Plan that may arise in future. This section establishes a dispute resolution procedure for addressing such issues as disputes arising from administrative decisions made by the PRRD, interpretations of plan activities and services, economics, land tenure, jurisdictional responsibility, or other issues. The structure presented below is intended to resolve disputes in a timely and cost-effective manner.

- The parties having a dispute must make all reasonable effort to come to an equitable agreement without outside intervention, before proceeding to the next step.
- Should the parties determine that an agreement is not within reach, the PMAC and/or the SWC then be utilized as a mediator between the parties. Any member of the PMAC or the SWC directly involved with the parties or in a relationship that may be perceived to be a conflict of interest with regard to the dispute will not be granted voting/motioning privileges, but will remain an active participant in all discussions. All attempts will be made to reach an agreement.
- Should an agreement still not be achievable, the Regional Board will be called upon to act as a mediator. The disputing parties must both agree with referring the dispute to the Regional Board and agree that the Regional Board's decision will be binding.
- Should the Regional Board be unable to resolve the dispute, an arbitrator may be assigned, the cost to be shared equally between the disputing parties. The reporting materials provided to the PMAC, SWC and the Regional Board shall be provided to the arbitrator, who will review the report and make any inquiries he/she feels necessary to resolve the dispute. The arbitrator's decision shall be submitted to the Regional Board in writing, and the dispute will be considered resolved when the arbitrator's decision is approved by the Regional Board and the dissenting parties.

8. PLAN IMPLEMENTATION

8.1 Implementation Schedule

A timeframe for implementing each plan strategy is included in Schedule E.

8.2 Bylaws

Schedule F includes a list of existing bylaws.

SCHEDULE A: List of PRRD Facilities

LIST OF PRRD FACILITIES

Tier 1 Transfer Stations

Facility	Location
Dawson Creek Transfer Station	829 Highway 49, Dawson Creek
Cecil Lake Transfer Station	4484 248 Rd, Cecil Lake
Kelly Lake Transfer Station	280 Kelly Lake Road, Kelly Lake
Rose Prairie Transfer Station	12452 260 Road, Rose Prairie
Tomslake Transfer Station	15093 Old Edmonton Hwy, Tomslake
Prespatou Transfer Station	13139 Altona Road, Prespatou
Wonowon Transfer Station	18868 Highway 97 North, Wonowon

Tier 2 Transfer Station

Facility	Location
Buick Creek Transfer Station	19468 Aitken Creek Rd, Buick Creek
Goodlow Transfer Station	13197 Clayhurst Rd, Goodlow
Moberly Lake Transfer Station	6464 Lakeshore Drive, Moberly Lake
Pink Mountain Transfer Station	24740 Cypress Creek Road, Pink Mountain
Rolla Transfer Station	5207 213 Road, Rolla
Upper Halfway Transfer Station	19337 Upper Halfway Road, Peace River B

Transtor Sites

Facility	Location
Hudson's Hope Transtor Site	20318 Canyon Road, Hudson's Hope
Tumbler Ridge Transtor Site	103 Ridge Road, Tumbler Ridge

Transfer Site

Facility	Location
Mile 62.5 Transfer Site	14106 Dump Road, Charlie Lake

Unattended Sites

Facility	Location (Easting/Northing)	
Milligan/PJ	-120.6183872	56.87858618
Milligan	-120.6201999	56.75088771
Osborn	-120.3683089	56.55180098
Lebell Subdivision	-120.5890371	55.96883769
Upper Cache	-121.5364687	56.34664671
Fellers Heights	-120.5622125	55.63573361
Progress	-120.7166668	55.78069206
Groundbirch	-120.9236287	55.78347712
East Pine	-121.1933681	55.72756945
Lone Prairie	-121.3846209	55.60098954
Sukunka	-121.6210993	55.5081796
Hasler Flats	-121.9632134	55.60986158
Mt. Lemoray	-122.4818917	55.53805572

SCHEDULE B: List of Closed Landfills

CLOSED WASTE DISPOSAL SITES

The following closed waste disposal sites are known to the PRRD:

Site	Location (Easting/Northing)	
Taylor	-120.6450566	56.16030782
Cecil Lake	-120.5130296	56.33494882
Clayhurst	-120.0451135	56.14138338
East Pine	-121.190914	55.72688131
Fellers Heights	-120.5663475	55.6348322
Flatrock	-120.0982521	56.12768461
Goodlow	-120.105988	56.29044845
Mile 62.5	-121.1394222	56.39477957
Mile 98	-121.7370203	56.70778661
Upper Halfway	-122.2745542	56.4896953
Milligan Creek	-120.6222829	56.96055603
Osborn	-120.3515209	56.55343549
Prespatou	-121.0854924	56.92058498
Groundbirch	-120.9222464	55.80148711
Tumbler Ridge	-121.0111371	55.14445904
Sikanni Chief	-122.7278779	57.24488713
Moberly Lake	-121.5984864	55.8354144
Mt Lemoray	-122.4720642	55.53938674
Progress	-120.6918814	55.76631686
Hudson's Hope	-121.9474185	56.02816882
Rose Prairie	-120.9203285	56.50934263
Dawson Creek	-120.1748675	55.75171428
Buick Creek	-121.303282	56.75286841
Lone Prairie	-121.4697797	55.59044063
Kelly Lake	-120.0789746	55.25309651
Sunset Prairie	-122.5323923	57.03294351

**SCHEDULE C: List of Other Operational Waste Management
Facilities in the PRRD**

OTHER WASTE MANAGEMENT FACILITIES IN THE REGION

Recycling Facilities¹

Facility (Ownership)	Location
ABC Recycling	9631 78 St, Fort St John
Chetwynd Recycling & Bottle Depot	4824 - 54th Street, Chetwynd
D.C. Campbell Recycling	925 - 100th Avenue, Dawson Creek
Fort St. John Bottle Depot	10104 93rd Avenue, Fort St. John
Recycle-It Resource Recovery (R3)	10095 - 85 Avenue Fort St. John
Richmond Steel Recycling	9623 78 St, Fort St John
T.R. Bottle Depot	107 Commercial Drive, Tumbler Ridge

Organics Processing Facilities

Facility	Location
Denbow	10407 Alaska Rd, Fort St. John

Waste Management and Disposal Facilities

Facility	Location
Green for Life (GFL)	8831 100 Street, Fort St. John
Tervita Silverberry Treatment, Recovery and Disposal Facility	KM 11.5, Beatton Airport Road, Buick
Waste Management	9412 Sikanni Rd, Fort St John

¹ EPR products are also collected at producer-led return-to-retailer programs (i.e. Shaw, Telus, Bell, London Drugs), which are not included in the list of recycling facilities.

SCHEDULE D: Expenditures for Plan Implementation

Expenditures for Plan Implementation

Existing Revenues and Costs (Current Plan)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
REVENUE										
Requisition	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)	\$(6,427,004)
Grants	\$(600,000)	\$(600,000)	\$(600,000)	\$(600,000)	\$600	\$600	\$600	\$600	\$600	\$600
Recovery of costs	\$(25,000)	\$(25,000)	\$(25,000)	\$(25,000)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Fees and permits	\$(2,639)	\$(2,639)	\$(2,639)	\$(2,639)	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639	\$2,639
MMBC	\$(42,000)	\$(42,000)	\$(42,000)	\$(42,000)	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000
Municipal revenue	\$(10,500)	\$(10,500)	\$(10,500)	\$(10,500)	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
Recycling	\$(1,000)	\$(1,000)	\$(1,000)	\$(1,000)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
General fees and cash short/over	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)	\$(4,170,806)
Total Revenue	(11,278,949)	(11,278,949)	(11,278,949)	(11,278,949)	(10,516,071)	(10,516,071)	(10,516,071)	(10,516,071)	(10,516,071)	(10,516,071)
OPERATING COSTS										
General	\$896,578	\$881,578	\$876,578	\$876,578	\$876,578	\$876,578	\$876,578	\$876,578	\$876,578	\$876,578
Administration and allocations	\$357,737	\$357,737	\$357,737	\$357,737	\$357,737	\$357,737	\$357,737	\$357,737	\$357,737	\$357,737
Landfills and transfer stations	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177	\$6,838,177
Waste reduction	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147	\$2,435,147
Transfer to reserve	\$224,400	\$224,400	\$224,400	\$224,400	\$224,400	\$224,400	\$224,400	\$224,400	\$224,400	\$224,400
Debt long-term principal and interest	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436	\$1,177,436
Sub-total Costs	\$11,929,475	\$11,914,475	\$11,909,475	\$11,909,475	\$11,909,475	\$11,909,475	\$11,909,475	\$11,909,475	\$11,909,475	\$11,909,475
CAPITAL IMPROVEMENTS¹										
Landfills		\$1,200,000				\$1,569,750	\$2,253,090		\$4,030,907	\$2,797,342
Transfer stations ²	\$500,000	\$500,000	\$500,000	\$5,000,000						
Sub-total Costs	\$500,000	\$1,700,000	\$500,000	\$5,000,000	\$-	\$1,569,750	\$2,253,090	\$-	\$4,030,907	\$2,797,342

¹ Capital improvements are paid for by transfer from capital reserves or potential future loans.

² Capital improvements to transfer stations relate to the replacement of unmanned sites with manned PRRD facilities at four locations.

Proposed New Strategies	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
1 Lobby for improved EPR programs in the PRRD										
2 Promote and educate on the pollution prevention hierarchy	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
3 Research agricultural plastics recycling options										
4 Increase waste diversion in the ICI sector through promoting the waste hierarchy										
5 Improve collection of hazardous waste and targeted EPR materials		\$100,000			\$100,000			\$100,000		
6 Increase diversion of C&D waste through promoting the waste hierarchy										
7 Establish organics processing capacity in the Region		\$100,000								
8 Support curbside collection of compostable organics in member municipalities										
9 Assess suitability of technologies for energy recovery for organics in the Region	\$100,000	\$100,000								

Proposed New Strategies	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
10 Assess suitability of technologies for energy recovery for residual waste	\$100,000	\$100,000	\$100,000	\$100,000						
11 Improve accessibility and efficiency of the solid waste network	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000				
12 Monitor the PRRD's three active landfills to continually assess long-term disposal options					\$100,000					
13 Develop an illegal dumping strategy		\$20,000								
14 Develop an emergency debris management plan										
15 Set limits on recycling cost and implement other management methods as necessary										
16 Continually assess financial model used to fund the solid waste system	\$30,000			\$30,000		\$30,000				
Five year Review of Plan implementation					\$50,000					
Sub-total Costs	\$260,000	\$450,000	\$130,000	\$160,000	\$280,000	\$60,000	\$10,000	\$110,000	\$10,000	\$10,000
Total Expenditure (Current and New)	\$12,689,475	\$2,150,000	\$630,000	\$5,160,000	\$280,000	\$1,629,750	\$2,263,090	\$110,000	\$4,040,907	\$2,807,342
Monthly Cost to Homeowners	\$42	\$7	\$2	\$17	\$1	\$5	\$7	\$0	\$13	\$9

SCHEDULE E: Plan Implementation Schedule

Plan Implementation Schedule

#	Strategy	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
1	Lobby for improved EPR programs in the PRRD										
2	Promote and educate on the pollution prevention hierarchy										
3	Research agricultural plastics recycling options										
4	Increase waste diversion in the ICI sector through promoting the waste hierarchy										
5	Improve collection of hazardous waste and targeted EPR materials										
6	Increase diversion of C&D waste through promoting the waste hierarchy										
7	Establish organics processing capacity in the Region										
8	Support curbside collection of compostable organics in member municipalities										
9	Assess suitability of technologies for energy recovery for organics in the Region										
10	Assess suitability of technologies for energy recovery for residual waste										
11	Improve accessibility and efficiency of the solid waste network										
12	Monitor the PRRD's three active landfills to continually assess long-term disposal options										
13	Develop an illegal dumping strategy										
14	Develop an emergency debris management plan										
15	Set limits on recycling cost and implement other management methods as necessary										
16	Continually assess financial model used to fund the solid waste system										

SCHEDULE F: Solid Waste Bylaws in the Region

SOLID WASTE BYLAWS IN THE REGION

Jurisdiction	Bylaw
City of Dawson Creek	Bylaw No. 4380, 2018
City of Fort St. John	Bylaw No. 2304, 2015
Corporation of the Village of Pouce Coupe	Bylaw No. 961, 2014
District of Chetwynd	Bylaw No. 914, 2010
District of Hudson's Hope	Bylaw No. 982, 2017
District of Taylor	Bylaw No. 812, 2017
District of Tumbler Ridge	Bylaw No. 559, 2009
Peace River Regional District	Bylaw No. 2065, 2013 Bylaw No. 2410, 2020



REPORT

To: Chair and Directors

Report Number: ADM-BRD-108

From: Shawn Dahlen, Chief Administrative Officer

Date: November 30, 2020

Subject: Function 275 Grants to Community Organizations

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board approve the conversion of Supplementary Letters Patent 23 and 26, the function of Regional Parks, to a Service Establishment Bylaw.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board approve the conversion of Supplementary Letters Patent 23 and 37, the functions of Community Services and Recreation Programs, to a Service Establishment Bylaw.

BACKGROUND/RATIONALE:

Through the review and process of the 2020 financial plan, the Peace River Regional District Board questioned how Function 275 - Grants to Community Organizations was being utilized for Regional Grant-in Aid. Upon investigation, it was revealed that Supplementary Letters Patent 23, 26 and 37 were being utilized outside of their original intent.

Supplementary Letters Patent 23 (provided the authority for rec programming, community services, regional parks, and control of noxious weeds)

Dated March 31, 1976, this SLP provides no direct authority for the provision of grants. Included in this SLP were four distinct authorities; the Peace River Liard Regional District was given approval to offer recreational programming, community services (acquisition of property for recreation or community uses by the public) regional parks (acquisition and operation of property for park use) and control of noxious weeds.

Supplementary Letters Patent 26 (increased the mill rate for Regional Parks)

Dated July 29, 1977, amends Supplementary Letters Patent 23 to increase the authorized mill rate levy from the product of one-tenth of one mill on the net values of improvements taxable for school purposes excluding property taxable for school purposes only by special Act within all the member municipalities to the product of one-quarter of one mill to meet the net cost of the function for Regional Parks.

Supplementary Letters Patent 37 (increased the mill rate for rec programs and community services)

Dated June 19, 1980, amends Division XVI Recreational Programmes and Division XVII Community Services wording from SLP #23 to include "shall not exceed the product of one-quarter of one mill on the current taxable assessed value of improvements for school purpose."

Converting the above listed Supplementary Letters Patent (SLP's) will be in alignment with the original intent of SLP which provided the Regional District the authority for Regional Parks, (acquisition, development, operation and maintenance, funded regionally), Recreational Programs (offering rec programs on behalf of one of more member municipality which included electoral areas as members/participants) and Community Services (acquisition of property for recreation or community uses of the public). The fourth authority provided by SLP 23, control of noxious weeds, was previously converted to a service establishment bylaw – Invasive Plant Control Service Establishment Conversion Bylaw No. 2120, 2014.

ALTERNATIVE OPTIONS:

1. That the Regional Board approve the conversion of Supplementary Letters Patent 23 and 26, the function of Regional Parks, to a Service Establishment Bylaw inclusive of amendments.
2. That the Regional Board approve the conversion of Supplementary Letters Patent 23 and 37, the functions of Community Services and Recreation Programs, to a Service Establishment Bylaw, inclusive of amendments.
3. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

\$234,304 was approved under the 2020 Financial Plan for Function 275, Regional Grant in Aid.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

If approved, staff will bring back draft conversion bylaws for the Board's consideration, prior to their submission to the Ministry.

Other initiatives previously funded under Function 275 that do not align with Regional Parks, Recreational Programs and Community Services will have to be funded through other avenues, if the Board wishes to continue their financial support.

Attachments:

1. Supplementary Letters Patent #23
2. Supplementary Letters Patent #26
3. Supplementary Letters Patent #37



23
Lieutenant-Governor

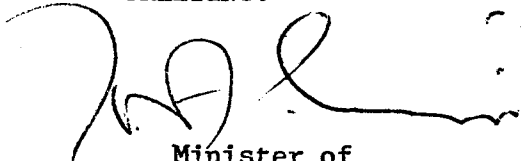
C A N A D A

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United
Kingdom, Canada and Her Other Realms and
Territories, Queen, Head of the Common-
wealth, Defender of the Faith,

To all to whom these presents shall come -

GREETING.


Minister of
Municipal Affairs

(WHEREAS by section 766 of the
(
(Municipal Act it is provided
(
(inter alia, that, in addition
(
(to the functions conferred by

that Act, a regional district has such functions as are
provided by Letters Patent or supplementary Letters Patent,
and for this purpose the Lieutenant-Governor in Council may,
on the recommendation of the Minister, provide in the

Letters Patent or supplementary Letters Patent such further objects, powers, obligations, duties, limitations and conditions in respect to any or all functions requested pursuant to this section:

AND WHEREAS the Regional Board of the Peace River-Liard Regional District has requested that the further functions of recreational programmes, community services, regional parks and control of noxious weeds and other growths be granted to the regional district under the provisions of section 766(4a) of the Municipal Act:

AND WHEREAS, under the provisions of subsection (4b) of section 766 of the Municipal Act, the annual net cost of any function granted pursuant to subsection (4a) of said section shall not exceed the product of two mills on the assessed values referred to in subsection (1) of section 782 within the participating municipalities and the annual net cost of all functions granted pursuant to subsection (4a) shall not exceed the product of three mills on such assessed values:

AND WHEREAS the provisions of section 766 of the Municipal Act have been duly complied with:

NOW KNOW YE THAT by these presents we do order and proclaim that on, from, and after the date hereof the following be added to the objects, powers, obligations, duties, limitations and conditions of the Peace River-Liard Regional District:

DIVISION XVI - RECREATIONAL PROGRAMMES

1. All member municipalities participate and share in the cost of the regional district pursuant to this function.

2.(1) The regional district may undertake a recreational programme for one or more member municipalities or defined portions thereof and may fix the terms and conditions under which the programme will be provided, and, without limiting the generality of the foregoing, may undertake different programmes for different member municipalities or defined portions thereof.

(2) Before exercising the powers under clause (1) the Regional Board shall obtain the written approval of the Director or Directors elected in every municipality and the elected Director of every electoral area to the recreational programme proposed to be undertaken for such municipality or electoral area or defined portion thereof, and, by by-law, a copy of which shall be deposited in the office of the Inspector of Municipalities, name the participating member municipalities, and in the event a defined portion of an electoral area is designated a participating member municipality, such area shall be defined by metes and bounds description in said by-law, and the said by-law shall declare participating member municipalities and (or) portions thereof a recreational programme unit.

(3) The provisions of section 631 of the Municipal Act apply, mutatis mutandis, to the regional district, provided, however, that the Regional Board may appoint more than one recreation commission.

(4) The annual amount requisitioned for the purposes of this function when added to the cost of the

function of Division XVII - Community Services, shall not exceed the product of one mill on the current taxable assessed values of improvements for school purposes, excluding all property that is taxable for school purposes only by special Act. All the member municipalities and (or) portions thereof declared a recreational programme unit participating in any programme determined under clause (1) hereof and the net cost of each recreational programme unit shall be apportioned among the participating member municipalities on the basis of assessed value of improvements taxable for school purposes excluding property that is taxable for school purposes only by special Act. The amount of the requisition to meet the costs of this function shall be assessed and levied upon the said assessed value of improvements only in the electoral areas.

(5) The borrowing power of the regional district for this function is nil.

DIVISION XVII - COMMUNITY SERVICES

1. All member municipalities participate and share in the cost of the regional district pursuant to this function.

2. The regional board may by by-law acquire by lease or otherwise, accept and hold, any real or personal property for recreation or community uses of the public.

3.(1) The regional district may exercise this function for one or more member municipalities or defined portions thereof and may fix the terms and conditions under which the service will be provided and without limiting the generality of the foregoing may vary the service for different member municipalities or defined portions thereof.

(2) Before exercising the powers under clause (1) the regional board shall obtain the written approval

of the Director or Directors elected in every municipality and the elected Director of every electoral area to the service proposed to be undertaken for such municipality or electoral area or defined portion thereof and by by-law, a copy of which shall be deposited in the Office of the Inspector of Municipalities, name the participating member municipalities and in the event a defined portion of an electoral area is designated a participating member municipality such area shall be defined by metes and bounds description in the said by-law and the said by-law shall declare participating member municipalities and (or) portions thereof as a community service unit.

(3) The annual amount requisitioned for the purposes of this function when added to the cost of the function, Division XVI - Recreational Programmes, shall not exceed the product of one mill on the current taxable assessed value of improvements for school purposes excluding all property that is taxable for school purposes only by special Act. All the member municipalities and (or) portions thereof declared to be a community service unit participating in a programme determined under clause (1) hereof and the net cost of each community service unit shall be apportioned among the participating member municipalities on the basis of assessed value of improvements taxable for school purposes excluding property that is taxable for school purposes only by special Act. The amount of the requisition to meet the costs of this function shall be assessed and levied upon the said assessed value of improvements only in the electoral areas.

(4) The borrowing power of the regional district for this function is nil.

DIVISION XVIII - REGIONAL PARKS

1. All member municipalities participate and share in the cost of the regional district pursuant to this Division.

2. The regional district may acquire, develop, operate, and maintain regional parks, and for this purpose the provisions of the Regional Parks Act apply.

3. The annual net cost attributable to this function shall be apportioned among the member municipalities referred to in paragraph 1 on the basis of the current assessed value of improvements taxable for school purposes excluding property that is taxable for school purposes only by special Act and shall not exceed an amount equal to the sum of the product of one-tenth of one mill on the said assessed values. The amount of the requisition to meet the costs of this function shall be assessed and levied upon the said assessed values of improvements only in the electoral areas.

*corrected
amended
July 1/77*

4. Until the annual budget for the year 1977 is adopted and the amounts requisitioned thereunder are received by the regional district, the regional district may borrow for the purposes of this function an amount not exceeding in the aggregate the amount referred to in paragraph 3.

5. No debt other than that referred to in paragraph 4 may be incurred by the regional district for the purpose of this function.

DIVISION XIX - CONTROL OF NOXIOUS
WEEDS AND OTHER GROWTHS

1. All member municipalities participate and share in the cost of the regional district pursuant to this Division.

2. The Regional Board may exercise the powers contained in clause (k) of section 870 of the Municipal Act, and the provisions of the Weed Control Act shall apply.

3. The annual net cost attributable to this function shall be apportioned among the member municipalities on the basis of assessment which may be taxed in the current

year for school purposes, excluding property that is taxable for school purposes only by special Act, and the said annual net cost shall not exceed the product of one-quarter mill on the assessed values of land and improvements taxable for school purposes excluding property that is taxable for school purposes only.

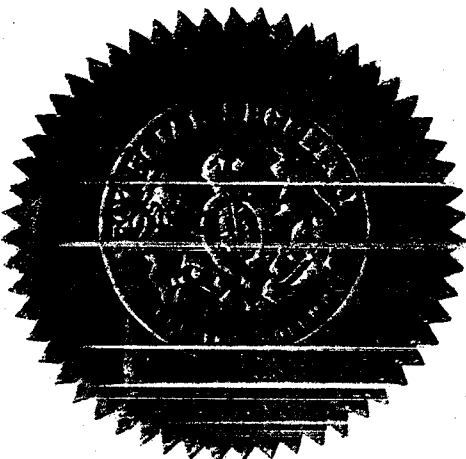
4. Until the annual budget for the year 1977 is adopted, the sums of money which may be borrowed to meet the current lawful expenditures of the regional district for the purpose of this function shall not exceed in aggregate the amount referred to in paragraph 3.

AND THAT the Letters Patent of the Peace River-Liard Regional District be deemed to be amended accordingly.

In testimony whereof, We have caused these our Letters to be made Patent and the Great SEAL of Our said Province to be hereunto affixed.

WITNESS, Colonel, the Honourable Walter S. Owen, Q.C., LL.D.,
Lieutenant-Governor of Our said Province
of British Columbia, in Our City of
Victoria, in Our said Province, this
31st day of March, in the
year of our Lord one thousand nine
hundred and seventy-six and in the
twenty-fifth year of Our Reign.

By Command.



James G. Smith
Provincial Secretary.

1063

APPROVED AND ORDERED MAR. 31 1976

[Signature]

Lieutenant-Governor

EXECUTIVE COUNCIL CHAMBERS, VICTORIA MAR. 30 1976

Pursuant to the Municipal Act, and upon the recommendation of the undersigned, the Lieutenant-Governor, by and with the advice and consent of the Executive Council, orders that

[Signature] AND WHEREAS the Peace River-Liard Regional District has requested that the regional district be empowered to undertake the functions of recreational programmes, community services, regional parks and control of noxious weeds and other growths, with all member municipalities as participating members:

SUPPLEMENTARY LETTERS PATENT in the form attached hereto do issue which grants the functions of recreational programmes, community services, regional parks and control of noxious weeds and other growths.

[Signature]
Minister of Municipal Affairs.

[Signature]
Presiding Member of the Executive Council.

Peace River-Liard Regional District

LETTERS PATENT

[L.S.]

W. S. OWEN
Lieutenant-Governor

CANADA:

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada and Her Other Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come—
Greeting.

H. A. Curtis
Minister of
Municipal Affairs

WHEREAS by section 766 of the *Municipal Act*, it is provided, *inter alia*, that, in addition to the

functions conferred by that Act, a regional district has such functions as are provided by Letters Patent or supplementary Letters Patent, and for this purpose the Lieutenant-Governor in Council may, on the recommendation of the Minister, provide in the Letters Patent or supplementary Letters Patent such further objects, powers, obligations, duties, limitations, and conditions in respect to any or all functions requested pursuant to this section:

And whereas the Regional Board of the Peace River-Liard Regional District has requested that the further functions of recreational programs, community services, regional parks, and control of noxious weeds and other growths be granted to the regional district under the provisions of section 766 (4a) of the *Municipal Act*:

And whereas, under the provisions of subsection (4b) of section 766 of the *Municipal Act*, the annual net cost of any function granted pursuant to subsection (4a) of said section shall not exceed the product of 2 mills on the assessed values referred to in subsection (1) of section 782 within the participating municipalities and the annual net cost of all functions granted pursuant to subsection (4a) shall not exceed the product of 3 mills on such assessed values:

And whereas the provisions of section 766 of the *Municipal Act* have been duly complied with:

Now know ye that by these presents We do order and proclaim that on, from, and after the date hereof the following be added to the objects, powers, obligations, duties, limitations, and conditions of the Peace River-Liard Regional District:

"Division XVI—Recreational Programs

"1. All member municipalities participate and share in the cost of the regional district pursuant to this function.

"2. (1) The regional district may undertake a recreational program for one or more member municipalities or defined portions thereof and may fix the terms and conditions under which the program will be provided, and, without limiting the generality of the foregoing, may under-

take different programs for different member municipalities or defined portions thereof.

"(2) Before exercising the powers under clause (1), the Regional Board shall obtain the written approval of the Director or Directors elected in every municipality and the elected Director of every electoral area to the recreational program proposed to be undertaken for such municipality or electoral area or defined portion thereof, and, by by-law, a copy of which shall be deposited in the office of the Inspector of Municipalities, name the participating member municipalities, and in the event a defined portion of an electoral area is designated a participating member municipality, such area shall be defined by metes and bounds description in said by-law, and the said by-law shall declare participating member municipalities and (or) portions thereof a recreational program unit.

"(3) The provisions of section 631 of the *Municipal Act*, apply, *mutatis mutandis*, to the regional district, provided, however, that the Regional Board may appoint more than one recreation commission.

"(4) The annual amount requisitioned for the purposes of this function, when added to the cost of the function of *Division XVII—Community Services*, shall not exceed the product of 1 mill on the current taxable assessed values of improvements for school purposes, excluding all property that is taxable for school purposes only by special Act. All the member municipalities and (or) portions thereof declared a recreational program unit participating in any program determined under clause (1) hereof and the net cost of each recreational program unit shall be apportioned among the participating member municipalities on the basis of assessed value of improvements taxable for school purposes, excluding property that is taxable for school purposes only by special Act. The amount of the requisition to meet the costs of this function shall be assessed and levied upon the said assessed value of improvements only in the electoral areas.

"(5) The borrowing power of the regional district for this function is *nil*.

"Division XVII—Community Services

"1. All member municipalities participate and share in the cost of the regional district pursuant to this function.

"2. The regional board may, by by-law, acquire by lease or otherwise, accept, and hold any real or personal property for recreation or community uses of the public.

"3. (1) The regional district may exercise this function for one or more member municipalities or defined portions thereof and may fix the terms and conditions under which the service will be provided and, without limiting the gener-

ality of the foregoing, may vary the service for different member municipalities or defined portions thereof.

"(2) Before exercising the powers under clause (1), the Regional Board shall obtain the written approval of the Director or Directors elected in every municipality and the elected Director of every electoral area to the service proposed to be undertaken for such municipality or electoral area or defined portion thereof and, by by-law, a copy of which shall be deposited in the Office of the Inspector of Municipalities, name the participating member municipalities, and in the event a defined portion of an electoral area is designated a participating member municipality, such area shall be defined by metes and bounds description in the said by-law and the said by-law shall declare participating member municipalities and (or) portions thereof as a community service unit.

"(3) The annual amount requisitioned for the purposes of this function when added to the cost of the function, *Division XVI—Recreational Programs*, shall not exceed the product of 1 mill on the current taxable assessed value of improvements for school purposes, excluding all property that is taxable for school purposes only by special Act. All the member municipalities and (or) portions thereof declared to be a community service unit participating in a program determined under clause (1) hereof and the net cost of each community service unit shall be apportioned among the participating member municipalities on the basis of assessed value of improvements taxable for school purposes, excluding property that is taxable for school purposes only by special Act. The amount of the requisition to meet the costs of this function shall be assessed and levied upon the said assessed value of improvements only in the electoral areas.

"(4) The borrowing power of the regional district for this function is *nil*.

"Division XVIII—Regional Parks

"1. All member municipalities participate and share in the cost of the regional district pursuant to this Division.

"2. The regional district may acquire, develop, operate, and maintain regional parks, and for this purpose the provisions of the *Regional Parks Act* apply.

"3. The annual net cost attributable to this function shall be apportioned among the member municipalities referred to in paragraph 1 on the basis of the current assessed value of improvements taxable for school purposes, excluding property that is taxable for school purposes only by special Act, and shall not exceed an amount equal to the sum of the product of one-tenth of 1 mill on the said assessed values. The amount of the requisition to meet the costs of this function shall be assessed and levied upon the said assessed

that Act, a regional district has such functions as are provided by Letters Patent or supplementary Letters Patent, and for this purpose the Lieutenant-Governor in Council may, on the recommendation of the Minister, provide in the



C A N A D A

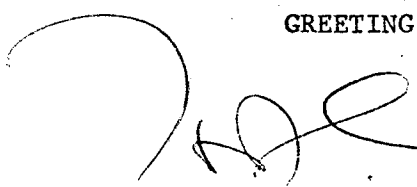
PROVINCE OF BRITISH COLUMBIA

ELIZABETH, the SECOND, by the Grace of God, of the United Kingdom,
Canada, and Her other Realms and Territories,
Queen, Head of the Commonwealth, Defender
of the Faith.

To all to whom these presents shall come -

GREETING.

(WHEREAS pursuant to the provisions of
(
(section 766 of the Municipal Act, the
(
(Peace River-Liard Regional District was
(
(incorporated by Letters Patent issued on
(
(the 31st day of October, 1967:


Minister of
Municipal Affairs
and Housing

AND WHEREAS section 766 of the Municipal Act provides, inter alia, that in addition to the functions conferred by this Act, a regional district has such functions as are provided by Letters Patent or supplementary Letters Patent, and for this purpose, the Lieutenant-Governor in Council may, on the recommendation of the Minister, provide in the Letters Patent or supplementary Letters Patent such further objects, powers, obligations, duties, limitations, and conditions in respect to any or all functions requested pursuant to this section:

AND WHEREAS the Regional Board of the Peace River-Liard Regional District has requested the function of Division XVIII - Regional Parks as granted by supplementary Letters Patent dated the 31st day of March, 1976 be amended to increase the authorized mill rate levy from the product of one-tenth of one mill on the taxable values of improvements taxable for school purposes excluding property taxable for school purposes only by special Act within all member municipalities to the product of one-quarter of one mill to meet the net cost of the function:

AND WHEREAS the provisions of the said section 766 have been duly complied with:

NOW KNOW YE THAT by these presents, We do order and proclaim that on, from and after the date hereof, the following be added to the objects, powers, obligations, duties, limitations and conditions of the Peace River-Liard Regional District:

1. The function of Division XVIII - Regional Parks granted by supplementary Letters Patent dated the 31st day of

March, 1976 be amended by striking out the words "one-tenth" in the seventh line of paragraph number 3. and substituting the words "one-quarter" so that the paragraph reads as follows:-

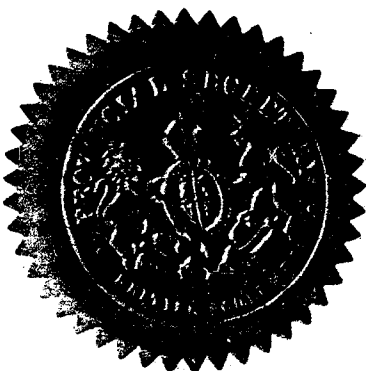
"3. The annual net cost attributable to this function shall be apportioned among the member municipalities referred to in paragraph 1. on the basis of the current assessed value of improvements taxable for school purposes excluding property that is taxable for school purposes only by special Act and shall not exceed an amount equal to the sum of the product of one-quarter of one mill on the said assessed values. The amount of the requisition to meet the costs of this function shall be assessed and levied upon the said assessed values of improvements only in the electoral areas."

AND THAT the Letters Patent of the Peace River-Liard Regional District be deemed to be amended accordingly.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

WITNESS, Colonel, the Honourable Walter S. Owen, Q.C., LL.D., Lieutenant-Governor of Our said Province of British Columbia, in Our City of Victoria, in Our said Province, this 29th day of July, in the year of Our Lord one thousand nine-hundred and seventy-seven and in the twenty-sixth year of Our Reign.

By Command.



Charles Donnelly

Provincial Secretary and
Minister of Travel Industry.



THE GOVERNMENT OF
THE PROVINCE OF BRITISH COLUMBIA

2468

26

APPROVED AND ORDERED 29 JUL 1977

W. S. Bennett

Lieutenant-Governor

EXECUTIVE COUNCIL CHAMBERS, VICTORIA 28 JUL 1977

Pursuant to the Municipal Act, and upon the recommendation of the undersigned, the Lieutenant-Governor, by and with the advice and consent of the Executive Council, orders that

WHEREAS the Peace River-Liard Regional District was granted the function of Division XVIII - Regional Parks under the authority of supplementary Letters Patent dated the 31st day of March, 1976:

AND WHEREAS the Regional Board of the Peace River-Liard Regional District has requested the function of Division XVIII - Regional Parks be amended to increase the authorized mill rate levy from the product of one-tenth of one mill on the net values of improvements taxable for school purposes excluding property taxable for school purposes only by special Act within all the member municipalities to the product of one-quarter of one mill to meet the net cost of the function:

W SUPPLEMENTARY LETTERS PATENT in the form attached hereto do issue which authorize an amendment to the function of Division XVIII - Regional Parks to the Peace River-Liard Regional District.

Minister of Municipal Affairs and Housing.

W. R. Bennett

Presiding Member of the Executive Council.



W. A. Lewis 37
Lieutenant-Governor

C A N A D A

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom,
Canada, and Her Other Realms and Territories, Queen,
Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come -

GREETING.

W. A. Lewis
Minister of Municipal
Affairs

(WHEREAS pursuant to the provisions
(
(of section 767 of the Municipal Act,
(
(the Peace River-Liard Regional District
(
(was incorporated by Letters Patent
(
(issued the 31st day of October 1967:

AND WHEREAS by section 767 of the Municipal Act it is
provided, inter alia, that in addition to the functions conferred by
that Act, a regional district has such functions as are provided by

Letters Patent or supplementary Letters Patent, and for this purpose the Lieutenant-Governor in Council may, on the recommendation of the Minister, provide in the Letters Patent or supplementary Letters Patent such further objects, powers, obligations, duties, limitations and conditions in respect to any or all functions requested pursuant to that section:

AND WHEREAS the Regional Board of the Peace River-Liard Regional District by supplementary Letters Patent dated March 31, 1976 was empowered to undertake both the functions of Division XVI - Recreational Programmes and Division XVII - Community Services with all member municipalities participating:

AND WHEREAS the Regional Board of the Peace River-Liard Regional District has requested that the mill rate limitation for the said functions be reduced from one mill to one-quarter of one mill:

AND WHEREAS the provisions of section 767 of the Municipal Act have been duly complied with:

NOW KNOW YE THAT by these presents We do order and proclaim that on, from and after the date hereof the following be added to the objects, powers, obligations, duties, limitations, and conditions of the Peace River-Liard Regional District:

1. Division XVI - Recreational Programmes granted by supplementary Letters Patent dated March 31, 1976 be amended by adding the words "one-quarter of" after the words "product of" in the fourth line of paragraph numbered 2.(4) so that the paragraph reads as follows:

"2.(4) The annual amount requisitioned for the purposes of this function when added to the cost of the function of Division XVII - Community Services,

shall not exceed the product of one-quarter of one mill on the current taxable assessed values of improvements for school purposes, excluding all property that is taxable for school purposes only by special Act. All the member municipalities and (or) portions thereof declared a recreational programme unit participating in any programme determined under clause (1) hereof and the net cost of each recreational programme unit shall be apportioned among the participating member municipalities on the basis of assessed value of improvements taxable for school purposes excluding property that is taxable for school purposes only by special Act. The amount of the requisition to meet the costs of this function shall be assessed and levied upon the said assessed value of improvements only in the electoral areas."

2. Division XVII - Community Services granted by supplementary Letters Patent dated March 31, 1976 be amended by adding the words "one-quarter of" after the words "product of" in the fourth line of paragraph numbered 3.(3) so that the paragraph reads as follows:

"3.(3) The annual amount requisitioned for the purposes of this function when added to the cost of the function, Division XVI - Recreational Programmes, shall not exceed the product of one-quarter of one mill on the current taxable assessed value of improvements for school purposes excluding all property that is taxable for school purposes only by special Act. All the member municipalities and (or) portions thereof declared


to be a community service unit participating in a programme determined under clause (1) hereof and the net cost of each community service unit shall be apportioned among the participating member municipalities on the basis of assessed value of improvements taxable for school purposes excluding property that is taxable for school purposes only by special Act. The amount of the requisition to meet the costs of this function shall be assessed and levied upon the said assessed value of improvements only in the electoral areas."

AND THAT the Letters Patent of the Peace River-Liard Regional District be deemed to be further amended accordingly:

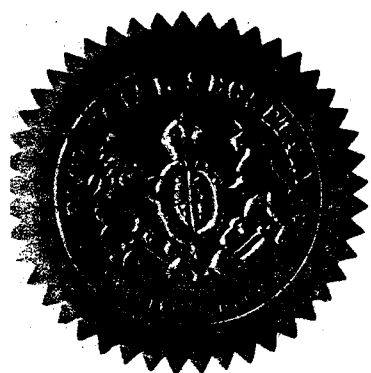
IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

WITNESS, the Honourable Henry P. Bell-Irving, Lieutenant-Governor of Our said Province of British Columbia, in Our City of Victoria, in Our said Province, this 19th day of JUNE, in the year of our Lord one thousand nine hundred and eighty and in the twenty-ninth year of Our Reign.

By Command.



Provincial Secretary and
Minister of Government Services.





1334

APPROVED AND ORDERED JUN 19 1980

Lieutenant-Governor

EXECUTIVE COUNCIL CHAMBERS, VICTORIA JUN. 19.1980

On the recommendation of the undersigned, the Lieutenant-Governor, by and with the advice and consent of the Executive Council, orders that, having received the recommendation of the Minister of Municipal Affairs the supplementary Letters Patent in the form attached hereto are hereby approved and issued to the Peace River-Liard Regional District.

Minister of Municipal Affairs.

Presiding Member of the Executive Council.

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

Authority under which Order is made:

Act and section.....Municipal Act - Section 767

Other (specify) Order in Council 1063/76 and supplementary Letters Patent dated

March 31, 1975

Statutory authority checked by

GARETH J. DAVIES

(Signature and typed or printed name of Legal Officer)



REPORT

To: Chair and Directors

Report Number: ADM-BRD-110

From: Crystal Brown, Electoral Area Manager

Date: December 1, 2020

Subject: Licensing of First Responders

RECOMMENDATION: *[Corporate Unweighted]*

That the Regional Board receive the report titled "Licensing of First Responders – ADM-BRD-110", which identifies concerns for proposed changes to licensing of first responders, for discussion.

BACKGROUND/RATIONALE:

During the November 19, 2020 Electoral Area Directors Committee meeting, the Electoral Area Directors requested that the Fire Chiefs' Association of British Columbia Statement of Principles, along with the PRRD response letter regarding proposed changes to the licensing of first responders, be forwarded to the Regional Board for discussion.

In September 2020, the provincial government requested feedback on proposed changes to licensing of first responders (FR) to ensure that all emergency medical assistants (EMAs) are examined to the same standards. Currently, training institutions or fire departments can administer the practical examinations for first responders. Local governments and their protective services branches were asked to provide feedback on the proposed options by September 30, 2020.

Effective April 1, 2021, training institutions and fire departments will no longer be permitted to invigilate practical examinations and determine pass/fail. All EMA First Responders (EMA FRs) will be required to complete EMA practical exams with, or verified by, a Branch contracted examiner. The Branch would like to hear from the training institutions and fire departments regarding the impacts of this change and which option best serves your community. The options being considered are:

Option 1: All EMA FRs are required to attend a Branch scheduled practical exam session. Practical exams are scheduled monthly in Victoria, Lower Mainland, Vernon, Cranbrook, and Dawson Creek.

Option 2: All EMA FRs that are within 3 hours of an exam location are required to attend a Branch scheduled practical exam session. Practical exams are scheduled monthly in Victoria, Lower Mainland, Vernon, Cranbrook, and Dawson Creek. Special exam sessions will be approved on the basis of examiner availability, location, and number of candidates.

Option 3: EMA Licensing Branch travels to all training institutions to conduct exams that are greater than 3 hours travel to an exam centre.

ALTERNATIVE OPTIONS:

1. 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):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. PRRD Response – Licensing of First Responders
2. Fire Chiefs' Association of British Columbia Statement of Principles



PEACE RIVER REGIONAL DISTRICT

September 21, 2020

Ministry of Health
Emergency Medical Licensing Branch
PO Box 9625 Stn Prov Govt
Victoria, BC V8W 9P1

via email: emalbfeedback@gov.bc.ca

To Whom It May Concern,

In response to the notice issued by the Union of BC Municipalities on September 16, 2020 regarding changes to licensing of first responders, the Protective Services Department of the Peace River Regional District respectfully provides the following feedback.

The Peace River Regional District directly operates the Charlie Lake Fire Department and has contracts for service with two non-profit fire departments and five municipalities. The fire departments vary in size and scope of response which include volunteer fire departments, composite fire departments and full time staffed fire departments. While the Protective Services Department can only speak on behalf of the Charlie Lake Fire Department, we are concerned that the changes proposed could increase costs for some of our service providers and in turn increase our costs to contract the service for our residents.

In reviewing the proposed changes to licensing of Emergency Medical Association First Responders (EMA FR) we have some concerns. While we understand the need to ensure that there is consistent testing for certification for members, we are very disheartened to see the format you are proposing to provide for this.

If we were to choose an option from the ones that have been proposed it would be Option 3: **“EMA Licensing Branch travels to all training institutions to conduct exams that are greater than 3 hours travel to an exam center.”** However, the travel time should be calculated as greater than 3 hrs total roundtrip. As the majority of our EMA FR's are volunteers and we feel that it is unreasonable to require them to travel long distances to serve in our communities, possibly increasing the risk of traffic accidents due to being tired or the extra costs of food and lodging. The office hours of the Branch also dictate that many of these members will have to take time off work to attend an exam resulting in financial hardship as well as inconvenience. This is an unacceptable and unreasonable burden for the ability to provide basic lifesaving first aid on behalf of the British Columbia Emergency Health Service (BCEHS).

The Charlie Lake Fire Department has gone to great lengths to obtain and maintain the ability to instruct the FR program within the department as well as certify their staff through accredited agencies including but not limited to the Justice Institute of BC (JIBC), Canadian Red Cross and Vancouver Island Emergency Response Academy (VIERA). The cost of bringing in outside evaluators has proven to be very expensive in the past and we feel that the new system will prove to be the same. This again will directly penalize the fire departments (volunteer, POC & Career) that have carried financial responsibility at a great cost to gain in house instructors/evaluators to combat against the same costs you are proposing.

diverse. vast. abundant.

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1149 Email: prrd.fsj@prrd.bc.ca

We do not feel that the province will have the capacity to ensure that all the fire departments will be provided equal treatment when providing enough classroom spaces to ensure compliance through certification or recertification. All of the FMR skills that are rigorously taught and examined in the fire departments can be carried out by any Good Samaritan including AED, CPR and administering Naloxone. We do not believe that mandating certification through the Province will enhance the service we already provide and it will increase costs significantly.

With the PRRD located in the north of the province with majority of the residents being rural it is extremely concerning that the increased burden to the fire departments will result in the loss of FMR services as they will be too cost prohibitive to maintain, resulting in increased response times as noted by the Chief Medical Officer in BC. Dr. Bonnie Henry's direction to Darlene MacKinnon, Chief Operating Officer, BC Emergency Health Services dated Sept.10 2020 noting;

"I appreciate the work the committee has done in reviewing and modifying the response as we have progressed through the last six months. We are now at a point where it is safe to move ahead with a staged approach to increase the type of calls that first responders will be notified of. Initially, first responder agencies will again respond to all "red" calls. Recognizing that in rural communities, ambulances can take longer to reach patients, we are also enabling rural and remote first responders to again attend the less urgent but still serious "orange" coded calls they had previously attended."

There is no reason why this service cannot be administered by a third party or the Fire Service itself as long as protocols are in place which the current program already has. If changes move forward we would suggest that the FR EMA licensing follow more in line with the Emergency Medical Responder (EMR), Primary Care Paramedic (PCP) and other EMA licensed programs where:

- A) The agency/responder proves that the licensee has maintained a minimum number of training or practical hours within the program (twenty hours is currently used for other rescue disciplines) and can meet the associated Job Performance Reviews (JPRs) as determined within the program. This twenty hour mandatory time could also replace the on-line recertification, ensuring that the practical applications of field use are gained. These practical applications are the backbone of the license. Additional classroom/theory can be added to ensure updates and changes to the program are implemented.

OR

- B) If an independent verification is required that the EMA licensing branch allow an independent adjudicator/examiner for the exam itself. This would fall in line with current PRO Board certified accreditation programs including those used by the current training providers.

We would like to thank you for your time and consideration of our feedback and we hope that the EMA Licensing Board will be able to determine a solution that is equitable and fair for all responders operating within British Columbia.

Should you require any further information regarding our feedback please feel free to contact me at david.sturgeon@prrd.bc.ca.

Regards,

David Sturgeon
Protective Services Manager



FIRE CHIEFS' ASSOCIATION OF BRITISH COLUMBIA

Pre-Hospital Care Statement of Principles

Challenge

Approximately 280¹ BC fire departments are involved in the First Responder (FR) program, providing critical pre-hospital medical care to BC communities and residents. The FCABC's mandate is to assist in addressing challenges identified by our members, and as a result we advocate to support Fire First Responder contributions as an integral part of the pre-hospital care system.

The FCABC represents members from diverse communities on the issue of the First Responder program. A "one model fits all" approach does not provide a realistic acknowledgement of this diversity or option for all of these varied communities.

Local governments and other stakeholders need to be afforded a larger role in the integrated pre-hospital care discussion. This has been reaffirmed within the recommendations in the Auditor General of BC's report dated February 2019 titled "Access to Emergency Health Services". Our members tell us that the FR program does not currently satisfy the needs of all local governments in terms of providing them with the opportunity to select their fire department's level of pre-hospital care service, or in some cases the ability to use their fire department resources more effectively and at a higher level within the pre-hospital care system. There are also other jurisdictions and departments that feel that they are already involved at or near their capacity and are challenged by the workload and/or costs involved.

Background

Developed in 1989, the FR Program is based upon dispatching the emergency resources closest to the patient and considerations of scene safety. FR personnel who arrive prior to BC Ambulance Service (BCAS) paramedics provide initial patient care. The FR program is designed to supplement the provincial ambulance model with rapid response from local trained resources such as fire services. Fire stations are normally positioned for fast response; therefore, fire departments are well suited to the program. There are over 8000 first responders licensed in BC, the overwhelming majority are firefighters.

It is important to note that there is no legal requirement for local jurisdictions to participate in the FR program; it is entirely voluntary.

Not all fire services or communities have chosen to participate in the FR program for various reasons including cost for training and equipment, staffing demands, the challenge of extra workload in smaller communities, and/or a perception that participation is a form of provincial downloading of responsibility. Other fire services and communities strongly believe that continued participation in pre-hospital care enhances local public safety and service to the taxpayer. Several examples of pre-hospital care best practice exist, as near as Seattle (King County) for example.

¹ Data supplied by EHSC 2013

FCABC Position

The FCABC supports the development of local solutions to local challenges in the FR program. Specifically, the FCABC encourages the identification of cross-agency efficiencies at the local level. The FCABC continues to work with BC Emergency Health Services (BCEHS) on these localized solutions, through active involvement in provincial committees and working groups.

1. The FCABC supports the right of each local government to determine the services they wish to provide to their community. Key principles in that right include:
 - Local governments have the right to choose whether or not their fire departments are involved in the provision of pre-hospital care services to address the needs of residents and local business.
 - Fire Departments involved in the delivery of pre-hospital care services should function as one component of an integrated pre-hospital care deployment system, determined in collaboration with BCEHS, as regulated by the Province of BC.
 - The Province of BC and BCEHS should respect that fire department involvement in pre-hospital care is, from a local government perspective, a delivery of service similar to road rescue, fire suppression, fire inspections and others.
 - Local governments determine services, and service levels, provided by that local government, this should include pre-hospital care. To that end, The FCABC supports and advocates for the right of each local government to be involved in this decision process.
 - Agreements for pre-hospital care, between the Province of BC and any local government should reflect local government's decision, in collaboration with BCEHS, on the level of pre-hospital care services provided locally.
 - The FCABC recognizes that lead agencies and stakeholders in this discussion should also include Union of BC Municipalities (UBCM), Local Government Management Association (LGMA), Regional Administrators Advisory Committee (RAAC) and the Mayors' Caucus. The FCABC supports that all lead agencies and stakeholders be identified as valuable and necessary stakeholders to the Province on this issue with voice and valued input.
2. The FCABC supports coordination of Fire and Ambulance dispatch systems as a means to achieve:
 - Timely response of appropriate resources to medical emergencies
 - Sharing data effectively to support the continuum of care
 - Workload efficiency
 - Cost effectiveness
 - Ensuring the most efficient notification and dispatch of trained and equipped personnel to incidents requiring technical knowledge and skills e.g. motor vehicle incidents, HAZMAT and calls for technical rescue

3. The FCABC supports and will advocate for a model where the Province of BC provides cost recovery funding to local governments involved in provision of pre-hospital care services.

In summary the FCABC appreciates the diversity of resources and communities across our province, as well as the ability and desire of how communities may want to contribute to patient care within the pre-hospital care system. Local governments and fire first responders understand local characteristics and are positioned to provide input to patient comfort and care delivery models. The FCABC position is that communities should be determining how their respective resources will be utilized regarding the delivery of First Responder services as they do with all other services provided by their fire department. Ultimately, that the level of First Responder service should be decided by the local authority.



REPORT

To: Chair and Directors

Report Number: ADM-BRD-113

From: Kori Elden, Executive Assistant/HR Generalist

Date: December 1, 2020

Subject: Health Services Service Function

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board authorize the establishment of a Service Function for Health Services.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board approve the inclusion of Air Ambulance Services, Search and Rescue Association, Health Care Scholarships, North Peace Health Services, and South Peace Health Services in the proposed Health Services service function.

BACKGROUND/RATIONALE:

At the October 8, 2020 Meeting, the Regional Board passed the following motion:

MOVED, SECONDED, AND CARRIED

That the Regional Board establish an Air Ambulance service function in the region.

The Board has also indicated a desire to continue to offer health care scholarships to assist with recruitment and retention of health care professionals in the region. Initiation of a new service function for air ambulance has already been approved, and it is suggested that one function for health services would be a reasonable approach. Previously, health care services support has been provided by grants through Service Function 275, Grants to Community Organizations and through Function 280, Recreation and Cultural Facilities Grants. Upon investigation through the Board's approval of the 2020 financial plan, it was determined that the Supplementary Letters Patent for Service Function 275 and the bylaw for Function 280 were being utilized to administer grants, outside of their authority.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

	2016	2017	2018	2019	2020	Total
Chetwynd Search and Rescue	6,000.00	5,657.34	5,411.00	6,000.00		23,068.34
South Peace Emergency Response Team	6,723.59	7,494.40	7,923.37	8,914.20	13,536.57	44,592.13
North Peace Search and Rescue	7,276.41	7,930.60	9,001.63	31,619.23	21,558.28	77,386.15
Tumbler Ridge Search and Rescue	2,000.00	241.00		783.15	768.33	3,792.48
Health Care Scholarships		28,775.12	54,000.00	26,000.00	85,500.00	194,275.12
SP Health Services Society			82,500.00	296,972.40	10,527.60	390,000.00
NP Division of Family Practice		75,000.00	75,000.00	100,000.00		250,000.00
Shock Trauma Air Rescue Services	170,000	170,000	170,000	170,000	170,000	170,000

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

The Service Establishing Process and timeline is outlined in this report [Regional District Service Establishment Process](#), received at the August 11, 2020 Electoral Area Directors Committee meeting. Establishing a service function is estimated to take a minimum of 9 months.



REPORT

To: Chair and Directors

Report Number: CS-BRD-028

From: Trish Morgan, General Manager of Community Services

Date: December 1, 2020

Subject: COVID-19 Safe Restart Funds

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board establish a reserve fund for COVID-19 response costs and that a report be brought back at a future Regional Board meeting outlining options to allocate the \$700,000 COVID-19 Safe Restart Grant to the reserve as well as current and future costs related to the pandemic.

BACKGROUND/RATIONALE:

At the November 12, 2020 Board meeting the following resolutions were passed:

MOVED, SECONDED, and CARRIED

That the Regional Board be provided with a report on the financial impacts to the PRRD in 2020, including increased operating costs and decreased revenues, related to COVID-19.

MOVED, SECONDED, and CARRIED

That the Regional Board be provided with a report that identifies how the \$700,000 grant provided by the Ministry of Municipal Affairs and Housing - COVID-19 Safe Restart Grant for Local Governments, can be placed into a reserve fund directed by the Board.

On November 2, 2020 the Peace River Regional District (PRRD) received notice that the PRRD would receive \$700,000 under the Province of BC's COVID-19 Safe Restart Grant program. Before December 31, 2021 the PRRD must fully allocate the grant funds to the appropriate services. In order to do so, staff have been seeking clarification from the Ministry of Municipal Affairs regarding how the funds may be used, such as:

- establishment of a reserve fund to address ongoing pandemic costs (confirmed by staff with the Ministry)
- addressing revenue shortfalls for both services operated by the PRRD, facilities that the PRRD owns and facilities that have PRRD service functions
- facility reopening costs such as Plexiglas, cleaners, sanitizers, COVID Safety Plan development, etc.
- additional staffing or increased staffing or human resources costs as a result of COVID-19
- emergency planning and response costs
- computer and other electronic technology costs

Funds cannot be used for new capital projects that are not directly related to COVID-19 response or restart costs.

Staff have started to gather costs associated with reopening facilities and providing services. In Quarter 1 of 2021 a report will be provided to the Regional Board outlining:

- current and future costs;
- any deficits as a result of COVID-19; and
- options to allocate the funds whether directly into budget functions or the reserve.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

A report will be brought forward to the Regional Board outlining COVID-19 restart costs and any deficits as a result of COVID-19 and options to allocate the funds.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Ministry Ltr (Nov. 2, 2020) Re: COVID-19 Safe Restart Grants for Local Governments



November 2, 2020

Ref: 257735

Shawn Dahlen
Chief Administrative Officer
Peace River Regional District
Box 810
Dawson Creek BC V1G 4H8

Dear Shawn Dahlen:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

.../2

As you may recall, during the early months of COVID-19, the provincial government required all municipalities to fully remit requisitions to regional districts by August 1, 2020, despite any shortfalls in municipal tax collection. This was designed to ensure regional district requisitions were kept whole in 2020. Because of this earlier action, the COVID-19 Safe Restart Grant for Local Governments will place a funding emphasis on municipalities. However, there is still considerable funding under this grant program for regional districts.

I am pleased to advise you that **Peace River** is the recipient of a **\$700,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your regional district in the coming days.

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all regional districts. The funding formula for regional districts is based on three components: a flat funding amount plus two per capita amounts. The flat amount will be \$300,000 to each regional district.

The first per capita amount will be based on the total regional district population (rural and municipal). This will provide \$3.10 per person. There will be a funding limit on this first per capita amount. The limit is \$1.8 million for Metro Vancouver and \$900,000 for all other regional districts. The higher limit for Metro Vancouver is in recognition of their larger population. The overall purpose of these limits is to ensure that the very largest regional districts do not receive a disproportionate share of funding compared to smaller and mid-sized regional districts.

The second per capita amount will be based on the rural population of a regional district (i.e. the population outside the boundaries of an incorporated municipality). This second per capita amount will provide \$8.13 per rural population. This second per capita amount is in recognition of the additional burden on regional districts because they are the primary local service provider in rural parts of British Columbia.

This overall formula is designed to ensure that larger regional districts receive more money than smaller ones, but that smaller and rural regional districts receive higher per capita funding than larger ones. This is in recognition that small regional districts often lack a diverse revenue base and the economies of scale to easily restart their operations.

An example of the funding formula (for a regional district of 65,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 total population of **66,726** and rural population of **23,756** to determine your total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each regional district.

.../3

Before December 31, 2021, (a little over a year from this letter) the regional board must fully allocate the grant funds to the appropriate services. This allocation will be entirely at the discretion of the board. Ministry staff are available to assist regional district staff should they have any questions on allocation.

To ensure optimal transparency on the use of funds, there are two reporting requirements for regional districts. **First**, as part of the 2021 audited financial statements, the regional district must provide a report on how the funds were allocated to various regional and local services.

The **second** reporting requirement is an annual report on how the grant funds were spent in that year. This will be a schedule to your audited financial statements, under section 377 of the Local Government Act. The schedule will include the amount of funding received, the use of those funds, and the year-end balance of unused funds. This report may be consolidated for the entire regional district, rather than reporting on a service-by-service level. Your regional district must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778-698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,

Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
Teri Vetter, Chief Financial Officer, Peace River Regional District

Attachment 1: Example Calculation for a Regional District with 65,000 People

Rockridge Regional District

Variables:

	Population	Per Capital Amount	Funding Limit	Flat Funding Amount
Total RD	65,000	\$3.10	\$900,000	n/a
Rural Part of RD	20,000	\$8.13	n/a	n/a
Other	n/a	n/a	n/a	\$300,000

Calculation:

	A	B	C=AxB	D	E=min(C or D)
Cost Item	Population	Per Capital Amount	Pop-Based Funding	Ceiling	Funding
Total Population	65,000	\$3.10	201,500	900,000	201,500
Rural Population	20,000	\$8.13	162,600	n/a	162,600
Flat Amount	-----				300,000

TOTAL

664,100

Funding is based on a flat amount (**\$300,000**) plus two per capita amounts.

One per capita amount is based on total RD population times \$3.10 per person. This first per capita amount is subject to a funding ceiling of \$0.9M (or \$1.8M for Metro). In the above example, this amount equals **\$201,500**.

The second per capital amount is based on the rural population (i.e. outside municipal boundaries) times \$8.13 per person. In the above example, this equals **\$162,600**.

The total funding is the sum of these three amounts. In the above example, this equals **\$664,100**.

The RD population data is for 2018 (from BC Stats as at Oct 1, 2020)

<https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates>

"Municipal and sub-provincial areas population, 2011 to 2019.xls"



REPORT

To: Chair and Directors

Report Number: FN-BRD-026

From: Teri Vetter, Chief Financial Officer

Date: November 30, 2020

Subject: 2020 Carry Forward Capital Projects**RECOMMENDATION: [Corporate Weighted]**

That the Regional Board amend the 2020-2024 Financial Plan Bylaw to include the following carry-forwards for capital projects not completed in 2020:

- Solid Waste - \$2,256,000
- Charlie Lake Sewer - \$100,000
- Dawson Creek/Pouce Coupe Fire Dept. - \$166,674

BACKGROUND/RATIONALE:

Certain capital projects that were budgeted in the 2020 budget year were not completed and require expenditures in the 2021 budget year to allow for completion of these projects. As these projects were not originally budgeted to have expenditures in 2021, the 2020-2024 Financial Plan Bylaw is required to be amended for the 2020 and 2021 budget year to allow for previously unbudgeted funds to be expended prior to the 2021-2025 Financial Plan Bylaw being adopted. As it is anticipated that the 'new' five year financial plan bylaw will be adopted on March 25, 2021, amending the current financial plan bylaw will allow for lawful expenditures between January 1st and March 25, 2021.

The table below lists the capital projects and their amounts that need to be carried forward:

Project	Function	2020 Budget	2020 Spend	2020 Carry Forward
BBLF Phase 3B Construction, Phase 1B Closure& Leachate Impoundment	F500 - Solid Waste	\$2,836,722	\$1,245,722	\$1,591,000
Bulky Waste Tipping Ramps (CLTS,RPTS,KLTS)	F500 - Solid Waste	\$470,000	\$449,000	\$21,000
CHLF Scale Install - Design	F500 - Solid Waste	\$250,000	\$215,000	\$35,000
BBLF Phase 3A Construction, Phase 1A & 2 Closure & Storm pond Construction	F500 - Solid Waste	\$641,000	\$579,000	\$62,000
CHLF Phase 1B Closure	F500 - Solid Waste	\$1,479,000	\$974,000	\$505,000
NPRLF LFG Expansion Phase 2 Stage 2	F500 - Solid Waste	\$220,000	\$178,000	\$42,000
Land Purchase of Lift Station for Charlie Lake WW	F601 - CL Sewer	\$100,000	\$0	\$100,000
Pouce Coupe Fire Department Water Tender	F325 - DC/PC Fire	\$166,674	\$0	\$166,674
Total		\$6,163,396	\$3,640,722	\$2,522,674

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

These carry forward amounts have no effect on requisition for 2021. Solid Waste revenue for these projects comes from capital reserves, Charlie Lake Sewer revenue comes from Peace River Agreement monies and DC/PC Water Tender revenue is a combination of \$30,000 requisitioned in 2020 and \$136,674 from Peace River Agreement monies.

An amendment to the Financial Plan has been prepared to capture this change and will appear on the December 11 Board agenda under Section 11 - Bylaws.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.



REPORT

To: Chair and Directors

Report Number: FN-BRD-028

From: Teri Vetter, Chief Financial Officer

Date: November 16, 2020

Subject: Budget Amendment – Service Function 702 Area B Potable Water

RECOMMENDATION: [Corporate Weighted]

That the Regional Board amend the 2020 budget for Function 702 Electoral Area B Potable Water to:

- Increase Transfer from Peace River Agreement Reserve - \$1.9 million
- Increase Transfer from Gas Tax Reserve - \$1 million
- Increase Short-Term Principal Payments - \$2.9 million

BACKGROUND/RATIONALE:

On October 15, 2020, the Rural Budgets Administration Committee passed the following resolution:

MOVED, SECONDED and CARRIED

That the Rural Budgets Administration Committee authorize that the \$2.9 million loan from the Municipal Finance Authority for the Area B Potable Water Capital Project be paid out using \$1.9 million dollars from Area B Peace River Agreement – Spending Item #1 – Potable Water and Water Security/Studies, and \$1 million from the Community Works Gas Tax fund.

Currently, annual interest only payments of approximately \$41,500 - \$45,000 are required. The loan will convert to long-term borrowing once the capital project is complete, requiring both principal and interest payments to be made. Annual payments are estimated to be \$122,355 principal and \$70,470 interest.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

There are currently no reserves for this function. Staff is trying to establish both operating and capital reserves for repairs and maintenance needed for this capital infrastructure. If the Board wishes to, monies can be requisitioned in 2021, to establish these reserves as taxpayers will not be paying the MFA debt.

The Five Year Financial Plan Bylaw will also have to be amended as this amount is material. An amendment to the Financial Plan has been prepared to capture this change and will appear on the December 11 Board agenda under Section 11 - Bylaws.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.



REPORT

To: Chair and Directors

Report Number: FN-BRD-029

From: Teri Vetter, Chief Financial Officer

Date: November 30, 2020

Subject: RFP Award 40-2020 Banking Services**RECOMMENDATION: [Corporate Weighted]**

That the Regional Board award RFP 40-2020 "Banking Services" to Scotiabank for a 5 year period with an option to renew for an additional 2 years; further, that the Chair and the Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

TD Canada Trust has been PRRD's financial institution for over 15 years. On October 13, 2020, the Peace River Regional District issued an RFP for banking services to serve as the PRRD's primary bank. The previous contract was for the period 2015-2020. Staff felt it was prudent that they go out to RFP to determine if we could acquire more competitive banking rates.

The PRRD received three proposals. Below is a table illustrating the results of the proposals that were received.

	Scotia	TD	BMO
Mandatory Requirements			
Submission Form (Appendix B)	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓
Good standing with Federal and Provincial legislation	✓	✓	✓
Secure and reliable online banking platform	✓	✓	✓
Scoring Matrix Results			
Total Score	91.67	68.17	86.67

Scotiabank scored the highest in the evaluation based on their combined score for service requirements, pricing, implementation plan, experience and references, and value added services. Their proposal met all of PRRD's requirements including services, an online banking platform, line of credit, POS machines, customer service, and provided competitive pricing. Scotiabank's references provided a positive review of the service they receive. They have an experienced team that will assist in the implementation in order to have a smooth transition.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The PRRD will save at least \$2,600 annually in day-to-day banking fees for services such as EFT payments, Payroll File Transfers, Online Bill payments and the like. This is not including fees for US Wire transfers that are becoming more and more common in our local government. Scotiabank has waived all their fees (ie: the PRRD will pay nothing for banking services), assuming we will keep an investment with their institution and have agreed to match MFA going rates for investments. Additionally, Scotiabank is willing to reimburse up to \$5,000 for reasonable, related costs that the PRRD incurs due to the implementation of converting to a different banking institution.

COMMUNICATIONS CONSIDERATION(S):

Procurement will advise the successful and unsuccessful proponents of the outcome.

OTHER CONSIDERATION(S):

The implementation with Scotiabank will be done in sections, taking anywhere from two to four months, to ensure a smooth transition and no disruptions to daily financial activities.



REPORT

To: Chair and Directors

Report Number: FN-BRD-031

From: Teri Vetter, Chief Financial Officer

Date: November 19, 2020

Subject: Funding Agreement – Farm Credit Canada and Sunset Prairie Recreation Commission

RECOMMENDATION: [Corporate Weighted]

That the Regional Board authorize entering into agreement with Farm Credit Canada and Sunset Prairie Recreation Commission for the purpose of receiving and dispersing a grant in the amount of \$10,000 from Farm Credit Canada's AgriSpirit funding program to Sunset Prairie Recreation Commission to support their Entertainment Stage project; and further, that the Chief Administrative Officer and the Board Chair be authorized to sign the agreement.

BACKGROUND/RATIONALE:

Sunset Prairie Recreation Commission (SPRC) has been approved for a grant in the amount of \$10,000 from Farm Credit Canada (FCC) AgriSpirit funding program to assist with the Entertainment Stage project. The project involves the construction of a new band shelter as the current structure has aged out and is unstable due to rot. The total cost of the project is \$38,000. Sunset is a registered not-for-profit organization in good standing with the Societies Act of BC.

The AgriSpirit grant program is a federally funded program provided by FCC that assists not-for-profit organizations in rural communities to complete capital projects that help to develop the community and enhance the lives of its residents. FCC relies on the support of municipal bodies to partner with recipients by way of signing a funding agreement to receive and distribute the grant funds. The FCC implemented this, as part of their process to qualify for funding, since there is no national registry for not-for-profits. The responsibilities for the municipal body are outlined in Section 12 of the funding agreement, which states:

1. Monitor the society status of recipient non-profit organizations so that they remain in good standing with provincial guidelines;
2. Ensure that recipient organizations complete their projects within the required timeframe; and
3. Ensure that grant funds are utilized appropriately and for the approved project.

The Regional Board has previously supported this process and entered into agreements in 2018 with FCC and the Tomslake & District Volunteer Fire Department, who received a \$25,000 grant; and most recently in early 2020, with FCC and Cutbank Community Club, who received a \$23,000 grant.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully decline to enter into a funding agreement with Farm Credit Canada and Sunset Prairie Recreation Commission.

2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Due to the prescriptive nature of the FCC agreement, the only financial consideration for the Regional Board are the administrative costs associated with staff time based on Section 12 of the FCC Funding Agreement, which outlines the following responsibilities for the local government:

- receive and administer the funding amount on behalf of the recipient;
- ensure that the funding amount is used only for the project;
- send an email confirming receipt of funding amount; and
- complete and submit to the FCC the Project Completion Form, should the grant recipient fail to do so.

COMMUNICATIONS CONSIDERATION(S):

Sunset Prairie Recreation Commission is required to work with the FCC to announce the project as per the attached Promotion Plan.

OTHER CONSIDERATION(S):

Sunset Prairie Recreation Commission worked in collaboration with the PRRD Grant Writer to apply for a grant in the amount of \$25,000 and were successfully awarded \$10,000.

Once signed by the Regional District, Sunset Prairie is required to return the funding agreement to FCC by December 31, 2020.

Attachments:

1. November 24, 2020 Letter from SPRC
2. 2020 FCC AgriSpirit_SPRC Funding Agreement
3. FCC_SPRC AgriSpirit Promo Plan

SUNSET PRAIRIE RECREATION COMMISSION
BOX 180, ARRAS, BC V0C 1B0

November 24, 2020

To: Peace River Regional District Board



RE: FCC AgriSpirit Grant

The Sunset Prairie Recreation Commission was advised to apply for the FCC AgriSpirit grant to assist with our Band Shelter replacement project. Our present Band Stand shelter needs replaced as it is an incredibly old structure with lots of rot. At the time of application, we communicated with Regional District about partnering with our club and we were advised that we should go ahead and apply and if approved for a grant, partnership would be approved.

We have been awarded a grant for \$10,000 to be used toward the Band Sell replacement project. Our club has restricted \$7,500 toward this project and we had a fund-raising supper and dance on February 29, 2020 and raised over \$4,000 that can be used toward the completion of this project. We plan to have the project completed by December 2022 as required. We are requesting Reginal's signature for approved partnership. I have submitted the paperwork to Jill Rickert for submission for documented approval for partnership with Regional District, the deadline for this application is December 31, 2020.

Thank you for your time and effort to assist our club with this project.

Linda Ash

Secretary of Sunset Prairie Recreation Commission

Funding Agreement

FCC AgriSpirit Fund

This agreement is made effective on the date of its signature by all parties (the "Effective Date").

Between:

Farm Credit Canada ("FCC")

and

Sunset Prairie Recreation Commission (the "Recipient" or "you")

and

Peace River Regional District (the "Municipality or Charitable Organization")



Whereas

A. The Recipient wishes to carry out a charitable or community enhancement activity (the "Project") for the purposes and according to the timeline and budget described in the Recipient's funding application ("Funding Application"), which is attached to and forms a part of this Agreement.

B. FCC, in support of its mandate, wishes to provide a financial contribution to the Project;

THEREFORE THE PARTIES AGREE AS FOLLOWS:

1 Funding Amount

- (a) FCC agrees to provide you with a one-time contribution to the Project in the amount of \$10,000 (the "Funding Amount").
- (b) The Funding Amount will be delivered to you after the Effective Date set out at the top of this Agreement.
- (c) You understand and agree your receipt of the Funding Amount does not imply a commitment on FCC's behalf of to provide any other funding beyond the terms described in this Agreement.
- (d) You agree you shall not be eligible for, nor will you make application for, funding under the Recipient for a period of four years from the date of receipt of funding under this Agreement.

2 Funding Requirements

- (a) **Funding Amount only to be used for Project:** You agree the entire Funding Amount must be used only for the Project you described in your Funding Application dated March 18, 2020 and the Project will be completed on the later of: (i) by the date described in your Funding Application; and (ii) December 31, 2022.
- (b) **Reporting:** You agree to report to FCC regularly on any changes to the Project and permit FCC to inspect the Project at such times that FCC deems appropriate.
- (c) **Financial management:** You agree you will keep the Funding Amount separate from your operating funds and maintain adequate financial records that document your use of the Funding Amount, including records of payment, receipts and invoices. You agree you will make your financial records related to management and use of the Funding Amount available to FCC at reasonable times. You will provide FCC with confirmation that you have received the Program Funds.
- (d) **Unused funding to be returned to FCC:** You understand and agree that time is of the essence of this Agreement and agree to return any part of the Funding Amount that has not been used to pay for expenditures related directly to the Project to FCC.
- (e) **Reporting on completion:** Upon completion of the Project, you agree to submit proof of project completion using the online Project Completion Form to be provided by FCC via email. This form includes your narrative account of what was accomplished by the Project, including your confirmation the Project was conducted in conformity with the terms of this Agreement. It also includes a final statement of cash inflows and outflows for the Project (including uploaded digital copies of invoices and/or receipts adding up to the Funding Amount), samples of publicity and articles as well as photos of the completed project and affixed signage recognizing FCC's contribution.
- (f) **No changes unless approved in writing:** Any modification of the Project description, timeline or budget or alternative use of the Funding Amount must be agreed to by FCC in writing and in advance to be effective.

3 Recipient agrees to notify FCC of any change in status

You agree to immediately notify FCC of any material change in your status (including changes to senior management, key personnel or directors), the Project, or anything else that could reasonably be perceived as affecting your ability to carry out the Project or be otherwise eligible for the Funding Amount.

4 Recipient Representations and Warranties

(a) FCC relies on the truth, authenticity and accuracy of your representations and warranties in this Agreement to confirm your eligibility for the Funding Amount. You agree that the information you provided to FCC in support of your funding application is true and accurate and you know of no reason others might consider you to be ineligible

Select one of the options that best describes your status as a funding Recipient:

<input type="checkbox"/>	You are the authorised representatives of a registered not-for-profit corporation in good standing under the laws of <u>S.C.</u> (insert name of province) and have or will enter into a partnership agreement with a charitable organization within the meaning of the <u>Income Tax Act</u> of Canada, which is a party to this Agreement.
<input checked="" type="checkbox"/>	You are the authorised representatives of a registered not-for-profit corporation in good standing under the laws of <u>BC</u> (insert name of province) and have or will enter into a partnership agreement with a municipality, which is a party to this Agreement.

5 Advertising and Promotion

(a) You agree to cooperate with FCC in its advertising and promotion of the Project. This means that you will complete all of the advertising and promotion activities you described in your Funding Application:

Media release/press conference
Announcement at grand opening or event
Naming rights

In addition you agree:

- (a) to provide FCC with reasonable notice of all media events concerning the Project and invite FCC to attend all such events;
- (b) to cooperate with FCC in any advertising and promotion plan FCC may have developed for the Project; and
- (c) to provide FCC with photographs of the Project upon request.

(b) You agree to affix or erect permanent signage recognizing the financial contribution of FCC to the Project and you agree to comply with any requirements of FCC as to its name and logo are displayed. You agree that you will make use of FCC's name, logo or initials only as permitted by FCC.

6 Default and Remedies

(a) You are required to comply with all the terms of this Agreement. It is a default and failure to comply if:

- (a) You fail to complete the Project by the agreed to completion date or you or fail to comply with any term of this Agreement;
- (b) You use any part of the Funding Amount for purposes other than for the Project; or
- (c) FCC determines any of the information you provided to FCC to be false or misleading.

(b) In case of a default, FCC is entitled to do any of the following: terminate this Agreement, demand repayment of all or part of the Funding Amount within 30 days, pursue any and all legal rights and remedies available to it to recover the Funding Amount, and contact any government authority or regulator to advise it of the default of the Recipient.

7 Limitation of Liability and Indemnification

(a) In no event will FCC be responsible for any direct, indirect, or consequential damages sustained by the Recipient or any agent, howsoever caused.

(b) The Recipient will indemnify and save harmless FCC, as well as its directors, officers, employees and agents, from and against all liability, claims, demands, losses, damages and actions including legal fees and disbursements, whatsoever and by whomever made for injury, death, environmental impact or property damage arising out of or in any way connected to the Project or FCC's funding under this Agreement.

8 Privacy Act and Access to Information Act

(a) All personal information provided to FCC is protected under Canada's *Privacy Act*.

(b) The Recipient acknowledges that FCC, as a federal Crown Corporation, is subject to the provisions of the *Access to Information Act of Canada* (the "Act"), which provides a right of access to information in records under the control of government. As a result, this Agreement and any associated materials may be required to be disclosed by FCC in order for FCC to comply with the provisions of that Act.

9 Conflict of interest

(a) You shall ensure no officer or any directing mind of the Recipient or its agent is: (i) an employee or director of FCC, (ii) an immediate family member of an employee or director of FCC, (iii) a member of the House of Commons, or (iv) a former federal public office holder or servant governed by the *Conflict of Interest Code for Members of the House of Commons* and you shall ensure that no person described in

this section shall be allowed to derive any financial advantage resulting from FCC's financial contributions under this Agreement.

(b) You agree that you will immediately disclose to FCC without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.

10 General

(a) **Entire agreement:** This Agreement contains the entire agreement between the Recipient and FCC and supersedes all prior oral or written negotiations or agreements with respect to the same subject matter;

(b) **No assignment:** The Recipient or its agent is not permitted to assign any part of this Agreement to anyone without the written consent of FCC.

(c) **Governing law:** This Agreement is governed by and interpreted according to the laws of Canada and of the Province of Saskatchewan.

(d) **Further assurances:** The Recipient agrees to execute and deliver such further acts and do such things as FCC may reasonably request from time to time order give full effect to the purposes of this Agreement.

(e) **Counterparts:** This Agreement may be executed in counterparts. Each counterpart will be deemed an original document and all of the counterparts will constitute one instrument notwithstanding the date of execution. A faxed or e-mailed scanned pdf-format copy of a signature of one Party will be deemed to be an original signature until such time as an original signature has been received by the other Party.

11 Notice

Any notice which FCC or the Recipient may desire or be requested to serve upon each other, shall be served on any business day in writing, by facsimile, by email or in to the address set out below. A party's address for notice must be made by advising the other parties in writing:

FCC	FCC Community Investment 1800 Hamilton Street, Regina SK S4P 4L3 agrispirit-agriesprit@fcc-fac.ca
Sunset Prairie Recreation Commission	Your address <u>9888-Rd 237 Box 180 Arras</u> Province <u>B.C.</u> Postal Code <u>V0C 1B0</u> Email _____ Telephone _____
Peace River Regional District	Your address _____ Province _____ Postal Code _____ Email _____ Telephone _____

12 Acknowledgement and Consent of Municipality or Charitable Organization.

The Municipality or Charitable Organization agrees to be bound by the terms of this Agreement and, in particular, to:

- (a) Receive and administer the Funding Amount on behalf of the Recipient;
- (b) Ensure that the Funding Amount is used only for the Project;
- (c) Send an email confirming receipt of Funding Amount to AgriSpirit@fcc.ca; and
- (d) If the Recipient fails to do so: complete and submit the FCC the Project Completion Form.

I agree to the terms of this Agreement and confirm that I have the authority to legally bind the undersigned to the terms of this Agreement:

Accepted on behalf of Sunset Prairie Recreation Commission

Signature _____

Print Name LINDA Ash

Print Position Secretary

I have authority to legally bind the Recipient

Accepted on behalf of Peace River Regional District

Signature _____

Print Name _____

Print Position _____

I have authority to legally bind the municipal body, agency or division - Peace River Regional District

Accepted on behalf of Farm Credit Canada

Carla Warnyca

Manager, Community Investment

I have authority to legally bind Farm Credit Canada



FCC AgriSpirit Fund

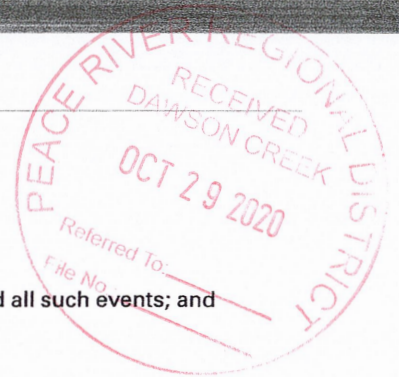


Promotional Plan

Organization:

Sunset Prairie Recreation Commission

Date:



Initial each point to show your agreement

1. Recipient agrees to provide FCC with:

- reasonable notice of any and all media events concerning the project, and to invite FCC to attend all such events; and
- photographs of the project and permanent signage upon completion.

2. At the completion of your project, you agree to affix permanent signage recognizing the financial contribution of FCC to the project. Signage can be created and produced by the Recipient or ordered from FCC at no extra cost.

Refer to the "About FCC" section in your FCC AgriSpirit Fund application. Check all the tactics below as indicated in your application. For these tactics, describe how and when you will honour your commitments.

Tactic	Part of agreement	Description of the tactic	Estimated date
Media release/news conference	<input checked="" type="checkbox"/>	<i>Local Radio Station</i>	<i>July/2022</i>
Promotional materials	<input type="checkbox"/>	<i>Local newspaper</i>	<i>July/2022</i>
Opening or event	<input checked="" type="checkbox"/>	<i>at fair</i>	<i>Aug/2022</i>
Social media	<input checked="" type="checkbox"/>	<i>Announcement on Facebook</i>	<i>June/2020</i>
Naming rights	<input checked="" type="checkbox"/>	<i>order from FCC</i>	<i>June/2022</i>

In August, FCC will send out a news release outlining all FCC AgriSpirit Fund recipients and update the FCC website.

Accepted on behalf of the recipient

Name:

Position:

Secretary



REPORT

To: Chair and Directors

Report Number: FN-BRD-032

From: Amber Vieweg, Investment Officer

Date: December 1, 2020

Subject: PRRD Housing Needs Assessment Engagement Update

RECOMMENDATION: *[Corporate Unweighted]*

That the Regional Board receive the report titled "PRRD Housing Needs Assessment Engagement Update, FN-BRD-032" for discussion.

BACKGROUND/RATIONALE:

Stakeholder Engagement

Stakeholder engagement is nearing completion. However, a second phase of interviews is being undertaken by Urban Matters to ensure that all interested organizations have appropriate time to participate.

To date, 29 stakeholders have been engaged: six through focus groups, and 23 through interviews. This includes 10 non-profit service or housing providers, seven institutional partners (education or health care), two real estate agents, six representatives from neighboring First Nations, three Electoral Area Directors, and one community association representative. This level of response from stakeholders is typical of engagement in smaller and rural communities.

Urban Matters is currently endeavoring to reach out to and interview organizations that could not participate in the first round of engagement in order to ensure appropriate geographic representation and a fulsome understanding of all issues present in each community. This engagement is planned between December 7 and January 15.

UBCM Grant Extension

In order to meet the requested level of engagement, an extension on the project's grant deadline was requested. On December 2, UBCM granted the PRRD an extension on the project's completion date which is now March 31, 2021 with final reporting requirements to be submitted no later than April 30, 2021.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Partnerships
 - ☒ Collaboration with Local and First Nations governments
- ☒ Advocacy
 - ☒ Senior's Housing – Needs Assessment and Investment

FINANCIAL CONSIDERATION(S):

To date, we have received fifty percent of the \$140,000 Provincial grant funding from Union of BC Municipalities, with the remaining 50% available after a satisfactory final report and financial summary has been submitted to the Union of BC Municipalities by April 30th, 2021.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.



REPORT

To: Chair and Directors

Report Number: DS-BRD-094

From: Shawn Dahlen, Chief Administrative Officer

Date: November 23, 2020

Subject: Non-Farm Use in the ALR, PRRD File No. 20-014 ALR NFU

OPTIONS: [Corporate Unweighted]

1. That the Regional Board support ALR Non-Farm Use application 20-014 ALR NFU, to remove soil and commence quarry operations to continue for a five year period, on a 4.25 ha portion of the property identified as PID 027-560-341, and authorize the application to proceed to the Agricultural Land Commission.
2. That the Regional Board respectfully refuse authorization for ALR Non-Farm Use application 20-014 ALR NFU, to remove soil and operate a quarry for a period of five years on a 4.25 ha portion of the property identified as PID 027-560-341, to proceed to the Agricultural Land Commission.

BACKGROUND/RATIONALE:

Proposal

The applicant proposes to operate a quarry on a 4.25 ha portion of the subject property to supply clay to both his property and oil and gas companies in the area for a period of five years.

File/Site Details

Owner: Arsen Hocha and Svetlana Hocha
Agent: Roy Northern Environmental
Area: Electoral Area B
Location: Farrell Creek
Legal: Section 16 Township 83 Range 25 West of the Sixth Meridian Peace River District
PID: 027-560-341
Civic Address: 19828, Lahagarte Rd
Lot Size: 255.89 ha (632.31 ac)
ALC ID: 61546

Official Community Plan (OCP)

Pursuant to PRRD Rural Official Community Plan Bylaw No. 1940, 2011, the property is designated Agriculture-Rural, which notes that the vast majority of the plan area has agricultural and resource extraction activity. Section 7 states that within this designation, the principal use of land is generally limited to agriculture or businesses directly compatible or complementary to the agricultural industry. Policy 3 states that the minimum parcel size is 63 ha (155 ac). Policy 15.1 of the OCP acknowledges that resource extraction activities are regulated by provincial and federal legislation.

Therefore, the proposal is consistent with the OCP.

Land Use Zoning

Pursuant to PRRD Zoning Bylaw No. 1000, 1996, the property is zoned A-2 (Large Agricultural Holdings Zone). Section 36 states that agriculture, oil and gas activities, gravel extraction and processing, are permitted within this zone. The minimum parcel size is 63 ha (155 ac).

Therefore, the proposal is consistent with the zoning regulations.

Fire Protection Area

The property is outside all fire protection areas.

Mandatory Building Permit Area

The property is outside the Mandatory Building Permit Area.

Development Permit Areas

The property is outside all Development Permit Areas.

Development Cost Charge Area

The property is outside the Development Cost Charge Area.

School District 60 School Site Acquisition Charge Area

The property is within the School Site Acquisition Charge Area, but it is not applicable since no new residential lots are proposed.

ALTERNATIVE OPTIONS:

1. That the Regional Board support ALR Non-Farm Use application 20-014 ALR NFU, to remove soil and operate a quarry for a period of five years on a 4.25 ha portion of the property identified as PID 027-560-341 and authorize the application to proceed to the Agricultural Land Commission, with recommended conditions of approval.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

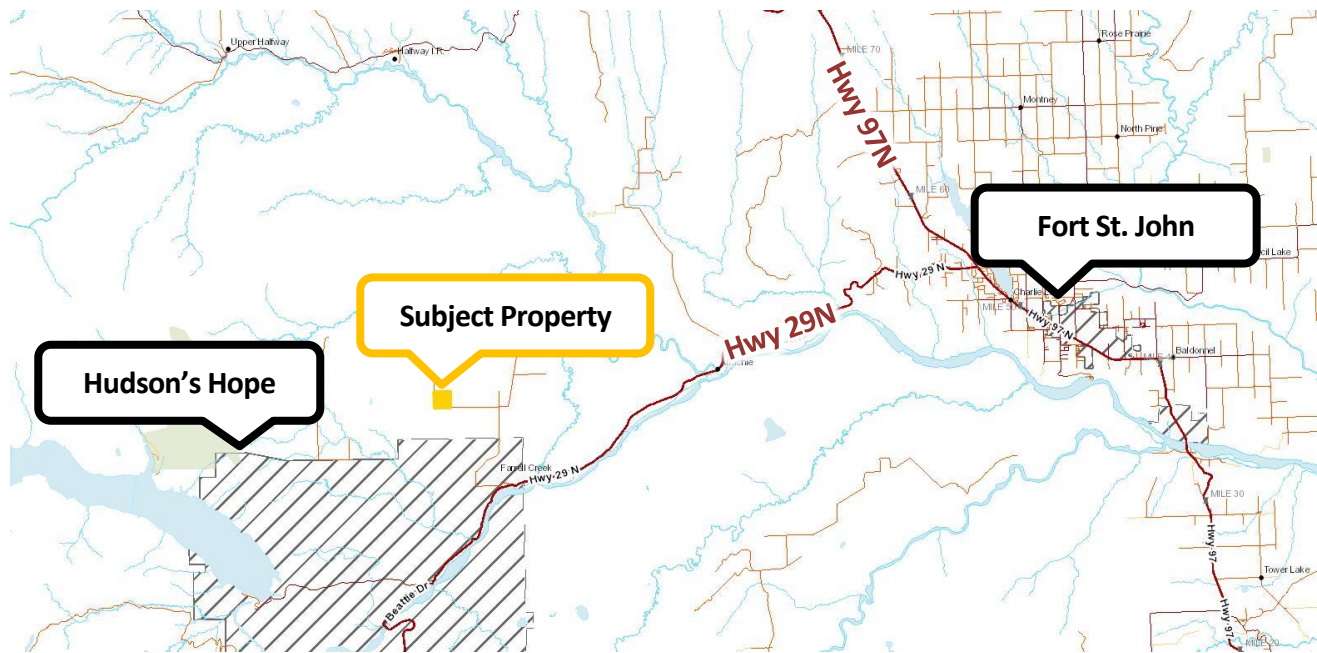
OTHER CONSIDERATION(S):

None at this time.

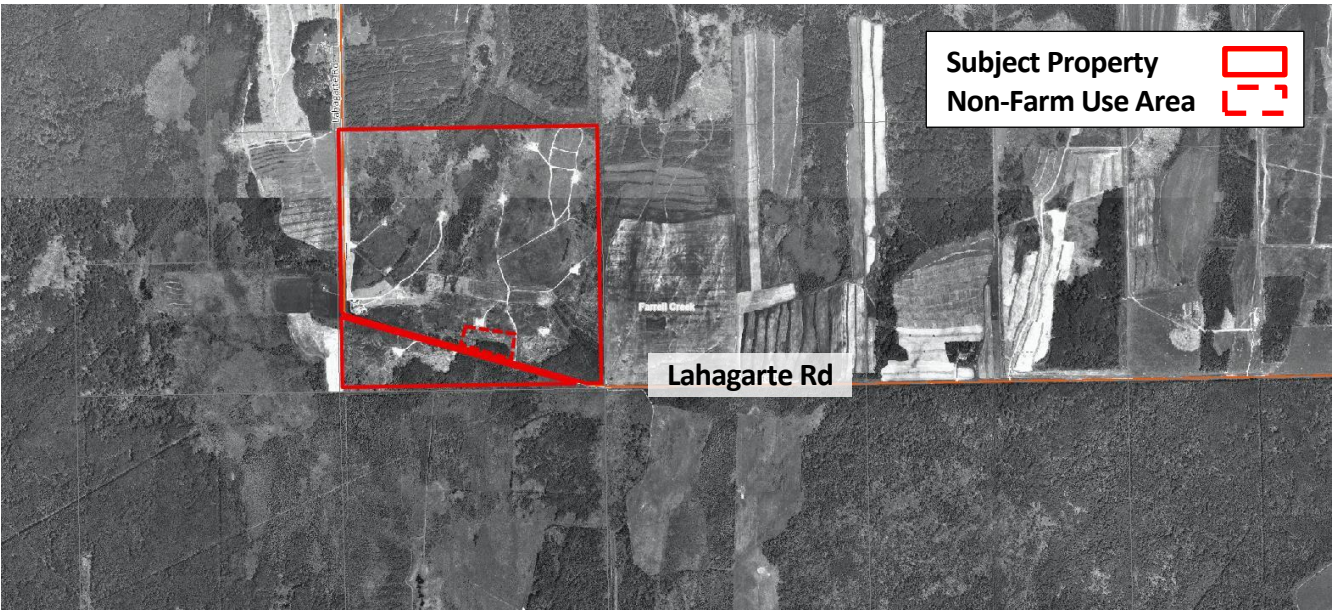
Attachments:

1. Maps
2. ALC Application (ALC ID 61546)
3. Comments from Electoral Area Director

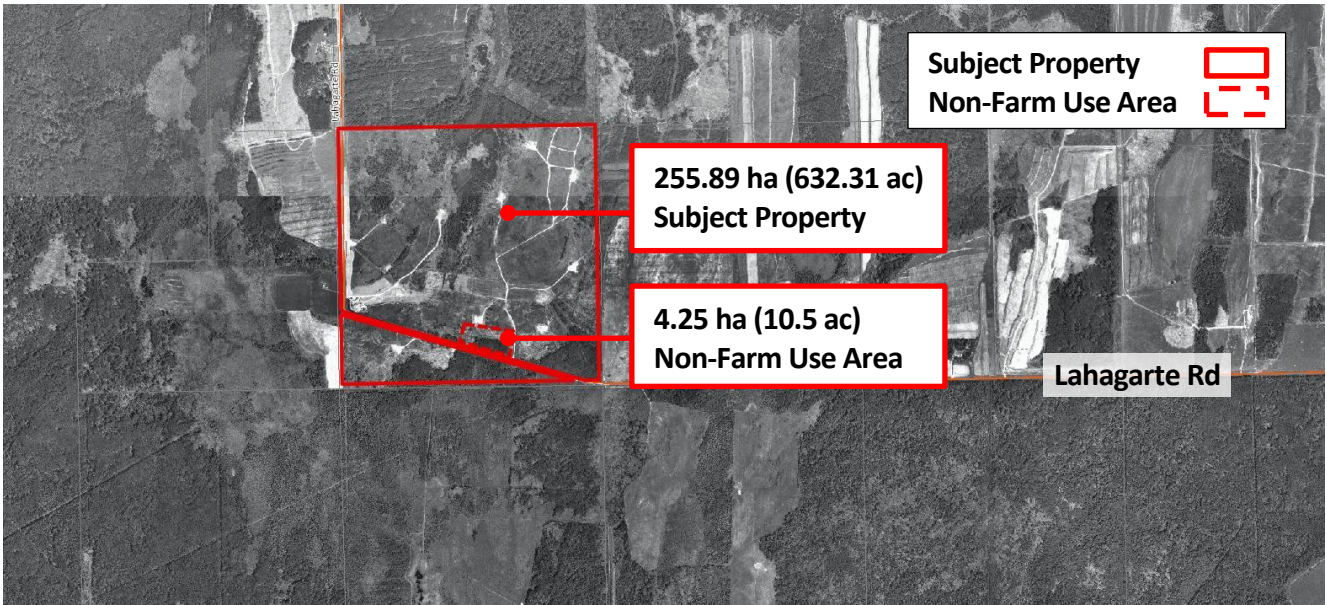
Location: Farrell Creek



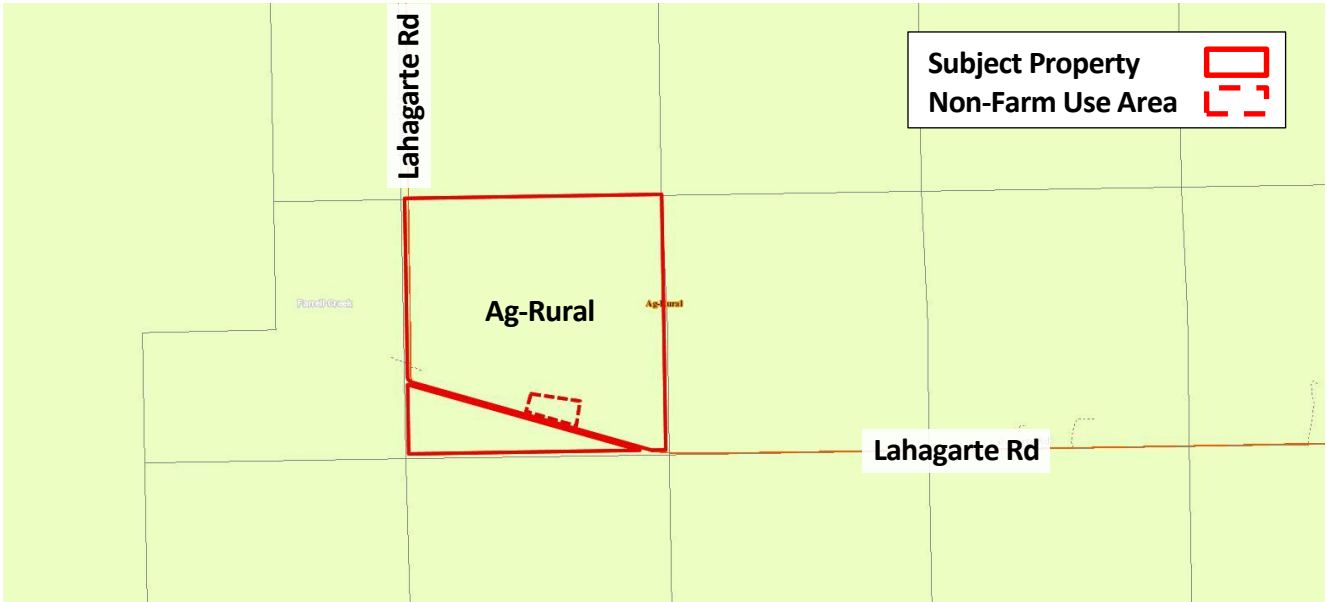
Aerial imagery



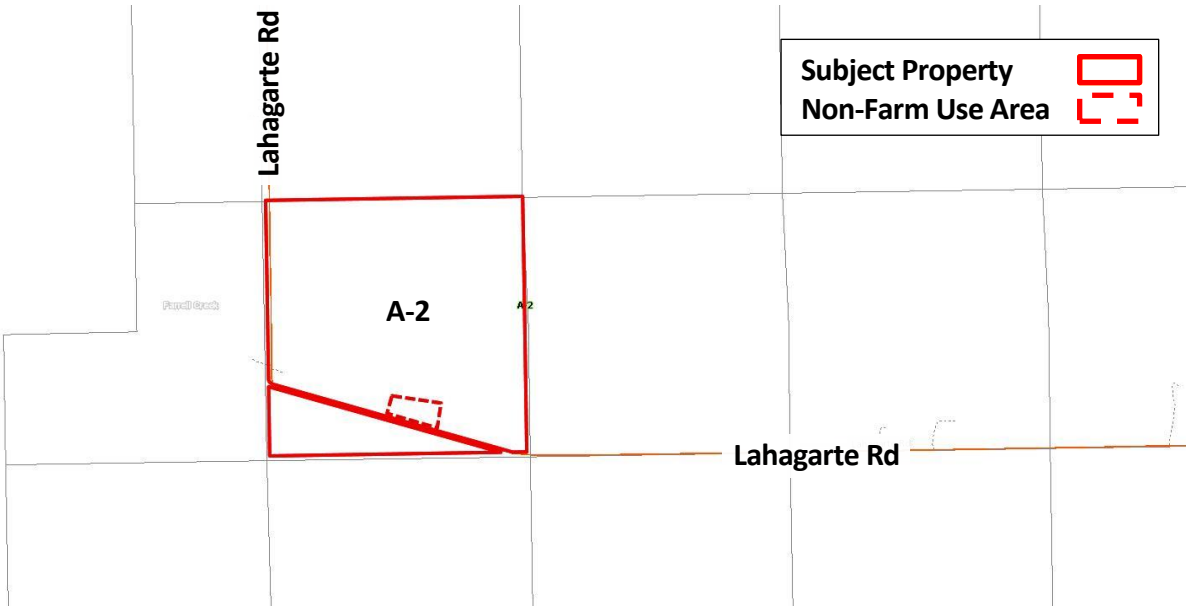
Proposal



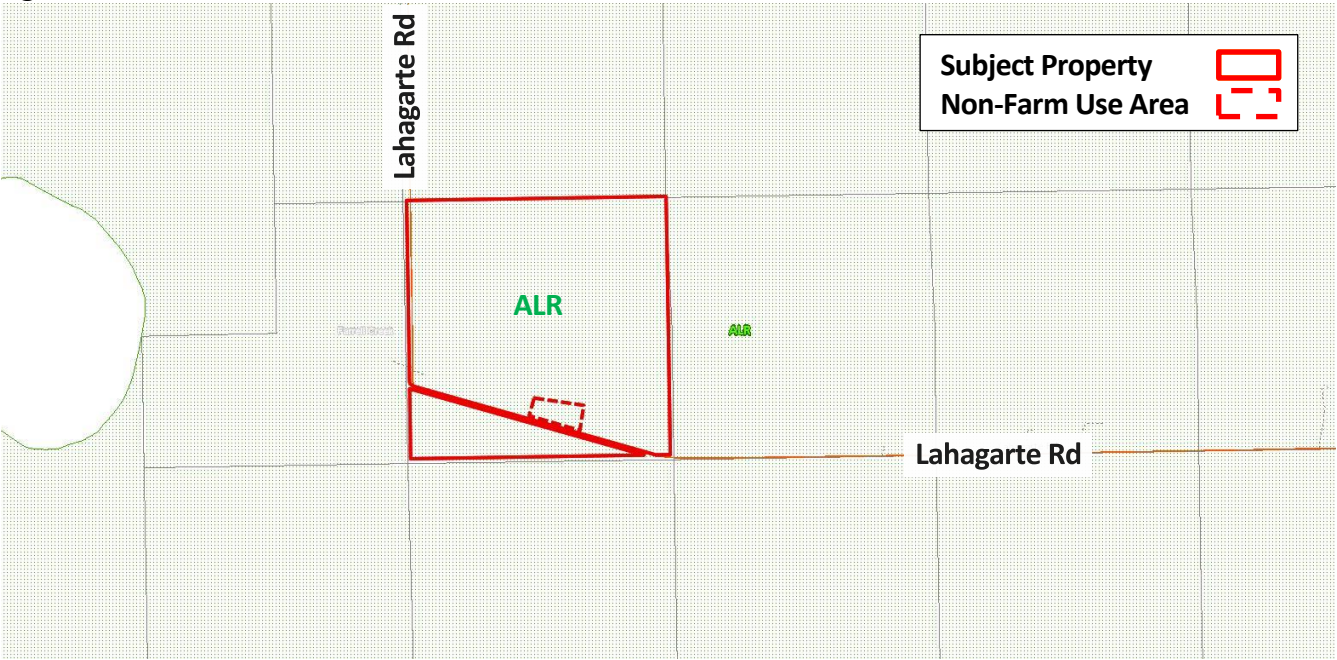
PRRD Rural Official Community Plan Bylaw No. 1940, 2011: Agriculture-Rural (Ag-Rural)



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



Agricultural Land Reserve: Within



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 61546

Application Status: Under LG Review

Applicant: Arsen Hocha

Agent: Roy Northern Environmental

Local Government: Peace River Regional District

Local Government Date of Receipt: 10/13/2020

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

Proposal Type: Non-Farm Use (Removal of Soil)

Proposal: The Landowner Mr. Arsen Hocha proposes to start a quarry to supply clay to both his property and Oil and Gas companies in the area. This location is a good place to take the clay since it is close to the surface, is located in an area where there is little topsoil, and the soils are considered to be of poor agricultural capability due to the shale in close proximity to the soil surface compounded by low fertility of the surface soils. These reasons have prevented any farm operations on the majority of this area, and the areas immediately adjacent to the proposed development are limited to perennial forage crops. Mr. Hocha plans to use his heavy equipment to extract the clay which includes an excavator, bulldozer, and trucks. This project will provide work and a supplementary income for the Landowner and his family.

Agent Information

Agent: Roy Northern Environmental

Mailing Address:

[REDACTED]

Primary Phone: [REDACTED]

Email: [REDACTED]

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple
Parcel Identifier: 027-560-341
Legal Description: 16-83-25, W6M
Parcel Area: 259 ha
Civic Address:
Date of Purchase: 02/03/2012
Farm Classification: No
Owners

1. **Name:** Arsen Hocha

Address:

[REDACTED]

[REDACTED]
Phone: [REDACTED]

Email: [REDACTED]

Current Use of Parcels Under Application

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

None

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

None

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

A residence, shop, and several gravel pads are present on the site. A wellsite and affiliated features are located on the property. There is also a shale and gravel pit on the property.

Adjacent Land Uses

North

Land Use Type: Industrial

Specify Activity: Oil and Gas,

East

Land Use Type: Agricultural/Farm

Specify Activity: Pasture and hay Land

South

Land Use Type: Unused

Specify Activity: Forested Crown

West

Land Use Type: Industrial

Specify Activity: Oil and Gas, Forestry

Proposal

1. Have you submitted a Notice of Work to the Ministry of Energy and Mines?

Yes

Notice of Work Tracking/Reference Number

100322242

2. Are you submitting this application as a follow-up to a Notice of Intent (NOI)?

No

3. What is the purpose of the proposal? Describe any benefits to agriculture that the proposal provides.

The Landowner Mr. Arsen Hocha proposes to start a quarry to supply clay to both his property and Oil and Gas companies in the area. This location is a good place to take the clay since it is close to the surface, is located in an area where there is little topsoil, and the soils are considered to be of poor agricultural capability due to the shale in close proximity to the soil surface compounded by low fertility of the surface soils. These reasons have prevented any farm operations on the majority of this area, and the areas immediately adjacent to the proposed development are limited to perennial forage crops. Mr. Hocha plans to use his heavy equipment to extract the clay which includes an excavator, bulldozer, and trucks. This project will provide work and a supplementary income for the Landowner and his family.

4. Proposal dimensions

Total material removal area (0.01 ha is 100 m²) *4.25 ha*

Maximum depth of material to be removed *9 m*

Volume of material to be removed *299560 m³*

Estimated duration of the project *5 Years*

5. Has a Professional Agrologist reviewed the project and provided a written report? If yes, please attach the Professional Agrologist report in the "Upload Attachments" section.

Yes

6. Describe the type of material proposed to be removed.

Clay

7. Describe the type of equipment to be used to remove material. If applicable, describe any processing to take place on the parcel(s) and the equipment to be used.

A bulldozer, excavator, and trucks will be used to extract material from the proposed clay pit.

8. What steps will be taken to reduce potential negative impacts on surrounding agricultural lands?

See attached report.

9. Describe all proposed reclamation measures. If a reclamation plan from a qualified professional is required, please summarize the reclamation and attach the full plan in the "Upload Attachments" section.

Once extraction activities at this site are complete, the area should be re-contoured so that the pit naturally drains. Using overburden stored on the site, or clean fill that is trucked in, the slopes should be reclaimed to a maximum of 2:1 (run:rise) ratio. However, should slope stability be a concern at this location, a shallower slope angle, such as 3:1, may be considered. The overburden and fill material should be well compacted in small increments to help in slope stabilization. Once re-contouring is complete, any salvaged topsoil should be spread evenly over the surface. Salvaged topsoil should be returned to the proper depth distribution (80 % or more of the original topsoil depth). The topsoil should be spread evenly, should not be compacted, and the surface of the topsoil should be left somewhat rough. The rough surface allows non-uniform microsites to develop, which aids in the establishment of vegetative

growth and increases vegetative diversity. The rough surface will also help slow water runoff and reduce the erosion potential. The remaining minor wood debris (if still present) should then be spread over the topsoil to also help reduce erosion (excessive wood debris is not recommended however, as it will prevent

the growth of vegetation). Vegetation is the best protection against erosion; therefore, seeding should take place as soon as possible following topsoil replacement to prevent potential erosion due to surface runoff. Timing the reclamation activities to occur during spring or early summer will give the vegetation adequate time to establish prior to winter and the following spring melt. If sufficient topsoil is not present for adequate vegetation establishment, the reclaimed quarry pit slope soils may require additional amendments or fertilization.

Applicant Attachments

- Agent Agreement - Simon Andrews
- Agrologists Report - 61546
- Proposal Sketch - 61546
- Site Plan / Cross Section - 61546
- Certificate of Title - 027-560-341

ALC Attachments

None.

Decisions

None.

July 29, 2020

Roy Northern File # C200197

Attn: To Whom It May Concern

Re: **Notice of Intent by Land Owner to Remove Soil for a Specified Non-Farm Use**
Ministry of Mines – Notice of Work
Regarding Proposed Shale Pit within Sec. 16-83-25, W6M
Appointment of Agent to act on Behalf of the Landowners and Reclamation Plan
Acknowledgement

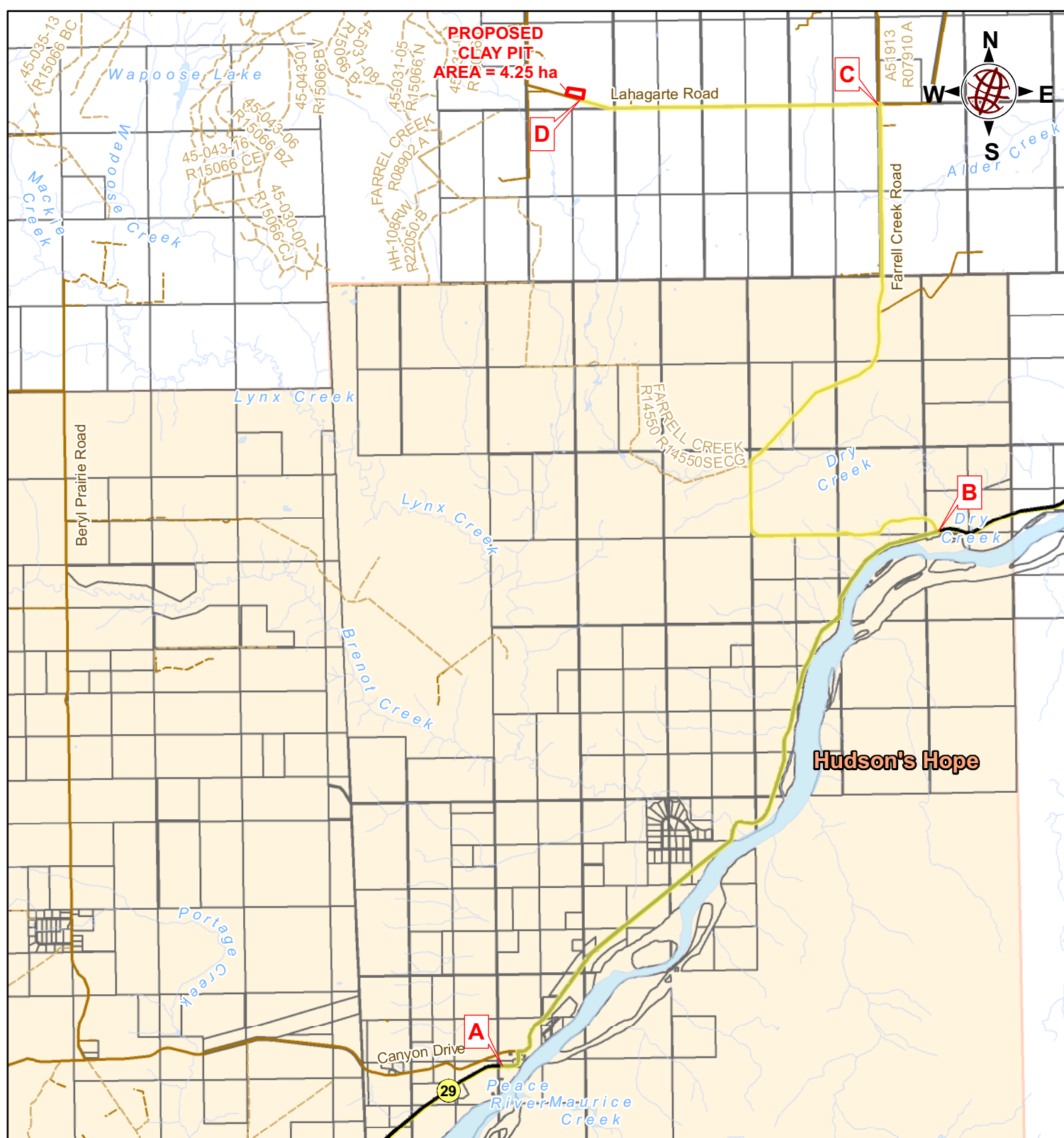
Please be advised that the landowner(s) of Section 16, Township 83, Range 25 would like to give permission to Roy Northern Land and Environmental to act as agent on their behalf in association with the Agricultural Land Commission Notice of Intent to Remove Soil for a Specified Non-Farm Use as well as submission of the Ministry of Mines Notice of Work in regard to my proposed Clay Pit on the above mentioned property.

In addition, we have reviewed the Mine Operation and Reclamation Plan completed by Roy Northern Environmental and agree to follow the recommendations in order to reclaim the pits once the gravel and shale have been extracted in approximately five years.

Thank you.

Yours truly,


Arsen Hocha



LEGEND

- Proposed Development
- District Lot
- Waterbody
- Watercourse
- Highway
- Road
- Forestry Road
- Oil and Gas Access Road

REFERENCES

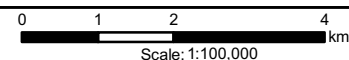
Projection: NAD 1983 UTM Zone 10N

ACCESS TO PROJECT LOCATION

A	km 00.0 = Hudson's Hope, BC	0.0 km
A - B	km 00.0 to km 13.9 = Highway No. 29	13.9 km
B - C	km 13.9 to km 26.7 = Farrell Creek Road	12.8 km
C - D	km 26.7 to km 32.3 = Lahagarte Road	5.6 km

ARSEN HOCHA

Access Map
CLAY PIT
WITHIN S 1/2 16-83-25, W6M



GIS: CM
Date: Feb 19, 2020
Revision: R0
Map ID: 200197OV1

FIGURE 1

Disclaimer: This map includes data collected by Roy Northern from various third party sources. This map is provided "as-is" and it is not a legal survey or a legal description. Roy Northern explicitly disclaims any representations and warranties as to the accuracy, timeliness, reliability or completeness of this data. In no event will Roy Northern or its employees be liable for any losses or damages that might arise from the use of this map. This map is provided as a digital PDF form, it must be printed to scale specified on the map before it could be used as a hardcopy map.

ROYNORTHERN
Land and Environmental

207, 10139 100 St.
Fort St. John, BC
V1J 3Y6
(250) 261-6644



LEGEND

- Road Direction
- Slopes
- ▭ Excavation Area
- ▭ Proposed Pit Road
- ▭ Overburden
- ▭ Top Soil
- ▭ Road

REFERENCES

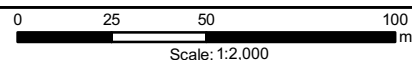
Projection: NAD 1983 UTM Zone 10N

Disclaimer: This map includes data collected by Roy Northern from various third party sources. This map is provided "as-is" and it is not a legal survey or a legal description. Roy Northern explicitly disclaims any representations and warranties as to the accuracy, timeliness, reliability or completeness of this data. In no event will Roy Northern or its employees be liable for any losses or damages that might arise from the use of this map and/or information in its digital PDF form, it must be printed to scale specified on the map before it could be used as a hardcopy map.

Page 288 of 490

ARSEN HOCHA

Sketch Showing Proposed Final Slopes
CLAY PIT
WITHIN S 1/2 16-83-25, W6M



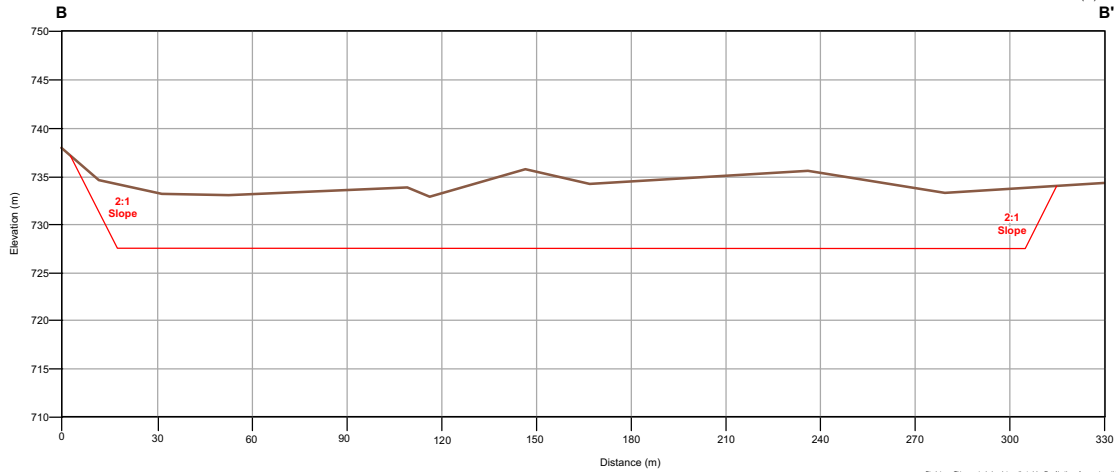
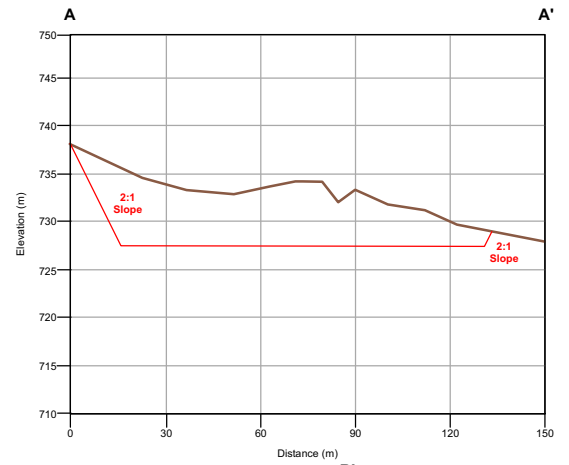
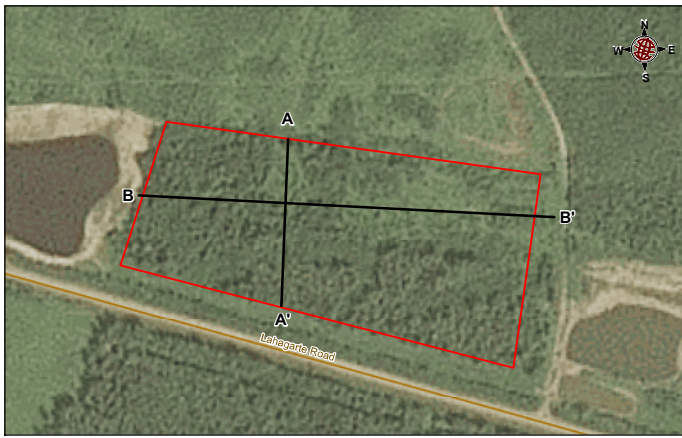
GIS: CM
Date: Feb 19, 2020
Revision: R0
Map ID: 200197OV1

FIGURE 3

ROYNORTHERN
Land and Environmental


207, 10139 100 St.
Fort St. John, BC
V1J 3Y6
(250) 261-6644

Path: Y:\Projects\Arsen Hocha\2020 Feb\20197\GIS\msd\2019\OV1_4_cross_section.mxd



Cross-Section Profile Horizontal Scale: 1:3,000
Vertical Exaggeration: 3
Projection: NAD 1983 UTM Zone 10N

Disclaimer: This map includes data collected by Roy Northern from various third party sources. This map is provided "as is" and is not a representation of a final decision. Roy Northern explicitly disclaims any representation and warrant as to the accuracy, timeliness, reliability or completeness of this data. In no event will Roy Northern or its employees be liable for any losses or damages that might arise from the use of this map and data. If this map is to be digitized, users should be advised to update coordinates on the map, as they could be used as a reference map.

ARSEN HOCHA			
CROSS-SECTION PROFILES OF CLAY PIT WITHIN S 1/2 16-83-25, W6M			
GIS:	CM	FIGURE 4	
Date:	Feb 19, 2020		
Revision:	RD		
Map ID:	200197\OV1		
	ROYNORTHERN		207, 10139 100 St
	Land and Environmental		Fort St. John, BC
			V1J 3Y5 (250) 281-6644

Nikita Kheterpal

From: Director Karen Goodings
Sent: Thursday, November 19, 2020 12:11 PM
To: Nikita Kheterpal
Subject: Re: Referral: 20-014 ALR NFU

I support this application to proceed to the ALC.

Sent from my Samsung device

----- Original message -----

From: Nikita Kheterpal <Nikita.Kheterpal@prrd.bc.ca>
Date: 11-19-2020 11:08 AM (GMT-07:00)
To: Director Karen Goodings <karen.goodings@prrd.bc.ca>
Cc: Planning Department <planning@prrd.bc.ca>
Subject: Referral: 20-014 ALR NFU

Good morning Director Goodings,

Hope you are doing well.

Please find attached a referral package for an application for non-farm use within the ALR for your review.

Kindly return any comments by December 03, 2020.

Thank you.

Regards,

Nikita Kheterpal | North Peace Land Use Planner

Phone: 250-785-8084 (or 250-784-4845) | nikita.kheterpal@prrd.bc.ca | www.prrd.bc.ca
Peace River Regional District, 9505 100 Street, Fort St. John, BC V1J 4N4



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

Report Number: DS-BRD-096

From: Shawn Dahlen, Chief Administrative Officer

Date: October 26, 2020

Subject: Subdivision in the ALR, PRRD File No. 20-014-ALRSub

OPTIONS: [Corporate Unweighted]

1. That the Regional Board support ALR Subdivision application 20-014-ALRSub, to subdivide the property identified as PID 008-288-950 into two \pm 2.05 ha lots, and authorize the application to proceed to the Agricultural Land Commission.
2. That the Regional Board respectfully refuse authorization for ALR Subdivision application 20-014-ALRSub, to subdivide the property identified as PID 008-288-950 into two \pm 2.05 ha lots, to proceed to the Agricultural Land Commission.

BACKGROUND/RATIONALE:

Proposal

To subdivide the subject property into two \pm 2.05 ha (5.05 ac) lots for the purpose of selling one of the resultant lots.

File/Site Details

Owners: Anatoli & Wera Schirokich
Area: Electoral Area C
Location: Charlie Lake
Legal: Lot 2 Section 23 Township 84 Range 20 W6M Peace River District Plan 24286
PID: 008-288-950
Civic Address: 13431, Hwy 29 N
Lot Size: 4.09 ha (10.1 ac)
ALC ID: 61174

Official Community Plan (OCP)

Pursuant to PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009, the property is designated Medium Density Rural Residential (MDR). Section 4.3.2 states that the principal use of land within this designation is generally limited to residential and home-based business. The minimum parcel size for parcels connected to a community sewage system is 0.8 ha (2.0 ac) whereas those not connected to a community sewer system is 1.6 ha (4.0 ac).

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

Land Use Zoning

Pursuant to PRRD Zoning Bylaw No. 1343, 2001, the property is zoned R-3 (Residential 3 Zone). Section 36 states that residential and agricultural uses are permitted within the R-3 Zone. The minimum parcel size is 0.9 hectares (2.2 acres) when the parcel is connected to a community sewer and 1.8 ha (4.5 ac) where there is no community sewage system.

Therefore, the proposed land uses and parcel sizes comply with the zoning regulations.

Fire Protection Area

The property is within the Charlie Lake Fire Protection Area.

Mandatory Building Permit Area

The property is within the Mandatory Building Permit Area.

Development Permit Areas

The property is outside all Development Permit Areas.

Development Cost Charge Area

The property is outside the Development Cost Charge Area.

School District 60 School Site Acquisition Charge Area

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

ALTERNATIVE OPTIONS:

1. That the Regional Board support ALR Subdivision application 20-014-ALRSub, to subdivide the property identified as PID 008-288-950 into two \pm 2.05 ha lots, and authorize the application to proceed to the Agricultural Land Commission with recommended conditions of approval.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

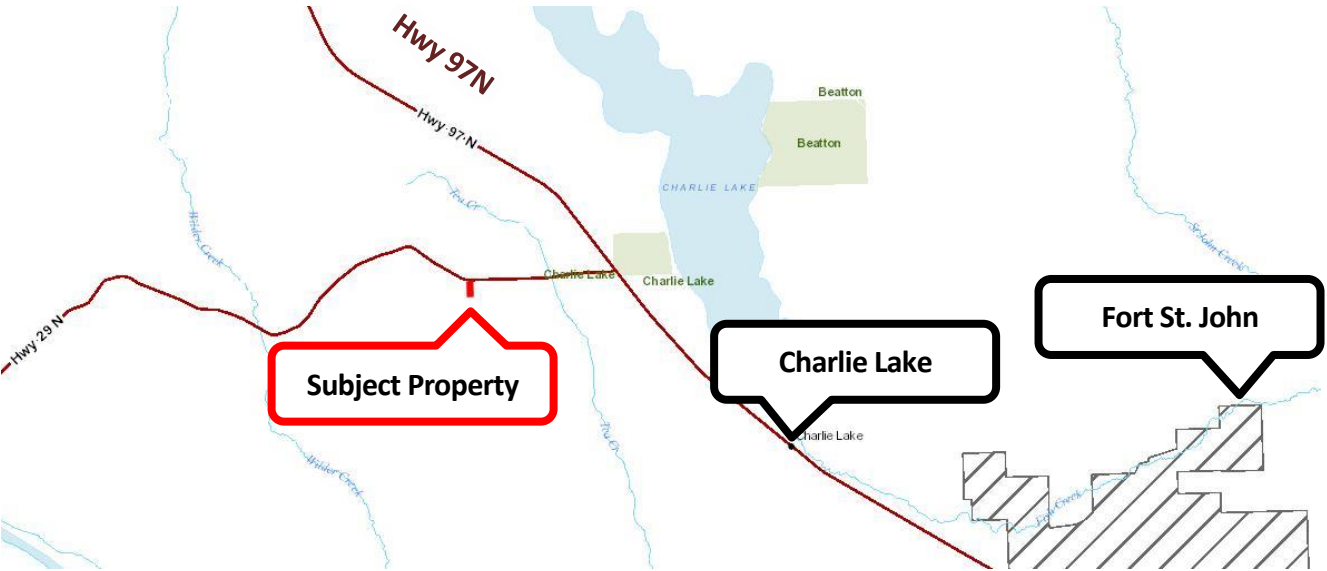
OTHER CONSIDERATION(S):

None at this time.

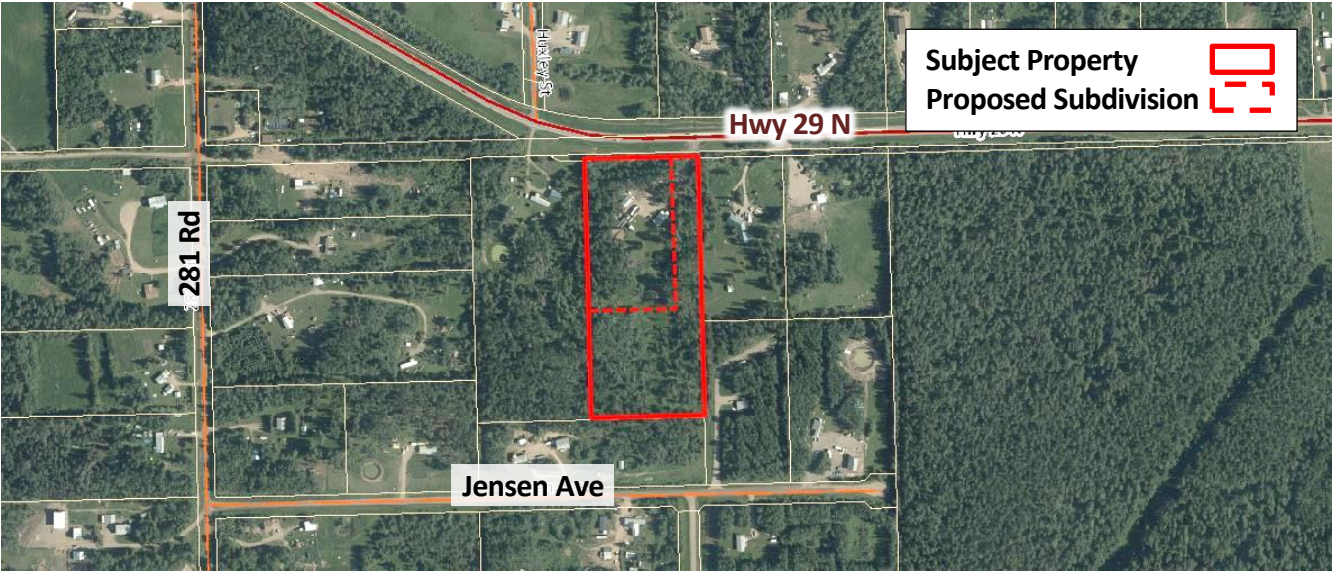
Attachments:

1. Maps
2. ALC Application (ALC ID 61174)
3. Comments from Electoral Area Director

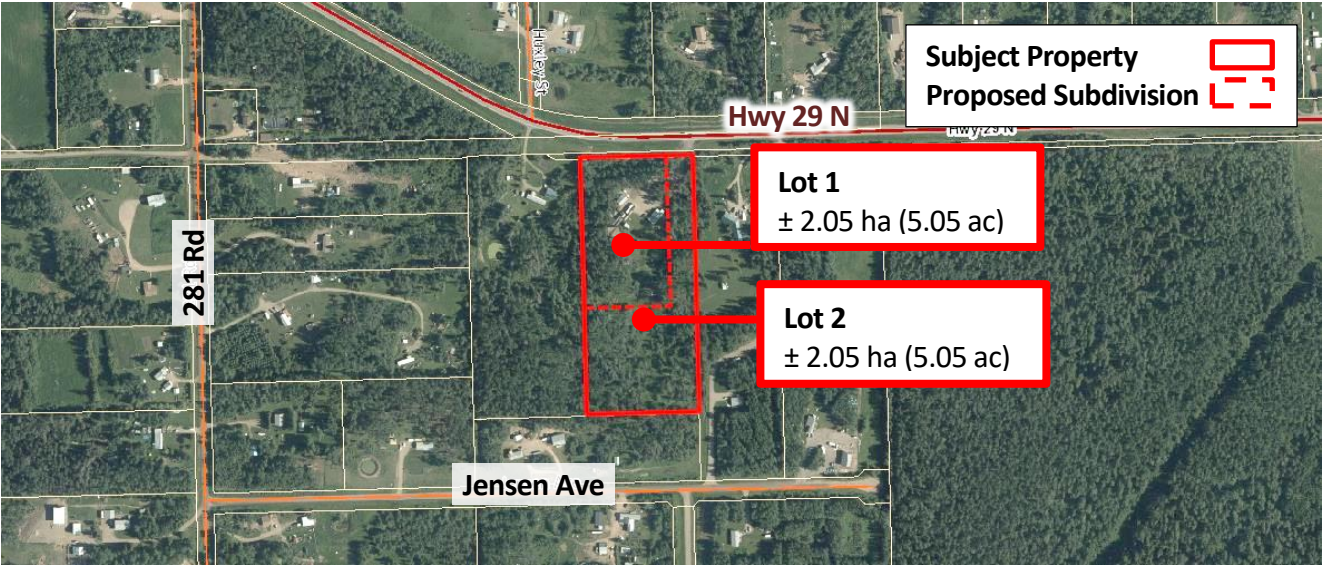
Location: Charlie Lake area



Aerial imagery

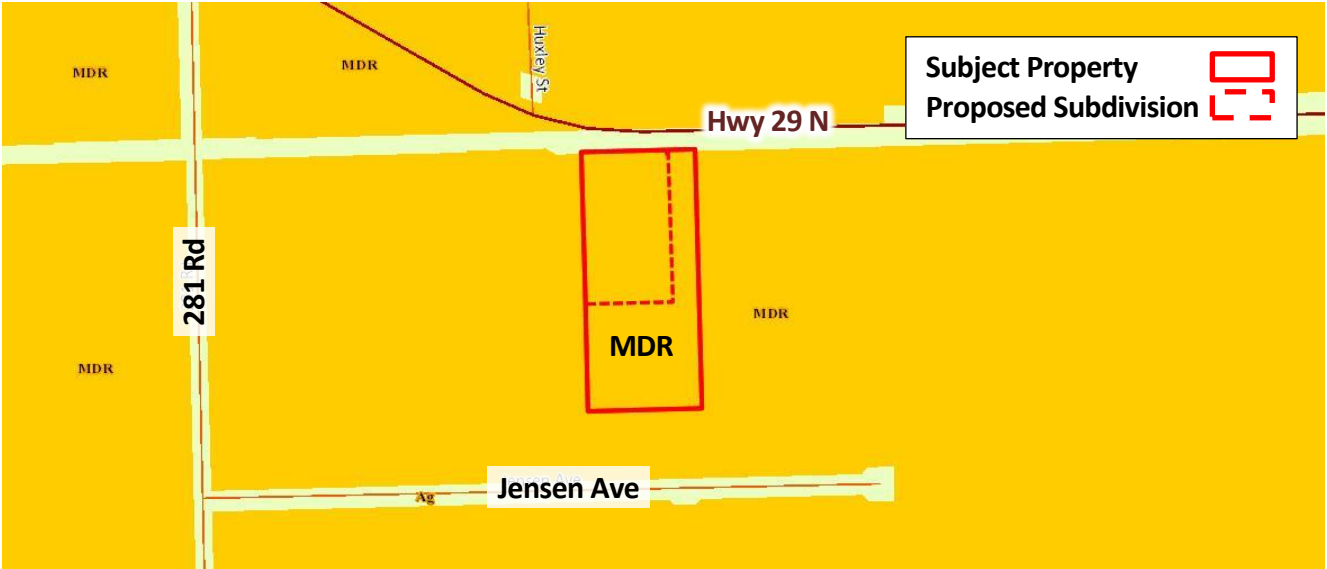


Proposal

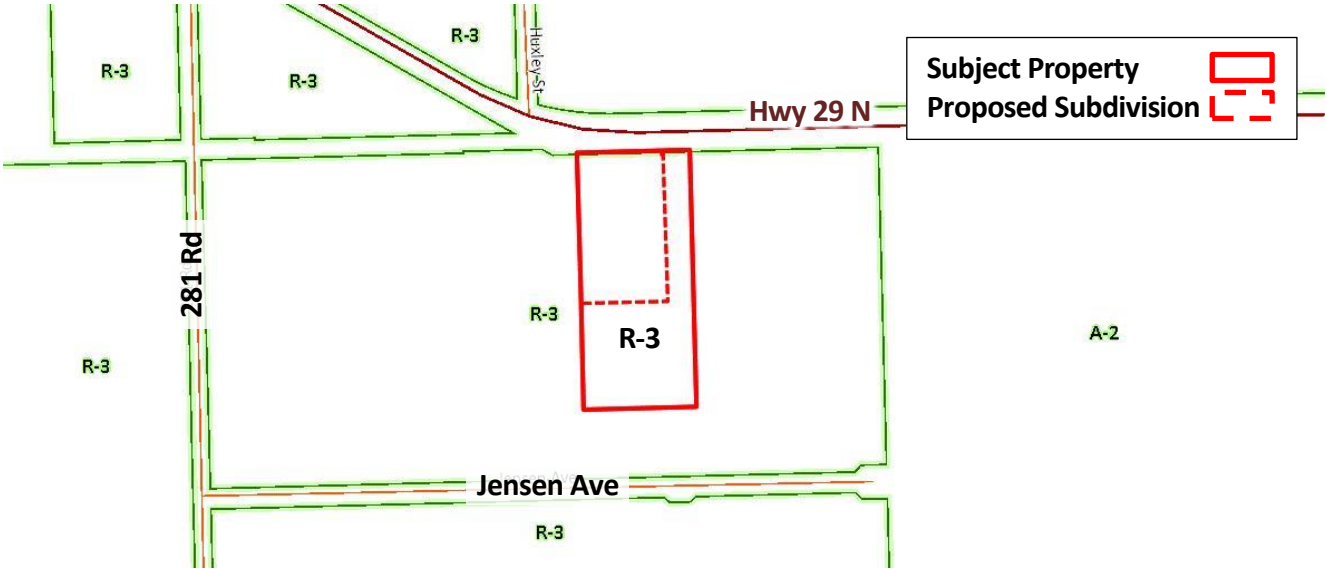


PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009:

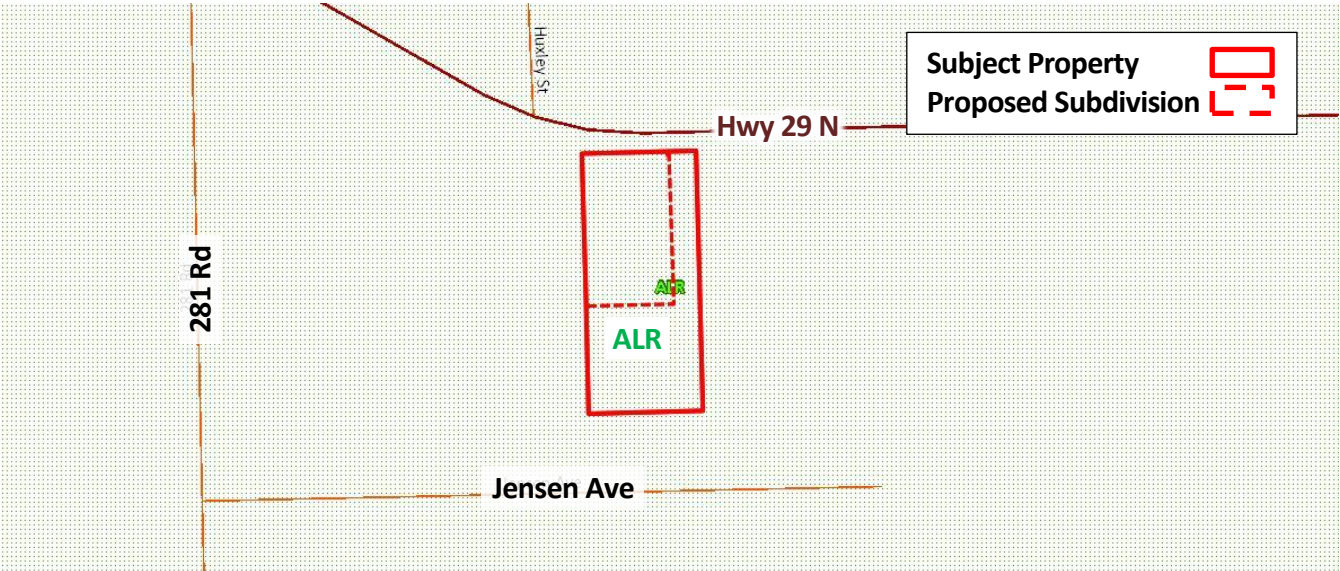
Medium Density Rural Residential (MDR)



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



Agricultural Land Reserve: Within



CLI Soil Classification: 5_c



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 61174

Application Status: Under LG Review

Applicant: WERA SCHIROKICH

Local Government: Peace River Regional District

Local Government Date of Receipt: 08/04/2020

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

Proposal Type: Subdivision

Proposal: WANT TO SUBDIVIDE 10.1 ACRE IN A HALF

Mailing Address:

[REDACTED]

Primary Phone: [REDACTED]

Email: [REDACTED]

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 008-288-950

Legal Description: L 2 SEC 23 TP 84 R 20 W6M PEACE RIVER PL 24286

Parcel Area: 4.1 ha

Civic Address: 13431 N HIGHWAY 29 CHARLIE LAKE BC V0C1H0

Date of Purchase: 03/26/2014

Farm Classification: No

Owners

1. **Name:** WERA SCHIROKICH

Address:

[REDACTED]

Phone:

Email: [REDACTED]

Current Use of Parcels Under Application

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

10.1 Acre bush 1976 Mobile home another Building with Huge meeting room , kitchen , 2 bathrooms

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

A parking spot for the big trucks

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

Mobile home with attached 2 room and deck .

Building with kitchen and 2 bathrooms

Adjacent Land Uses

North

Land Use Type: Residential

Specify Activity: Hobby farm

East

Land Use Type: Residential

Specify Activity: Parking spot

South

Land Use Type: Residential

Specify Activity: Driveway

West

Land Use Type: Residential

Specify Activity: House

Proposal

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

2 ha

2.1 ha

2. What is the purpose of the proposal?

WANT TO SUBDIVIDE 10.1 ACRE IN A HALF

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

HOBBY PROPERTY

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

NO

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

No

Applicant Attachments

- Site Photo - 13431 N HWY 29
- Proposal Sketch - 61174
- Other correspondence or file information - 13431
- Certificate of Title - 008-288-950

ALC Attachments

None.

Decisions

None.



Peace River Regional District



- Legend**
- Hwy Mile Marker
 - Rural Community
 - 911 Civic Address Rural
 - 911 Civic Address Municipal
 - Regional Park
 - Parcel / District Lot
 - Highway
 - Municipal Road
 - Hard Surface
 - Gravel
 - Rural Road >1:250k
 - Hard Surface
 - Gravel
 - Seasonal
 - Driveway
 - PRRD Sewer Systems
 - Sewer Line
 - Storm Water Drainage
 - PRRD Water Systems
 - Streams/Rivers

1: 2,500



127.0 0 63.50 127.0 Meters

NAD_1983_UTM_Zone_10N
© Latitude Geographics Group Ltd.

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

Notes



Peace River Regional District



- Legend**
- Hwy Mile Marker
 - Rural Community
 - 911 Civic Address Rural
 - 911 Civic Address Municipal
 - Regional Park
 - Parcel / District Lot
 - Highway
 - Municipal Road
 - Hard Surface
 - Gravel
 - Rural Road >1:250k
 - Hard Surface
 - Gravel
 - Seasonal
 - Driveway
 - PRRD Sewer Systems
 - Sewer Line
 - Storm Water Drainage
 - PRRD Water Systems
 - Streams/Rivers

1: 2,500

127.0 0 63.50 127.0 Meters

NAD_1983_UTM_Zone_10N
© Latitude Geographics Group Ltd.

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

Notes



PEACE RIVER REGIONAL DISTRICT

Memorandum

TO: Brad Sperling, Director of Electoral Area C
FROM: Nikita Kheterpal, Junior Planner
DATE: October 23, 2020
RE: **Subdivision in the ALR, PRRD File No. 20-014-ALRSub**

Pursuant to the following resolution:

RD/15/04/26 (23)

That a two-week period be added to the development application review process to allow time for the appropriate Electoral Area Director to review applications prior to them going to the Regional Board for consideration.

The application and report are provided for your review.

Please find attached a copy of the ALR subdivision application concerning Anatoli Schirokich and Wera Schirokich.

COMMENTS

Response requested by November 6, 2020

No comment

☐

I have no problem proceeding to the ALR. I am wondering why they aren't splitting it down the center

Brad Sperling

October 23, 2020

Director

Date

diverse. vast. abundant.

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1149 Email: prrd.fsj@prrd.bc.ca



REPORT

To: Chair and Directors

Report Number: DS-BRD-098

From: Shawn Dahlen, Chief Administrative Officer

Date: November 27, 2020

Subject: Engagement on Coastal GasLink's Socio-Economic Effects Management Plan

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board receive the report titled "Engagement on Coastal GasLink's Socio-Economic Effects Management Plan – DS-BRD-098", which seeks to identify key points or considerations that the Regional Board would like communicated to the Ministry of Municipal Affairs regarding the Coastal GasLink Pipeline, for discussion.

BACKGROUND/RATIONALE:

On November 18, 2020, the Ministry of Municipal Affairs and Housing (Ministry) reached out to many local governments, including the PRRD and municipalities within the PRRD, to initiate engagement with staff on the Coastal GasLink Pipeline development which spans approximately 670 km from Groundbirch (near Chetwynd) to the Kitimat LNG Canada Facility. The Ministry wishes to gather feedback from staff on any effects that the PRRD may be experiencing resulting from project construction activities and/or the presence of the temporary workforce in the PRRD. Any input on the direct or indirect effects will be tracked and shared with the LNG Canada Implementation Secretariat and the Cross-Government Social Economic Management Committee (made up of Provincial agencies) for consideration of resolution. Given the current COVID-19 restrictions, engagement will be virtual. An agenda and topics of discussion have not yet been provided.

In order to effectively represent the PRRD's collective interests at the upcoming engagement session with the Ministry, PRRD staff is asking the Regional Board to identify, through resolution, any key points or specific considerations that the Regional Board would like communicated to the Ministry in relation to the Coastal Gaslink Pipeline development. Topics could include elements such as traffic and transportation, dust management, evolving use of sites, obtaining updated activity statistics at a more local level and more frequently, or any other topics of relevance to the Regional Board.

Sections 1 and 2 of the Coastal GasLink Pipeline lie within the PRRD boundary (see Figure 1). Construction activities began in December 2018, with the prime contractor being the Surerus Murphy Joint Venture. The project's Environmental Assessment Certificate includes legally binding conditions that requires the proponent to develop a Socio-Economic Effects Management Plan (SEEMP) to address the anticipated impacts of the project construction workforce and activities on local infrastructure and services. The SEEMP for the Coastal GasLink Pipeline was approved on May 13, 2016. The link to the plan is provided in this report.

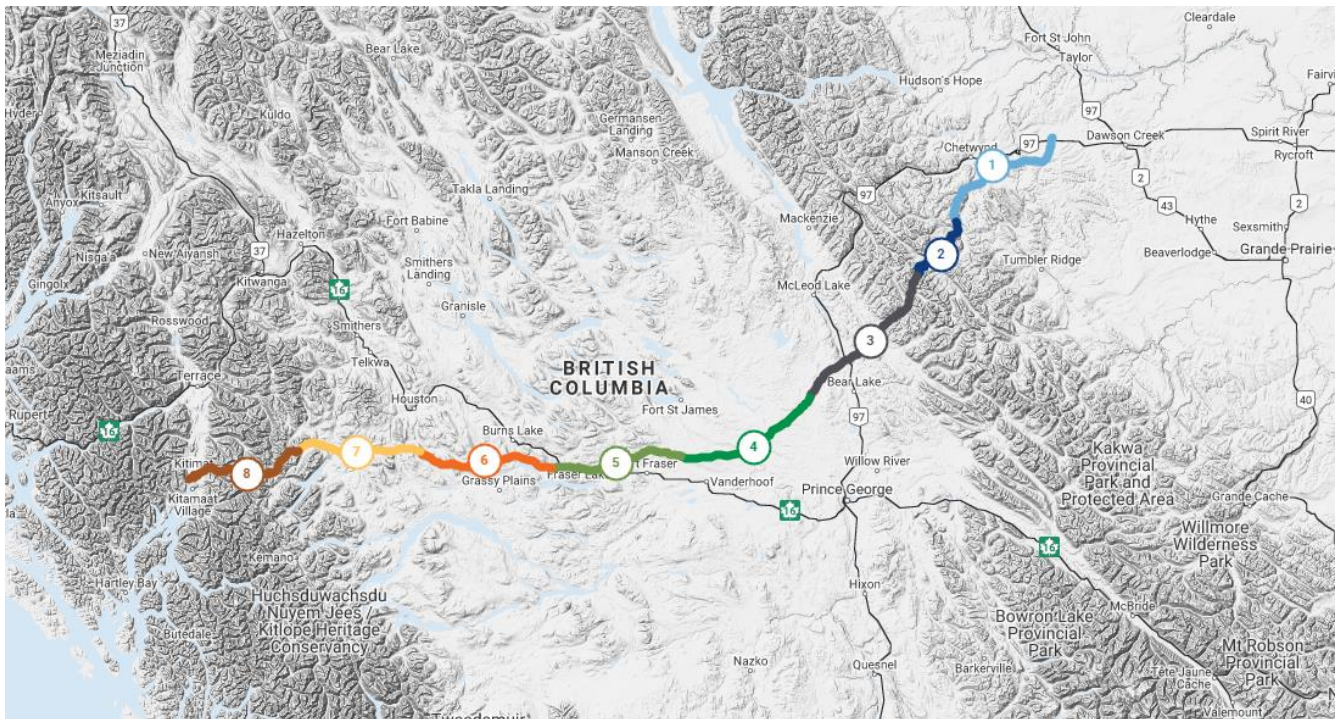


Figure 1. Coastal GasLink Pipeline Route Illustrating Sections 1 to 8 (Source: TC Energy)

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Partnerships
- ☒ Collaboration with Local and First Nations governments

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

The Regional Board’s comments will be conveyed to the Ministry during the engagement session.

OTHER CONSIDERATION(S):

The project’s Environmental Assessment Certificate conditions also require Coastal GasLink to engage twice a year (June-August and January-March) with the local governments on SEEMP implementation status. Given COVID restrictions and the Provincial election, the 2020 June-August dates have been amended to December 2020.

Attachments:

1. Ministry of Municipal Affairs and Housing’s letter to the PRRD

External Links:

1. [SEEMP Status Report #3 – June 15, 2020](#)
2. [Coastal GasLink Project Overview – Spring 2020](#)



November 18, 2020

Shawn Dahlen
Peace River Regional District
Via email: shawn.dahlen@prrd.bc.ca

Dear Shawn Dahlen:

Re: Ministry of Municipal Affairs and Housing Engagement on Coastal GasLink's Socio-Economic Effects Management Plan and LNG Canada's Community Level Infrastructure and Services Management Plan

I hope that this letter finds you well in these challenging and unusual times. This is an update to a letter originally sent to you on August 19, 2020 regarding local government engagement on two liquefied natural gas (LNG) projects, LNG Canada's export facility and Coastal GasLink's pipeline, that are under construction in northern B.C.

As you are aware, the local government engagement sessions originally scheduled for October 2020 were postponed due to the Provincial election. We would like to reschedule the sessions in December, and you will find a Doodle Poll at the end of this updated letter to indicate your availability.

The intent of this letter is to initiate engagement with local governments that may be impacted by the two LNG projects in order to gain feedback on any direct effects (those effects resulting from project construction activities and the presence of the temporary workforce) they may be experiencing.

Background

Construction on two Liquefied Natural Gas (LNG) developments in northern B.C. began after Final Investment Decisions (FID) were announced in 2018. The LNG Canada (LNGC) export facility is being constructed in Kitimat, B.C. (FID: October 1, 2018). The Coastal GasLink (CGL) Pipeline spans approximately 670km from Ground Birch (near Chetwynd) to the Kitimat LNG Canada Facility (FID: October 2, 2018).

Both projects' Environmental Assessment Certificates include legally binding conditions that require proponents to develop socio-economic effects management plans (SEEMPs) to address the anticipated impacts of the project construction workforce and activities on local infrastructure and services.

LNG Canada's socio-economic effects management plan, referred to as a Community Level Infrastructure and Services Management Plan (CLISMP), was approved by the Environmental Assessment Office (EAO) on June 13, 2016. CGL's socio-economic effects management plan, or SEEMP, was approved on May 13, 2016. The EA conditions require LNG Canada and CGL to implement their plans in consultation with MAH.

You have likely been contacted by these LNG companies as part of their engagement process and I understand that they plan to contact you, and may have already done so, on their recently released status reports.

Ministry of Municipal Affairs and Housing's Local Government Engagement

MAH's role in the implementation of the SEEMP and CLISMP includes providing advice to the LNG companies during implementation, engaging in consultation on any SEEMP/CLISMP related amendments, and receiving and monitoring SEEMP/CLISMP status reports. In order to effectively carry out our monitoring role, MAH has developed and is implementing an approach to engaging with impacted parties, including provincial agencies, First Nations and local governments.

Approach to Local Government Engagement

Our approach to engagement with local governments ensures that those potentially impacted by LNG development are provided with opportunities to share their experience and knowledge of the mitigations of the direct socio-economic effects identified in CGL's SEEMP and LNGC's CLISMP and reported on in each of their status reports.

Environmental Assessment Certificate conditions require Coastal GasLink to report bi-annually on SEEMP implementation status (December and June every year), and LNG Canada to report annually on CLISMP implementation status (June each year).

With the participation of staff from the LNG Canada Implementation Secretariat, MAH will coordinate and facilitate engagement opportunities with local governments based on the approach outlined below, which may be adapted subject to input on how the approach is working (see Appendix A: Local Government Engagement List):

- 1) *Coastal GasLink Impacted Local Governments:* To be engaged twice a year, after release of CGL's status reports. Engagement ideally to occur June-August and January-March. Given COVID restrictions and the Provincial election, the 2020 June-August dates have been amended to December 2020.
 - a) Bi-annual local government engagement sessions by pipeline sections (see Appendix B: Pipeline Construction Sections)

- i) CGL pipeline sections 1 & 2: Fort St. John, Dawson Creek, Chetwynd, Mackenzie, Tumbler Ridge, Peace River Regional District
 - ii) CGL pipeline sections 3, 4 & 5: Prince George, Vanderhoof, Fort St. James, Fraser Lake, Regional District of Fraser Fort George, Regional District of Bulkley Nechako
 - iii) CGL pipeline sections 6 & 7: Smithers, Houston, Burns Lake, Regional District of Bulkley Nechako
 - iv) CGL pipeline section 8: Terrace, Kitimat, Regional District Kitimat Stikine
- 2) *LNG Canada Impacted Local Governments*: To be engaged once a year after release of annual status report (e.g. June 4, 2020). Engagement will ideally occur around June-August. Given COVID restrictions and the Provincial election, the 2020 June-August dates have been amended to December 2020. This will involve the local governments of Terrace, Kitimat, and Regional District Kitimat Stikine.

Given the current COVID-19 restrictions, engagement will be virtual, through Skype or Microsoft Teams as indicated when the invitation is sent out. Follow up individual conversations will be accommodated where requested.

Discussions will focus on the direct impacts arising from project construction and the presence of the construction workforce, as predicted in the SEEMP/CLISMP. It is expected that indirect effects may also be raised by local governments. Any input on the indirect effects will be tracked and shared with the LNG Canada Implementation Secretariat and the cross-Government Social Economic Management Committee (made up of Provincial agencies) for consideration of resolution.

Following engagement, local government feedback will be compiled. Key findings, including questions, requests for further information or concerns with mitigation or engagement activities will be shared and discussed with the proponents and any follow-up actions documented and tracked.

I have provided a Doodle Poll link for each of the four separate CGL Pipeline section groups (See Appendix A). Please choose one option to select meeting dates that works best for you, **prior to Friday, November 27, 2020**:

- I. Pipeline Sections 1& 2: [Doodle Poll Sections 1 & 2](#)
- II. Pipeline Sections 3,4 & 5: [Doodle Poll Sections 3,4 & 5](#)
- III. Pipeline Sections 6 &7: [Doodle Poll Sections 6 & 7](#)
- IV. Pipeline Section 8 and LNG Canada: [Doodle Poll Section 8 and LNG Canada](#)

If there is someone else in your organization you would like to have participate on your behalf, please provide that person's name and email address. Should you have any questions please contact me at [REDACTED] or email [REDACTED].

I look forward to meeting with you in December.

Yours truly,

[REDACTED]

[REDACTED]

[REDACTED]

*Planning and Land Use Management (PLUM) Branch
Ministry of Municipal Affairs and Housing*

[REDACTED]

Links: On EAO's Website.

- Coastal GasLink Project: [Project Overview](#)
- SEEMP: [Coastal GasLink Pipeline SEEMP](#)
- SEEMP Status Report #3: [Report # 3](#)
- LNG Canada Project: [Project Overview](#)
- CLISMP (Revised April 10, 2019): [LNG Canada Facility CLISMP](#)

Appendices:

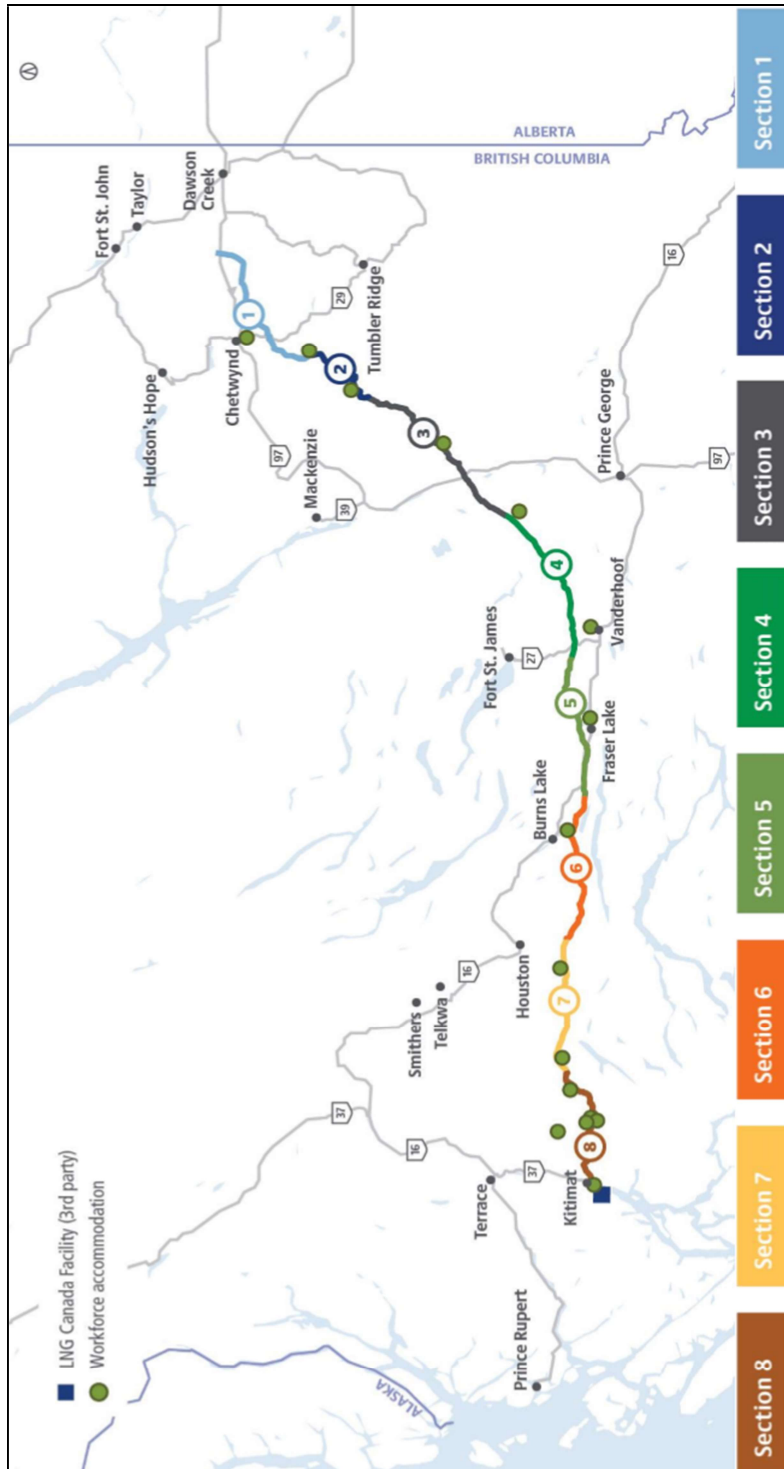
- A. Local Governments Engagement List
- B. Coastal GasLink Pipeline Project Construction Sections

Appendix A: Local Government Engagement List

Local Governments Impacted by Coastal GasLink	CAO Name	CAO Email	CGL Staging Pipeline Section(s)
City of Terrace	Heather Avison	[REDACTED]	8
District of Kitimat	Warren Waycheshen	[REDACTED]	8
Regional District of Kitimat-Stikine	Ron Poole	[REDACTED]	8
Regional District of Bulkley-Nechako	Curtis Helgesen	[REDACTED]	6,7
District of Vanderhoof	Lori Egli	[REDACTED]	3,4,5
District of Fort St. James	David Schroeter	[REDACTED]	3,4,5
Village of Fraser Lake	Rodney J. Holland	[REDACTED]	3,4,5
Village of Burns Lake	Sheryl Worthing	[REDACTED]	6,7
Town of Smithers	Alan Harris	[REDACTED]	6,7
District of Houston	Gerald Pinchbeck	[REDACTED]	6,7
Fraser Fort George Regional District	Jim Martin	[REDACTED]	3,4,5
District of Mackenzie	Diane Smith	[REDACTED]	1,2
District of Chetwynd	Carol Newsom	[REDACTED]	1,2
City of Prince George	Kathleen Soltis Melissa Barcellos	[REDACTED]	3,4,5
District of Tumbler Ridge	Jordan Wall	[REDACTED]	1,2
City of Dawson Creek	Blair Lekstrom	[REDACTED]	1,2
City of Fort St. John	Milo MacDonald	[REDACTED]	1,2
Peace River Regional District	Shawn Dahlen	[REDACTED]	1,2

LGs Impacted by LNG Canada	CAO Name	CAO Email
District of Kitimat	Warren Waycheshen	[REDACTED]
City of Terrace	Heather Avison	[REDACTED]
Regional District of Kitimat-Stikine	Ron Poole	[REDACTED]

Appendix B: Pipeline Construction Sections





REPORT

To: Chair and Directors

Report Number: DS-BRD-100

From: Shawn Dahlen, Chief Administrative Officer

Date: November 27, 2020

Subject: Request for Extension- Waiving of Tipping Fees

RECOMMENDATION: *[Corporate Weighted]*

That the Regional Board waive tipping fees at the Chetwynd Landfill from December 31, 2020 to December 31, 2022 for waste delivered to the Chetwynd Landfill originating from the land legally described as District Lot 2083, PRD, Except Plan 17885 (The Property) as this waste is a result of illegal dumping by the general public and is not the result of actions of the property owner; and

That the following items continue to be waived from tipping fees:

- REGULAR WASTE as defined in PRRD Solid Waste Bylaw No. 2065, 2013.
- BULKY WASTE as defined in PRRD Solid Waste Bylaw No. 2065, 2013.
- The following items from the list of CONTROLLED WASTE as defined in PRRD Solid Waste Bylaw No. 2065, 2013:
 - a) Bulky waste;
 - b) Household furniture and large appliances containing Ozone Depleting Substances;
 - c) Nuisance agricultural waste including, but not limited to, wire, twine and plastic materials;
 - d) Medium duty equipment and truck tires;
 - e) Heavy duty equipment and truck tires;
 - f) Demolition, land clearing and construction waste, excluding materials designated as restricted waste in Bylaw No. 2065, 2013;
 - g) Stripped or unstripped vehicle hulks;
- The following items not listed in the PRRD Solid Waste Bylaw No. 2065, 2013 but still accepted at the Chetwynd Landfill:
 - h) Empty propane tanks; and,
 - i) Light, medium and heavy duty equipment and truck tires on rims (at the discretion of the Landfill operator); and

That all items be sorted and transported in accordance with PRRD Solid Waste Bylaw No. 2065, 2013; and

That the Chetwynd Landfill staff be directed to record the make, model and license plate of the vehicle, and the driver name, when presented with the required letter of authorization from the PRRD for waiver of tipping fees for waste accumulated on the land legally described as District Lot 2083, PRD, Except Plan 17885; and

That the green modular home be moved into the Chetwynd landfill, in one piece, to be demolished and sorted on site and that the labour and equipment rate be billed back to the landowner using rates established in Tender 07-2015 by S.S.G Environmental in the Schedule of Prices – Force Account Work.

BACKGROUND/RATIONALE:

The recommendation is the same as was approved by Resolution RD/19/11/19 (28) on November 28, 2019.

A site inspection on November 27, 2020 revealed that the property is in the same condition as a site inspection on October 16, 2019. No additional garbage has been deposited onto the Property. The agent, who has been doing the clean-up, has not been able to do further clean-up since an extension was approved by the Regional Board on November 22, 2019 due to work shortages caused by COVID-19 leading to a lack of available funds to operate equipment, and a serious injury suffered by the agent. The Property has been actively monitored during the year and nothing has been illegally dumped in the past 12 months.

Although the tipping fees have been waived the agent reports considerable expenses for equipment, equipment operators and fuel. He works at the clean up as he has the funds and as the equipment and operators are available. Therefore, the agent has submitted a request for more time to complete the clean-up. See attachment #1.

An extension from December 31, 2020 to December 31, 2022 would permit the clean-up to continue over the next two years once the agent has recovered from injury and as the agent has time and funds. An extension would not cause additional cost to the Peace River Regional District.

Bylaw Enforcement Policy No. 0340-20-15 places an emphasis on voluntary compliance. Significant progress has been made towards zoning bylaw compliance. Photos dated May 7, 2015 and April 12, 2016 show the amount of waste on the property when the bylaw enforcement file was created. Photos dated May 7, 2018 and October 16, 2019 show improvements made and areas on the Property that require continued cleanup. Photos dated November 27, 2020 show the Property in the same condition as on October 16, 2019. See attachment #2.

ALTERNATIVE OPTIONS:

1. That the Regional Board refuse to extend the timeline from December 31, 2020 to December 31, 2022 for the waiving of tipping fees at the Chetwynd Landfill and direct staff to publicly solicit bids from qualified consultants to provide professional assistance with the characterization and quantification of waste and salvage materials from land legally described as District Lot 2083, PRD, EXC PL 17885.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

To date, tipping fees in the approximate amount of \$11,921.65 have been waived. The collection of tipping fees helps the PRRD to offset the cost of operating the landfills and the Solid Waste Function.

Staff estimates that bids from qualified consultants to provide professional assistance with the characterization, quantification and removal of waste and salvage materials would come in at a much higher cost to the PRRD.

If the PRRD and/or its agents complete the work on the land, the costs may be registered against the title. However, the Property would have to sell for more than all the amounts registered on title for the PRRD to have an opportunity to recover costs.

COMMUNICATIONS CONSIDERATION(S):

Communications with the landowner and agent are ongoing.

OTHER CONSIDERATION(S):

Since 2018, the agent has made progress in terms of the removal of more than 136,155 KG of material as well as items that have been recycled and reused.

Attachments:

1. Letter of request for extension (dated November 27, 2020).
2. Photos of the Property (dated May 7, 2015, April 12, 2016, May 7, 2018, October 16, 2019 and November 27, 2020)

External Links: (previous reports on this property presented to the Board)

1. [November 28, 2019 Request for Extension- Waiving of Tipping Fees at Chetwynd Landfill](#)
2. [November 22, 2018 Request for Extension- Waiving of Tipping Fees at Chetwynd Landfill](#)
3. [May 24, 2018 Request for Extension to Relief From Tipping Fees at Chetwynd Landfill](#)
4. [March 8, 2018 Request for Extension to Relief From Tipping Fees at Chetwynd Landfill](#)

Peace River Regional District
Nov 27-2020

I would like a extension for relief
tipping fees to clean up lot
3992 Blair Rd Chetwynd B.C V0C 1S0
District Lot 2083.

Due to Covid and
injury.

We appreciate not having to pay
tipping fees. It is a big help
in the clean-up.

Thank You

May 7, 2015



April 12, 2016



May 7, 2018 – Progress made





November 27, 2020





REPORT

To: Chair and Directors

Report Number: DS-BRD-101

From: Shawn Dahlen, Chief Administrative Officer

Date: December 1, 2020

Subject: Subdivision and Development Servicing Bylaw Project Overview

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board receive the report titled "Subdivision and Development Servicing Bylaw Project Overview", DS-BRD-101, which intends to provide an overview of the project to develop a Subdivision and Development Servicing Bylaw, for discussion.

BACKGROUND/RATIONALE:

ISL Engineering and Land Services Ltd. (ISL Engineering) have been awarded the Subdivision and Development Servicing Bylaw (the 'Bylaw') contract. The project kicked off on October 5, 2020, with a scheduled completion date of April 29, 2021.

ISL Engineering provided the Committee of the Whole (CoW) an overview of the project to develop a Subdivision and Development Servicing Bylaw at the December 11th CoW meeting. ISL Engineering is working to develop the Bylaw for the Peace River Regional District (PRRD) and are seeking feedback from the Board before putting the Bylaw forward for consideration of first and second reading, which is anticipated in winter 2021.

ALTERNATIVE OPTION:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness

FINANCIAL CONSIDERATION(S):

A contract has been awarded to ISL Engineering and Land Services for the Subdivision and Development Servicing Bylaw Consulting Services, for a total cost of \$49,927.00 (excluding GST).

COMMUNICATIONS CONSIDERATION(S):

A communication and engagement strategy is being drafted to ensure adequate and meaningful consultation with stakeholders occurs throughout the duration of the project.

ISL Engineering and the PRRD met with a preliminary group of private sector stakeholders (developers and construction companies who have worked in the PRRD), on December 2, 2020, to inform the stakeholders about the preparation of the Bylaw. The response was positive from this group and information gathered from this meeting will shape the first draft of the Bylaw.

OTHER CONSIDERATION(S):

The attached documents are preliminary drafts of the Bylaw. These documents will be refined to accommodate specific requirements for future PRRD subdivisions.

Attachments:

1. Subdivision and Development Servicing Bylaw Draft Table of Contents
2. Subdivision and Development Servicing Bylaw Draft Schedule A: General Information and Requirements

PEACE RIVER REGIONAL DISTRICT



SUBDIVISION AND DEVELOPMENT SERVICING BYLAW NO.
2020

SUBDIVISION AND DEVELOPMENT SERVICING BYLAW NO. [REDACTED]

Table of Contents

SECTION 1 - Authorization and Citation
SECTION 2 - Interpretation
SECTION 3 - Administration and Enforcement
SECTION 4 - Subdivision and Development Requirements and Regulations
SECTION 5 - Servicing Requirements
SECTION 6 - Enactment

SCHEDULES:

SCHEDULE A - General Requirements
SCHEDULE B - Design Criteria
SCHEDULE C - Standard Drawings
SCHEDULE D - Servicing Agreement
SCHEDULE E - Standard Forms

APPENDICES:

SCHEDULE A
SUBDIVISION AND DEVELOPMENT SERVICING BYLAW NO.
2020

GENERAL REQUIREMENTS

SCHEDULE A
GENERAL INFORMATION, DESIGN CRITERIA & SUBMISSION
REQUIREMENTS

SECTION 1 – GENERAL INFORMATION

SECTION 2 – GENERAL REQUIREMENTS

DRAFT

SECTION 1 – GENERAL INFORMATION

1.1 INTRODUCTION

- 1.1.a Schedule A to the Subdivision and Development Servicing Bylaw identifies the General Information required by the Peace River Regional District when applying to subdivide or develop lands within the Regional District.

1.2 SCOPE AND USE OF SCHEDULE A

- 1.2.a Schedule A provides guidelines to the Developer and the development industry in the design of engineering servicing facilities and systems to be incorporated in the utilities infrastructure of the Peace River Regional District.

- 1.2.b The guidelines provide a minimum design criteria and standard for proposed works. The onus is on the Developer to ensure that their designs meet accepted engineering principles and best practices and are adequate for the site conditions and their accepted uses.

- 1.2.c Master Municipal Construction Documents (MMCD)

The provisions of this Bylaw are to be applied in conjunction with the Master Municipal Construction Documents, Platinum Edition, which otherwise apply to all Works and Services constructed under the jurisdiction of the Peace River Regional District.

Where the provisions of this Bylaw are in conflict with the Master Municipal Specifications, the provisions of this Bylaw take precedence.

- 1.2.d Master Municipal Construction Documents (MMCD), Design Guideline Manual

The provisions of this Bylaw are to be applied in conjunction with the Master Municipal Design Guideline Manual, 2014 Edition, which otherwise applies to all Works and Services constructed under the jurisdiction of the Peace River Regional District.

Where the provisions of this Bylaw are in conflict with the Master Municipal Design Guideline manual, the provisions of this Bylaw take precedence.

SECTION 2 – GENERAL REQUIREMENTS

1.1 INTRODUCTION

- 1.1.a The purpose of this section is to outline the minimum standards and requirements for applications to subdivide or develop lands in the Peace River Regional District.
- 1.1.b Incomplete or substandard design submissions will be returned to the applicant. Where a subsequent re-submission remains incomplete or sub-standard, the Regional District will request a meeting with the Developer and their engineer to discuss the deficiencies and clarify requirements to address them.

1.2 PRELIMINARY SUBMISSIONS

- 1.2.a The Developer and their engineer must arrange for a pre-design meeting with the Chief Administrative Officer to clarify submission requirements prior to making a detailed submission. The purpose of the meeting is to help clarify submission and technical requirements towards ensuring compliance with the latest Regional District standards, specifications and policies.
- 1.2.b The Applicant will provide the Regional District with the following information at the pre-design meeting:
 - i. Proof that the owner is the owner of the lands proposed for subdivision, or the owner's duly authorized agent;
 - ii. A current State of Title Certificate (Title Search) AND copies of any notices on title;
 - iii. A statement in writing of the intended use of each parcel to be created;
 - iv. A preliminary plan (3 copies, 1:2000 scale) showing
 - a) the location of the proposed development and the adjacent properties
 - b) Proposed parcel arrangement
 - c) Legal Description of Parcels and all property lines, easements, rights of way
 - d) Adjacent residences and fixed improvements.
 - e) the location of works and services within the area, including storm and sanitary sewers, watermains, roads, other utilities, buildings/structures;
 - f) Watercourses
 - g) Any proposed phasing
 - h) Adjacent highways and the connections of proposed new highways thereto;
 - i) Adjacent sidewalks and pedestrian paths;
 - j) a general outline/concept of the proposed development.
 - v. copies of any available reports pertinent to the proposed development.

1.3 DETAILED SUBMISSIONS

- 1.3.a Should the Developer wish to proceed with the application for subdivision or development subsequent to making the Preliminary Submission, a Detailed Submission must be made.
- 1.3.b All detailed submissions shall reflect and comply with the following:
- (i) All applicable requirements of this Bylaw.
 - (ii) All applicable requirements of the Regional District, including but not limited to:
 - 1. The Official Community Plan
 - 2. The current Zoning Bylaw(s)
 - 3. The current Building Bylaw
 - (iii) All applicable requirements of the Provincial Ministry of Transportation and Infrastructure Specifications.
 - (iv) Be designated and dimensioned in Standard Metric units.
- 1.3.c All engineering and technical submissions are subject to an independent peer review.
- 1.3.d **GEOTECHNICAL AND HYDROGEOLOGICAL DESIGN CONSIDERATIONS**
- i. The Developer's Engineer shall incorporate Geotechnical and Hydrogeological input into their design such that an appropriate level of Geotechnical/Hydrotechnical Investigations, calculations and recommendations are performed to confirm that the Works and Services will perform as intended for the duration of the design life.
- 1.3.e **ENVIRONMENTAL CONSIDERATIONS**
- i. The Approving Officer may require the Applicant to provide information and reports regarding any environmental issues or concerns related to the development.
- 1.3.f **TRAFFIC IMPACT CONSIDERATIONS**
- i. The Approving Officer may require the Applicant to provide a traffic impact study to determine the impact of development generated traffic on the existing transportation network and to identify any required upgrades to the transportation network as a result of the development.
- 1.3.g **OFF-SITE UTILITIES IMPACT CONSIDERATIONS**
- i. The Approving Officer may require the Applicant to provide an off-site utilities impact analysis to determine the impact of development utilities needed to service the proposed development on the existing utility network, and to identify any required upgrades to the utility network as a result of the development.

1.3.h SURVEY INFORMATION

- i. The Applicant must provide the Regional District with written permission from the registered owners of all required property owners prior to entering private property to facilitate the survey and design work for the development;
- ii. All surveys shall be to elevation and coordinates derived from the Geodetic Datum, Geodetic Survey of Canada and NAD83.
- iii. A topographic contour plan to 1.0 m intervals shall be provided. Elevations shall be relative to Geodetic Datum. The horizontal coordinates shall be referenced to the NAD83 UTM coordinate system. A minimum of two reference points with coordinates shall be shown on each design drawing. A minimum of one reference bench mark or GPS control point with elevation shall be shown on each design drawing.
- iv. Originating benchmarks and integrated survey monuments shall be noted on all plans as well as those to be established during the work.
- v. Copies of legible field notes shall be made available to the Regional District upon request.
- vi. Centre lines (or offset lines) or base lines are to be marked and referenced in the field and all chainages and coordinated layout points shall be keyed to the legal posting.
- vii. All existing items such as manholes, catch basins, valves, fire hydrants, poles, existing dwellings, fences, trees, hedges, watercourses and setbacks, and unusual ground conditions shall be noted.
- viii. Where applicable, roadway cross sections and other pertinent features are required. The section shall include centreline, edge of pavement or gutter line, edge of shoulder, ditch invert, top of ditch, property line, and an existing ground elevation inside property line.
- ix. Topographical features such as, rock outcroppings, streams, etc.

1.3.i DESIGN DRAWING SUBMISSION

- i. All drawings submitted to the Regional District shall be prepared in metric units, on standard A1 sheets/scales, in accordance with the following requirements and all other applicable requirements of this Bylaw.
- ii. All drawings shall be signed and sealed by a Professional Engineer registered in the Province of British Columbia.
- iii. The Developer's Engineer's seal and signature shall confirm that the Works and Services as proposed are technically sound, and comply with the applicable design criteria of this Bylaw, and Good Engineering Practice.
- iv. All drawings shall be based on digital coordinates that derive from the project survey information. Design submissions that originate purely from baseline offsets, either physical or otherwise, will not be accepted by the Regional District.

- v. All engineered designs shall be based on digital coordinates that derive from the project survey information. A complete set of Engineering Design drawings shall include, in the following sequence:

1. Cover Sheet

The Cover Sheet shall note the Developer's Engineer's name, the Developer's name, the Regional District project number, the legal description of the lands involved, a site plan at a 1:5,000 scale, and an index of plans, with revision numbers and general notes.

The site plan shall note all proposed roads and the proposed subdivision layout. The cover sheet may be utilized to show the drainage catchment area.

2. Key Plan

The Key Plan shall be at a 1:500 scale and shall note all proposed services, including street lighting and shallow utilities. If more than one sheet is required, note the westerly or southerly portion first and identify as Key Plan "A" with additional plans noting "B" and "C", etc.

3. Storm Water Management Plan (MOTI)

The Storm Water Management Plan shall be 1:500 scale and identified as per the key plan system if more than one sheet is required. Details shown must include:

- Catchment area
- Minor (10 year return) system
- Major (100 year return) system
- Creeks, Swales, open channels
- Impacts on adjacent and downstream lands and systems
- Details of detention or other forms of flow control.

4. Water

Plan and profile drawings shall show all grades, inverts, curves, radii, valves, hydrants, bends, and other features. All tie-in connections shall be fully detailed with dimensioned spool lengths, restraints, valves, fittings and all other construction details. The scale shall be 1:500 for plans and 1:50 for profile. The full pipe shall be shown for the watermain on the profile. All cross over points, and separation from, sewers shall be noted and the watermain shall be protected in accordance with Ministry of Health requirements.

5. Storm Sewers (MOTI)

Plan and profile drawings shall show grades, inverts, manholes, catch basins, and other features. The scale shall be 1:500 for Plan and 1:50 for profile. Symbols to denote the service connection elevation at the property line shall be shown on the profile/plan, as well as the minor and major system hydraulic grade lines. The full pipe shall be shown on the profile.

6. Sanitary Sewers

Plan and profile drawings shall show grades, inverts, manholes, and other features. The scale shall be 1:500 for Plan and 1:50 for profile. Symbols to denote the service connection elevation at the property line shall be shown on the profile/plan. The full pipe shall be shown on the profile.

7. Roads **(MOTI)**

8. Road Cross Sections-**(MOTI)**

9. Ornamental Street Lighting Plan

Ornamental Street Lighting plans shall be a plan view (1:500) of the street lighting proposal designed, signed and sealed by a Professional Engineer. General Notes are to be included on the Plan noting reference(s) to the Regional District Standards and Specifications and the appropriate design criteria. Street lighting plan(s) should be accompanied with the photometric calculations.

10. Construction Details

Construction Details shall show details not covered or specifically identified in the Regional District Standards and Specifications or in MMCD documents. Where there is a Regional District Standard, refer to the associated Drawing Number. It is not necessary to include or provide drawings for work(s) for which there is a Regional District Standard Drawing.

11. Lot Grading Plan

Lot Grading Plans shall meet all requirements set out in the Standard Drawings. Lot Grading Plans shall be at 1:250 scale and shall generally illustrate post-development contour lines at a maximum of 1.0 m intervals, which shall match the pre-development contour lines at the development boundary, or as designed by the Developer's Engineer and approved by the Regional District. The topographic information shall extend a minimum of 30.0 m outside of the development boundary. All existing lot corner elevations must be illustrated (not circled) and all proposed lot corner elevations must be illustrated (circled). The Plan must illustrate the proposed building envelop(s) with the Minimum Building Elevation(s) (MBE) noted. Proposed lot slopes and any retaining structures, significant grade breaks and surface drainage infrastructure must be illustrated.

12. Erosion and Sediment Control Plan

Erosion and Sediment Control Plan shall be shown at 1:500 scale and shall illustrate the extents of tree clearing, grubbing and stripping locations, onsite and offsite sediment and erosion control features such as silt fencing, sediment basins, construction vehicle wash facilities and maintenance stockpile storage locations. Drawings shall provide details and notes describing the installation and maintenance of all features and shall provide protection of sensitive areas, watercourses and all other environmental features. Plan shall identify any works and services required in accordance with the requirements of other approval authorities.

13. Signage and Line Painting **(MOTI)**

14. Landscape and Streetscape Design

Landscape and Streetscape Design Plan shall be provided where boulevard plantings or street furniture are proposed. The drawings shall include a planting schedule and details of any proposed street furniture.

- 1.3.j Notwithstanding the previously detailed requirements, the following additional information is to be noted in design submissions to the Peace River Regional District:

- (i) The size, grade, inverts, and type of material on profiles, based on the same chainage as indicated on the plan drawings;
 - (ii) The locations, off-sets, curvatures, size and identification of the mains noted on the Plans, including;
 - 1. the clearance between mains at cross-over points;
 - 2. all existing structures, including houses, sheds, fences, wells, septic tanks and fields, with a notation indicating their fate (i.e. to be removed, filled, etc.);
 - 3. in rural subdivisions, with an open ditch drainage system, the size of (future) driveway required culverts to conform to the design.
- 1.3.k All design submissions shall be submitted together, as one complete package, with all supporting information from the Developer's Engineer and other consultants, including a PDF copy and AutoCAD Drawings.
- i) The first complete detailed design submission shall consist of:
 - 1. two complete sets of drawings;
 - 2. Geotechnical and soils investigation report (to verify road structure design);
 - 3. Photometrics (lighting calculations) for required street lighting;
 - 4. Traffic Impact Study, if specifically required by the Approving Officer;
 - 5. Off-Site Utilities Impact Analysis, if specifically required by the Approving Officer;
 - 6. all applicable utility hydraulic calculations and structural calculations (water, sanitary, storm sewer);
 - 7. any additional design briefs identified as necessary by the Regional District;
 - 8. Construction and installation cost estimate (under seal of the Developer's Engineer).
 - ii) Subsequent design submissions requiring changes to the previous submission shall consist of:
 - 1. two complete sets of drawings;
 - 2. a complete construction cost estimate;
 - 3. all changes made to the first submission shall be highlighted, including any changes made by the Developer's Engineer which are in addition to "Red Line" changes required by the Regional District;
 - 4. Items "Red Lined" by the Regional District must be addressed by the Developer's Engineer. Failure to do so will result in the submissions being returned to the Applicant.
 - iii) The final submission for municipal acceptance shall consist of four complete sets of drawings (one of which will be returned to the Developer's Engineer and all supporting documents).
- 1.3.l All design and record drawings must be submitted based on MMCD standards.
- (i) Digital drawing submissions shall follow the latest MMCD standard for AutoCAD symbols, layers & line types, with drawing creation using MMCD AutoCAD templates.

1.4 CONSTRUCTION COST ESTIMATE CALCULATIONS

- 1.4.a The construction cost estimate shall be broken down in the format defined in MMCD.
- 1.4.b Hydro, gas, cable and telephone cost estimates are required and the estimated costs are to be included in the security deposit required under the Subdivision Servicing Agreement. These items and costs will be reviewed and amended by the Regional District where necessary.

1.5 SERVICE CONNECTION CARDS

The Developer's Engineer will provide service connection cards for each development. Service Connection Cards are considered part of the Record submission and shall be provided in paper copy and electronically in PDF and AutoCAD (latest version) formats. Each service connection card is to indicate clearly and accurately the following information:

- i) the location, depth, size and material of construction of each Regional District utility connection
- ii) The Regional District project number
- iii) legal plan number and/or lot number
- iv) Civic address (if established)

1.6 RECORD SUBMISSIONS AND ASSET MANAGEMENT SCHEDULE

- 1.6.a The following procedures are required in the delivery of Record Submissions and Asset Management Schedules to the Regional District.
- 1.6.b The Developer's Engineer shall submit two complete sets of paper prints of the revised design drawings reflecting the as-constructed works and services, including hydro, telephone and cable Records, (except for the road cross-section sheet(s)), and a complete set of Service Connection Cards for Regional District review.
- 1.6.c One marked-up set of the Record paper prints will be returned to the Developer's Engineer for revision. If there are minor changes, it may be requested that the prints with the revisions noted, be submitted for Regional District acceptance. If there are numerous amendments, it is likely that the Developer's Engineer will be required to resubmit two sets of revised paper prints for a second review.
- 1.6.d The Developer's Engineer will be required to submit the following:
 - i. A digital copy of the CAD files containing the final Record drawings.
 - ii. A digital .pdf file containing final Record drawings signed and sealed by the Professional Engineer.
 - iii. Two sets of paper prints with the signature and seal by the Professional Engineer who supervised the required works.
 - iv. Service Connection Cards for each development, including a paper copy and electronically in PDF and AutoCAD (latest version) formats. Each service connection card is to indicate clearly and accurately the following information:
 1. the location, depth, size and material of construction of each Regional District utility connection;
 2. the Regional District project number;
 3. legal plan number and/or lot number;
 4. Civic address (if established)
- 1.6.e Receipt of all Record information, acceptable to the Regional District, is required prior to issuance of Substantial Performance for the project;
- 1.6.f A Schedule for use in the Regional District's Asset Management Database including quantities and actual unit prices of all works/infrastructure constructed or altered as part of the development, to be owned by the Regional District. Works and Services shall be

grouped by road segment between intersections. Where assets overlap at intersections, the asset is to be assigned to the primary road. The information is to be provided electronically in Excel and PDF format as prescribed by the Regional District.

- 1.6.g Geotechnical Investigation Report
A copy of the final Geotechnical Report, signed and sealed by the Developer's Engineer.
- 1.6.h Traffic Impact Study (**MOTI**)
- 1.6.i Off-Site Utilities Impact Analysis
A copy of the final Off-Site Utilities Impact Analysis, signed and sealed by the Developer's Engineer.

DRAFT



REPORT

To: Chair and Directors

Report Number: DS-BRD-090

From: Shawn Dahlen, Chief Administrative Officer

Date: November 16, 2020

Subject: Zoning Amendment Bylaw No. 2295, 2019, PRRD File No. 17-059 ZN

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board give Zoning Amendment Bylaw No. 2295, 2019, to the property identified as PID: 028-642-627, third reading as amended, to allow a maximum of the two existing single family dwellings only, and does not permit any additional enhancement, addition, or replacement of the dwellings, other than routine and regular maintenance of the dwellings permitted only for the lifetime of the existing structures in the current state/size.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board require that adoption of Zoning Amendment Bylaw No. 2295, 2019 be deferred pending:

1. The applicant submitting copies of Northern Health operating permit(s) for the water supply system(s) and sewage system(s) on the property; and
2. Approval of a Development Variance Permit to address the front parcel line setback infringement; further,

that the Regional Board receive an additional progress report no later than June 30, 2021.

BACKGROUND/RATIONALE:

At the September 10, 2020 Regional Board Meeting, the Board passed the following resolution:

MOVED, SECONDED, and CARRIED

That the Regional Board, prior to consideration of third reading of Zoning Amendment Bylaw No. 2295, 2019, which adds a text amendment to the R-4 (Residential 4) zone, to allow two single family dwellings on the property identified as PID: 028-642-627, require that the following conditions must be met:

1. The bylaw is amended to state that the amendment is applicable to the two existing single family dwellings only, and does not permit any additional enhancement, addition, or replacement of the dwellings other than routine and regular maintenance of the dwellings; ie: two dwellings are permitted only for the lifetime of the existing structures in the current state/size.
2. The applicant must by October 30, 2020:
 - a. Complete the requirements associated with the water and sewer systems as identified by Northern Health;

- b. Construct a fence on the legal property lines of the east and west parcel lines of the subject property to prevent encroachment on neighbourhood properties; and
- c. Submit a completed Development Variance Permit application to rectify the parcel line set back infringement.

Since that time, PRRD staff have been in communication with the applicant multiple times, and the applicant has been in contact with Northern Health and the ALC. On November 16, 2020, PRRD staff conducted a site inspection for PID: 028-642-627 to evaluate progress on imposed condition. It was determined that the applicant has made progress on all conditions. The following has been observed:

CONDITION	STATUS AS OF NOVEMBER 16, 2020
1) The bylaw is amended to state that the amendment is applicable to the two existing single family dwellings only, and does not permit any additional enhancement, addition, or replacement of the dwellings other than routine and regular maintenance of the dwellings; i.e.: two dwellings are permitted only for the lifetime of the <u>existing</u> structures in the current state/size.	Completed by PRRD staff; third reading as amended is presented to the Regional Board for consideration on November 26, 2020.
2) The applicant must by October 30, 2020:	
a) Complete the requirements associated with the water and sewer systems identified by Northern Health.	Northern Health has received complete applications for drinking water and wastewater systems on the property. Applications are still being processed by Northern Health and no timeline was provided on the decision of the applications.
b) Construct a fence on the legal property lines of the east and west parcel lines of the subject property to prevent encroachment on neighbourhood properties.	1 row of trees has been planted along the west property line in lieu of a fence as required by RB resolution No. RD/20/07/19. The trees are in a straight line, are visually pleasing and meet the same intent as the fence. The fence along the east property line consists of black metal vertical posts with a yellow rope running horizontally at an approx. height of +/-1m.
c) Submit a completed Development Variance Permit application to rectify the parcel line set back infringement.	A complete and updated Development Variance Permit application (PRRD File No. 17-057 DVP) was received by PRRD staff on September 21, 2020, and is currently out for agency referral.

Table 1. Detailing the progress the applicant has made to satisfy the noted requirements between July 9 and November 16, 2020.

Proposal

To add a text amendment to the R-4 (Residential 4 Zone) within PRRD Zoning Bylaw No. 1343, 2001, to allow two single family dwellings on the subject property.

Following the public hearing, in response to feedback received at the public hearing, staff proposed that the amendment be clarified to apply only for the life of the existing dwellings to prevent future replacement of the dwellings, and to require the conditions stipulated above be completed prior to adoption.

File/Site Details

Owner: Darryl Haney
 Area: Electoral Area D
 Location: Kilkerran
 Legal: Parcel A (being a consolidation of Lots 3 and 4, see BB1974913) of Section 26, Township 78, Range 15, W6M, PRD, PGP12184
 PID: 028-642-627
 Civic Address: 1086 210 Road
 Lot Size: 0.81 ha (2 ac)

Site Context

The subject property is approximately 1 km northeast of the City of Dawson Creek along the 210 Road. The area is comprised of a mix of agricultural holdings, a commercial site located west of the subject property (Hillside Gardens), and rural residential homesteads. Land features include cultivated fields, fragmented forested areas, and oil & gas use.

Summary of Procedure

Zoning Amendment Bylaw No. 2295, 2019 was read for a first and second time on March 28, 2019. The following activities have occurred since then:

February 26, 2020	Public notification mailed to landowners within notification area.
February 27 & March 5, 2020	Notice of public hearing advertised in the Mirror News.
March 12, 2020	Public hearing held in Dawson Creek, BC.
July 9, 2020	Regional Board considered this file and deferred its decision.
July 28, 2020	Applicant met with PRRD staff to discuss the requirements of the Regional Board from the July 9, 2020 Regional Board Meeting.
Sept. 1, 2020	Northern Health confirmed that they have received complete applications for drinking water and wastewater systems on the property. They also confirmed that an operating permit is required for the water supply system for the stick built dwelling and that the applicant may need an operating permit for the modular home if the water supply system is connected to the system for the stick built dwelling. Northern Health also confirmed that they would need to evaluate information submitted by the applicant to determine if the existing lagoon and or holding tanks and sewerage system are constructed and maintained in accordance with Part 2 and Part 3 of the <i>Sewerage System Regulation</i> and that they do not cause a health hazard.

October 23 and Nov. 16, 2020
November 16, 2020

Site inspections were conducted by the PRRD.
Northern Health confirmed that progress on these applications has been stalled due to staff shortages and COVID-19 priorities.

ALTERNATIVE OPTIONS:

1. That the Regional Board give Zoning Amendment Bylaw No. 2295, 2019, to the property identified as PID: 028-642-627, third reading as amended, to allow a maximum of the two existing single family dwellings, and does not permit any enhancement, addition, or replacement of either dwelling, other than required routine and regular maintenance; further,

That the Regional Board adopt Zoning Amendment Bylaw No. 2295, 2019. (2/3 majority required).

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. Zoning Amendment Bylaw No. 2295, 2019

External Links:

1. [Report – Zoning Amendment Bylaw No. 2295, 2019, PRRD File No. 17-059 ZN – Sept 10, 2020](#)
2. [Report – Zoning Amendment Bylaw No. 2295, 2019, PRRD File No. 17-059 ZN – July 9, 2020](#)

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2295, 2019

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 by-law may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 2295, 2019."
2. The "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended in the following manner:
 - a) By adding the following additional use to Part VI Zones, Section 37 "R-4 Residential 4 Zone:
 - (i) Additional Uses
The following additional uses are permitted on lands legally described as:
Parcel A (being a consolidation of Lots 3 and 4, see BB1974913) of Section 26,
Township 78, Range 15, W6M, PRD, Plan PGP12184
 - ii) to allow a maximum of the two existing SINGLE FAMILY DWELLINGS only, and does not permit any additional enhancement, addition, or replacement of the dwellings other than routine and regular maintenance of the dwellings permitted only for the lifetime of the existing structures in the current state/size.

READ A FIRST TIME THIS	28 th	day of	March	, 2019.
READ A SECOND TIME THIS	28 th	day of	March	, 2019.
Notification mailed on the	26 th	day of	February	, 2020.
Notification published on the	27 th	day of	February	, 2020.
Notification published on the	5 th	day of	March	, 2020.
Public Hearing held on the	12 th	day of	March	, 2020.
Read a third time as amended		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. 2295, 2019,
as adopted by the Peace River Regional District Board on _____, 20__.

Corporate Officer



REPORT

To: Chair and Directors

Report Number: DS-BRD-092

From: Shawn Dahlen, Chief Administrative Officer

Date: November 17, 2020

Subject: Update on Zoning Amendment Bylaw No. 2296, 2019, PRRD File No. 17-059 ZN

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board require that third reading of Zoning Amendment Bylaw No. 2296, 2019, to rezone the properties with the PIDs 024-932-680 and 024-932-744 from A-2 (Large Agricultural Holdings Zone) and R-4 (Residential 4 Zone) to I-1 (Light Industrial Zone), be deferred pending:

1. Submission of Northern Health operating permit(s) for the water supply system(s) and sewage system(s) for both properties, to the PRRD by the applicant;
2. Provision of a new and accurate legal survey of both properties, including dimensions of all existing buildings on the properties, to facilitate processing of the Development Variance Permit previously submitted in conjunction with this Zoning Amendment Bylaw application;
3. Removal of the ATCO trailer that contains dwellings from the property identified as PID 024-932-680;
4. Removal of the ATCO trailer with attached sea cans from the west parcel line mandatory setback on the property identified as PID 024-932-744; and
5. Submission of a building permit application to the PRRD prior to any buildings being moved from the properties to any property within the PRRD Mandatory Building Permit Area; and finally,

That the Regional Board receive an additional progress report no later than June 30, 2021.

BACKGROUND/RATIONALE:

At the September 10, 2020 Regional Board Meeting, the following resolution passed.

MOVED, SECONDED, and CARRIED

That whereas the owner of PIDs 024-932-680 and 024-932-744 has made progress toward completion of the conditions, imposed by the Regional Board on July 9, 2020, to bring the properties closer to compliance with zoning regulations prior to Regional Board consideration of Bylaw 2296;

That the Regional Board extend the deadline for completion of all conditions from August 14, 2020 to October 30, 2020, to allow the property owner additional time to complete outstanding required actions; further, that the owner be required to submit an updated survey of the properties verifying the completion of the conditions not later than October 30, 2020.

Since that time, PRRD staff have been in communication with the applicant multiple times. On November 16, 2020, PRRD staff conducted a site inspection for PID: 024-932-680 and 024-932-744 to

evaluate progress on the conditions imposed on the property owner prior to the Regional Board's consideration of third reading of the bylaw. It was determined that the applicant has made progress on a number of conditions; however not all conditions were met. The following has been observed:

CONDITION	STATUS AS OF NOVEMBER 16, 2020
1) For both properties:	
a) submit an application to the ALC ; and	ALR Exclusion application for PIDs 024-932-744 (Lot 2) and 024-932-680 (Lot 1) was submitted to the ALC in September. Pre-panel meeting with the ALC occurred on November 10 th via teleconference. Panel hearing is tentatively scheduled for December 8, 2020.
b) complete the requirements associated with the water and sewer systems identified by Northern Health.	<p>On November 16, 2020 Northern Health confirmed that upon review of applications received, they had not yet received a sewage application for the property identified as PID 024-932-744 (Lot 2). Northern Health has received complete applications for drinking water on both properties and for a sewage system on the property identified as PID 024-932-680 (Lot 1).</p> <p>Applications are still being processed by Northern Health and they confirmed that no progress has been made at their end on any of the applications due to staff shortages and COVID-19.</p>
c) submit an updated survey of the properties verifying the completion of the conditions not later than October 30, 2020.	<p>A site plan was submitted on November 12, 2020. This site plan was determined to be inaccurate as the ATCO trailer, which was required to be removed from the property was not shown on the site plan. A site inspection on November 16, 2020 confirmed that this structure was indeed still on the property.</p> <p>On Nov. 16, 2020, the applicant stated to the Building Inspector that this structure will be moved off the property.</p>
2) For the property identified as PID 024-932-680 (Lot 1):	
a) construct a fence on the legal property lines of the east and south boundaries of	A site inspection on November 16, 2020 confirmed that a fence along the east property line has been

the property to prevent encroachment on neighbouring properties.	installed and consists of black metal vertical posts with a yellow rope running horizontally at an approx. height of +/- 1 m.
b) remove the ATCO trailer that contains dwellings from the property and remove the sea cans from the neighbouring parcel to the east.	The ATCO trailer has been removed from within the setback but is still on the property. Sea cans were moved west into the subject property and off of the neighbouring property.
3) For the property identified as PID 024-932-744 (Lot 2):	
a) construct a fence on the legal property line of the east boundary of the property to prevent encroachment on neighbouring properties; and	A site inspection on November 16, 2020 confirmed that a fence along the east property line has been installed and consists of black metal vertical posts with a yellow rope running horizontally at an approx. height of +/- 1 m.
b) remove the sea cans from the neighbouring parcel to the east and remove the ATCO trailer with attached sea cans from the west and south mandatory parcel line setbacks and remove the dwelling within the welding shop to bring the property into compliance with the maximum number of dwellings and to remove the structures encroaching into setback areas.	Sea cans were moved west into the subject property and off the neighbouring property. An attached sea can was removed from the west side of ATCO trailer. However, the ATCO trailer remains in the mandatory 7 m front setback and is situated 1.28 m from the front legal parcel line. An inspection of the shop confirmed that the cooking facilities, bedroom and bathroom have been removed from the area that was used as a dwelling.

Table 1. Detailing the progress the applicant has made to satisfy the noted requirements between July 9 and November 16, 2020.

Proposal

To rezone Lot 1 & 2 of Section 26, Township 78, Range 15, W6M, PRD Plan PGP46412 from A-2 (Large Agricultural Holdings Zone), and R-4 (Residential 4 Zone) to I-1 (Light Industrial Zone) within PRRD Zoning Bylaw No. 1343, 2001.

File/Site Details

Owner: Darryl Haney
Area: Electoral Area D
Location: Kilkerran
Legal: Lot 1 of Section 26, Township 78, Range 15, W6M, PRD, Plan PGP46412
Lot 2 of Section 26, Township 78, Range 15, W6M, PRD, Plan PGP46412

PIDs: 024-932-680 and 024-932-744
 Civic Address 8306 & 8340 Micro Subdivision
 Lot Size 0.80 ha (1.97 ac) and 0.81 ha (2 ac)

Site Context

The subject properties are approximately 1 km northeast of the City of Dawson Creek along the Micro Subdivision Road. The area is comprised of a mix of agricultural holdings, a commercial site located west of the subject property (Hillside Gardens), and rural residential homesteads. Land features include cultivated fields, fragmented forested areas, and oil & gas use.

Summary of Procedure

Zoning Amendment Bylaw No. 2296, 2019 was read for a first and second time on March 28, 2019. The following activities have occurred since then:

February 26, 2020	Public notification mailed to landowners within notification area
February 27 & March 5, 2020	Notice of public hearing advertised in the Mirror News.
March 12, 2020	Public hearing held in Dawson Creek, BC.
June 5, 2020	Northern Health has received one application for a water system operating permit for PID 024-932-744 (Lot 2).
June 26, 2020	The ALC stipulated that the applicant was to apply for an ALC application by June 26, 2020.
July 9, 2020	Regional Board considered this file and adopted resolution RD 20/07/19 (see External Link #1).
July 28, 2020	Applicant met with PRRD staff to discuss the requirements of the Regional Board from the July 9, 2020 Regional Board Meeting.
August 6, 2020	Applicant submitted an ALR Exclusion application (PRRD No. 20-004 ALR Ex).
August 28, 2020	A site inspection was conducted by the PRRD.
September 1, 2020	Northern Health confirmed that they have received complete applications for drinking water and wastewater systems on the property. Northern Health also confirmed that the property identified as PID 024-932-680 (Lot 1) requires 1-3 water supply system operating permits. The property identified as PID 024-932-744 (Lot 2) requires 1-4 water supply system operating permits. Northern Health must evaluate information submitted by the applicant for both properties to determine if the existing lagoon and or holding tanks and sewerage system are constructed and maintained in accordance with Part 2 and Part 3 of the <i>Sewerage System Regulation</i> and that they do not cause a health hazard.
Oct. 23 and Nov. 16, 2020	A site inspection was conducted by the PRRD.
November 16, 2020	Northern Health confirmed that progress on these applications has been stalled due to staff shortages and COVID-19 priorities.

ALTERNATIVE OPTIONS:

1. 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. Site Plan showing November 16, 2020 site visit and building inspection observations
2. Zoning Amendment Bylaw No. 2296, 2019

External Links:

1. [Report – Zoning Amendment Bylaw No. 2296, 2019, PRRD File No. 17-059 ZN – Sept 10, 2020](#)
2. [Report – Zoning Amendment Bylaw No. 2296, 2019, PRRD File No. 17-059 ZN – July 9, 2020](#)

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2296, 2019

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 by-law may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 2296, 2019."
2. Schedule B – Map 4 of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning Lot 1 and Lot 2, Section 26, Township 78, Range 15, W6M, PRD Plan PGP46412 **from** A-2 "Large Agricultural Holdings Zone" and R-4 "Residential 4 Zone" **to** I-1 "Light Industrial Zone" as shown on Schedule 'A' which is attached to and forms part of this bylaw.

READ A FIRST TIME THIS	28 th	day of	March	, 2019.
READ A SECOND TIME THIS	28 th	day of	March	, 2019.
Notification mailed on the	26 th	day of	February	, 2020.
Notification published on the	27 th	day of	February	, 2020.
Notification published on the	5 th	day of	March	, 2020.
Public Hearing held on the	12 th	day of	March	, 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. 2296, 2019,
as adopted by the Peace River Regional District
Board on _____, 20____.

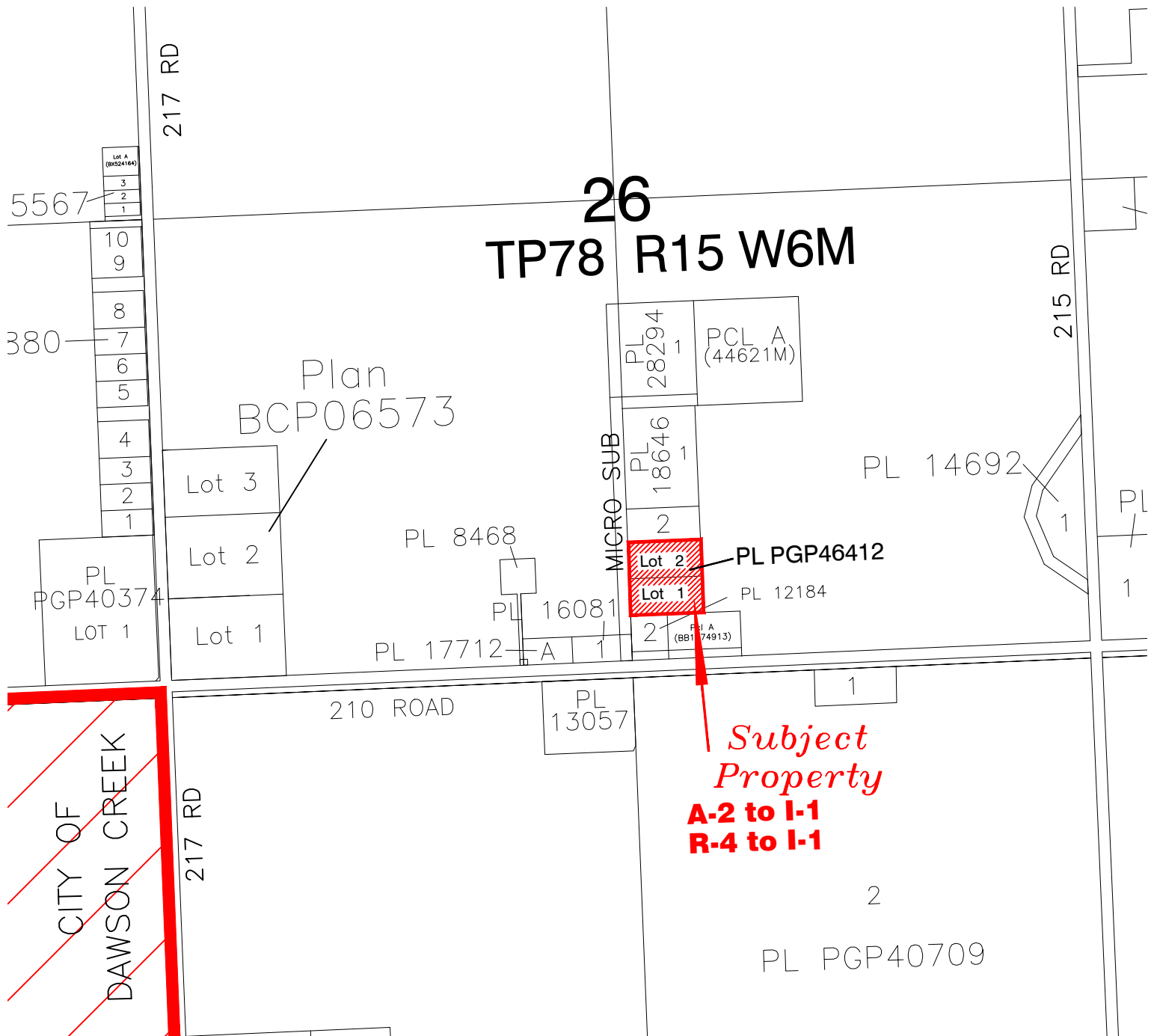
Corporate Officer

Peace River Regional District
By-law No. 2296, 2019

SCHEDULE "A"



Map. No. 4 - Schedule B of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning Lot 1 and Lot 2, Plan PGP46412, Section 26, Township 78, Range 15, W6M, PRD **from** A-2 "Large Agricultural Holdings Zone" and R-4 "Residential 4 Zone" **to** I-1 "Light Industrial Zone" as shown shaded on the drawing below:





REPORT

To: Chair and Directors

Report Number: DS-BRD-093

From: Shawn Dahlen, Chief Administrative Officer

Date: November 30, 2020

Subject: Zoning Amendment (Housekeeping) Bylaw No. 2415, 2020

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board give Zoning Amendment (Housekeeping) Bylaw No. 2415, 2020, which introduces minor amendments to Zoning Bylaw No. 1343, 2001, including removal of references to obsolete Regional District Official Community Plan Bylaws and *Local Government Act* sections, and updating of legal land descriptions that have changed, first and second reading; further,

That a public hearing be waived pursuant to *Local Government Act* Section 464 (2) and public notification be authorized pursuant to *Local Government Act* Section 467.

BACKGROUND/RATIONALE:

Proposal

Development Services staff have identified a number of areas where Zoning Bylaw No. 1343, 2001 is out of date and requires updating. Each of the proposed changes is explained below, in the order they appear in the Bylaw. The attachment shows the sections of the Bylaw that are proposed to be amended, with the new language proposed shown in highlighted text, and any deletions shown as stricken text. The amendment Bylaw is also attached.

Minimum Parcel Size, Subdivision for a Relative on non ALR Lands

Section 21 of the Bylaw states that the minimum parcel size for subdivision, for a relative on non-ALR Lands is 1.8 ha (4.5 acres). It is proposed to remove the reference from a section of the *Local Government Act* that no longer exists from the bylaw, and instead, include the name of the section rather than the number. The minimum parcel size will not change.

Setback Area Exemptions

Section 26 of the Bylaw deals with exemptions to the specified setback areas. The proposed change is simply to include a reference to Section 53. This acknowledges the existence of two new sections and zones: Section 52A – P-3 (Utilities – Electoral Area C only) and Section 53 – RM-1 (Residential Multiple-Family Zone 1). Both zones were added after the adoption of the Bylaw. The Bylaw currently notes only Sections 32 – 52 as sections for the various zones.

Minimum Parcel size for Remainders post Subdivision, Large Ag Zone

Section 33, which is specific to the A-2 (Large Agricultural Holdings Zone), contains a requirement that for any subdivision in this zone, the remainder of the parcel must be a minimum of 50 ha (124 acres). It is proposed to delete this requirement to better align with the PRRD's Official Community Plans, and to allow subdivision along rights of way, such as a road/highway, or watercourse, where the remainder

would not be 50 ha. This will avoid the need to rezone the remainder to a different zone with a smaller minimum parcel size.

Land Description Update

Section 35 includes an exception (a spot zone) to the minimum parcel size for a parcel in the R-2 (Residential 2 Zone) that has since been altered and has a new legal description. The Bylaw currently allows a smaller parcel size for a legal description that no longer exists; therefore, it is proposed to simply insert the new legal description in place of the outdated one.

Outdated references to Official Community Plan

In Section 36, which is specific to the R-3 (Residential 3 Zone) there are several references to Official Community Plan Bylaw numbers, including a version of both the North Peace and West Peace Official Community Plans that have been repealed and replaced. The proposed amendment is to refer to Official Community Plans by name only, so that as the Bylaw numbers change in future, the reference is always to the “prevailing” version of the Official Community Plan. There are also a few updates to amend legal land descriptions that have changed, in Section 36.

Boundary Amendment Updates

Section 42, which is specific to the C-2 (General Commercial Zone) includes reference to three properties that are now within City of Fort St. John municipal boundaries. It is proposed to delete these references from the bylaw, as the PRRD no longer has jurisdiction over these parcels, and also, to update an additional two legal land descriptions that have been amended since the zoning exceptions specific to those two parcels were approved.

ALTERNATIVE OPTIONS:

1. 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):

Notification of the proposed changes, inviting comment from the public, will be published as required by the *Local Government Act*. Any comments submitted will be provided to the Board prior to their consideration of third reading and adoption at a future meeting.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. List of Housekeeping Amendments to 1343, 2001
2. Zoning Amendment Bylaw No. 2415, 2020

External Links: [Report – EADC - October 15, 2020](#)

List of Amendments to PRRD Zoning Bylaw No. 1343, 2001

Text to be removed is formatted with a ~~strikethrough~~

Text to be added is formatted with a **highlight**

1. Section 21 Minimum parcel size for subdivision, for a relative on non-ALR Lands

Section 21 includes a reference to a now-outdated Local Government Act section number. Best practice is to avoid citing specific section numbers when reference other provincial and federal enactments. Staff recommend amending this section as follows:

Section 21 Minimum parcel size for subdivision, for a relative on non-ALR Lands

~~For purposes of Section 946(4) of the Local Government Act, the minimum parcel size for a parcel that may be subdivided to provide a residence for a relative on non-ALR lands is 1.8 hectares (4.5 acres).~~

For purposes of the Local Government Act 'Subdivision to provide residence for a relative', the minimum parcel size for a parcel that may be subdivided to provide a residence for a relative on non-ALR lands is 1.8 hectares (4.5 acres).

2. Section 26 Setback Area Exemptions

Staff recommend the wording in Section 26 of Zoning Bylaw No. 1343, 2001 be amended to include Section 52A P-3 Utilities and Section 53 RM-1 Residential-Multi Family Zone 1 that were added after the adoption of this bylaw.

Section 26 Setback Area Exemptions

~~Despite sections 32 to Section 52~~ **Sections 32 to 53** inclusive of this bylaw no building or structure, shall be located in a SETBACK area except:

3. Section 33 A-2 (Large Agricultural Holdings Zone)

Staff recommend removing the 50 ha remainder clause from Sections 33.2 (b) i) and ii). Sections 33.2 (b) i) and ii) allow exceptions to the minimum parcel size of 63 ha in the A-2 Zone i) when subdivided along a right-of-way or ii) along a traditional quarter section boundary. However, these sections also stipulate that the remainder must be 50 ha in order to qualify. The North Peace Fringe Area OCP and South Peace Fringe Area OCP include a similar provision for agricultural land without the 50 ha clause. The West Peace Fringe Area OCP does not comment on parcel size. Removing the 50 clause would make the zoning bylaw consistent with the Official Community Plans and allow subdivision along rights-of-way without needing to rezone.

Section 33.2 Regulations

Minimum Parcel Size

- (a) The minimum parcel size is 63 hectares (155 acres) except as noted below.
- (b) Exceptions to the required minimum parcel size area as follows:
 - i) subject to the Local Services Act, the minimum parcel size shall not apply where a parcel is divided by a railway, highway right-of-way or watercourse, provide the parcel is subdivided along any such railway, highway right-of-way or watercourse; ~~and the remainder of the parcel for which a subdivision is proposed is not less than 50 hectares (124 acres);~~
 - ii) for subdivision along a quarter section boundary for an incomplete quarter ~~the minimum parcel size shall be not less than 50 hectares (124 acres);~~
 - iii) SE ¼ of Section 35 Township 83 Range 19 W6M PRD Except Plans B4384, M446, PGP46335 and BCP37320, for which the minimum parcel size is 35.0 hectares [Bylaw 2355, 2020]

4. Section 35 R-2 (Residential 2 Zone)

Staff recommend updating the legal land description in Section 35.2 i) with the property's current legal land description.

Section 35.2 Regulations

- i) a 0.278 ha. portion of ~~Parcel A, Section 17, Township 84, Range 19, W6M, PRD, Plan 34277~~ **Lot 3 Section 17 Township 84 Range 19 W6M Peace River District Plan EPP47785**, for which the minimum parcel size shall not be less than 0.22 ha. (0.563 acres); [Bylaw No. 2088, 2013]

5. Section 36 R-3 (Residential 3 Zone)

Staff recommend deleting all the references to Official Community Plan bylaw numbers because they have changed and will likely change again in the future. The area covered by these Official Community Plans remains the same.

Staff recommend updating the legal land descriptions in Section 36.2 i) and ii) to be replaced with the properties' current legal land description.

Section 36.2 Regulations

Minimum Parcel Size

- (a) The minimum parcel size is 0.9 hectares (2.2 acres) in the area covered by West Peace Official Community Plan Bylaw ~~No. 1086, 1997~~;
- (b) The minimum parcel size is 0.9 hectares (2.2 acres) when the parcel is connected to a COMMUNITY SEWAGE SYSTEM in the area covered by North Peace Official Community Plan Bylaw ~~No. 820, 1993~~ (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 in the area covered by North Peace Official Community Plan Bylaw ~~No. 820, 1993~~ (Electoral Area C only); [Bylaw No. 2249, 2016]
- (c) The minimum parcel size is 1.8 hectares (4.5 acres) where there is no COMMUNITY SEWAGE SYSTEM in the area covered by North Peace Official Community Plan Bylaw ~~No. 820, 1993~~ (Electoral Areas B, D and E only);
- (cc) The minimum parcel size is 1.8 hectares (4.5 acres) where there is no COMMUNITY SEWER in the area covered by North Peace Official Community Plan Bylaw ~~No. 820, 1993~~ (Electoral Area C only); [Bylaw No. 2249, 2016]

Except for:

- i) a 1.46 ha. (3.61 acre) portion lying on the west side of Section 25 within ~~Lot 1, Plan 24633, Sections 24 and 25, Township 84, Range 20, W6M, PRD, except Plan 28096~~ **Lot 3 Section 25 Township 84 Range 20 W6M Peace River Plan BCP39102**, for which the minimum parcel size may be 0.9 ha (2.2 acres) when the parcel has a sewage system approved by the agency having jurisdiction regarding sewage disposal. [Bylaw No.1805, 2008]
- ii) a 1.4 ha. (3.46 acre) portion lying on the northeast side of ~~Lot 2, Plan PGP41173, Section 12, Township 84, Range 19, W6M, PRD, except part in Plan BCP19612~~ **Lot 1 Ssection 12 Township 84 Range 19 W6M Peace River District Plan EPP5285**, for which the minimum parcel size may be 0.9 ha (2.2 acres) when the parcel has a sewage system approved by the agency having jurisdiction regarding sewage disposal. [Bylaw No. 1869, 2009]

6. Section 42 C-2 (General Commercial Zone)

Staff recommend deleting 42.2 (g) i), 42.2 (g) ii) and 42.2 (g) iii), as all of these properties are now within the City of Fort St. John.

Staff recommend renumbering section 42.2 (g) iv) to 42.2 (g) i) and updating the legal description to be the current legal land description.

Staff recommend renumbering section 42.2 (g) v) to 42.2 (g) ii) and updating the legal description to be the current legal land description.

Section 42.2 Regulations

Additional Uses

(g) The following additional uses are permitted on lands legally described as:

~~Parcel A(PM36569) SW¼ Sec. 5, Twp. 84, Rge. 18, W6M.~~

~~Parcel A, Plan 33374, SW¼ Sec. 5, Twp. 84, Rge. 18, W6M.~~

- ~~i) sales, rental, servicing and repairs of automobile, recreational vehicles, manufactured homes, automotive parts, machinery, farm machinery and boats; and~~
- ~~ii) contractors, shop and storage yard for trade, trucking, construction and oil field service.~~

~~Parcel A, Plan 33374, SW¼ Sec. 5, Twp. 84, Rge. 18, W6M.~~

- ~~iii) warehousing, cartage, express and freight facilities~~

~~Lot 8, Block 2, Plan 9723, Section 2, Township 84, Range 19, W6M~~ **Lot 1 Section 2 Township 84 Range 19 W6M Peace River District Plan EPP70627** [Bylaw No. 1502, 2004]

Parcel A(Plan B5074) of the Northwest ¼, Section 9, Township 84, Range 19, W6M

- ~~iv) i)~~ **NEIGHBOURHOOD PUB**

~~Lot 8, Block 2, Section 2, Township 84, Range 19, W6M, PRD, Plan 9723~~ **Lot 1 Section 2 Township 84 Range 19 W6M Peace River District Plan EPP70627** [Bylaw No. 2178, 2015]

- ~~iv)~~ **CAMPGROUND, UNLIMITED TERM**

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2415, 2020

A bylaw for general text amendments to Peace River
Regional District Zoning Bylaw No. 1343, 2001."

WHEREAS, the Regional Board of the Peace River Regional District adopted Zoning Bylaw 1343, 2001 to regulate land use in the fringe areas surrounding Chetwynd, Dawson Creek, and Fort St. John in the Peace River Regional District;

AND WHEREAS the Regional Board deems it necessary to prepare a housekeeping amendment bylaw to amend "Peace River Regional District Zoning Bylaw No. 1343, 2001" to address a variety of necessary corrections and updates;

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

ADMINISTRATIVE PROVISIONS:

1. This bylaw may be cited for all purposes as "Peace River Regional District Zoning Amendment (Housekeeping) Bylaw No. 2415, 2020."
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 1341, 2001, (as previously amended)

Part IV – GENERAL REGULATIONS

Section 21, Minimum Parcel Size for Subdivision, for a relative on non-ALR Lands is deleted, and inserted in its place is the following:

"For the purposes of the *Local Government Act* 'Subdivision to provide residence for a relative', the minimum parcel size for a parcel that may subdivided to provide a residence for a relative on non-ALR Lands is 1.8 hectares (4.5 acres)."

Section 26 - Setback Area Exemptions is amended by deleting the portion of the first sentence "Despite sections 32 to Section 52 inclusive" and inserting in its place, "Despite sections 32 to 53 (inclusive)", to make the section read as follows:

"Despite Sections 32 to 53 (inclusive) of this bylaw, no building or structure, shall be located in a SETBACK area except:".....

Part VI – ZONES

Section 33, A-2 (Large Agricultural Holdings Zone – 63 ha), Sub-Section 2 Regulations, Minimum Parcel Size clause b) i) is amended as follows:

Deleting the final phrase "and the remainder of the parcel for which a subdivision is proposed is not less than 50 hectares (124 acres)", to read as follows:

- i) subject to the *Local Services Act*, the minimum parcel size shall not apply where a parcel is divided by a railway, highway right-of-way or watercourse, provided the parcel is subdivided along any such railway, highway right-of-way or watercourse.
- ii) for subdivision along a quarter section boundary for an incomplete quarter.

- iii) SE ¼ of Section 35 Township 83 Range 19 W6M PRD Except Plans B4384, M446, PGP46335 and BCP37320, for which the minimum parcel is 35.0 hectares [Bylaw 2355, 2020]

Section 35, R-2 (Residential 2 Zone), Sub-Section 2 Regulations – Minimum Parcel Size is amended by deleting Parcel A, Section 17, Township 84, Range 19, W6M, PRD, Plan 34277 and substituting the revised legal land description of:

- i) a 0.278 ha portion of Lot 3 Section 17 Township 84 Range 19 W6M Peace River District Plan EPP47785, for which the minimum parcel size shall not be less than 0.22 ha (0.563 acres); [Bylaw No. 2088, 2013]

Section 36, R-3 (Residential 3 Zone), Sub-Section 2 Regulations – Minimum Parcel Size is amended by deleting bylaw numbers 1086, 1997; and 820, 1993; to read as follows:

Minimum Parcel Size

- (a) The minimum parcel size is 0.9 hectares (2.2 acres) in the area covered by West Peace Official Community Plan Bylaw;
- (b) The minimum parcel size is 0.9 hectares (2.2 acres) when the parcel is connected to a COMMUNITY SEWAGE SYSTEM in the area covered by North Peace Official Community Plan Bylaw (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 in the area covered by North Peace Official Community Plan (Electoral Area C only); [Bylaw No. 2249, 2016]
- (c) The minimum parcel size is 1.8 hectares (4.5 acres) where there is no COMMUNITY SEWAGE SYSTEM in the area covered by North Peace Official Community Plan Bylaw (Electoral Areas B, D and E only);
- (cc) The minimum parcel size is 1.8 hectares (4.5 acres) where there is no COMMUNITY SEWER in the area covered by North Peace Official Community Plan Bylaw (Electoral Area C only); [Bylaw No. 2249, 2016]

Section 36, R-3 (Residential 3 Zone), Sub-Section 2 Regulations – Minimum Parcel Size "Except for" is amended by deleting incorrect legal land descriptions and substituting with the correct legal land descriptions to read as follows:

Except for:

- i) a 1.46 ha (3.61 acre) portion lying on the west side of Section 25 within Lot 3, Section 25, Township 84, Range 20, W6M, PRD, Plan BCP39102, for which the minimum parcel size may be 0.9 ha (2.2 acres) when the parcel has a sewage system approved by the agency having jurisdiction regarding sewage disposal." [Bylaw No.1805, 2008]
- ii) a 1.4 ha (3.46 acre) portion lying on the northeast side of Lot 1, Section 12, Township 84, Range 19, W6M, PRD, Plan EPP5285, for which the minimum parcel size may be 0.9 ha (2.2 acres) when the parcel has a sewage system approved by the agency having jurisdiction regarding sewage disposal." [Bylaw No. 1869, 2009]

Section 42, C-2 (General Commercial Zone), Sub-Section 2 Regulations – Additional Uses is amended by deleting properties that are now under the jurisdiction of the City of Fort St. John; to read as follows:

Additional Uses

- (g) The following additional uses are permitted on lands legally described as:
Lot 1, Section 2, Township 84, Range 19, W6M, PRD Plan EPP70627 [Bylaw No. 1502, 2004]
Parcel A(Plan B5074) of the Northwest ¼, Section 9, Township 84, Range 19, W6M
- i) NEIGHBOURHOOD PUB

Lot 1, Section 2, Township 84, Range 19, W6M, PRD, Plan EPP70627 [Bylaw No. 2178, 2015]

iv) CAMPGROUND, UNLIMITED TERM

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

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

Public Notification mailed the _____ day of _____, 2020.

Public Notification published on the _____ day of _____, 2020.

READ A THIRD TIME THIS _____ day of _____, 2021

ADOPTED THIS _____ day of _____, 2021.

(Corporate Seal has been
affixed to the original bylaw)_____
Brad Sperling, Chair_____
Tyra Henderson, Corporate Officer

I hereby certify this a true and correct copy
of "PRRD Zoning Amendment
(Housekeeping) Bylaw No. 2415, 2020,
as adopted by the Peace River Regional District Board
on _____, 20____.

Corporate Officer



REPORT

To: Chair and Directors

Report Number: DS-BRD-097

From: Shawn Dahlen, Chief Administrative Officer

Date: November 26, 2020

Subject: Zoning Amendment Bylaw No. 2377 (Cannabis), 2020

RECOMMENDATION 1: [Corporate Unweighted]

That the Regional Board give Zoning Amendment Bylaw No. 2377 (Cannabis), 2020, which amends all current Peace River Regional District Zoning Bylaws to permit and regulate cannabis retail stores in select commercial zones, third reading.

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

That the Regional Board adopt Zoning Amendment Bylaw No. 2377 (Cannabis), 2020.

RECOMMENDATION 3: [Corporate Unweighted]

That the Regional Board repeal Cannabis-Related Business Policy No. 0340-49.

BACKGROUND/RATIONALE:

Proposal

To amend all five PRRD Zoning Bylaws listed below to allow cannabis retail stores and related business use in select commercial zones.

Zoning Bylaw	Area of PRRD	Recommended Zones for “Cannabis Retail Store”
Bylaw 85	Lemoray area, to PRRD western boundary	C-2 Industrial Commercial
Bylaw 479, 1986	Dawson Creek rural	C-1 Local Commercial
Bylaw 506, 1986	Chetwynd rural	C-1 Local Commercial
Bylaw 1000, 1996	North Peace area	NC Neighbourhood Commercial
Bylaw 1343, 2001	Fringe areas around Dawson Creek, Chetwynd, and Fort St. John	C-1 Local Commercial C-2 General Commercial

The purpose of these amendments is to:

- Repeal the previously imposed prohibition of any cannabis related use across all areas within the Peace River Regional District that are covered by zoning bylaws.
- Include cannabis retail sales as a permitted use in select commercial zones.
- Bring the Regional District’s zoning regulations around cannabis retail, that are applicable in the fringe areas around member municipalities, into closer alignment with the regulations found in the municipalities of the PRRD, though they are not identical.

- Provide regulations to govern cannabis related businesses in rural areas of the Peace River Regional District, in the commercial zones identified in each zoning bylaw, where cannabis will be permitted, if the conditions around distances from places of worship, schools and day cares, parks, medical clinics, rehabilitation centres, or other cannabis-related businesses, are met.

File Details

Location: All four Electoral Areas in the PRRD – B, C, D, and E

Summary of Procedure

Zoning Amendment Bylaw No. 2377 (Cannabis), 2020 was read for a first and second time on October 22, 2020. The following activities have occurred since then:

November 12, 13, 19, 20, 2020	Notice of public hearing advertised in the Alaska Highway News, Coffee Talk, and Dawson Creek Mirror
November 26, 2020	Public hearing held, and recessed until December 11, 2020, at the PRRD office in Dawson Creek
December 11, 2020	Public hearing reconvened at the PRRD office in Dawson Creek

Comments Received from the Public

A public hearing was held on Thursday, November 26, 2020, which was recessed, to be reconvened on Friday, December 11, 2020 in accordance with the *Local Government Act*. On November 26, members of the public were invited to make comments by attending in-person or by participating via the Zoom audio call. Only one member of the public was present on the call but did not provide any comment or input. On December 11, only written comments from the public received after recessing the November 26, 2020 public hearing will be communicated to the Regional Board. Upon the conclusion of the public hearing on December 11, a written report of the public hearing in its entirety, for Zoning Amendment Bylaw No. 2377 (Cannabis), 2020 will be prepared and maintained as a public record as required by Section 465(5) of the *Local Government Act*.

Comments Received from Municipalities and External Agencies

Zoning Amendment Bylaw No. 2377 (Cannabis), 2020 was referred to external agencies for comments on November 19, 2020. As of the date of publication of the agenda for the Regional Board meeting (Friday, December 4, 2020), no comments from agencies have been received. If any referral responses are received by the PRRD by the referral response deadline of December 10, 2020, they will be reported to the Regional Board at the continuation of the public hearing, on Friday, December 11, 2020 at 10 am.

ALTERNATIVE OPTIONS:

1. That the Regional Board refuse to give Zoning Amendment Bylaw No. 2377 (Cannabis), 2020, which amends all current Peace River Regional District Zoning Bylaws to permit and regulate cannabis retail stores in select commercial zones, third reading.
2. That the Regional Board refuse to adopt Zoning Amendment Bylaw No. 2377 (Cannabis), 2020.
3. That the Regional Board refuse to repeal Cannabis-Related Business Policy No. 0340-49.

4. 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):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Public Notification for Zoning Bylaw No. 2377 (Cannabis), 2020
2. Zoning Bylaw No. 2377 (Cannabis), 2020
3. Cannabis-Related Business Policy No. 0340-49

External Links:

1. [Report – Zoning Amendment Bylaw No. 2377 \(Cannabis\), 2020 – October 22, 2020](#)
2. [Agenda – Public Hearing for Zoning Amendment Bylaw No. 2377 \(Cannabis\), 2020 – November 26, 2020](#)

Attachment A:

Public Notification for Zoning Amendment Bylaw No. 2377 (Cannabis), 2020



Industry

Residential

Farm Use

Notice of Public Hearing

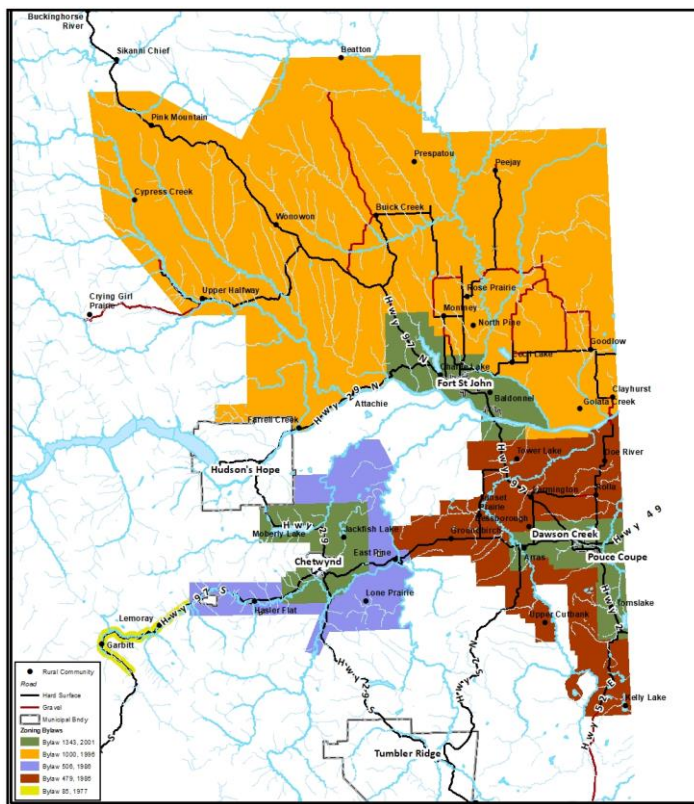
Zoning Amendment Bylaw No. 2377 (Cannabis), 2020

Peace River Regional District

How to Participate

Property Location: All Electoral Areas – B, C, D, and E

Proposal: To amend all five PRRD Zoning Bylaws to allow cannabis retail stores and related business use in select commercial zones.



1 Get More Information

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

2 Send in a Written Comment

In person, by fax, mail or e-mail, or through Engage.

Tel: 1-800-670-7773 Fax : 250-784-3201

Email: planning@prrd.bc.ca

Website: prrd.bc.ca/engage



Written comments will be accepted until 4:00 pm on November 25, 2020.

3 Participate in the Public Hearing

Participate via Audio Call

Join the Zoom audio call by:

Dialing: 1-647-558-0588

Meeting ID: 962 5365 3869#

Participant ID: #

Password: 123#

Attend the Public Hearing

Public attendance at hearings is limited - please call ahead to register to attend in person. COVID protocols can be viewed on the PRRD's website.

When: Thursday, November 26, 2020 at 9:30 am

Where: Peace River Regional District Office
1981 Alaska Avenue
Dawson Creek, B.C.

4 Watch the Public Hearing

Watch the public hearing livestream via the PRRD 'Official Page' on Facebook. Comments provided via Facebook will not be considered as part of the public hearing; please join in via the Zoom audio call to have your comment(s) included.

View Bylaws In-Person:

Dawson Creek Office
Box 810
1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Tel: 250-784-3200

Fort St John Office
9505 100 Street
Fort St John, BC V1 4N4
Tel: 250-785-8084

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2377, 2020

A bylaw to amend

"Peace River-Liard Regional District Zoning Bylaw No. 85, 1979"
"Peace River-Liard Regional District Zoning Bylaw No. 479, 1986"
"Peace River-Liard Regional District Zoning Bylaw No. 506, 1986"
"Peace River Regional District Zoning Bylaw No. 1000, 1996"; and,
"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-Liard Regional District Zoning Bylaw No. 85, 1979," "Peace River-Liard Regional District Zoning Bylaw No. 479, 1986," "Peace River-Liard Regional District Zoning Bylaw No. 506, 1986," "Peace River Regional District Zoning Bylaw No. 1000, 1996," and, "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:

SECTION ONE - CITATION

1. This bylaw may be cited for all purposes as "Peace River Regional District Zoning Amendment Bylaw No. 2377 (Cannabis), 2020."

SECTION TWO - TEXT AMENDMENTS

2. That "**Peace River-Liard Regional District Zoning Bylaw No. 85, 1979**" is hereby amended as follows:
 - a) That the following definitions be added to Definitions, 1.2.0, in alphabetical order:

Cannabis means cannabis as defined in the federal *Cannabis Act*.

Cannabis Processing Facility means cultivating, growing, processing, testing, producing, packaging, storing, distributing, or dispensing of cannabis or any products containing or derived from cannabis as lawfully permitted and authorized under the federal *Cannabis Act*.

Cannabis Retail Store means the retail sale of cannabis, cannabis products, cannabis accessories, or any product containing or derived from cannabis as lawfully permitted and authorized under the provincial *Cannabis Control and Licensing Act*.

- b) That section 1.4.0 be deleted and replaced with the following:

"1.4.0 Subject to the provisions of the *Local Government Act* and the *Community Charter*, as amended from time to time, respecting non-conforming use, no person shall erect, construct, locate, alter, reconstruct or maintain any building or locate or carry on any industry, business, trade or calling, or use any land or building or structure or surface of water or air space contrary to the provisions of this bylaw."
 - c) That under the Industrial Commercial II Zone (Service-Commercial, Service Industrial), Section 2.6.0 "Permitted Uses", the following use be added:

E) Cannabis Retail Store

- d) That under Industrial Commercial II Zone (Service-Commercial, Service Industrial), Section 2.6.13 "General Requirements", the following be added:

- (8) "Where permitted, cannabis retail stores may not be located on properties within:
 - i. 200 metres from a parcel containing a school or day care; and

- ii. 100 metres from any parcel containing a park, place of worship, medical clinic, rehabilitation centre, or other cannabis-related business.”

4. That “**Peace River-Liard Regional District Zoning Bylaw No. 479, 1986**” is hereby amended as follows:

- a) That the following definitions be added to PART THREE – DEFINITIONS 3.0, in alphabetical order:

Cannabis means cannabis as defined in the federal *Cannabis Act*.

Cannabis Processing Facility means cultivating, growing, processing, testing, producing, packaging, storing, distributing, or dispensing of cannabis or any products containing or derived from cannabis as lawfully permitted and authorized under the federal *Cannabis Act*.

Cannabis Retail Store means the retail sale of cannabis, cannabis products, cannabis accessories, or any product containing or derived from cannabis as lawfully permitted and authorized under the provincial *Cannabis Control and Licensing Act*.

- b) That under PART SIX – ZONES, C-1 Local Commercial Zone, Section 6.50(A) “Permitted Uses”, the following use be added:
 - (vi) Cannabis Retail Store
- c) That under PART SEVEN – GENERAL REGULATIONS, Section 7.1 be deleted and replaced with “Except as otherwise specified in this bylaw, the general regulations in Section 7 apply to all zones.”
- d) That under PART SEVEN – GENERAL REGULATIONS the following be added:
 - “7.14 Cannabis-retail Store
 - (a) “Where permitted, cannabis retail stores may not be located on properties within:
 - i. 200 metres from a parcel containing a school or day care; and
 - ii. 100 metres from any parcel containing a park, place of worship, medical clinic, rehabilitation centre, or other cannabis-related business.”

5. That “**Peace River-Liard Regional District Zoning Bylaw No. 506, 1986**” is hereby amended as follows:

- a) That the following definitions be added to PART THREE – DEFINITIONS 3.0, in alphabetical order:

Cannabis means cannabis as defined in the federal *Cannabis Act*.

Cannabis Processing Facility means cultivating, growing, processing, testing, producing, packaging, storing, distributing, or dispensing of cannabis or any products containing or derived from cannabis as lawfully permitted and authorized under the federal *Cannabis Act*.

Cannabis Retail Store means the retail sale of cannabis, cannabis products, cannabis accessories, or any product containing or derived from cannabis as lawfully permitted and authorized under the provincial *Cannabis Control and Licensing Act*.

- b) That under PART SIX – ZONES, C-1 Local Commercial Zone, Section 6.50 (A) “Permitted Uses”, the following use be added:
 - (vi) Cannabis Retail Store
- c) That under PART SEVEN – GENERAL REGULATIONS, Section 7.1 be deleted and replaced with “Except as otherwise specified in this bylaw, the general regulations in Section 7 apply to all zones.”
- d) That under PART SEVEN – GENERAL REGULATIONS, the following section be added:
 - Section 7.14 **Cannabis Retail Store**

“Where permitted, cannabis retail stores may not be located on properties within:

- i. 200 metres from a parcel containing a school or day care; and
- ii. 100 metres from any parcel containing a park, place of worship, medical clinic, rehabilitation centre, or other cannabis-related business.

6. That “**Peace River Regional District Zoning Bylaw No. 1000, 1996**” is hereby amended as follows:

a) That the following definition be added to Part II – Definitions, Section 3 – Definitions, in alphabetical order:

Cannabis means cannabis as defined in the federal *Cannabis Act*.

Cannabis Processing Facility means cultivating, growing, processing, testing, producing, packaging, storing, distributing, or dispensing of cannabis or any products containing or derived from cannabis as lawfully permitted and authorized under the federal *Cannabis Act*.

Cannabis Retail Store means the retail sale of cannabis, cannabis products, cannabis accessories, or any product containing or derived from cannabis as lawfully permitted and authorized under the provincial *Cannabis Control and Licensing Act*.

b) That under PART IV – GENERAL REGULATIONS, SECTION 30 STORAGE be deleted in its entirety and replaced with:

“SECTION 30 USES PROHIBITED IN ALL ZONES

In all Zones:

- a) no parcel of land shall be used for the wrecking or storage of more than one derelict vehicle or as a junkyard, except as provided for in the Industrial-1 (I-1) or Industrial-2 (I-2) zone;
- b) where permitted, cannabis retail stores may not be located on properties within:
 - i. 200 metres from a parcel containing a school or day care; and
 - ii. 100 metres from any parcel containing a park, place of worship, medical clinic, rehabilitation centre, or other cannabis-related business.”
- c) That under Part VI – ZONES, Section 43 NC (Neighbourhood Commercial Zone), “Permitted Uses”, the following use be added:
 - (e) Cannabis Retail Store

7. That “**Peace River Regional District Zoning Bylaw No. 1343, 2001**” is hereby amended as follows:

a) That the following definition be added to Part II – Definitions, Section 3 – Definitions, in alphabetical order:

Cannabis means cannabis as defined in the federal *Cannabis Act*.

Cannabis Processing Facility means cultivating, growing, processing, testing, producing, packaging, storing, distributing, or dispensing of cannabis or any products containing or derived from cannabis as lawfully permitted and authorized under the federal *Cannabis Act*.

Cannabis Retail Store means the retail sale of cannabis, cannabis products, cannabis accessories, or any product containing or derived from cannabis as lawfully permitted and authorized under the provincial *Cannabis Control and Licensing Act*.

b) That under PART III – BASIC PROVISIONS, SECTION 27 STORAGE be deleted and replaced with the following:

"SECTION 27 USES PROHIBITED IN ALL ZONES

In all Zones:

- a) no parcel of land shall be used for the wrecking or storage of more than one derelict vehicle or as a junkyard, except as provided for in the Industrial-1 (I-1) or Industrial-2 (I-2) zone;
- b) where permitted, cannabis retail stores may not be located on properties within:
 - i. 200 metres from a parcel containing a school or day care; and
 - ii. 100 metres from any parcel containing a park, place of worship, medical clinic, rehabilitation centre, or other cannabis-related business."
- c) That under Part VI – ZONES, Section 41 C-1 (Local Commercial Zone), "Permitted Uses", the following use be added:
 - (ee) Cannabis Retail Store
- d) That under Part VI – ZONES, Section 42 C-2 (General Commercial Zone), "Permitted Uses", the following use be added:
 - (uu) Cannabis Retail Store

SECTION THREE - ADMINISTRATIVE

8. If any provision of this bylaw is declared to be illegal, invalid, or ultra vires, in whole or part, then that provision shall not apply and the remainder of this bylaw shall continue in full force and effect and be construed as if it had been enacted without the illegal, invalid, or ultra vires provision.
9. "Peace River Regional District Zoning Amendment Bylaw No. 2316 (Cannabis-Related Business), 2018" is hereby repealed.

READ A FIRST TIME THIS	<u>22nd</u>	day of	<u>October</u>	, 2020.
READ A SECOND TIME THIS	<u>22nd</u>	day of	<u>October</u>	, 2020.
Notification published on the	<u>12th and 13th</u>	day of	<u>November</u>	, 2020.
Notification published on the	<u>19th and 20th</u>	day of	<u>November</u>	, 2020.
Public Hearing held on the	<u>26th</u>	day of	<u>November</u>	, 2020.
Public Hearing held on the				
Ministry of Transportation approval				
received this	<u>30th</u>	day of	<u>November</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. 2377 (Cannabis), 2020, as adopted by the
Peace River Regional District Board on _____, 2020.

Corporate Officer

**CANNABIS-RELATED BUSINESS**

Department	Development Services	Policy No.	0340-49
Section	Planning	Date Approved by Board	October 11, 2018
Repeals		Board Resolution #	RD/18/10/30

Amended		Date Approved by Board	
		Board Resolution #	
Repealed		Date Approved by Board	
		Board Resolution #	

1. Purpose

The purpose of Cannabis-Related Business Policy is to establish guidelines for how future land-use amendments to allow for Cannabis-Related Businesses will be considered by the PRRD Regional Board.

2. Definitions

2.1 "Cannabis" means cannabis as defined in the Cannabis Act, SC 2018, c 16.

2.2 "Cannabis-Related Business" means the use of land, buildings, or structures for the sale, storage, or other provision of Cannabis.

3. Policy

3.1 Within all Zoning Bylaws, the Regional Board will only consider zoning amendments to allow for Cannabis-Related Businesses within commercial and industrial zones.

Affiliated Procedure	
----------------------	--

Disclaimer: Federal and Provincial Acts, Legislation and Law supersede this policy



REPORT

To: Chair and Directors

Report Number: DS-BRD-099

From: Shawn Dahlen, Chief Administrative Officer

Date: December 1, 2020

Subject: Zoning Amendment Bylaw No. 2416, 2020. PRRD File No. 20-012 ZN

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board give Zoning Bylaw Amendment No. 2416, 2020 to rezone property identified as PID 014-775-085 from A-2 (Large Agricultural Holding Zone) to R-5 (Residential 5 Zone) and R-6 (Residential 6 Zone), first and second readings; further

That a Public Hearing be waived pursuant to the *Local Government Act* Section 464(2) and that public notification be authorized pursuant to the *Local Government Act* Section 467.

BACKGROUND/RATIONALE:

Proposal

To rezone the property identified as PID 014-775-085 from A-2 (Large Agricultural Holding Zone) to R-5 (Residential 5 Zone) and R-6 (Residential 6 Zone) for the final purpose of subdividing the property into two lots. Lot A of the subdivided land will have two existing mobile homes on the subject property and Lot B will have an existing mobile home and an additional modular home brought onto the subject property.

File Details

Owner: Joel Tierney
Agent: Tryon Surveying Limited (c/o Kathleen Lush)
Area: Electoral Area E
Location: Chetwynd
Legal: District Lot 1291 Peace River District
PID: 014-775-085
Civic Address: 4279 Asleson Road
Lot Size: 13.1 ha (32.4 ac)

Site Context

The subject property is south of the District of Chetwynd. The property has direct access to Asleson Road that connects the property to Highway 29 South. Aside from the three residential properties that back onto the subject property located to the west, the surrounding lands are predominantly forested Crown land.

Site Features

Land

The subject property has been cleared around the residence and contains forested portions throughout the property. Based on the PRRD online map, Lot B possesses a ± 12.0 % increase in slope towards the northeastern portion of the property.

Structures

There are currently three mobile homes on the property along with four accessory buildings. Part 2 of Schedule 13 in the West Peace Fringe Area OCP states that a parcel with a parcel size greater than 4 ha (10 acres) can have the maximum accessory building floor area of 300 m². At this time, the accessory building floor area is 258 m², less than the maximum allowed.

Access

The subject property is accessed via Asleson Road.

Canada Land Inventory (CLI) Soil Rating

According to the CLI, soils on the subject property are classified as 7⁶_{TR}6⁴_{TP}. Class 7 soils have no capability for arable culture of permanent pasture and Class 6 soils ensure forage crops improvement practices are not feasible.

Comments & Observations

Applicant

The applicant intends to subdivide the property into two lots. Proposed Lot A will be ±4.1 ha and is being rezoned from A-2 (Large Agricultural Holding Zone) to R-5 (Residential 5 Zone); this property will have two existing mobile homes on it. Proposed Lot B will be ±9.0 ha and is being rezoned from A-2 (Large Agricultural Holding Zone) to R-6 (Residential 6 Zone); this property will have one existing mobile home and one modular home, which will be moved to the property.

Agricultural Land Reserve (ALR)

The subject property is outside the ALR, and therefore the provisions of the *Agricultural Land Commission Act* do not apply.

Official Community Plan (OCP)

Pursuant to PRRD West Peace Fringe Area Official Community Plan Bylaw No. 2312, 2018, the subject property is designated Settlement (S). Within this designation, section 3.2.1 (a) supports the enhancement and protection of residential areas, which allow residents to use and enjoy property for residential purposes. Residential policy 3.2.3.1 states infilling within existing settlement areas is encouraged.

The subject property is entirely within the Preservation Area. Section 6.2 identified lands that should be preserved in their natural state. The predominant land use should be of a passive pursuit that works with the natural environment, as opposed to dominating or decimating it. Section 6.2.2.1 directs development away from known and verified hazardous areas, or to manage development in a manner that reduces risk to life or damage to property.

Therefore, the proposal is consistent with the OCP.

Land Use Zoning

Pursuant to PRRD Zoning Bylaw No. 1343, 2001, the subject property is zoned A-2 (Large Agricultural Holdings Zone). Section 33.1 states that dwelling units are a permitted principal use within the A-2 zone and that two single family dwellings or one two-family dwelling are permitted on parcels 3.6 ha or larger. Section 33.2 (a) states the minimum parcel size is 63 ha (155 ac).

Therefore, while the proposed residential uses are consistent with the Zoning Bylaw, the proposed parcel sizes for the two subdivided lots are not. A Zoning Bylaw Amendment is required for the proposed subdivided parcels.

Fire Protection Area

The subject property is outside all of the fire protection areas.

Mandatory Building Permit Area

The subject property is outside the Mandatory Building Permit Area, however Building Permits are encouraged on a voluntary basis.

Development Permit Area

The subject property is outside all Development Permit Areas.

Development Cost Charge Area

The subject property is outside the Development Cost Charge Area.

Impact Analysis

Context

The proposal will not change the permitted uses on the subject property. The change in zoning will only affect the minimal parcel sizes of 4 ha (10 ac) in the R-5 zone and 8 ha (20 ac) in the R-6 zone, as compared to the minimum parcel size of 63 ha (155 ac) in the A-2 zone, respectively. The applicant intends to move a modular home onto Lot B; two single family dwellings are permitted in the R-6 zone. The proposed rezoning and parcel sizes can be considered consistent with the parcels surrounding the subject property. The proposed rezoning is required prior to subdivision approval by the Ministry of Transportation and Infrastructure.

Population & Traffic

It is anticipated that there would be only minimal increases to population and traffic in the area, as a result of siting one additional modular home on Lot B.

Sewage & Water

The applicant is currently using a lagoon for sewage and a cistern for water services. There is a proposed septic system to be added to Lot B, which will require Northern Health approvals.

Comments Received from Municipalities & Provincial Agencies

Fort St. John

Interests unaffected by bylaw.

Ministry of Transportation and Infrastructure

The property does fall within Section 52 of the *Transportation Act* and will require Ministry of Transportation and Infrastructure formal bylaw approval. The Ministry has no objections to the proposal as submitted and has no further comments at this time.

Agricultural Land Commission

ALC staff raises no objection to the proposal.

ALTERNATIVE OPTIONS:

1. That the Regional Board give Zoning Bylaw Amendment No. 2416, 2020, to rezone the property identified as PID 014-775-085 from A-2 (Large Agricultural Holding Zone) to R-5 (Residential 5 Zone) and R-6 (Residential 6 Zone), first and second readings; further,

That the Regional Board considers third reading of Zoning Amendment Bylaw No. 2416, 2020, after the PRRD receives a preliminary geotechnical and hydrogeological report from the applicant prepared by a qualified professional to determine the ability to build on the proposed lots; further,

That a Public Hearing be waived pursuant to the *Local Government Act* Section 464(2) and that public notification be authorized pursuant to the *Local Government Act* Section 467.

2. That the Regional Board respectfully refuse Zoning Amendment Bylaw No. 2416, 2020 to rezone the property identified as PID 014-775-085 from A-2 (Large Agricultural Holding Zone) to R-5 (Residential 5 Zone) and R-6 (Residential 6 Zone) as submitted.
3. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

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

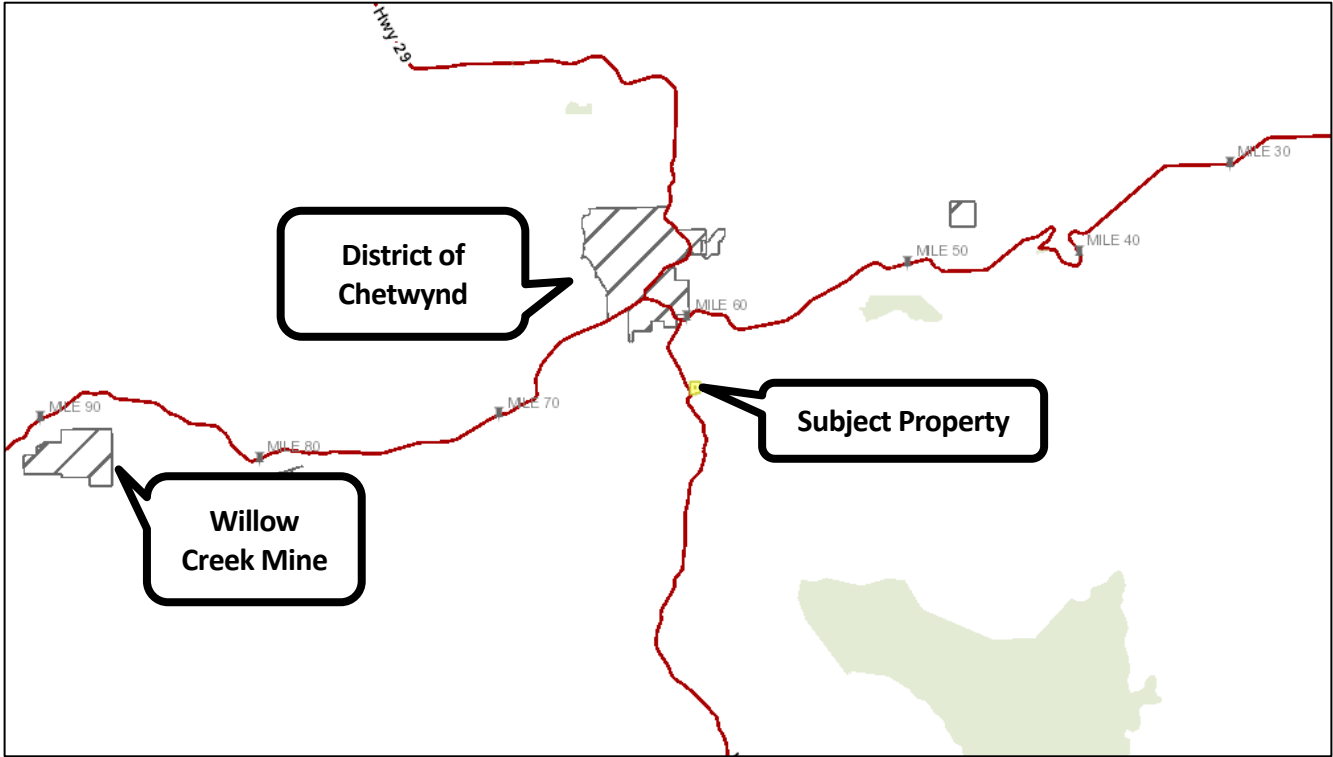
OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Maps
2. Application
3. Comments Received from Municipalities & Provincial Agencies
4. Comments Received from Electoral Area Director
5. Section 6.2 (Preservation Areas) of the PRRD West Peace Fringe Area Official Community Plan Bylaw No. 2312, 2018
6. Section 38 and 39 of PRRD Zoning Bylaw No. 1343, 2001
7. Draft Zoning Bylaw No. 2416, 2020

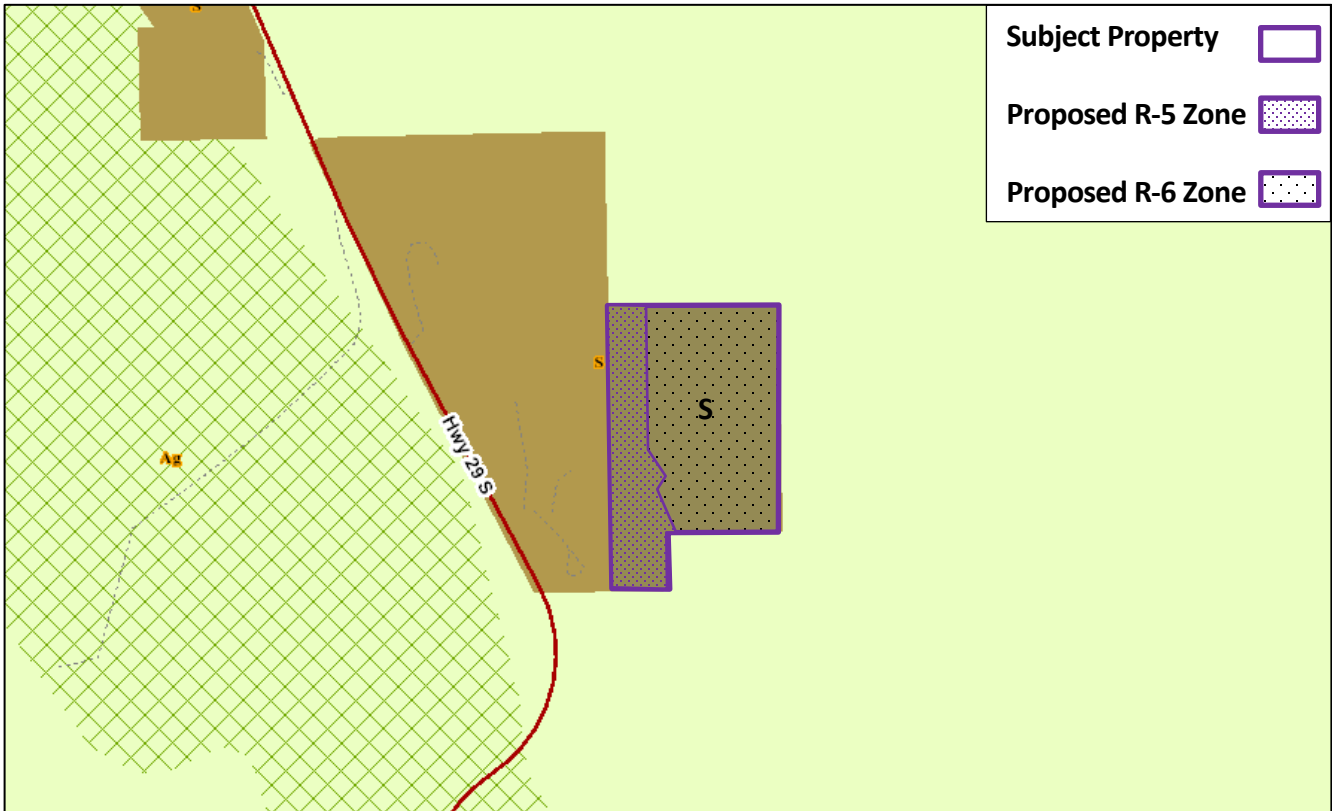
Location: South of the District of Chetwynd



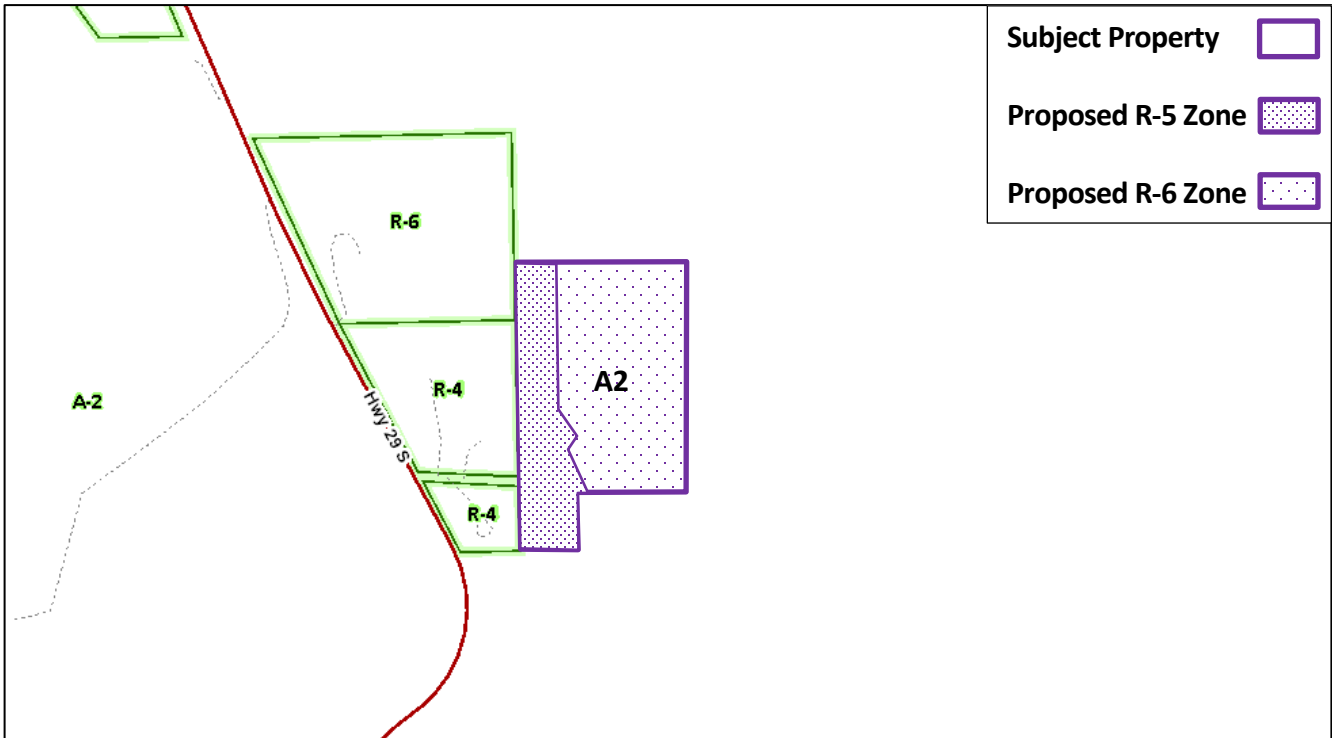
Aerial imagery



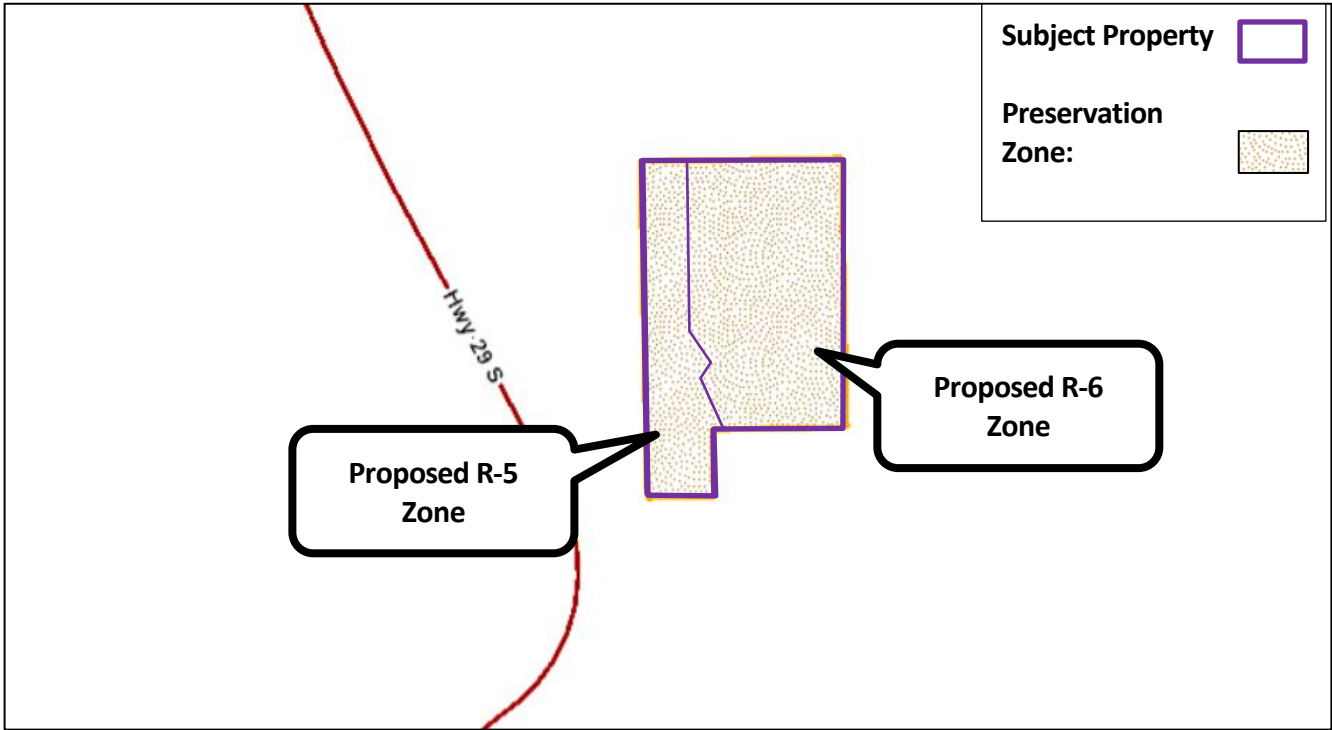
PRRD West Peace Fringe Area Official Community Plan (WPFA OCP) Bylaw No. 2312, 2018: Settlement (S)



PRRD Zoning Bylaw No. 1343, 2001: Large Agricultural Holdings Zone (A-2)



WPFA OCP Bylaw No. 2312, 2018 Preservation Zone: Within





PEACE RIVER REGIONAL DISTRICT

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

Receipt # _____

Application for Development

1. TYPE OF APPLICATION

	FEE
<input type="checkbox"/> Official Community Plan Bylaw Amendment	\$ 1,000.00
<input 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 JOEL TIERNEY	Authorized Agent of Owner (if applicable) KATHLEEN LUSH - TRYON LAND SURVEYING LTD.
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:	Fax Number:
E-mail: [REDACTED]	E-mail: [REDACTED]

3. PROPERTY DESCRIPTION

Full legal description of each property under application	Area of each lot
DISTRICT LOT 1291 PEACE RIVER DISTRICT	13.15ha (32.5ac) ha./acres
	ha./acres
	ha./acres
	TOTAL AREA 13.15ha (32.5ac) 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: 4279 Asleson 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: _____

☒ Zoning Bylaw amendment:

Existing zone: A-2

Proposed zone: R-5 & R-6

Text amendment: _____

☐ 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:

Currently there are 3 mobile homes being used as residences. The plan is to move a house
from offsite to this property and to subdivide into 2 lots (4ha & 9ha).

There are numerous other structures that are either decrepit and will be removed, or are
being used for storage or workshop.

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

(a) North undeveloped Crown land

(b) East undeveloped Crown land

(c) South undeveloped Crown land and pipeline R/W

(d) West rural residential, highway, agriculture

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

The applicant would like to subdivide the property (see attached proposal). This subdivision
would allow for the main house and 3 mobile homes to exist. A subdivision application
has been submitted to MOTI. This rezoning application is a requirement of subdivision approval.

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

Rezoning from agriculture to rural residential would suit the topography of the land, and would
meet the long term goals of the OCP.

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

The existing mobile homes each have their own system. The house that will be moved onsite will also have it's own system.

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

There is an existing cistern on site. All 3 mobile homes are connected, as will be the house when it is moved onsite.

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.

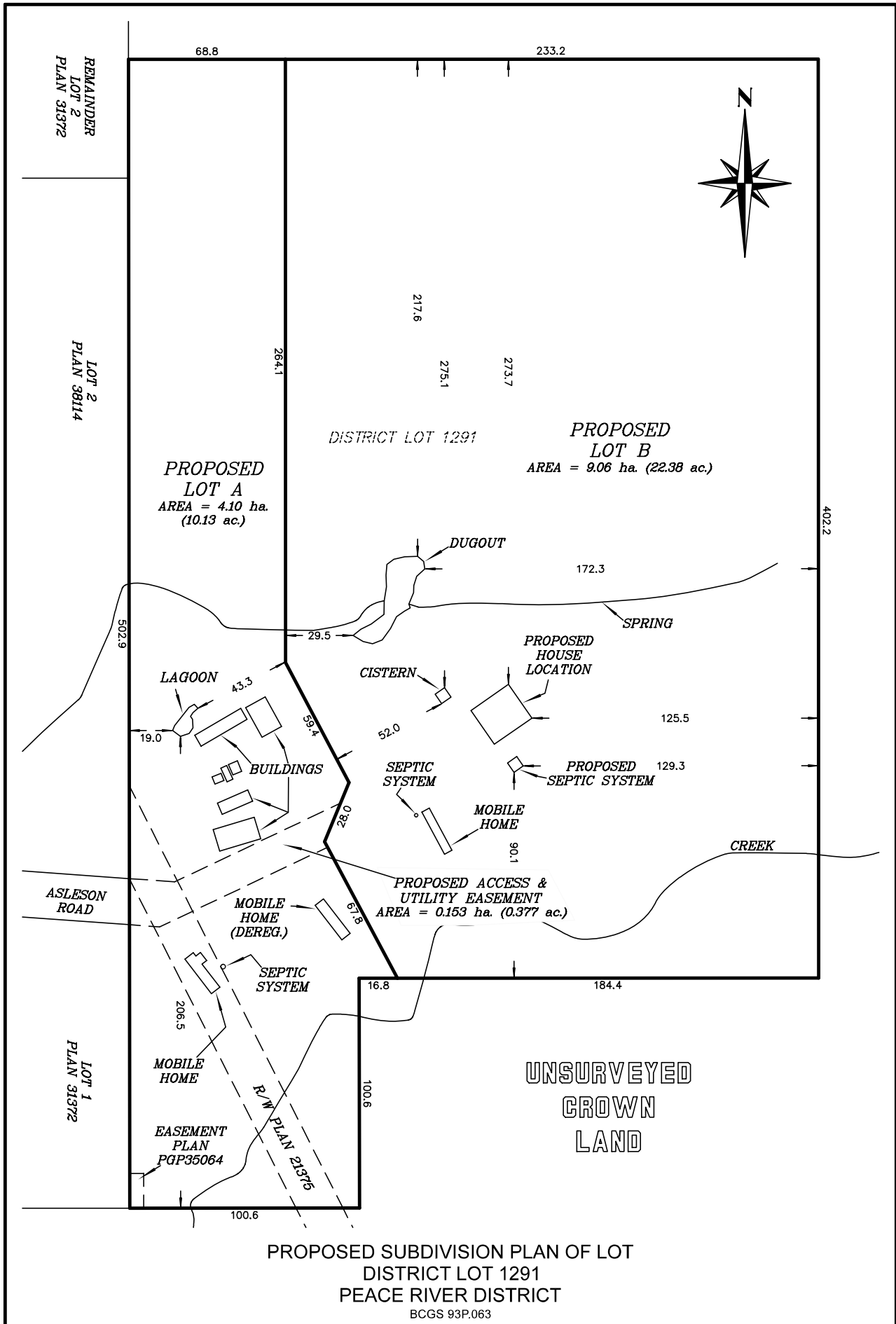
15. I / We the undersigned hereby declare that the information provided in this application is complete and is, to the best of my / our knowledge, a true statement of the facts related to this application.

_____ Signature of Owner Agent	September 24, 2020 _____ Date signed
_____ Signature of Owner	_____ 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 PLEASE SEE ATTACHED AUTHORIZATION LETTER.		
(name) _____ to act on my/our behalf regarding this		
application.		
Agent address:		
Telephone:	Fax:	Email:
Signature of Owner:		Date:
Signature of Owner:		Date:



JOEL
TIERNEY

0 1:1500 50

Drawn: June 9, 2020

Tryon Land Surveying Ltd.
Dawson Creek 250-782-5868
Fort St John 250-262-0031
www.tryongroup.ca



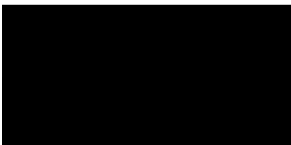
TRYON FILE:
2020-0109

Archived: Tuesday, December 1, 2020 10:07:45 AM
From: [REDACTED]
Sent: Friday, November 6, 2020 3:42:53 PM
To: Jack Irving-Peckham
Cc: [REDACTED]
Subject: RE: PRRD File No. 20-012-ZN I External Referral
Sensitivity: Normal

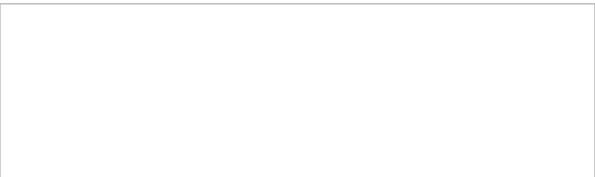
CAUTION: This email originated from outside of the organization.

We have no comments to provide for this referral.

Regards,



Beaton Building | 10003 110 Avenue | Fort St. John, BC | V1J 6M7



From: Jack Irving-Peckham <jack.peckham@prrd.bc.ca>
Sent: Thursday, November 5, 2020 1:09 PM
Subject: PRRD File No. 20-012-ZN I External Referral

Good afternoon,

Please review the attached document regarding zoning bylaw amendments in the PRRD Zoning Bylaw 1343, 2001. Please submit any comments by November 26, 2020.

Thanks,

Jack Peckham | South Peace Land Use Planner
Phone: 250-784-3205 | jack.peckham@prrd.bc.ca | www.prrd.bc.ca
Peace River Regional District, Box 810, 1981 Alaska Avenue, Dawson Creek, BC, V1G 4H8



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.

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: 2020-05537
Your file: 20-012-Zn
Date: November 16, 2020

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

Attn: Jack Peckham - South Peace Land Use Planner,

The Ministry of Transportation and Infrastructure (Ministry) has received and reviewed your referral dated November 05, 2020, to rezone the subject property (PID 014-775-085, DL 1291, Peace River) from A-2 (Large Agricultural Holdings) zone to R-5 (Residential 5) and R-6 (Residential 6) zone for the final purpose of subdividing the property into two lots.

The property does fall within Section 52 of the Transportation Act and will require Ministry of Transportation and Infrastructure formal bylaw approval. The Ministry has no objections to the proposal as submitted and has no further comments at this time.

Thank you for the opportunity to comment. If you or the proponent have any questions, please contact

[REDACTED]

Sincerely,

[REDACTED]

[REDACTED]

Ministry of
Transportation and
Infrastructure

Peace District

Mailing Address:
District Office Address:
#300, 10003 - 110th Avenue
Fort St John, BC V1J 6M7
Telephone: (250) 787-3237
Facsimile: (250) 787-3279

Area Office Locations:
1201 103 Ave, 3rd floor
Dawson Creek, BC
4744 – 52 Street
Chetwynd, BC V0C 1J0

Archived: Tuesday, December 1, 2020 10:10:13 AM
From: [REDACTED]
Sent: Thursday, November 5, 2020 3:11:01 PM
To: Jack Irving-Peckham
Subject: FW: PRRD File No. 20-012-ZN | External Referral
Sensitivity: Normal

CAUTION: This email originated from outside of the organization.

Hi Jack,

As this property is not in the ALR, the ALC has no comments on the proposal.

[REDACTED]
Agricultural Land Commission
[REDACTED]

From: Jack Irving-Peckham <jack.peckham@prrd.bc.ca>
Sent: November 5, 2020 12:09 PM
Subject: PRRD File No. 20-012-ZN | External Referral

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

Good afternoon,

Please review the attached document regarding zoning bylaw amendments in the PRRD Zoning Bylaw 1343, 2001. Please submit any comments by November 26, 2020.

Thanks,

Jack Peckham | South Peace Land Use Planner
Phone: 250-784-3205 | jack.peckham@prrd.bc.ca | www.prrd.bc.ca
Peace River Regional District, Box 810, 1981 Alaska Avenue, Dawson Creek, BC, V1G 4H8



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.

Archived: Tuesday, December 1, 2020 10:06:39 AM
From: [REDACTED]
Sent: Friday, November 20, 2020 8:33:39 AM
To: Jack Irving-Peckham
Cc: Planning Department
Subject: Re: PRRD File No. 20-012-ZN | Director Referral Package
Sensitivity: Normal

No comments. Strange development. Wonder if northern hhealth will comment on the septic system etc.

From: Jack Irving-Peckham
Sent: Thursday, November 19, 2020 2:49:16 PM
To: [REDACTED]
Cc: Planning Department
Subject: RE: PRRD File No. 20-012-ZN | Director Referral Package

Hello Director,

Just touching base on this referral package and if you have any comments.

The last day to submit comments is today.

Thanks!

Jack Peckham | South Peace Land Use Planner
Phone: 250-784-3205 | jack.peckham@prrd.bc.ca | www.prrd.bc.ca
Peace River Regional District, Box 810, 1981 Alaska Avenue, Dawson Creek, BC, V1G 4H8



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.

From: Jack Irving-Peckham
Sent: Thursday, November 5, 2020 1:12 PM
To: [REDACTED]
Cc: Planning Department <planning@prrd.bc.ca>; PRRD_Internal <prrd.internal@prrd.bc.ca>
Subject: PRRD File No. 20-012-ZN | Director Referral Package

Director [REDACTED]

Please review the attached document regarding a zoning bylaw amendment in the PRRD Zoning Bylaw 1343, 2001. Please submit any comments by November 19, 2020.

Best,

Jack Peckham | South Peace Land Use Planner
Phone: 250-784-3205 | jack.peckham@prrd.bc.ca | www.prrd.bc.ca
Peace River Regional District, Box 810, 1981 Alaska Avenue, Dawson Creek, BC, V1G 4H8



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.

5. An approved temporary use may continue in accordance with the provisions specified in the permit until the date the permit expires, or three years after the permit was issued, whichever occurs first.
6. Temporary use permits may be renewed only once and should be discouraged from re-application in favour of being considered through a re-zoning amendment process.
7. Applications for temporary use permits should identify:
 - a. plans for vehicle access, parking, and circulation on the property;
 - b. the siting, orientation, and layout of proposed structures and activities; and,
 - c. arrangements for the dismantling or removal of any buildings or structures that are part of the proposed use, and not otherwise permitted by zoning regulations.

6.2 Preservation Areas

The preservation area identifies lands that should be preserved in their natural state. The predominant land use should be of a passive pursuit that works with the natural environment, as opposed to dominating or decimating it.

6.2.1 Preservation Areas Objectives

- A. To help protect people and development from hazardous conditions.

6.2.2 Preservation Areas Policies

1. Direct development away from known and verified hazardous areas, or to manage development in a manner that reduces risk to life or damage to property.
2. The location and extent of areas identified as 'Preservation Area', that may be subject to hazardous conditions are delineated on the Preservation Area map in Schedule F.
3. Based on local knowledge and experience and in the absence of more detailed and site specific information, preservation area data is considered as an indicator of potential hazard. Boundary lines delineated on the West Peace Fringe Area Official Community Plan maps as 'Preservation Areas' are approximate only.
4. Where floodable lands are proposed for development, the construction and siting of buildings and structures to be used for habitation, business, or the storage of goods damageable by floodwater are encouraged to be flood proofed or located to those standards specified by the Ministry of Environment and Climate Change Strategy.
5. In connection with a rezoning, the Peace River Regional District may impose restrictions on the use of land that is subject to hazardous conditions with respect to relating to a 'Preservation Area' and the Peace River Regional District will consider factors including, but not limited to, the following:
 - a. potential impact of the proposed development on natural drainage systems;
 - b. potential instability of soils subject to subsidence;

- c. steepness of topography, when considering road access and on-site sewage disposal;
 - d. susceptibility of the site to periodic or permanent flooding; and
 - e. applicable provincial guidelines and regulations respecting flooding.
- 6. Work with the province to reduce the risk of wildfire hazard including efforts to develop physical fireguards, to protect populated areas from wildfire.
- 7. The clearing of steep slopes, lakeshores, or river banks should be discouraged if such clearing would have a detrimental effect related to terrain stability, soil erosion and the siltation of watercourses.



PEACE RIVER REGIONAL DISTRICT Zoning Bylaw No. 1343, 2001

SECTION 38 R-5 (Residential 5 Zone - 4 ha)

1. Permitted Uses

The following PRINCIPAL USES and no others are permitted in a R-5 zone subject to Part IV of this bylaw and subject to Sub-Section 2 of this Section 38;

- (a) DWELLING UNIT(S);
- (b) Market garden;
- (c) AGRICULTURE;
- (d) KENNEL;
- (e) EQUESTRIAN FACILITY;

The following ACCESSORY uses and no others are permitted in a R-5 zone, subject to Part IV of this bylaw and Sub-Section 2 of this Section 38:

- (f) ACCESSORY buildings and ACCESSORY structure; (See Section 13)
- (g) AGRICULTURE-DOMESTIC;
- (h) BED AND BREAKFAST accommodation; (See Section 16)
- (i) HOME BASED BUSINESS; (See Section 19)
- (j) SECONDARY SUITE; (See Section 25)
- (k) TEMPORARY ADDITIONAL DWELLING. (See Section 29)

2. Regulations

Minimum Parcel Size

- (a) The minimum parcel size is 4.0 hectares (10 acres).

Number and type of DWELLING UNIT(S)

- (b) One SINGLE FAMILY DWELLING is permitted on a parcel less than 3.6 hectares (9 acres) in size;
- (c) Two SINGLE FAMILY DWELLINGS or a TWO FAMILY DWELLING is permitted on a parcel 3.6 hectares (9 acres) or larger, but not both;
- (d) One TEMPORARY ADDITIONAL DWELLING, is permitted on a parcel 0.9 hectares (2.2 acres) and larger.

Height

- (e) No building or structure shall exceed 10 metres (32.8 ft.) in HEIGHT.

Setbacks

- (f) 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) 5 metres (17 ft.) of a REAR PARCEL LINE.



PEACE RIVER REGIONAL DISTRICT
Zoning Bylaw No. 1343, 2001

SECTION 38 R-5 (Residential 5 Zone - 4 ha) continued

Agriculture

- (g) AGRICULTURE, use is permitted on parcels 4 hectares (10 acres) and larger;
- (h) AGRICULTURE DOMESTIC, is permitted on parcels 0.4 hectares (1 acre) and larger;

Where AGRICULTURE or AGRICULTURE-DOMESTIC are permitted the following regulations shall apply;

- (i) Maximum LOT COVERAGE for each commodity group is limited to the following:

COMMODITY GROUPS			
Apiculture (bees)	Greenhouse, Nursery, Speciality wood & Turf Crops	Livestock,* Poultry, Game and Fur	Mushroom growing facility
20%	Greenhouse: 75% Nurseries, Speciality Wood Crops & Turf Farms: 35%	35%	35%

* CONFINED LIVESTOCK AREAS are included in the LOT COVERAGE restriction.

The following structures do not fall under the LOT COVERAGE restrictions:

- detention ponds
- support structures used for shading, frost and wind protection of plants and animals.



PEACE RIVER REGIONAL DISTRICT Zoning Bylaw No. 1343, 2001

SECTION 39 R-6 (Residential 6 Zone - 8 ha)

1. Permitted Uses

The following PRINCIPAL USES and no others are permitted in a R-6 zone subject to Part IV of this bylaw and subject to Sub-Section 2 of this Section 39;

- (a) DWELLING UNIT(S);
- (b) Market garden;
- (c) AGRICULTURE;
- (d) KENNEL;
- (e) EQUESTRIAN FACILITY;

The following ACCESSORY uses and no others are permitted in a R-6 zone, subject to Part IV of this bylaw and Sub-Section 2 of this Section 39:

- (g) ACCESSORY buildings and ACCESSORY structure; (See Section 13)
- (h) AGRICULTURE-DOMESTIC;
- (i) BED AND BREAKFAST accommodation; (See Section 16)
- (j) HOME BASED BUSINESS; (See Section 19)
- (k) SECONDARY SUITE; (See Section 25)
- (l) TEMPORARY ADDITIONAL DWELLING. (See Section 29)

2. Regulations

Minimum Parcel Size

- (a) The minimum parcel size is 8.0 hectares (20 acres).

Number and type of DWELLING UNIT(S)

- (b) One SINGLE FAMILY DWELLING is permitted on a parcel less than 3.6 hectares (9 acres) in size;
- (c) Two SINGLE FAMILY DWELLINGS or a TWO FAMILY DWELLING is permitted on a parcel 3.6 hectares (9 acres) or larger, but not both;
- (d) One TEMPORARY ADDITIONAL DWELLING, is permitted on a parcel 0.9 hectares (2.2 acres) and larger.

Height

- (e) No building or structure shall exceed 10 metres (32.8 ft.) in HEIGHT.



PEACE RIVER REGIONAL DISTRICT
Zoning Bylaw No. 1343, 2001

SECTION 39 R-6 (Residential 6 Zone - 8 ha) Continued

Setbacks

- (f) 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) 5 metres (17 ft.) of a REAR PARCEL LINE.

Agriculture

- (g) AGRICULTURE, use is permitted on parcels 4 hectares (10 acres) and larger;
- (h) AGRICULTURE-DOMESTIC, is permitted on parcels 0.4 hectares (1 acre) and larger;

Where AGRICULTURE, or AGRICULTURE-DOMESTIC are permitted the following regulations shall apply;

- (i) Maximum LOT COVERAGE for each commodity group is limited to the following:

COMMODITY GROUPS			
Apiculture (bees)	Greenhouse, Nursery, Speciality wood & Turf Crops	Livestock,* Poultry, Game and Fur	Mushroom growing facility
20%	Greenhouse: 75% Nurseries, Speciality Wood Crops & Turf Farms: 35%	35%	35%

*CONFINED LIVESTOCK AREAS are included in the LOT COVERAGE restriction.

The following structures do not fall under the LOT COVERAGE restrictions:

- detention ponds
- support structures used for shading, frost and wind protection of plants and animals.

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2416, 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. 2416, 2020."
2. Schedule C – Map 10 of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning District Lot 1291, PRD, from A-2 "Large Agricultural Holdings Zone" to R-5 "Residential 5 Zone" and R-6 "Residential 6 Zone", as shown on Schedule 'A' which is attached to and forms part of this bylaw.

READ A FIRST TIME THIS	_____	day of _____	, 2020.
READ A SECOND TIME THIS	_____	day of _____	, 2020.
Public Notification mailed on the	_____	day of _____	, 2020.
Public Notification advertised on the	_____	day of _____	, 2020.
READ A THIRD TIME THIS	_____	day of _____	, 2020.
Ministry of Transportation approval received 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. 2416, 2020,
as adopted by the Peace River Regional District
Board on _____, 20____.

Corporate Officer

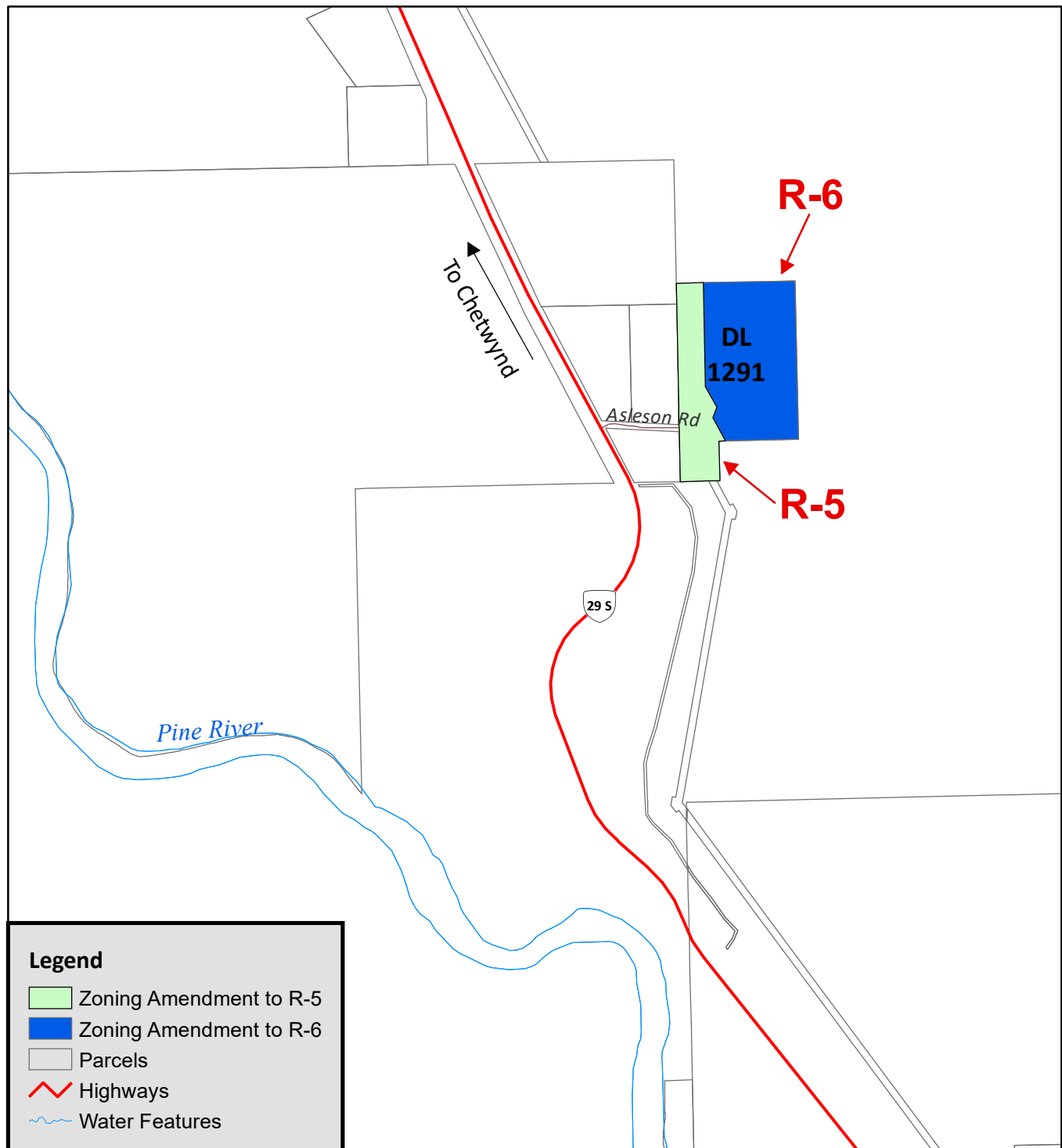


Peace River Regional District
Bylaw No. 2416, 2020
SCHEDULE "A"



1:15,000

Schedule C - Map 10 of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning District Lot 1291, PRD **from** A-2 "Large Agricultural Holdings Zone" **to** R-5 "Residential 5 Zone" and R-6 "Residential 6 Zone" as shown on the drawing below:



G:\Development_Services\BYLAWS\Bylaw_2416 - Zoning - PENDING.mxd



REPORT

To: Chair and Directors

Report Number: ADM-BRD-109

From: Tyra Henderson, Corporate Officer

Date: November 27, 2020

Subject: Area B Potable Water Capital Reserve Amendment Bylaw No. 2421, 2020

RECOMMENDATION #1: [Corporate Weighted]

That the Regional Board give 'Area B Potable Water Capital Reserve Amendment Bylaw No. 2421, 2020', to clearly state that the Area B Potable Water Capital Reserve is funded through requisition in the Area B Potable Water service area, first, second, and third reading.

RECOMMENDATION #2: [Corporate Weighted]

That the Regional Board adopt 'Area B Potable Water Capital Reserve Amendment Bylaw No. 2421, 2020'.

BACKGROUND/RATIONALE:

The Regional Board adopted 'Area B Potable Water Capital Reserve Bylaw No. 2418, 2020' on November 12, 2020 to establish a capital reserve fund for the Area B Potable Water function, and subsequently resolved that the bylaw be amended to indicate the specific function under which the reserve would be funded.

Bylaw No. 2421 identifies the service area (all of Electoral Area B) from which reserve funds may be requisitioned and paid into the Area B Potable Water Capital Reserve fund.

A draft consolidated copy of Bylaw 2418, showing the proposed deletions stricken, and proposed insertions highlighted in yellow, is attached to provide clarity as to how the bylaw will read if the amendment bylaw is approved.

ALTERNATIVE OPTIONS:

1. 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):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Area B Potable Water Capital Reserve Amendment Bylaw No. 2421, 2020
2. Draft Consolidated Area B Potable Water Capital Reserve Bylaw No. 2418, 2020

**PEACE RIVER REGIONAL DISTRICT
BYLAW NO. 2421, 2020**

*A bylaw to amend "Area B Potable Water
Capital Reserve Bylaw No. 2418, 2020"*

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

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

AND WHEREAS the Regional Board of the Peace River Regional District did adopt 'Area B Potable Water Capital Reserve Bylaw No. 2418, 2020' to establish a capital reserve fund for the purposes of constructing, altering, extending, replacing and/or upgrading the works of any Electoral Area B Potable Water Services;

AND WHEREAS the Regional Board wishes to amend "Area B Potable Water Capital Reserve Bylaw No. 2418, 2020" to indicate the specific function under which the reserve fund will be funded;

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

ADMINISTRATIVE PROVISIONS:

1. This Bylaw may be cited as "Area B Potable Water Capital Reserve Amendment Bylaw No. 2421, 2020".
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.

AMENDMENTS TO BYLAW 2418, 2020

3. "Area B Potable Water Capital Reserve Bylaw No. 2418, 2020", **Section 3 – PAYMENTS INTO FUND** is amended as follows:

Section 3.1

Delete the words "or as otherwise provided by law" and insert in their place "from Area B Potable Water Service Establishment Bylaw No. 2283, 2017, which defines the service and participating area for the function as all of Electoral Area B".

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

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

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

ADOPTED this _____ day of _____, 2020.

(Corporate Seal has been affixed to
the original bylaw)

Chair Brad Sperling

Corporate Officer – Tyra Henderson

*I hereby certify this to be a true and correct copy of
"Area B Potable Water Capital Reserve Amendment
Bylaw No. 2421, 2020", as adopted by the Peace
River Regional District Board on
_____, 2020.*

Tyra Henderson, Corporate Officer

PEACE RIVER REGIONAL DISTRICT
BYLAW NO. 2418, 2020

*A bylaw to establish a capital reserve fund for the
Electoral Area "B" Potable Water Service.*

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

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

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

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

SECTION 1 - CITATION

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

SECTION 2 – ESTABLISHMENT OF FUND

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

SECTION 3 – PAYMENTS INTO FUND

- 3.1 Money from current revenues or, as available, from general revenue surplus ~~or as otherwise provided by law~~ from Area B Potable Water Service Establishment Bylaw No. 2283, 2017, which defines the service and participating area for the function as all of Electoral Area B, may be paid into the Capital Reserve Fund.

SECTION 4 – EXPENDITURES FROM FUND

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

SECTION 5 – ADMINISTRATIVE

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

READ A FIRST TIME THIS	<u>12th</u>	day of	<u>November</u>	, 2020.
READ A SECOND TIME THIS	<u>12th</u>	day of	<u>November</u>	, 2020.
READ A THIRD TIME THIS	<u>12th</u>	day of	<u>November</u>	, 2020.
ADOPTED THIS	<u>12th</u>	day of	<u>November</u>	, 2020.

(Corporate Seal has been
affixed to the original
bylaw)

Chair

Corporate Officer

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

Corporate Officer



REPORT

To: Chair and Directors

Report Number: ADM-BRD-111

From: Tyra Henderson, Corporate Officer

Date: November 27, 2020

Subject: Area B Potable Water Fees and Charges Amendment Bylaw No. 2422, 2020

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board give 'Electoral Area B Potable Water Fees and Charges Amendment Bylaw No. 2422, 2020', which authorizes a new charge for bottle fill water, first, second, and third reading.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board adopt 'Electoral Area B Potable Water Fees and Charges Amendment Bylaw No. 2422, 2020'.

BACKGROUND/RATIONALE:

In 2017, the Regional Board established the 'Electoral Area B Potable Water Service' through Bylaw No. 2283, 2017, and in April 2020, adopted the "Electoral Area B Potable Water Fees and Charges Bylaw No. 2409, 2020".

Upon receipt of a recommendation from the Electoral Area Directors Committee October 15th meeting, on November 12, 2020 the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

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

The background report provided to the Electoral Area Directors Committee in support of the recommendation to increase the bottle fill water charge can be viewed on the October 15, 2020 Electoral Area Directors Committee agenda. Please click here [\(Item 9.2\)](#) to access the report.

A draft consolidated version of the Fees and Charges Bylaw for the Area B Potable Water stations is attached for convenience, with the added clause shown highlighted in yellow.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Water purveyors in Dawson Creek and Fort St. John are charging \$3-\$4 per 18L bottle. Compared to Regional District pricing, one bottle of water from one of our sites costs \$0.05/bottle. If the bottle fill rate is increased to \$3.00/ 18L bottle (166.67/m³) compared to \$0.05/18L bottle (\$3/m³), the total potential projected annual revenue in 2020 would have increased from \$417 to \$23,731 as shown in Table 1 below.

Table 1

Volume (in m ³)	Bulk (in m ³)	Bottle (in m ³)	Total Revenue (\$3/m ³)	Total Potential Revenue (\$3/m ³ for bulk, \$3/ bottle for bottle fill)
2020 (projected)	20,528	139	\$62,001	\$84,732

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Electoral Area B Potable Water Fees and Charges Amendment Bylaw No. 2422, 2020.
2. Draft Consolidated Area B Potable Water Fees and Charges Bylaw No. 2409, 2020

**PEACE RIVER REGIONAL DISTRICT
BYLAW NO. 2422, 2020**

A bylaw to amend "Area B Potable Water
Fees and Charges Bylaw No. 2409, 2020"

WHEREAS the Regional Board adopted Area B Potable Water Fees and Charges Bylaw No. 2409, 2020 to impose fees for the sale of water at Area B potable water stations;

AND WHEREAS the Regional Board wishes to amend "Area B Potable Water Fees and Charges Bylaw No. 2409, 2020" to include a bottle fill water rate;

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

ADMINISTRATIVE PROVISIONS

1. This bylaw may be cited as "Electoral Area B Potable Water Fees and Charges Amendment Bylaw No. 2422, 2020".
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.

AUTHORITY TO IMPOSE BOTTLE FILL WATER RATE

3. "Area B Potable Water Fees and Charges Bylaw No. 2409, 2020", Section 3 – ESTABLISHMENT OF FEES AND CHARGES is amended by adding a new Section 3.2 as follows:

3.2 The bottle fill rate charged shall be \$3 per 18 liter bottle.

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

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

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

ADOPTED this _____ day of _____, 2020.

(Corporate Seal has been affixed to
the original bylaw)

Chair Brad Sperling

Corporate Officer – Tyra Henderson

I hereby certify this to be a true and correct copy of
"Area B Potable Water Fees and Charges Amendment
Bylaw No. 2422, 2020",
as adopted by the Peace River Regional District
Board on _____, 2020.

Tyra Henderson, Corporate Officer

**PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2409, 2020**

A bylaw to establish the fees and charges
for potable water in Electoral Area B

WHEREAS, the Peace River Regional District has established a service for the supply, treatment, conveyance, storage, or distribution of potable water by adopting "Electoral Area 'B' Potable Water Service Establishment Bylaw No. 2283, 2017";

NOW THEREFORE, the Board of the Peace River Regional District enacts as follows:

SECTION 1 – GENERAL PROVISIONS

- 1.1 This bylaw may be cited as "Electoral Area B Potable Water Fees and Charges Bylaw No. 2409, 2020".
- 1.2 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.

SECTION 2 - APPLICABLE WATER STATIONS

- 2.1 The fees and charges established in this Bylaw are applicable to all current and future potable water stations owned and operated by the Peace River Regional District and located within the service area established by Electoral Area B Potable Water Service Establishment Bylaw No. 2283, 2017.

SECTION 3 – ESTABLISHMENT OF FEES AND CHARGES

- 3.1 The bulk water rate charged shall be \$3.00 per cubic meter of water.

- 3.2 The bottle fill rate charged shall be \$3 per 18 liter bottle.

READ A FIRST TIME this 9th day of April , 2020.

READ A SECOND TIME this 9th day of April , 2020.

READ A THIRD TIME this 9th day of April , 2020.

ADOPTED this 9th day of April , 2020

(Corporate Seal has been affixed
to the original bylaw)

Chair Brad Sperling

Corporate Officer – Tyra Henderson

I hereby certify this to be a true and correct copy of "Electoral Area B Potable Water Fees and Charges Bylaw No. 2409, 2020", as adopted by the Peace River Regional District Board on _____, 2020.

Tyra Henderson, Corporate Officer



REPORT

To: Chair and Directors

Report Number: ADM-BRD-112

From: Shawn Dahlen, Chief Administrative Officer

Date: December 1, 2020

Subject: Function 280 Recreation and Cultural Facilities Grants

RECOMMENDATION: [Corporate Unweighted, LGA s.208 (1) (2a)]

That the Regional Board give Recreation and Cultural Facilities and Services Grants-in-Aid Amendment Bylaw No. 2424, 2020, to expand the scope of Function 280, Recreation and Cultural Facilities Grants in Aid, beyond grants for operation and maintenance of recreation and cultural facilities, to add the authority to provide grants to community organizations that operate or provide recreational and cultural **services**, and to add the authority for **grants for capital projects that enhance recreational and cultural facilities**, first, second and third reading.

BACKGROUND/RATIONALE:

During the annual review and adoption of the financial plan in 2020, the Peace River Regional District Board questioned how Function 280, Recreation and Cultural Facilities Grants was being utilized for Regional Grant-in Aid. Upon investigation, it was revealed that the function was being utilized for grants outside of the authority originally provided via Supplementary Letters Patent 38 and later converted into a local service by Recreation and Cultural Facilities Grants in Aid Conversion Bylaw No. 669, 1990.

On August 18, 2020, the Regional Board passed the following resolutions:

MOVED, SECONDED, and CARRIED

That the Regional Board receive the report titled "Regional Grant-in-Aid Function 275 and 280 – ADM-BRD-068", which provides the Board with options to consider for the continuation of Function 275 and 280 Regional Grant-in-Aid, for discussion.

MOVED, SECONDED, and CARRIED

That the Regional Board authorize that Recreation and Cultural Facilities Grants-in-Aid Conversion Bylaw No. 669, 1990 be amended to allow Electoral Area Directors to provide funding to organizations that operate or provide services within their jurisdictions.

Supplementary Letters Patent (SLP) 38

Dated June 19, 1980, this SLP provided the original authority for recreation facility grants-in-aid, funded only by the electoral areas, as noted below:

"The Regional District may make grants in aid to assist in meeting the cost of operation and maintenance of recreation facilities serving the participating member municipalities referred to in paragraph 1."

**Paragraph 1 mentions only Electoral Areas A, B, C, D and E as the participants in this function – don't be confused by the reference to the participants as member municipalities, as in fact, the participants are all electoral areas and no municipalities are participants in this function.*

This Supplementary Letters Patent (SLP) is obsolete as the authority was converted by Recreation and Cultural Facilities Grants-In-Aid Conversion Bylaw No. 669, 1990.

The careful examination of the authority in place for grants-in-aid, first given through SLP #38 and later converted to an established function through Recreation and Cultural Facilities Grants-In-Aid Conversion Bylaw No. 669, 1990, revealed that Regional Grants-In-Aid for items other than grants for the operation and maintenance of recreation and cultural facilities could no longer be administered as they had been in the past, as the SLP nor resulting conversion bylaw (669) provided the authority to do so.

Under the current authority, (Conversion Bylaw 669, 1990) the grants-in-aid are funded only by the electoral areas and allow for grants only for operation and maintenance of recreation facilities. Health care scholarships, community event grants and other grants previously approved as part of this function cannot be permitted. However, the *Local Government Act, (s.349)* provides the authority to amend establishing bylaws, and sets out the process that must be followed in order to amend an existing function or service.

The attached amendment bylaw (Bylaw 2424) adds the authority to provide grants in aid for community organizations that offer recreational and cultural services, and the authority to provide grants in aid for capital projects that enhance recreational and cultural facilities, so long as no borrowing is required, to the function. Funding will continue to be provided through taxation revenue in the electoral areas only, and the maximum requisition has not been increased, as the existing maximum threshold provides ample funding for recreation and cultural grants. The bylaw also continued to require that the funding for facilities and services in any specific rural area, is funded directly by taxation from that area.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide additional amendments to Recreation and Cultural Facilities and Services Grants in Aid Amendment Bylaw 2424 for inclusion in the bylaw prior to it being considered for first three readings.
2. That the Regional Board refuse Recreation and Cultural Facilities and Services Grants in Aid Amendment Bylaw 2424.
3. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

\$279,650 was approved in the 2020 Financial Plan for Recreational and Cultural Facility grants.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

If approved by the Board, the Electoral Area Directors, as participants in the service, must provide written consent to the amendment, as per the *Local Government Act*, Section 347(2) and Section 349(2). Those written approvals, along with the Bylaw 2424, will be forwarded to the Ministry for their approval. Once approval has been obtained, and/or any conditions on approval imposed by the Ministry have been met (such as assent of the electors) the bylaw may be considered for adoption.

Attachments:

1. Supplementary Letters Patent #38
2. Recreation and Cultural Facilities Grant in Aid Conversion Bylaw No. 669, 1990
3. Recreation and Cultural Facilities and Services Grants in Aid Amendment Bylaw 2424, 2020
4. Draft Consolidated Bylaw 669, 1990 (as amended by 2424, 2020)



[Signature]
Lieutenant-Governor

38

C A N A D A

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom,
Canada, and Her other Realms and Territories, Queen,
Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come -

GREETING.

[Signature]
Minister
of Municipal Affairs

(WHEREAS pursuant to the provisions
(
(of Section 767 of the Municipal Act,
(
(the Peace River-Liard Regional District
(
(was incorporated by Letters Patent
(
(issued on the 31st day of October, 1967:

AND WHEREAS Section 767 of the Municipal Act provides,
inter alia, that in addition to the functions conferred by that Act, a
regional district has such functions as are provided by Letters Patent

or supplementary Letters Patent, and for this purpose the Lieutenant-Governor in Council may, on the recommendation of the Minister, provide in the Letters Patent or supplementary Letters Patent such further objects, powers, obligations, duties, limitations, and conditions in respect to any or all functions requested pursuant to that section:

AND WHEREAS the Regional Board of the Peace River-Liard Regional District has requested that the further function of making grants-in-aid to assist in meeting cost of operation and maintenance of recreation facilities with Electoral Areas A, B, C, D, and E as participating member municipalities be granted to the regional district under the provisions of Section 767(5) of the Municipal Act:

AND WHEREAS under the provisions of subsection (6) of section 767 of the Municipal Act, the annual net cost of any function granted pursuant to subsection (5) shall not exceed the product of two mills on the assessed values referred to in subsection (1) of section 791 within the participating municipalities, and the annual net cost of all functions granted pursuant to subsection (5) shall not exceed the product of three mills on such assessed values:

AND WHEREAS the provisions of Section 767 of the Municipal Act have been duly complied with:

NOW KNOW YE THAT by these presents We do order and proclaim that on, from, and after the date hereof, the following be added to the objects, powers, obligations, duties, limitations, and conditions of the Peace River-Liard Regional District:

DIVISION XLIII - RECREATION FACILITIES
GRANTS-IN-AID

1. Electoral Areas A, B, C, D, and E participate and share in the cost of the function pursuant to this Division.
2. The regional district may make grants-in-aid to assist in meeting the cost of operation and maintenance of recreation facilities serving the participating member municipalities referred to in paragraph 1.

3. The annual net cost shall be apportioned among the member municipalities on the basis of assessment of improvements only which may be taxed in the current year for school purposes, excluding property that is taxable for school purposes only by special Act, and shall not exceed the product of three-quarters of one mill on the said basis of assessment.

4. The borrowing power of the Regional District of this function is nil.

AND THAT the Letters Patent, as amended, of the Peace River-Liard Regional District be deemed to be further amended accordingly.

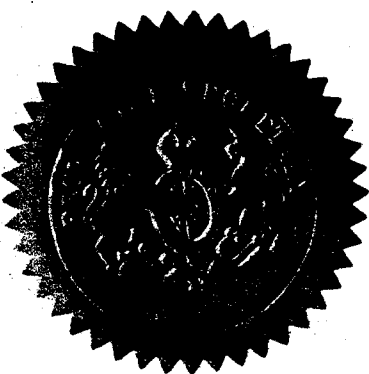
IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

WITNESS, the Honourable Henry P. Bell-Irving, Lieutenant-Governor of Our said Province of British Columbia, in Our City of Victoria, in Our said Province, this 19th day of JUNE, in the year of our Lord one thousand nine hundred and eighty and in the twenty-ninth year of Our Reign.

By Command.



Provincial Secretary and
Minister of Government Services.





1333

APPROVED AND ORDERED JUN 19 1980

~~Administrator~~
Lieutenant-Governor

EXECUTIVE COUNCIL CHAMBERS, VICTORIA JUN 19 1980

Lieutenant-Governor

On the recommendation of the undersigned, the ~~Administrator~~, by and with the advice and consent of the Executive Council, orders that, having received the recommendation of the Minister of Municipal Affairs the supplementary Letters Patent in the form attached hereto are hereby approved and issued to the Peace River-Liard Regional District.

Minister of Municipal Affairs.

Presiding Member of the Executive Council.

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

Authority under which Order is made:

Act and section..... Municipal Act -- Section 767

Other (specify) ... Order in Council 3355/67 and supplementary Letters Patent issued on October 31, 1967.

Statutory authority checked by

GARETH J. DAVIES

(Signature and typed or printed name of Legal Officer)

PEACE RIVER REGIONAL DISTRICT

BY-LAW NO. 669, 1990

A by-law to convert the function
of Recreation and Cultural Facilities Grants-in-Aid
to a local service.

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

- ~~a) meets the requirements of Section 794 for an establishing by-law, and~~
- ~~b) is adopted in accordance with the requirements of Section 802 as if it were a by-law amending an establishing by-law.~~

AND WHEREAS the Board of the Peace River Regional District was granted the function of Recreation and Cultural Facilities Grants-in-Aid by supplementary Letters Patent, dated June 19, 1980 as amended, with Electoral Areas "B", "C", "D", and "E" as participating member municipalities;

AND WHEREAS the Board of the Peace River Regional District wishes to convert its Recreation and Cultural Facilities Grants-in-Aid function to a local service;

AND WHEREAS the participating member municipalities have consented, in writing, to the adoption of this by-law;

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

Service Being Established

1. The function of Recreation and Cultural Facilities Grants-in-Aid, granted by supplementary Letters Patent, dated June 19, 1980, as amended is hereby established as the local service of Recreation and Cultural Facilities Grants-in-Aid.

Participating Areas

2. The participants in the local service established under Section 1, are Electoral Areas "B", "C", "D", and "E".

Limit on Annual Operating Expenses

3. The maximum amount that may be expended for annual operating costs for the service shall be greater of:

For Electoral Area "B":

- a) \$107,625; or
- b) the product of a property value tax of \$0.297 for each \$1,000 of net taxable value of improvements included in the service area.

For Electoral Area "C":

- a) \$26,790; or
- b) the product of a property value tax of \$0.281 for each \$1,000 of net taxable value of improvements included in the service area.

For Electoral Area "D":

- a) \$20,205; or
- b) the product of a property value tax of \$0.207 for each \$1,000 of net taxable value of improvements included in the service area.

Peace River Regional District
By-law No. 669, 1990

For Electoral Area "E":

- a) \$86,095; or
- b) the product of a property value tax of \$0.347 for each \$1,000 of net taxable value of improvements included in the service area.

Cost Recovery

4. The annual operating costs for the service shall be recovered by:

- a) requisition under Section 809.1 of the Municipal Act to be collected by a property value tax in the local service area, to be levied and collected under Section 810.1(1) on improvements only.

Apportionment of Costs

5. The annual net cost attributable to this service shall be borne directly by that electoral area within which the Recreation and Cultural Facilities Grants-in-Aid is provided.

Citation

6. This by-law may be cited for all purposes as "Recreation and Cultural Facilities Grants-in-Aid Conversion By-law No. 669, 1990".

READ A FIRST TIME THIS Zlc 9 r)c(DAY OF FeLY7i () , "9 , 1990.

READ A SECOND TIME THIS =nd DAY OF Fehr/Jo ry , 1990.

READ A THIRD TIME THIS o'7 ih DAY OF /qprtZ , 1990.

APPROVED by the Inspector of Municipalities pursuant to Section 802(6) of the

Municipal Act this cDnot DAY OF May , 1990.


RECONSIDERED, FINALLY PASSED AND ADOPTED, with the consent of at least

two-thirds of the participants this¹-/I¹¹ DAY OF itlazi , 1990.

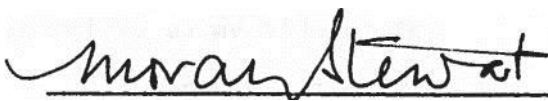
FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS _____ DAY OF _____ , 1990.

CERTIFIED A TRUE AND CORRECT COPY of
"Recreation and Cultural Facilities
Grants-in-Aid Conversion By-law No.
669, 1990".

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


Moray Stewart, dministrator


tson, hai an


Moray Stewart, Administrator

I HEREBY CERTIFY THE FOREGOING to be a true and correct copy of By-law No. 669, 1990 cited as "Recreation and Cultural Facilities Grants-in-Aid Conversion By-law No. 669, 1990" as read a third time by the Regional Board of the Peace River Regional District at a meeting held on the 07'7⁴⁶ day of igprl i , 1990.

Dated at Dawson Creek, B.C. this QipiA day of ick9rte, , 1990.

 C V 17
Dentoy CJRrk:

Moray Stewart, Administrator

(LAW21) [By-law No. 669]

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2424, 2020

A bylaw to amend ‘Recreational and Cultural Facilities Grants-in-Aid Conversion Bylaw No. 669, 1990’ to expand the scope of the service beyond operation and maintenance grants to include authority to provide grants to community organizations that provide community services on behalf of the Region, to provide grants for capital projects that enhance recreation and cultural facilities.

WHEREAS, the Peace River Regional District established a service for the provision of grants-in-aid to assist with meeting the costs of operation and maintenance of recreation and cultural facilities serving Electoral Areas B, C, D and E by adopting “Recreation and Cultural Facilities Grants-In-Aid Conversion Bylaw No. 669, 1990”;

AND WHEREAS, the Peace River Regional District wishes to expand the scope of this service beyond grants solely for the operation and maintenance of recreational and cultural facilities, to include the authority to provide grants to community organizations that operate or provide recreational and cultural **services** within the Electoral Areas, and the authority to provide **grants** to community organizations **for capital projects** that enhance recreational and cultural facilities, including those not owned by the Peace River Regional District, so long as the grant does not require the Peace River Regional District to borrow funds;

AND WHEREAS the *Local Government Act* allows for the amendment of a service establishment bylaw so long as the requirements of the legislation are met, and the Peace River Regional District has met those requirements, including obtaining approval from the Ministry and written consent from the participating areas;

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

SECTION 1 – GENERAL PROVISIONS

1. This bylaw may be cited as “Recreation and Cultural Facilities and Services Grants-In-Aid Amendment Bylaw No. 2424, 2020”.
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.

SECTION 2 – TEXT AMENDMENTS

Recreation and Cultural Facilities Grants-in-Aid Conversion By-law No. 669, 1990 is hereby amended as follows:

Preamble:

3. That in paragraph one of the preamble “Section 767(4) of the Municipal Act” be replaced with “the *Local Government Act*” and that the word “which” be deleted.
4. That in paragraph one of the preamble, parts a) and b) be deleted.

Section 1

5. That the existing section titled 'Citation' be deleted and replaced with new **SECTION 1 - "GENERAL PROVISIONS"** as follows:

1.1 This bylaw shall be cited for all purposes as 'Recreation and Cultural Facilities **and Services** Grants in Aid Conversion Bylaw No. 669, 1990'.

1.2 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.

Section 2

6. That new **SECTION 2 - "DEFINITIONS"** be added, and the following definitions be included in that section in alphabetical order:

Community Organizations: not-for-profit societies registered and in good standing in the Province of BC, or a local government.

Recreation and Cultural Facilities: standalone buildings or grounds that are used solely and exclusively to host publicly available recreation and cultural activities; including but not limited to riding arenas, ice arenas, swimming pools, community halls, fair grounds, museums, art galleries, and campgrounds.

Section 3

7. That the section titled "Service Being Established" be renamed "**SECTION 3 – THE SERVICE**" and that existing clause 1 of Section 3 be amended by deleting the words 'local service' and replacing them with the word 'function', and by adding the words "and Services" after the word 'Facilities' and before the words 'Grants in Aid', to read as follows:

3.1 *"The function of Recreation and Cultural Facilities Grants in Aid, granted by supplementary Letters Patent dated June 19, 1980, as amended, is hereby established as the function of Recreation and Cultural Facilities and Services Grants-in-Aid."*

8. That the following clauses be added to Section 3:

3.2 The service shall include the authority to provide grants to *community organizations* to assist with the costs of operation and maintenance of *recreation and cultural facilities* serving the Electoral Areas of the Peace River Regional District.

3.3 The service shall include the authority to provide grants to *community organizations* that operate and provide recreational and cultural services in the Electoral Areas.

3.4 The service shall include the authority to provide grants to *community organizations* undertaking capital projects to enhance *recreational and cultural facilities* in the Electoral Areas, whether or not those facilities are owned or held by the Peace River Regional District, so long as no borrowing is required on the part of the Peace River Regional District, to fund any grants.

3.5 For clarity, the service of Recreational and Cultural Facilities and Services does not include the authority to borrow funds for the service.

Section 4

9. That new “**SECTION 4 - SERVICE AREA BOUNDARY**” be added as follows:

- 4.1 The service area boundary is of all the land within the Peace River Regional District boundary, as established by the Lieutenant Governor in Council of British Columbia in Letters Patent dated October 22, 1987 and effective October 31, 1987, and as subsequently amended from time to time.

Section 5

10. That the section titled “Participating Areas” be renamed “**SECTION 5 – PARTICIPATING AREAS**” and clause 2 be deleted therefrom and replaced with the following:

- 5.1 The participants in the Recreation and Cultural Facilities and Services Grants in Aid function established herein are Electoral Areas B, D, C, and E.

Section 6

11. That the section titled “Cost Recovery” be deleted in its entirety and replaced with the following:

“SECTION 6 - COST RECOVERY”

6.1 The annual cost of providing Recreational and Cultural Facilities and Services Grants-in Aid within the service area boundary as defined in Section 4 above, shall be recovered by one of more of the following:

- A property value tax imposed pursuant to the provisions of the *Local Government Act*, levied against the net taxable value of improvements only
- Revenues raised by other means authorized by the *Local Government Act*, or another Act;
- Revenues raised by way of agreement, enterprise, gift, grant, or otherwise.

12. That the section titled “Apportionment Of Costs” be renamed “**SECTION 7 – APPORTIONMENT OF COSTS**” and the existing clause 5 be deleted therefrom and replaced with the following:

- 7.1 The annual net cost attributable to this service shall be borne directly by the electoral area(s) within which the Recreation and Cultural Facilities and Services Grant-in-Aid is provided and/or by the electoral area(s) that receive the benefit of the facility or service.

13. That New clause 7.2 be added to Section 7 as follows:

- 7.2 For clarity, Clause 7.1 requires that the cost of grants provided to *community organizations* operating and providing services in any one electoral area, and the cost of grants provided for the operation, maintenance, or capital improvement to recreational facilities in any one electoral area, shall be paid for through the cost recovery methods authorized in Section 6, applicable only in that electoral area; specifically, Electoral Area B facilities and services grants shall be funded by property taxes levied in Electoral Area B, Electoral Area C facilities and services grants shall be funded by property taxes levied in Electoral Area C, Electoral Area D facilities and services grants shall be funded by property taxes levied in Electoral Area D, and finally, that Electoral Area E facilities and services grants shall be paid

for via property taxes levied in Electoral Area E; or by other revenues raised as authorized by Section 6 above.

14. That the section titled "Limit on Annual Operating Expenses" be deleted and replaced with new "**SECTION 8 – MAXIMUM REQUISITION**" as follows:

8.1 The maximum amount that may be requisitioned annually for the service shall not exceed the greater of the sum of \$240,715 distributed amongst the participating areas as noted below, or the product of a property value tax as specified for each Electoral Area in this section:

- Electoral Area B
 - i. The greater of \$107,625 or the product of a property value tax of \$0.297 for each \$1,000 levied in Area B on the net taxable value of improvements only.
- Electoral Area C
 - i. The greater of \$26,790 or the product of a property value tax of \$0.281 for each \$1,000 levied in Area C on the net taxable value of improvements only.
- Electoral Area D
 - i. The greater of \$20,205 or the product of a property value tax of \$0.207 for each \$1,000 levied in Area D on the net taxable value of improvements only.
- Electoral Area E
 - i. The greater of \$86,095 or the product of a property value tax of \$0.347 for each \$1,000 levied in Area E on the net taxable value of improvements only.

READ A FIRST TIME this 11th day of December , 2020.

READ A SECOND TIME this 11th day of December , 2020.

READ A THIRD TIME this 11th day of December , 2020.

I hereby certify the foregoing to be a true and correct copy of "Recreation and Cultural Facilities and Services Grants-in-Aid Amendment Bylaw No. 2424, 2020" as read a third time by the Peace River Regional District Board on the 11th day of December, 2020.

Tyra Henderson, Corporate Officer

APPROVED by the Inspector of _____
Municipalities this _____ day of _____ , 2021.
ADOPTED, with the written consent of _____
the participants, this _____ day of _____ , 2021.

Chair Brad Sperling

(Corporate Seal has been affixed
to the original bylaw)

Corporate Officer – Tyra Henderson

I hereby certify this to be a true and correct copy of "Recreation and Cultural Facilities and Services Grants-in-Aid Amendment Bylaw No. 2424, 2020", as adopted by the Peace River Regional District Board on _____, 2020.

Tyra Henderson, Corporate Officer

DRAFT CONSOLIDATION

PEACE RIVER REGIONAL DISTRICT BY-LAW NO. 669, 1990

A by-law to convert the function of Recreation and Cultural Facilities Grants-in-Aid to a local service

WHEREAS, pursuant to the *Local Government Act*, a regional district exercising a power to provide a service other than a general service, is required to adopt a bylaw respecting that service;

AND WHEREAS the Board of the Peace River Regional District was granted the function of Recreation and Cultural Facilities Grants-in-Aid by Supplementary Letters Patent, dated June 19, 1980 as amended, with Electoral Areas "B", "C", "D", and "E" as participating member municipalities;

AND WHEREAS the Board of the Peace River Regional District wishes to convert its Recreation and Cultural Facilities Grants-in-Aid function to a local service;

AND WHEREAS the participating member municipalities have consented, in writing, to the adoption of this bylaw;

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

SECTION 1 – GENERAL PROVISIONS

- 1.1 This by-law may be cited for all purposes as "Recreation and Cultural Facilities and Services Grants-in-Aid Conversion By-law No. 669, 1990".
- 1.2 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.

SECTION 2 - DEFINITIONS

Community Organizations: not-for-profit societies registered and in good standing in the Province of BC, or a local government.

Recreation and Cultural Facilities: standalone buildings that are used solely and exclusively to host publicly available recreation and cultural activities; including but not limited to riding arenas, ice arenas, swimming pools, community halls, fair grounds, and campgrounds.

SECTION 3 – THE SERVICE

- 3.1 The function of Recreation and Cultural Facilities Grants-in-Aid, granted by supplementary Letters Patent, dated June 19, 1980, as amended, is hereby established as the function of Recreation and Cultural Facilities and Services Grants-in-Aid.
- 3.2 The service shall include the authority to provide grants to *community organizations* to assist with the costs of operation and maintenance of recreation and cultural facilities serving the Electoral Areas of the Peace River Regional District.
- 3.3 The service shall include the authority to provide grants to *community organizations* that operate and provide recreational and cultural services in the Electoral Areas.
- 3.4 The service shall include the authority to provide grants to *community organizations* undertaking capital projects to enhance *recreational and cultural facilities* in the Electoral Areas, whether or not those facilities are owned or held by the Peace River Regional District, so long as no borrowing is required on the part of the Peace River Regional District, to fund any grants.
- 3.5 For clarity, the service of Recreation and Cultural Facilities and Services Grants in Aid does not include the authority to borrow for the service.

SECTION 4 – BOUNDARY

- 4.1 The service area boundary is all of the land within the Peace River Regional District boundary, as established by the Lieutenant Governor in Council of British Columbia in Letters Patent dated October 22, 1987 and effective October 31, 1987, and as subsequently amended from time to time.

SECTION 5 – PARTICIPATING AREAS

- 5.1 The participants in the Recreation and Cultural Facilities and Services Grants in Aid function established herein are Electoral Areas B, C, D, and E.

SECTION 6 – COST RECOVERY

- 6.1 The annual cost of providing Recreational and Cultural Facilities and Services Grants-in-Aid within the service area boundary as defined in Section 4 above, shall be recovered by one of more of the following:
 - A property value tax imposed pursuant to the provisions of the *Local Government Act*, , levied against the net taxable value of improvements only;

- Revenues raised by other means authorized by the *Local Government Act*, or another Act;
- Revenues raised by way of agreement, enterprise, gift, grant, or otherwise.

SECTION 7 - APPORTIONMENT OF COSTS

- 7.1 The annual net cost attributable to this service shall be borne directly by the electoral area(s) within which the Recreation and Cultural Facilities and Services Grant-in-Aid is provided and/or by the electoral area(s) that receive the benefit of the facility or service.
- 7.2 For clarity, Clause 7.1 requires that the cost of grants provided to *community organizations* operating and providing services in any one electoral area, and the cost of grants provided for the operation, maintenance, or capital improvement to *recreational facilities* in any one electoral area, shall be paid for through the cost recovery methods authorized in Section 6, applicable only in that electoral area; specifically, Electoral Area B facilities and services grants shall be funded by property taxes levied in Electoral Area B, Electoral Area C facilities and services grants shall be funded by property taxes levied in Electoral Area C, Electoral Area D facilities and services grants shall be funded by property taxes levied in Electoral Area D, and finally, that Electoral Area E facilities and services grants shall be paid for via property taxes levied in Electoral Area E, or by other revenues raised as authorized by Section 6 above.

SECTION 8 – MAXIMUM REQUISITION

- 8.1 The maximum amount that may be requisitioned annually for the service shall not exceed the greater of \$240,715 distributed amongst the participating areas as noted below, or the product of a property value tax as specified for each Electoral Area in this section:
- Electoral Area B
 - i. The greater of \$107,625, or the product of a property value tax of \$0.297 for each \$1,000 levied in Area B on the net taxable value of improvements only.
 - Electoral Area C
 - i. The greater of \$26,790 or the product of a property value tax of \$0.281 for each \$1,000 levied in Area C on the net taxable value of improvements only.
 - Electoral Area D
 - i. The greater of \$20,205 or the product of a property value tax of \$0.207 for each \$1,000 levied in Area D on the net taxable value of improvements only.
 - Electoral Area E

- i. The greater of \$86,095 or the product of a property value tax of \$0.347 for each \$1,000 levied in Area E on the net taxable value of improvements only.

READ A FIRST TIME this	_____	day of _____	1990.
READ A SECOND TIME this	_____	day of _____	1990.
READ A THIRD TIME this	_____	day of _____	1990.
Approved by the Inspector of Municipalities this	_____	Day of _____	1990
ADOPTED this	_____	day of _____	1990.
AMENDED BY BYLAW XXXX, 2020, given three readings this	_____	day of _____	2020.
Approved by the Inspector of Municipalities this	_____	_____	2.21.
Amendment Bylaw No. xxxx, 2020, adopted this	_____	_____	2021.

(Corporate Seal has been affixed
to the original bylaw)

Chair Brad Sperling

Corporate Officer – Tyra Henderson



REPORT

To: Chair and Directors

Report Number: FN-BRD-027

From: Teri Vetter, Chief Financial Officer

Date: November 30, 2020

Subject: Financial Plan Amendment Bylaw 2423, 2020 – Five Year Financial Plan

RECOMMENDATION #1: [Weighted Vote]

That the Regional Board give “Financial Plan Amendment Bylaw No. 2423, 2020” first, second, and third reading.

RECOMMENDATION #2: [Weighted Vote – 2/3 Majority]

That the Regional Board adopt “Financial Plan Amendment Bylaw No. 2423, 2020”.

BACKGROUND/RATIONALE:

Due to the 2020 payment of MFA Temporary Borrowing of \$2.9 million dollars and the capital carry-forwards, the 2020-2024 Five Year Financial Plan must be amended as these amounts are material.

Schedule “A” has been amended in 2020 to:

- Decrease Reserve Revenue by \$407,925
- Increase Debt Servicing Expense by \$2,900,000
- Decrease Capital Expenses by \$2,487,075

Schedule “A” has been amended in 2021 to:

- Decrease Other Revenue by \$2,256,000
- Increase Reserve Revenue by \$2,347,075
- Increase Capital Expenses by \$2,414,375
- Decrease Other Expenses by \$2,323,300

The same changes are applicable to Schedule “B” which shows greater detail for each function; only the functions affected; Solid Waste (F500), Charlie Lake Sewer (F601) and Area B Potable Water (F702) have been changed in Schedule “B”.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

By amending the Five Year Financial Plan, the Chief Financial Officer will be permitted to pay capital expenditures that are carried forward to 2021 prior to the 2021 Five Year Financial Plan being adopted in March.

COMMUNICATIONS CONSIDERATION(S):

Financial Plan Amendment Bylaw No. 2423, 2020 must be sent to the Ministry.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Financial Plan Amendment Bylaw No. 2423, 2020

PEACE RIVER REGIONAL DISTRICT

Bylaw No. 2423, 2020

A bylaw to amend PRRD Five Year Financial Plan
(2020 – 2024) Bylaw No. 2407, 2020

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt "PRRD Five Year Financial Plan (2020 – 2024) Bylaw No. 2407, 2020".

NOW THEREFORE, the Board of the Peace River Regional District enacts as follows:

1. This bylaw may be cited as **"PRRD Five Year Financial Plan (2020 – 2024) Amendment Bylaw No. 2423, 2020"**.
2. "PRRD Five Year Financial Plan (2020 – 2024) Bylaw No. 2407, 2020" is hereby amended as follows:
 - 2.1. Schedule 'A' to Bylaw 2407 (Summary of Revenue and Expenditures) is replaced with the attached Schedule 'A' — Five Year Budget Summary.
 - 2.2. Schedule 'B' to Bylaw 2407 is replaced with the attached Schedule 'B' – Financial Plan Revenues and Expenditures by Function, 2020-2024.

READ A FIRST TIME THIS _____ day of _____, 2020

READ A SECOND TIME THIS _____ day of _____, 2020

READ A THIRD TIME THIS _____ day of _____, 2020

ADOPTED this _____ day of _____, 2020

(Corporate Seal has been
affixed to the original
bylaw)

Chair Brad Sperling

Corporate Officer – Tyra Henderson

I hereby certify this to be a true and correct copy of "PRRD Five Year
Financial Plan (2020 – 2024) Amendment Bylaw No. 2423, 2020", as
adopted by the Peace River Regional District Board on
_____, 2020.

Tyra Henderson, Corporate Officer

SCHEDULE "A"

Summary of Peace River Regional District Five Year Financial Plan (2020-2024)

SUMMARY OF REVENUE	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Tax Requisition	29,099,174	34,755,325	34,295,199	34,411,583	34,606,115
Parcel Taxes	316,500	826,949	826,949	826,949	826,949
Fees & Charges	177,310	177,310	177,310	177,310	177,310
Other Revenue	21,965,401	22,701,527	21,834,910	19,964,598	19,984,287
Proceeds of Borrowing	656,118	656,118	656,118	656,118	656,118
Reserves (excluding Operating)	36,304,834	11,229,594	7,391,891	6,603,135	6,603,135
Operating Reserve	65,335	23,997	23,997	23,997	23,997
Surplus	7,542,417	0	0	0	0
TOTAL REVENUE	\$96,127,089	\$70,370,820	\$65,206,374	\$62,663,690	\$62,877,911
SUMMARY OF EXPENDITURES					
Debt Servicing	6,442,330	3,560,416	3,560,416	3,560,416	3,560,416
Transfer to Reserves	5,510,395	5,512,435	5,510,395	5,561,638	5,558,803
Capital	9,373,313	16,298,803	11,021,418	8,552,048	8,743,048
Other Purposes	74,770,606	44,999,166	45,114,145	44,989,588	45,015,644
Deficit prior year	30,445	0	0	0	0
TOTAL EXPENDITURE	\$96,127,089	\$70,370,820	\$65,206,374	\$62,663,690	\$62,877,911

Peace River Regional District Five Year Financial Plan (2020-2024) - Schedule B - Year 2020																	
		Funding Sources					Schedule "B" Revenue				Schedule "B" Expenditures						
#	Function Name	Yax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Reserves			Total Revenue	Debt Servicing	Transfer to			Total Expenditures	
								(excluding Operating)	Operating Reserve	Surplus of Prior Year			Reserves	Capital	Other Purposes		Deficit prior year
100	Administrative	2,615,302	-	-	-	927,429	3,542,731	-	-	1,592,549	5,140,408	-	102,000	171,500	4,664,909	-	5,140,409
110	Legislative - Regional	629,399	-	-	-	54,000	683,399	-	-	105,900	789,299	-	-	-	789,299	-	789,299
120	Legislative - Electoral Areas	411,335	-	-	4,000,000	-	4,411,335	27,931,467	-	471,163	32,813,965	-	4,000,000	-	28,813,965	-	32,813,965
130	Administrative - Fiscal & Other	-	-	-	-	(11,338)	(11,338)	-	-	-	30,000	-	-	-	18,662	30,000	30,000
140	Economic Development	577,496	-	-	-	1,539	579,035	-	-	348,303	927,338	-	-	-	927,338	-	927,338
150	Fiscal Services - MFA	-	-	-	6,839,958	-	6,839,958	-	-	-	6,839,958	-	-	-	6,839,958	-	6,839,958
160	Fleet Administration	-	-	-	522,160	-	522,160	-	-	-	522,160	-	-	101,172	268,962	152,026	522,160
200	Regional Parks	552,000	-	-	-	70,000	622,000	-	-	225,817	847,817	-	25,000	146,500	676,317	-	847,817
210	Community Parks	840	-	-	10,000	-	10,840	12,888	-	59,446	83,174	-	-	35,000	48,174	-	83,174
220	Regional Recreation	63,294	-	-	-	-	63,294	-	-	244,689	307,983	-	-	-	307,983	-	307,983
221	Sub-Regional Recreation	946,900	-	-	-	3,500	950,400	-	-	7,600	958,000	-	25,000	-	933,000	-	958,000
225	Kelly Lake Community Centre	101,900	-	-	-	-	101,900	15,000	-	20,624	137,524	-	10,000	-	127,524	-	137,524
230	Tate Creek Community Centre	100,670	-	-	-	-	100,670	-	-	-	114,498	-	-	-	114,498	-	114,498
235	South Peace Multiplex	1,450,889	-	-	-	7,140	1,457,949	-	-	-	1,457,949	1,457,949	-	-	-	-	1,457,949
240	Chetwynd Leisure Centre	1,094,427	-	-	321,100	-	1,415,527	-	-	568,089	1,983,616	-	-	190,000	87,123	1,706,493	1,983,616
245	North Peace Leisure Pool	3,135,096	-	-	629,344	-	3,764,440	-	-	95,056	3,859,496	-	-	194,000	260,000	3,405,496	3,859,496
250	Chetwynd Recreation Complex	559,170	-	-	-	-	559,170	-	-	1,747	560,917	560,917	-	-	-	-	560,917
255	Chetwynd Arena	1,619,300	-	-	928,553	-	2,547,853	16,744	-	453,767	3,018,364	-	-	265,000	964,487	1,788,877	3,018,364
260	Clearview Arena	158,508	-	-	(140)	-	158,368	150,000	-	-	308,368	-	-	-	308,228	140	308,368
265	Baldy Creek Arena	309,629	-	-	-	-	309,629	-	-	-	309,629	181,917	15,000	-	112,712	-	309,629
270	Clearview Gym	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
275	Grants to Community Organizati	710,476	-	-	-	50,902	761,378	319,191	-	-	280,824	1,361,393	-	-	1,361,393	-	1,361,393
280	Rec & Cultural Facilities Gran	279,650	-	-	-	2,441	282,091	-	-	14,344	296,435	-	-	-	296,435	-	296,435
285	Cemeteries - R.C.D. & E	38,351	-	-	-	-	38,351	-	-	27,899	66,250	-	-	-	66,250	-	66,250
290	Chetwynd Library	496,218	-	-	-	64,029	560,247	-	-	-	1,416,193	-	-	919,975	496,218	-	1,416,193
295	Library Services	50,131	-	-	-	-	50,131	60,500	-	-	111,135	-	-	-	111,135	-	111,135
300	Emergency Planning	250,000	-	-	300,531	-	550,531	-	-	39,596	590,127	-	-	919,127	-	590,127	590,127
305	911 Emergency Telephone System	450,908	-	-	-	-	450,908	137,189	-	-	180,000	832,126	-	-	137,189	694,937	832,126
310	Emergency Rescue Vehicle	8,421	-	-	-	-	8,421	1,318	-	-	9,739	-	-	-	9,739	-	9,739
315	Charlie Lake Fire	772,097	-	-	-	-	772,097	839,757	-	-	316,854	1,928,708	-	30,000	1,160,295	738,413	1,928,708
320	Chetwynd Rural Fire	105,289	-	-	-	-	105,289	15,000	-	5,841	126,130	-	-	-	126,130	-	126,130
325	Dawson Creek/Peace Coupe Fire	504,191	-	-	-	-	504,191	2,056	-	-	506,247	-	85,000	-	421,247	506,247	506,247
330	Fort St. John Rural Fire	634,248	-	-	-	87,231	721,479	-	-	-	721,479	-	-	-	721,479	-	721,479
335	Moberly Lake Rural Fire	92,557	-	-	-	-	92,557	75,502	-	-	168,059	-	-	2,500	165,559	-	168,059
340	Taylor Road Fire	248,528	-	-	-	-	248,528	-	-	-	248,528	-	-	-	248,528	-	248,528
345	Tomelake Fire	111,243	-	-	-	-	111,243	9,570	-	-	120,813	-	-	-	120,813	-	120,813
400	Management of Development	1,012,093	-	23,929	126,000	-	1,162,022	-	-	317,787	1,479,809	-	-	-	1,479,809	-	1,479,809
405	Building Inspection	58,426	-	120,242	22,135	-	200,803	28,012	-	-	173,869	-	-	28,012	374,668	-	402,680
410	Animal Control Shelter	19,560	-	-	690	-	20,250	-	-	-	20,250	-	-	-	20,250	-	20,250
415	Regional District Development	-	-	-	174,052	-	174,052	-	-	-	83,186	-	-	-	257,238	-	257,238
420	12-Mile Electrification	-	839	-	-	-	839	-	-	-	839	-	-	-	839	-	839
425	Charlie Lake Local Community	(22,315)	-	-	-	-	(22,315)	-	-	22,315	-	-	-	-	-	-	-
430	Nolla Creek Diking	-	1,875	-	(1,360)	-	515	61,960	-	-	62,475	-	-	-	61,115	1,360	62,475
500	Regional Solid Waste Management	7,536,083	-	2,639	4,849,307	-	12,388,029	2,985,143	-	1,033,000	16,406,172	1,177,436	224,400	4,094,222	10,910,114	-	16,406,172
505	Area 1 Scramblevision	155,638	-	-	-	-	155,638	-	-	150	155,788	-	-	-	155,788	-	155,788
510	Chetwynd TV	48,280	-	-	-	-	48,280	-	-	160	48,440	-	-	-	48,440	-	48,440
520	Invasive Plants	183,646	-	-	52,000	-	235,646	-	-	107,210	342,856	-	-	-	342,856	-	342,856
525	North Pine TV	-	-	6,000	-	-	6,000	23,997	-	-	29,997	-	-	-	29,997	-	29,997
601	Charlie Lake Sewer	-	71,258	30,500	821,000	-	922,758	-	-	491,907	1,414,665	-	179,232	-	1,235,433	-	1,414,665
602	Chilton Sewer	-	35,000	-	48,447	-	83,447	-	-	-	83,447	-	-	-	81,894	1,553	83,447
603	PSJ Airport Sub Sewer	-	25,753	-	36,000	-	61,753	50,000	-	-	119,229	-	14,076	-	105,153	-	119,229
604	Friesen Sewer	-	7,500	-	6,120	-	13,620	-	-	3,943	17,563	-	-	5,335	12,228	-	17,563
605	Harper Imperial Sewer	-	61,404	-	16,500	6,118	84,022	50,000	-	10,475	144,497	44,111	23,425	-	76,961	-	144,497
606	Kelly Lake Sewer	-	18,750	-	11,329	-	30,079	100,731	-	-	117,152	-	-	-	105,823	11,329	117,152
607	Nolla Sewer	-	75,010	-	(4,725)	-	70,285	50,000	-	-	120,285	-	-	-	115,560	4,725	120,285
701	PSJ Airport Sub Water	-	19,111	-	36,000	-	55,111	55,000	-	14,255	124,366	-	19,255	5,000	100,111	-	124,366
702	Potable Water - Area B	1,025,009	-	-	60,000	-	1,085,009	3,318,352	-	21,696	5,265,048	3,020,000	-	1,095,048	1,150,000	-	5,265,048
Total		29,099,174	316,500	177,810	21,965,401	656,118	52,214,503	36,204,834	65,335	7,942,417	96,127,083	6,442,330	5,516,395	9,973,313	24,770,606	30,445	96,127,089

Peace River Regional District Five Year Financial Plan (2020 -2024) - Schedule B - Year 2021																	
		Schedule "B" Revenue					Schedule "B" Expenditures										
		Funding Sources					Transfers from				Schedule "B" Expenditures						
Function	Function Name	Tax Revenues	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Reserves (excluding Operating)	Operating Reserve	Surplus of Prior Year	Total Revenue	Debt Servicing	Transfer to Reserves	Capital	Other Purposes	Deficit prior year	Total Expenditures
200	Administrative	3,789,278	-	-	1,016,192	-	4,805,470	-	-	-	4,805,470	-	104,040	-	4,701,430	-	4,805,470
310	Legislative - Regional	749,299	-	-	40,000	-	789,299	-	-	-	789,299	-	-	-	-	-	789,299
320	Legislative - Electoral Areas	793,498	-	-	4,000,000	-	4,793,498	2,000,000	-	-	4,793,498	-	4,000,000	-	2,793,498	-	6,793,498
330	Administrative - Fiscal & Other	923,799	-	-	1,539	-	927,338	-	-	-	927,338	-	-	-	927,338	-	927,338
340	Economic Development	-	-	-	6,839,958	-	6,839,958	-	-	-	6,839,958	-	-	-	6,839,958	-	6,839,958
350	Fiscal Services - MFA	-	-	-	522,160	-	522,160	-	-	-	522,160	-	101,172	268,962	132,026	-	522,160
360	Plant Administration	-	-	-	70,000	-	847,817	-	-	-	847,817	-	25,000	146,500	676,317	-	847,817
370	Estimotey Parks	88,174	-	-	-	-	88,174	-	-	-	88,174	-	-	40,000	48,174	-	88,174
380	Regional Recreation	100,664	-	-	-	-	100,664	-	-	-	100,664	-	-	-	100,664	-	100,664
321	Sub-Regional Recreation	954,500	-	-	3,500	-	958,000	-	-	-	958,000	-	25,000	-	933,000	-	958,000
325	Kelly Lake Community Centre	120,024	-	-	-	-	120,024	-	-	-	120,024	-	-	10,000	-	110,024	120,024
330	Take Creek Community Centre	106,670	-	-	-	-	106,670	-	-	-	106,670	-	-	-	-	106,670	106,670
335	South Peace Multiplex	1,450,809	-	-	7,140	-	1,457,949	-	-	-	1,457,949	1,457,949	-	-	-	-	1,457,949
340	Chetwynd Leisure Centre	1,725,893	-	-	321,100	-	2,056,993	-	-	-	2,056,993	-	190,000	160,500	1,706,493	-	2,056,993
345	North Peace Leisure Pool	3,220,152	-	-	629,344	-	3,849,496	-	-	-	3,849,496	-	194,000	250,000	3,405,496	-	3,849,496
350	Chetwynd Recreation Complex	560,917	-	-	-	-	560,917	-	-	-	560,917	560,917	-	-	-	-	560,917
355	Chetwynd Arena	2,057,624	-	-	258,553	-	2,316,177	-	-	-	2,316,177	-	265,000	262,500	1,788,677	-	2,316,177
360	Clearview Arena - Artificial Ice	158,368	-	-	-	-	158,368	-	-	-	158,368	-	-	-	158,368	-	158,368
365	Buck Creek Arena	309,629	-	-	-	-	309,629	-	-	-	309,629	181,817	15,000	-	112,712	-	309,629
370	Clearview Gym	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
375	Grants to Community Organisations	993,300	-	-	50,902	-	1,044,202	319,191	-	-	1,363,393	-	-	-	1,363,393	-	1,363,393
380	Recreation & Cultural Facilities Grants	293,994	-	-	2,441	-	296,435	-	-	-	296,435	-	-	-	296,435	-	296,435
385	Cemeteries - R.C.D. & E.	66,250	-	-	-	-	66,250	-	-	-	66,250	-	-	-	66,250	-	66,250
390	Chetwynd Library	496,218	-	-	4,811,155	-	5,307,373	-	-	-	5,307,373	-	-	4,811,155	496,218	-	5,307,373
395	Library Services	50,625	-	-	-	-	50,625	60,500	-	-	111,125	-	-	-	111,125	-	111,125
395	Emergency Planning	113,244	-	-	-	-	113,244	-	-	-	113,244	-	-	-	465,775	-	578,999
395	911 Emergency Telephone System	630,968	-	-	64,029	-	694,997	-	-	-	694,997	-	-	-	694,997	-	694,997
310	Emergency Rescue Vehicle	9,739	-	-	-	-	9,739	-	-	-	9,739	-	-	-	9,739	-	9,739
315	Charlie Lake Fire	826,413	-	-	-	-	826,413	-	-	-	826,413	-	30,000	60,000	756,413	-	826,413
320	Chetwynd Rural Fire	111,130	-	-	-	-	111,130	15,000	-	-	126,130	-	-	-	126,130	-	126,130
325	Dawson Creek/Peace Coulee Fire	642,638	-	-	-	-	642,638	370,000	-	-	1,012,638	18,086	85,000	551,600	-	258,247	1,012,638
330	Fort St. John Rural Fire	634,246	-	-	87,231	-	721,476	-	-	-	721,476	-	-	-	721,476	-	721,476
335	Moberly Lake Rural Fire	92,557	-	-	-	-	92,557	75,502	-	-	168,059	-	-	2,500	165,559	-	168,059
340	Taylor Rural Fire	248,939	-	-	-	-	248,939	-	-	-	248,939	-	-	-	248,939	-	248,939
345	Township Fire	111,243	-	-	-	-	111,243	9,570	-	-	120,813	-	-	-	120,813	-	120,813
350	Management of Development	87,564	-	23,929	126,000	-	1,021,493	-	-	-	1,021,493	-	-	-	2,021,493	-	1,021,493
355	Building Inspection	232,251	-	-	120,242	-	352,493	-	-	-	352,493	-	-	28,012	374,505	-	352,493
310	Animal Control Shelter	19,500	-	-	690	-	20,190	-	-	-	20,190	-	-	-	20,190	-	20,190
315	Regional District Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
320	12 Mile Electrification	18	839	-	-	-	857	-	-	-	857	-	-	-	857	-	857
325	Charlie Lake Local Community	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
330	Rock Creek Drilling	-	1,875	-	-	-	1,875	21,993	-	-	23,868	-	-	-	23,868	-	23,868
350	Regional Solid Waste Management	8,569,083	-	2,439	2,593,307	-	11,164,829	7,497,143	-	-	18,661,972	1,177,436	224,400	8,606,222	-	18,662,172	18,662,172
355	Area 1 Surveillance	155,768	-	-	-	-	155,768	-	-	-	155,768	-	-	-	155,768	-	155,768
310	Chetwynd TV	48,440	-	-	-	-	48,440	-	-	-	48,440	-	-	-	48,440	-	48,440
320	Invasive Plants	290,856	-	-	52,000	-	342,856	-	-	-	342,856	-	-	-	342,856	-	342,856
325	North Peace TV	-	-	-	6,000	-	6,000	-	23,997	-	29,997	-	-	-	29,997	-	29,997
395	Charlie Lake Sewer	-	563,165	30,500	821,000	-	1,414,665	100,000	-	-	1,514,665	-	178,332	100,000	1,236,333	-	1,514,665
395	Chilton Sewer	-	23,447	-	50,000	-	73,447	-	-	-	73,447	-	-	-	73,447	-	73,447
395	FSI Airport Sub Sewer	-	33,229	-	36,000	-	69,229	50,000	-	-	119,229	-	-	14,076	105,153	-	119,229
395	Frozen Sewer	-	11,443	-	6,120	-	17,563	-	-	-	17,563	-	-	5,335	12,228	-	17,563
395	Hager Imperial Sewer	-	73,879	-	16,500	6,118	96,497	50,000	-	-	146,497	44,111	-	23,452	76,961	-	146,497
395	Kelly Lake Sewer	-	7,421	-	-	-	7,421	109,731	-	-	117,152	-	-	-	117,152	-	117,152
397	Ruby Sewer	-	70,265	-	-	-	70,265	50,000	-	-	120,265	-	-	-	120,265	-	120,265
701	FSI Airport Sub Water	-	33,366	-	36,000	-	69,366	50,000	-	-	119,366	-	-	19,255	5,000	100,111	119,366
702	Possible Water - Area B	1,130,000	-	-	45,000	650,000	1,825,000	418,912	-	-	2,273,912	120,000	-	1,008,352	4,130,000	-	2,273,912
Total		14,750,323	626,949	171,310	22,705,927	656,118	38,111,727	11,229,594	23,997	-	70,179,821	1,560,811	5,112,410	16,779,653	44,099,146	-	70,179,821

Peace River Regional District Five Year Financial Plan (2020 -2024) - Schedule B - Year 2022																
Function #		Schedule "B" Revenue					Schedule "B" Expenditures									
		Funding Sources					Transfers from									
		Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Reserves (excluding Operating)	Operating Reserve	Surplus of Prior Year	Total Revenue	Debt Servicing	Transfer to Reserves	Capital	Other Purposes	Deficit prior year	Total Expenditures
100	Administrative	3,715,452	-	-	1,030,116	-	4,745,568	-	-	4,745,568	-	102,000	-	4,643,568	-	4,745,568
110	Legislative - Regional	743,299	-	-	40,000	-	783,299	-	-	783,299	-	-	-	783,299	-	783,299
120	Legislative - Electoral Areas	793,498	-	-	4,000,000	-	4,793,498	-	-	4,793,498	-	4,000,000	-	793,498	-	4,793,498
130	Administrative - Fiscal & Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
140	Economic Development	925,799	-	-	1,539	-	927,338	-	-	927,338	-	-	-	927,338	-	927,338
150	Fiscal Services - MFA	-	-	-	6,839,958	-	6,839,958	-	-	6,839,958	-	-	-	6,839,958	-	6,839,958
160	Fleet Administration	-	-	-	522,160	-	522,160	-	-	522,160	-	101,172	268,962	152,026	-	522,160
200	Regional Parks	777,817	-	-	70,000	-	847,817	-	-	847,817	-	25,000	146,500	676,317	-	847,817
210	Community Parks	48,174	-	-	-	-	48,174	-	-	48,174	-	-	-	48,174	-	48,174
220	Regional Recreation	100,664	-	-	-	-	100,664	-	-	100,664	-	-	-	100,664	-	100,664
221	Sub-Regional Recreation	954,500	-	-	3,500	-	958,000	-	-	958,000	-	25,000	-	933,000	-	958,000
225	Kelly Lake Community Centre	120,024	-	-	-	-	120,024	-	-	120,024	-	10,000	-	110,024	-	120,024
230	Tate Creek Community Centre	100,670	-	-	-	-	100,670	-	-	100,670	-	-	-	100,670	-	100,670
235	South Peace Multiplex	1,450,809	-	-	7,140	-	1,457,949	-	-	1,457,949	1,457,949	-	-	-	-	1,457,949
240	Chetwynd Leisure Centre	1,711,393	-	-	321,100	-	2,032,493	-	-	2,032,493	-	190,000	136,000	1,706,493	-	2,032,493
245	North Peace Leisure Pool	3,220,152	-	-	629,344	-	3,849,496	-	-	3,849,496	-	194,000	250,000	3,405,496	-	3,849,496
250	Chetwynd Recreation Complex	560,917	-	-	-	-	560,917	-	-	560,917	560,917	-	-	-	-	560,917
255	Chetwynd Arena	1,945,324	-	-	258,553	-	2,203,877	-	-	2,203,877	-	265,000	150,000	1,788,877	-	2,203,877
260	Clearview Arena - Artificial I	158,368	-	-	-	-	158,368	-	-	158,368	-	-	-	158,368	-	158,368
265	Bluck Creek Arena	309,629	-	-	-	-	309,629	-	-	309,629	181,917	15,000	-	112,712	-	309,629
270	Clearview Gym	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
275	Grants to Community Organizati	991,300	-	-	50,902	-	1,042,202	319,191	-	1,361,393	-	-	-	1,361,393	-	1,361,393
280	Rec & Cultural Facilities Gran	293,994	-	-	2,441	-	296,435	-	-	296,435	-	-	-	296,435	-	296,435
285	Cemeteries - B,C,D, & E	66,250	-	-	-	-	66,250	-	-	66,250	-	-	-	66,250	-	66,250
290	Chetwynd Library	496,218	-	-	1,824,614	-	2,320,832	753,756	-	3,074,588	-	-	2,578,370	496,218	-	3,074,588
295	Library Services	50,625	-	-	-	-	50,625	60,500	-	111,125	-	-	-	111,125	-	111,125
300	Emergency Planning	330,244	-	-	531	-	330,775	-	-	330,775	-	-	-	330,775	-	330,775
305	911 Emergency Telephone System	630,908	-	-	64,029	-	694,937	-	-	694,937	-	-	-	694,937	-	694,937
310	Emergency Rescue Vehicle	9,739	-	-	-	-	9,739	-	-	9,739	-	-	-	9,739	-	9,739
315	Charlie Lake Fire	768,413	-	-	-	-	768,413	-	-	768,413	-	30,000	-	738,413	-	768,413
320	Chetwynd Rural Fire	111,130	-	-	-	-	111,130	15,000	-	126,130	-	-	-	126,130	-	126,130
325	Dawson Creek/Police Coupe Fire	539,333	-	-	-	-	539,333	35,000	-	574,333	18,088	85,000	-	471,247	-	574,333
330	Fort St. John Rural Fire	634,248	-	-	87,231	-	721,479	-	-	721,479	-	-	-	721,479	-	721,479
335	Moberly Lake Rural Fire	92,557	-	-	-	-	92,557	75,502	-	168,059	-	2,500	-	165,559	-	168,059
340	Taylor Rural Fire	248,928	-	-	-	-	248,928	-	-	248,928	-	-	-	248,928	-	248,928
345	Tomslake Fire	111,243	-	-	-	-	111,243	9,570	-	120,813	-	-	-	120,813	-	120,813
400	Management of Development	911,564	-	23,929	126,000	-	961,493	-	-	961,493	-	-	-	961,493	-	961,493
405	Building Inspection	232,291	-	120,242	22,135	-	374,668	28,012	-	402,680	-	-	28,012	374,668	-	402,680
410	Animal Control Shelter	19,560	-	-	690	-	20,250	-	-	20,250	-	-	-	20,250	-	20,250
415	Regional District Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
420	12-Milla Electrification	18	839	-	-	-	857	-	-	857	-	-	-	857	-	857
425	Charlie Lake Local Community	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
430	Rolla Creek Dyking	-	1,875	-	-	-	1,875	21,134	-	23,009	-	-	-	23,009	-	23,009
500	Regional Solid Waste Managemen	8,569,083	-	2,639	4,849,307	-	13,421,029	5,241,143	-	18,662,172	1,177,436	224,400	6,350,222	10,910,114	-	18,662,172
505	Area E Scramblevision	155,768	-	-	-	-	155,768	-	-	155,768	-	-	-	155,768	-	155,768
510	Chetwynd TV	48,440	-	-	-	-	48,440	-	-	48,440	-	-	-	48,440	-	48,440
520	Invasive Plants	290,856	-	-	52,000	-	342,856	-	-	342,856	-	-	-	342,856	-	342,856
525	North Pine TV	-	-	-	6,000	-	6,000	-	23,997	29,997	-	-	-	29,997	-	29,997
601	Charlie Lake Sewer	-	563,165	30,500	821,000	-	1,414,665	100,000	-	1,514,665	-	179,232	100,000	1,235,433	-	1,514,665
602	Chilton Sewer	-	33,447	-	50,000	-	83,447	-	-	83,447	-	-	-	83,447	-	83,447
603	FSJ Airport Sub Sewer	-	33,229	-	36,000	-	69,229	50,000	-	119,229	-	14,076	-	105,153	-	119,229
604	Friesen Sewer	-	11,443	-	6,120	-	17,563	-	-	17,563	-	5,335	-	12,228	-	17,563
605	Harper Imperial Sewer	-	71,879	-	16,500	6,118	94,497	50,000	-	144,497	44,111	23,425	-	76,961	-	144,497
606	Kelly Lake Sewer	-	7,421	-	-	-	7,421	109,731	-	117,152	-	-	-	117,152	-	117,152
607	Rolla Sewer	-	70,285	-	-	-	70,285	50,000	-	120,285	-	-	-	120,285	-	120,285
701	FSJ Airport Sub Water	-	33,366	-	36,000	-	69,366	55,000	-	124,366	-	19,255	5,000	100,111	-	124,366
702	Potable Water - Area B	1,150,000	-	-	60,000	650,000	1,860,000	418,352	-	2,278,352	120,000	-	1,008,352	1,150,000	-	2,278,352
Total		34,295,199	826,949	177,310	21,834,910	656,118	57,790,486	7,391,891	23,997	65,206,374	3,560,416	5,510,395	11,021,418	45,114,145	-	65,206,374

Peace River Regional District Five Year Financial Plan (2020 -2024) - Schedule B - Year 2023																				
Function #		Function Name		Schedule "B" Revenue					Transfers from				Schedule "B" Expenditures							
				Funding Sources				Proceeds of Borrowing	Total Funding	Reserves (excluding Operating)	Operating Reserve	Surplus of Prior Year	Total Revenue	Debt Servicing	Transfer to Reserves	Capital	Other Purposes	Deficit prior year	Total Expenditures	
		Tax Requisition	Parcel Taxes	Fees & Charges	Other Revenue															
100	Administrative	3,602,896	-	-	984,418	-	4,587,314	-	-	-	-	4,587,314	-	-	108,343	-	4,479,011	-	4,587,314	
110	Legislative - Regional	740,299	-	-	40,000	-	780,299	-	-	-	-	780,299	-	-	-	-	780,299	-	780,299	
120	Legislative - Electoral Areas	793,498	-	-	4,000,000	-	4,793,498	-	-	-	-	4,793,498	-	-	4,000,000	-	793,498	-	4,793,498	
130	Administrative - Fiscal & Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
140	Economic Development	925,799	-	-	1,539	-	927,338	-	-	-	-	927,338	-	-	-	-	927,338	-	927,338	
150	Fiscal Services - MFA	-	-	-	6,839,958	-	6,839,958	-	-	-	-	6,839,958	-	-	-	-	6,839,958	-	6,839,958	
160	Fleet Administration	-	-	-	522,140	-	522,140	-	-	-	-	522,140	-	-	101,172	268,962	152,026	-	522,140	
200	Regional Parks	777,817	-	-	70,000	-	847,817	-	-	-	-	847,817	-	-	146,500	676,317	427,417	-	847,817	
210	Community Parks	100,664	-	-	-	-	48,174	-	-	-	-	48,174	-	-	-	-	48,174	-	48,174	
220	Regional Recreation	954,500	-	-	-	-	200,664	-	-	-	-	200,664	-	-	-	-	200,664	-	200,664	
221	Sub-Regional Recreation	954,500	-	-	3,500	-	958,000	-	-	-	-	958,000	-	-	25,000	-	933,000	-	958,000	
225	Kelly Lake Community Centre	120,024	-	-	-	-	120,024	-	-	-	-	120,024	-	-	10,000	-	110,024	-	120,024	
230	Tate Creek Community Centre	100,670	-	-	-	-	100,670	-	-	-	-	100,670	-	-	-	-	100,670	-	100,670	
235	South Peace Multiplex	1,450,909	-	-	7,140	-	1,457,949	-	-	-	-	1,457,949	1,457,949	-	-	-	-	-	1,457,949	
240	Chetwynd Leisure Centre	1,733,893	-	-	321,100	-	2,054,993	-	-	-	-	2,054,993	-	-	190,000	158,500	1,706,493	-	2,054,993	
245	North Peace Leisure Pool	3,220,152	-	-	629,344	-	3,849,496	-	-	-	-	3,849,496	-	-	134,000	250,000	3,465,496	-	3,849,496	
250	Chetwynd Recreation Complex	560,917	-	-	-	-	560,917	-	-	-	-	560,917	560,917	-	-	-	-	-	560,917	
255	Chetwynd Arena	2,031,824	-	-	258,553	-	2,290,377	-	-	-	-	2,290,377	-	-	265,000	236,500	1,788,877	-	2,290,377	
260	Chetwynd Arena - Artificial I	158,368	-	-	-	-	158,368	-	-	-	-	158,368	-	-	-	-	158,368	-	158,368	
265	Bulk Creek Arena	309,629	-	-	-	-	309,629	-	-	-	-	309,629	181,917	15,000	-	-	112,712	-	309,629	
270	Chetwynd Gym	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
275	Grants to Community Organizati	991,300	-	-	50,902	-	1,042,202	-	-	319,191	-	1,361,393	-	-	-	-	1,361,393	-	1,361,393	
280	Rec & Cultural Facilities Gran	293,994	-	-	2,441	-	296,435	-	-	-	-	296,435	-	-	-	-	296,435	-	296,435	
285	Cometries - B.C.O. & E	66,250	-	-	-	-	66,250	-	-	-	-	66,250	-	-	-	-	66,250	-	66,250	
290	Chetwynd Library	496,218	-	-	-	-	496,218	-	-	-	-	496,218	-	-	-	-	496,218	-	496,218	
295	Library Services	50,625	-	-	-	-	50,625	-	-	60,500	-	111,125	-	-	-	-	111,125	-	111,125	
300	Emergency Planning	413,244	-	-	531	-	413,775	-	-	-	-	413,775	-	-	-	-	413,775	-	413,775	
305	911 Emergency Telephone System	630,908	-	-	64,029	-	694,937	-	-	-	-	694,937	-	-	-	-	694,937	-	694,937	
310	Emergency Rescue Vehicle	9,739	-	-	-	-	9,739	-	-	-	-	9,739	-	-	-	-	9,739	-	9,739	
315	Charlie Lake Fire	768,413	-	-	-	-	768,413	-	-	-	-	768,413	-	-	30,000	-	738,413	-	768,413	
320	Chetwynd Rural Fire	111,130	-	-	-	-	111,130	-	-	15,000	-	126,130	-	-	-	-	126,130	-	126,130	
325	Dawson Creek/Pouce Coupe Fire	574,333	-	-	-	-	574,333	-	-	-	-	574,333	18,086	130,000	-	-	426,247	-	574,333	
330	Fort St. John Rural Fire	634,248	-	-	87,231	-	721,479	-	-	-	-	721,479	-	-	-	-	721,479	-	721,479	
335	Moberly Lake Rural Fire	92,557	-	-	-	-	92,557	-	-	75,502	-	168,059	-	-	2,500	-	165,559	-	168,059	
340	Taylor Rural Fire	248,528	-	-	-	-	248,528	-	-	-	-	248,528	-	-	-	-	248,528	-	248,528	
345	Tumalak Fire	111,243	-	-	-	-	111,243	-	-	9,570	-	120,813	-	-	-	-	120,813	-	120,813	
400	Management of Development	811,264	-	-	23,529	-	834,793	-	-	-	-	834,793	-	-	-	-	834,793	-	834,793	
405	Building Inspection	232,291	-	120,242	22,135	-	374,668	-	-	28,012	-	402,680	-	-	-	28,012	374,668	-	402,680	
410	Animal Control Shelter	19,560	-	-	690	-	20,250	-	-	-	-	20,250	-	-	-	-	20,250	-	20,250	
415	Regional District Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
420	12-Mile Electrification	18	839	-	-	-	857	-	-	-	-	857	-	-	-	-	857	-	857	
425	Charlie Lake Local Community	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
430	Rolla Creek Diking	-	1,875	-	-	-	1,875	-	-	21,134	-	23,009	-	-	-	-	23,009	-	23,009	
500	Regional Solid Waste Managemen	8,569,083	-	2,639	4,849,307	-	13,421,029	-	-	5,241,143	-	18,662,172	1,177,436	224,400	6,350,222	10,910,114	18,662,172	-	18,662,172	
505	Area 8 Scramblevision	155,768	-	-	-	-	155,768	-	-	-	-	155,768	-	-	-	-	155,768	-	155,768	
510	Chetwynd TV	48,440	-	-	-	-	48,440	-	-	-	-	48,440	-	-	-	-	48,440	-	48,440	
520	Invasive Plants	290,856	-	-	52,000	-	342,856	-	-	-	-	342,856	-	-	-	-	342,856	-	342,856	
525	North Pine TV	-	-	-	6,000	-	6,000	-	-	29,997	-	29,997	-	-	-	-	29,997	-	29,997	
601	Charlie Lake Sewer	563,165	30,500	-	821,000	-	1,414,665	-	-	100,000	-	1,514,665	-	-	178,232	100,000	1,236,433	-	1,514,665	
602	Chilton Sewer	33,447	-	-	50,000	-	83,447	-	-	-	-	83,447	-	-	-	-	83,447	-	83,447	
603	PS1 Airport Sub Sewer	33,229	-	-	30,000	-	63,229	-	-	50,000	-	113,229	-	-	14,076	-	109,153	-	113,229	
604	Friesen Sewer	11,443	-	-	6,120	-	17,563	-	-	-	-	17,563	-	-	5,335	-	12,228	-	17,563	
605	Hazper Imperial Sewer	71,679	-	-	16,500	6,118	94,497	-	-	50,000	-	144,497	44,111	23,425	-	-	76,961	-	144,497	
606	Kelly Lake Sewer	7,421	-	-	-	-	7,421	-	-	109,731	-	117,152	-	-	-	-	117,152	-	117,152	
607	Rolla Sewer	70,285	-	-	-	-	70,285	-	-	50,000	-	120,285	-	-	-	-	120,285	-	120,285	
701	PS1 Airport Sub Water	33,366	-	-	36,000	-	69,366	-	-	55,000	-	124,366	-	-	19,255	5,000	100,111	-	124,366	
702	Potable Water - Area B	1,150,000	-	-	60,000	650,000	1,860,000	-	-	418,352	-	2,278,352	120,000	-	1,008,352	5,000	1,150,000	2,278,352	2,278,352	
Total		34,611,583	826,949	177,310	10,964,598	656,118	56,036,518	6,603,135	23,997	-	-	62,663,650	1,200,000	3,960,416	8,352,048	44,985,588	-	62,663,650		

Peace River Regional District Five Year Financial Plan (2020 -2024) - Schedule B - Year 2024																				
		Funding Sources					Schedule "B" Revenue				Transfers from					Schedule "B" Expenditures				
Function #	Function Name	Tax	Parcel Taxes	Fees & Charges	Other Revenue	Proceeds of Borrowing	Total Funding	Reserves (excluding Operating)	Operating Reserve	Surplus of Prior Year	Total Revenue	Debt Servicing	Transfer to Reserves	Capital	Other Purposes	Deficit prior year	Total Expenditures			
100	Administrative	3,618,368	-	-	1,004,107	-	4,622,475	-	-	-	4,622,475	-	110,408	-	4,512,067	-	4,622,475			
110	Legislative- Regional	789,299	-	-	40,000	-	789,299	-	-	-	789,299	-	-	-	789,299	-	789,299			
120	Legislative- Electoral Areas	793,498	-	-	4,000,000	-	4,793,498	-	-	-	4,793,498	-	4,000,000	-	793,498	-	4,793,498			
130	Administrative- Fiscal & Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
140	Economic Development	925,799	-	-	1,539	-	927,338	-	-	-	927,338	-	-	-	927,338	-	927,338			
150	Fiscal Services- MFA	-	-	-	6,839,958	-	6,839,958	-	-	-	6,839,958	-	-	-	6,839,958	-	6,839,958			
160	Fleet Administration	-	-	-	522,140	-	522,140	-	-	-	522,140	-	101,172	268,962	132,026	-	522,140			
200	Regional Parks	777,817	-	-	70,000	-	847,817	-	-	-	847,817	-	25,000	-	673,817	-	847,817			
210	Community Parks	48,174	-	-	-	-	48,174	-	-	-	48,174	-	-	-	48,174	-	48,174			
220	Regional Recreation	100,664	-	-	-	-	100,664	-	-	-	100,664	-	-	-	100,664	-	100,664			
221	Sub-Regional Recreation	954,500	-	-	3,500	-	958,000	-	-	-	958,000	-	25,000	-	933,000	-	958,000			
225	Kelly Lake Community Centre	120,024	-	-	-	-	120,024	-	-	-	120,024	-	10,000	-	110,024	-	120,024			
230	Tate Creek Community Centre	100,670	-	-	-	-	100,670	-	-	-	100,670	-	-	-	100,670	-	100,670			
235	South Peace Multiplex	1,450,949	-	-	7,140	-	1,457,949	-	-	-	1,457,949	1,457,949	-	-	-	-	1,457,949			
240	Chetwynd Leisure Centre	1,848,893	-	-	321,100	-	2,169,993	-	-	-	2,169,993	-	190,000	273,500	1,706,493	-	2,169,993			
245	North Peace Leisure Pool	3,220,152	-	-	628,344	-	3,848,496	-	-	-	3,848,496	-	134,000	250,000	3,464,496	-	3,848,496			
250	Chetwynd Recreation Complex	560,917	-	-	-	-	560,917	-	-	-	560,917	560,917	-	-	-	-	560,917			
255	Chetwynd Arena	2,047,824	-	-	258,553	-	2,306,377	-	-	-	2,306,377	-	265,000	252,500	1,788,877	-	2,306,377			
260	Chetwynd Arena- Artificial Ice	158,368	-	-	-	-	158,368	-	-	-	158,368	-	-	-	158,368	-	158,368			
265	Bulk Creek Arena	309,629	-	-	-	-	309,629	-	-	-	309,629	181,917	15,000	-	112,712	-	309,629			
270	Chetwynd Gym	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
275	Grants to Community Organizations	991,300	-	-	50,902	-	1,042,202	319,191	-	-	1,361,393	-	-	-	1,361,393	-	1,361,393			
280	Rec & Cultural Facilities Grant	293,994	-	-	2,441	-	296,435	-	-	-	296,435	-	-	-	296,435	-	296,435			
285	Cometries - R.C.O. & E	66,250	-	-	-	-	66,250	-	-	-	66,250	-	-	-	66,250	-	66,250			
290	Chetwynd Library	496,218	-	-	-	-	496,218	-	-	-	496,218	-	-	-	496,218	-	496,218			
295	Library Services	50,625	-	-	-	-	50,625	60,500	-	-	111,125	-	-	-	111,125	-	111,125			
300	Emergency Planning	430,244	-	-	-	531	430,775	-	-	-	430,775	-	-	-	430,775	-	430,775			
305	911 Emergency Telephone System	630,908	-	-	-	64,029	694,937	-	-	-	694,937	-	-	-	694,937	-	694,937			
310	Emergency Rescue Vehicle	9,739	-	-	-	-	9,739	-	-	-	9,739	-	-	-	9,739	-	9,739			
315	Charlie Lake Fire	828,413	-	-	-	-	828,413	-	-	-	828,413	-	30,000	60,000	738,413	-	828,413			
320	Chetwynd Rural Fire	111,130	-	-	-	-	111,130	15,000	-	-	126,130	-	-	-	126,130	-	126,130			
325	Dawson Creek/Pouce Coupe Fire	569,333	-	-	-	-	569,333	-	-	-	569,333	18,086	125,000	426,247	569,333	-	569,333			
330	Fort St. John Rural Fire	634,248	-	-	87,231	-	721,479	-	-	-	721,479	-	-	-	721,479	-	721,479			
335	Moberly Lake Rural Fire	92,557	-	-	-	-	92,557	75,502	-	-	168,059	-	2,500	-	165,559	-	168,059			
340	Taylor Rural Fire	248,528	-	-	-	-	248,528	-	-	9,570	248,528	-	-	-	248,528	-	248,528			
345	Tomlake Fire	111,243	-	-	-	-	111,243	-	-	-	111,243	-	-	-	111,243	-	111,243			
400	Management of Development	811,264	-	-	23,529	126,000	960,793	-	-	-	960,793	-	-	-	960,793	-	960,793			
405	Building Inspection	332,391	-	-	120,242	22,135	374,668	28,012	-	-	402,680	-	-	28,012	374,668	-	402,680			
410	Animal Control Shelter	19,560	-	-	-	690	20,250	-	-	-	20,250	-	-	-	20,250	-	20,250			
415	Regional District Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
420	12-Mile Electrification	18	839	-	-	-	857	-	-	-	857	-	-	-	857	-	857			
425	Charlie Lake Local Community	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
430	Rolla Creek Diking	-	1,875	-	-	-	1,875	21,134	-	-	23,009	-	-	-	23,009	-	23,009			
500	Regional Solid Waste Management	8,569,083	-	2,639	4,849,307	-	13,421,029	5,241,143	-	-	18,662,172	1,177,436	224,400	6,350,222	10,910,114	-	18,662,172			
505	Area 8 Scramblevision	155,768	-	-	-	-	155,768	-	-	-	155,768	-	-	-	155,768	-	155,768			
510	Chetwynd TV	48,440	-	-	-	-	48,440	-	-	-	48,440	-	-	-	48,440	-	48,440			
520	Invasive Plants	290,856	-	-	52,000	-	342,856	-	-	-	342,856	-	-	-	342,856	-	342,856			
525	North Pine TV	-	-	-	6,000	-	6,000	-	-	23,997	29,997	-	-	-	29,997	-	29,997			
601	Charlie Lake Sewer	-	563,165	30,500	821,000	-	1,414,665	100,000	-	-	1,514,665	-	178,232	100,000	1,236,433	-	1,514,665			
602	Chilton Sewer	-	33,447	-	50,000	-	83,447	-	-	-	83,447	-	-	-	83,447	-	83,447			
603	P31 Airport Sub Sewer	-	33,229	-	30,000	-	63,229	50,000	-	-	113,229	-	14,076	-	109,153	-	113,229			
604	Friesen Sewer	-	11,443	-	6,120	-	17,563	-	-	-	17,563	-	5,335	-	12,228	-	17,563			
605	Harper Imperial Sewer	-	71,679	-	16,500	6,118	94,497	50,000	-	-	144,497	44,111	23,425	-	76,961	-	144,497			
606	Kelly Lake Sewer	-	7,421	-	-	-	7,421	109,731	-	-	117,152	-	-	-	117,152	-	117,152			
607	Rolla Sewer	-	70,285	-	-	-	70,285	50,000	-	-	120,285	-	-	-	120,285	-	120,285			
701	P31 Airport Sub Water	-	33,366	-	36,000	-	69,366	55,000	-	-	124,366	-	-	19,255	5,000	100,111	124,366			
702	Potable Water- Area B	1,150,000	-	-	60,000	650,000	1,860,000	418,352	-	-	2,278,352	120,000	-	1,008,352	1,150,000	-	2,278,352			
Total		34,606,113	826,949	177,310	10,984,287	656,118	56,250,779	6,603,135	23,997	-	62,877,911	1,366,416	5,054,803	8,743,048	45,015,644	-	62,877,911			



REPORT

To: Chair and Directors

Report Number: FN-BRD-030

From: Teri Vetter, Chief Financial Officer

Date: October 21, 2020

Subject: 2021 Revenue Anticipation Borrowing Bylaw

RECOMMENDATION #1: [Corporate Weighted]

That the Regional Board give Revenue Anticipation Borrowing Bylaw No. 2419, 2020, which provides the Regional District the authority to borrow funds prior to receipt of taxation revenue for the 2021 year, first, second, and third reading.

RECOMMENDATION #2: [Corporate Weighted]

That the Regional Board adopt Revenue Anticipation Borrowing Bylaw No. 2419, 2020.

BACKGROUND/RATIONALE:

Section 404 of the *Local Government Act* permits the borrowing of funds in anticipation of the receipt of the annual requisition on August 1, 2021. This bylaw allows the Regional District to borrow funds, if necessary, in order to continue its operations until the annual requisition is received.

Regional Districts typically receive their requisition money from the Surveyor of Taxes and member municipalities annually on the first business day of August each calendar year. During the period from January to August, the Regional District uses surplus funds from the previous year to finance operations. If these funds were to be depleted, the Regional District would be required to interim borrow for operational needs until receipt of requisition funds. To date, this situation has never occurred.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide alternate direction.

STRATEGIC PLAN RELEVANCE:

☒ Not applicable

FINANCIAL CONSIDERATION(S):

The Regional District will be authorized to borrow up to \$6,000,000 with this approval to fund ongoing operations until the 2021 tax requisition funds are received in August 2021. If utilizing the funds becomes necessary, the Regional District would incur interest expenses at the rate available at the time. Money borrowed under this bylaw must be repaid when the anticipated revenue with respect to which borrowing was authorized is received as per the *Local Government Act*, Section 404(2).

COMMUNICATIONS CONSIDERATION(S):

Once adopted, a copy of the bylaw will be forwarded to the Municipal Finance Authority and the Regional District's bank to enable the Finance Department to undertake borrowing, if necessary.

OTHER CONSIDERATION(S):

None

Attachments:

1. Revenue Anticipation Borrowing Bylaw No. 2419, 2020

PEACE RIVER REGIONAL DISTRICT
Bylaw No. 2419, 2020

*A bylaw to provide for the borrowing of money
in anticipation of 2021 revenue*

WHEREAS the Peace River Regional District operates continuously each year despite receiving operating funds generated via taxation revenue, from its member municipalities on August 1st each year;

AND WHEREAS the Peace River Regional District Five Year Financial Plan (2020-2024) Bylaw No. 2407, 2020, as may be amended or replaced, provides the authority for the lawful expenditures of the Peace River Regional District;

AND WHEREAS, the *Local Government Act* provides the Regional Board the authority, without the assent of the electors or the approval of the Inspector of Municipalities, to borrow the sum deemed necessary to meet the current lawful expenditures of the Peace River Regional District and there are no liabilities outstanding under this authority;

AND WHEREAS the Regional District may not have sufficient money on hand to meet the current lawful expenditures of the Regional District, it is deemed necessary to borrow Six Million Dollars (\$6,000,000);

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

ADMINISTRATIVE PROVISIONS

1. This bylaw may be cited as "2021 Revenue Anticipation Borrowing Bylaw No. 2419, 2020."
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.
3. This bylaw shall take effect on January 1, 2021.

AUTHORITY TO BORROW

4. The Regional Board is hereby empowered and authorized to borrow upon the credit of the Peace River Regional District, an amount or amounts not exceeding the sum of Six Million Dollars (\$6,000,000.).
5. The form of obligation to be given as acknowledgement of the liability shall be a Promissory Note or Notes bearing the Corporate Seal and signed by the Chair and the Chief Financial Officer.
6. All anticipated revenue of the 2021 year, or so much thereof as may be necessary, shall, when collected, be used to repay any monies borrowed under the authority of this bylaw, and for certainty, all money borrowed, and interest payable thereon, shall be payable on or before the 31st day of December, 2021.

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

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

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

ADOPTED THIS _____ day of _____, 2020.

Chair

(Corporate Seal has been affixed to the
original bylaw)

Corporate Officer

*I hereby certify this to be a true and correct copy of "2021
Revenue Anticipation Borrowing Bylaw No. 2419, 2020",
as adopted by the Peace River Regional District Board on
_____, 2020.*

Tyra Henderson, Corporate Officer



2019-2022 Strategic Plan Action Update

December 2020

Organizational Effectiveness Strategy:

#1 Develop a Corporate Asset Management Program

Activity A	Deadline
<i>Develop a corporate asset management policy</i>	Complete
Action	Department
<ul style="list-style-type: none"> Policy adopted by Board Q4 2019 Consultant conducting review of AM Policy (Aug 2020) 	Finance

Activity B	Deadline
<i>Complete inventory of assets</i>	Q1 2021
Action	Department
<ul style="list-style-type: none"> Basic inventory of assets is ongoing - working with Asset Management consultant to get accurate asset inventory with historical costs Finance working with staff and/or consultants to identify owned/not owned assets and conditions - In progress with consultant. Developing a comprehensive, digital and dynamic inventory for all asset classes 	Finance
<ul style="list-style-type: none"> Continue to work on inventory of park properties Continue to work on inventory of 911 properties to determine ownership Inventories 75% complete: continue to work on inventory of park properties and inventory of 911 properties to determine ownership 	Community Services
<ul style="list-style-type: none"> Inventory of fleet and equipment – tag asset values on each – complete. Vehicles inventoried and valued as part of new Fleet Management Function File inventory on water/sewer/utilities documented and submitted for inclusion into management software – complete 	Env. Services
<ul style="list-style-type: none"> IT assets catalogued and submitted for gap analysis – in review of existing and old TCA 	Administration
<ul style="list-style-type: none"> GIS spatial data submitted for gap analysis – complete 	Administration

Activity C	Deadline
<i>Undertake condition assessments for all PRRD owned assets</i>	Q4 2021
Action	Department
<ul style="list-style-type: none"> Years of life estimated on vehicles, replacement costs set, new function in place taking into account depreciation costs to build reserves back up. Award of replacement vehicles April 9 Board meeting. New function "Fleet Management-Cost Centre 160," in place, funding structure established 	Env. Services



2019-2022 Strategic Plan Action Update

December 2020

<ul style="list-style-type: none"> Rolla Wastewater and North Peace Airport Sub Assessments complete Condition assessments budgeted for 2021: <ul style="list-style-type: none"> Kelly Lake Sewer Rolla Sewer Collection Network Chilton Sewer Friesen Sewer North Pine Tower Warehouse DC Office 	
<ul style="list-style-type: none"> Working with consultant to deliver condition assessment training to AM Working Group staff (Dec 2020) 	Finance
<ul style="list-style-type: none"> Condition assessments and detailed inventory of assets with be completed in 2021: <ul style="list-style-type: none"> Community Halls: <ul style="list-style-type: none"> Golata Creek Cache Creek Halfway Graham North Peace Fall Fair Jackfish Moberly Lake Kelly Lake (completed 2019) Osborne (completed 2019) Recreation Facilities: <ul style="list-style-type: none"> North Peace Leisure Pool Chetwynd Arena and Pool Fire Halls <ul style="list-style-type: none"> Charlie Lake Moberly Lake 	Community Services

Activity D	Deadline
<i>Determine service expectations for all assets</i>	Q4 2021
Action	Department
<ul style="list-style-type: none"> Working with consultant to develop level of service expectations (Oct-Dec 2021) 	Finance

Activity E	Deadline
<i>Identify funding and investment strategies</i>	2021
Action	Department
<ul style="list-style-type: none"> Working with consultant to develop strategy (Oct – Dec 2021) 	Finance



2019-2022 Strategic Plan Action Update

December 2020

<ul style="list-style-type: none">Applied for FCM Grant of \$50K to cover Asset Management Phase 2Continue to look into other grants available	
---	--

Activity F	Deadline
<i>Adopt asset management plan</i>	Q4 2021
Action	Department
<ul style="list-style-type: none">RFP has been awarded and working with consultant (PSD). Timeline was condensed from 3 years to 1.5 to ensure employee buy-in and achieve reliable, accurate asset inventory	Finance

Organizational Effectiveness Strategy:

#2 Comprehensive Policy Review

Activity A	Deadline
<i>Inventory, assess and prioritize existing governance and administrative policies to identify gaps or deficiencies</i>	2021
Action	Department
<ul style="list-style-type: none">Inventory and assessment of Finance policies completed by Intern, to Finance for review – completePrioritization of policies for updates or additions complete - In process Health Care Scholarship Committee just approved Draft MOU with Northern Health for scholarships – completeProcurement policy adopted – completeInvestment Policy - completeRegional Grant-in-aid policy adopted - In process of revising, draft policies to RBAC Dec 2020Asset management policy adopted - Adopted Q4 2019 (consultant reviewing Dec 2020)Electoral Area Grant-in-aid policy being drafted in process of revisingTangible Capital Asset policy being reviewed for revision with draft anticipated in Q1 2021 - working with consultant to have this amended and updated by Q1 2021Employee loan policy being developed to allow employees to purchase a product (computer, TV, etc.) and to pay the PRRD back over a timeframe – Q1 2021Service Agreement Policy (First Nations - Additions to Reserve) policy drafted for Q2 2021	Finance



2019-2022 Strategic Plan Action Update

December 2020

<ul style="list-style-type: none"> IT Acceptable Use policy adopted on November 2019, updated July 2020 Amended staff code of conduct adopted June 2020 Anti-racial discrimination and anti-racism policy adopted on June 2020 Signature Policy - identified as a priority for staff, to support purchasing policy which was updated, to provide authority for designated officers to bind the organization once Board approval for a project/contract is in place - 2021 Communications Policies drafted into one document, finalized in 2021 Amended Board Code of Conduct Policy adopted April 2020 Current procedures have been separated from policy and will be kept up to date as a training tool for new employees <ul style="list-style-type: none"> All policies on website Q1 2021 	Administration
<ul style="list-style-type: none"> Service Pin & Gifts Policies have been revised to help reward long-term employees Looking into updating Exempt staff policy in 2021 Working from home policy drafted in response to COVID-19, presented to Board and adopted April 2020, ongoing updates 	Human Resources
<ul style="list-style-type: none"> Complete review of Development Services policies and procedures, and related documents and best practices so that key processes are well defined and can easily be followed – complete 	Development Services

Activity B	Deadline
<i>Revise and amend policies on a priority basis</i>	2021
Action	Department
<ul style="list-style-type: none"> The policy review has been ongoing since May 2019, with a focus on Admin/Board policies 60 policies exist at this time 28 existing policies are complete 6 policies are pending review 98 policies have been repealed Solid Waste/Environment policies have been reviewed for redundancy and inoperable policies were repealed. This Department's policy review is nearly complete, with only 1 policy left pending review. Condolence Get Well policy amended September 2020 Civic Addressing/91 policies are being consolidated, updated, and in draft form Hazard Tree policy is being updated and in draft form and pending further staff revisions Facility Code of Conduct approved May 2020 Sponsorship and Naming Rights policy – being drafted 	Administration



2019-2022 Strategic Plan Action Update

December 2020

<ul style="list-style-type: none"> Staff resourcing policy – adopted Letterhead policy – adopted Travel policy – in draft form, Q3 2021 Remuneration Bylaw – adopted last January. Amended Remuneration Bylaw adopted by Board on January 9, 2020. Review 2021 <ul style="list-style-type: none"> Conflicting policies repealed by Board on January 2020 	Office of the CAO (EAM)
<ul style="list-style-type: none"> Criminal Record Check Policy amended September 2020 	Human Resources

Organizational Effectiveness Strategy:

#3 Support and Develop our Human Resources

Activity A	Deadline
<i>Establish a corporate employee development program</i>	Complete
Action	Department
<ul style="list-style-type: none"> Training needs and opportunities for staff are discussed during annual performance reviews. A more formal process is being investigated – complete 	Human Resources

Activity B	Deadline
<i>Review and update performance review process</i>	Complete
Action	Department
<ul style="list-style-type: none"> Formal procedures have been developed for annual union performance reviews on September 2019 Formal procedures have been developed for exempt performance reviews and step increases on September 2019 New CAO performance review template was approved by the Chair in May 2019 and confirmed by the Board in October 2019 Tied strategic plan to staff performance reviews on September 2019 Included in the process – we look for trends and issues and report back to management, implemented 2019 and forward 	Human Resources

Activity C	Deadline
<i>Develop an employee retention and recruitment strategy</i>	2021
Action	Department



2019-2022 Strategic Plan Action Update

December 2020

<ul style="list-style-type: none"> Employee service and gift policies have been updated to reward long-term employees as opposed to only those who leave the PRRD. Policies approved September 2020 – complete Budget dollars have been allocated in the 2021 budget to develop a formal recruitment and retention strategy. Staff have developed an RFQ to investigate such a strategy Completed 2019 Exempt Staff Wage review to remain competitive with wages, recommendation approved by Board October 2019 Recruitment Consulting Services contract awarded to Leaders International Executive Search December 2020 	Human Resources
--	-----------------

Activity D (unanticipated)	Deadline
<i>Development of a COVID-19 Response and Recovery Plans.</i>	Ongoing
Action	Department
<ul style="list-style-type: none"> Development of a COVID-19 Response Plan and subsequent Recovery Plan in response to COVID-19 in alignment with provincial health orders, WorkSafe BC requirements and provincial guidelines Board adopted Response Plan May 2020 	All departments

Organizational Effectiveness Strategy:

#4 Develop Performance Reporting System

Activity A	Deadline
<i>Create an Annual Report that aligns with the Strategic Plan</i>	Complete
Action	Department
<ul style="list-style-type: none"> The PRRD's Annual Report was submitted to GFOA Q4 2019 and will be presented to Board in Q2 2020 – won GFOABC award for Financial Reporting for 2018. Will be completing annual report and submission for 2019 GFOABC award by Q3 2020 Financial statistics were completed Q4 2019 as they are based on the restated 2018 Financial Statements approved October 2019 	Finance



2019-2022 Strategic Plan Action Update

December 2020

Activity B	Deadline
<i>Implement a quarterly reporting structure to Board</i>	Quarterly
Action	Department
<ul style="list-style-type: none">Strategic plan updates from CAO to Board each quarter posted to Board AgendaSpecific departmental updates at each COW will continue to happen as applicable:<ul style="list-style-type: none">Trish Old Fort After Action Report (October 2019)Trevor FN/GIS (Completed November 2019)Paulo & Kari Environmental Services Update (January 2020)Amber Investment Update (August 2020)Crystal Fiber Working Group (September 2020)Amber Housing Needs Assessment Update (October 2020)Leanne Procurement (December 2020)	Office of the CAO
<ul style="list-style-type: none">Finance is working on ability to provide interim, unaudited, quarterly financial statements to the Board – in the process of implementing budget software that will allow for this quarterly financial statement reporting to the Board. Expect implementation of software completed by beginning of Q1 2021	Finance

Activity C	Deadline
<i>Investigate and implement performance reporting systems/technology platforms</i>	2022
Action	Department
<ul style="list-style-type: none">Finance budgeting software to complement the existing financial system – complete. Awarded RFP April 2020Finance is investigating the asset registry component of an overall asset management system - software to be budgeted for in 2021 to compliment asset management strategy to provide accurate and reliable information on all PRRD's owned assetsFinance is investigating grant management software - working on RFP, hoping to be awarded by 2022	Finance



2019-2022 Strategic Plan Action Update

December 2020

Partnerships Strategy:

#1 Collaboration with Local and First Nations Governments

Activity A	Deadline
<i>Identify overlaps, duplications or gaps in service with partnering governments.</i>	Ongoing
Action	Department
<ul style="list-style-type: none"> Finance has reviewed service agreements with Environmental Services for transfer stations (FN) Q4 2020 Inventory of service agreements presented at July 2020 SWC meeting, updated terms and costs complete 	Finance/Environmental Services/Administration
<ul style="list-style-type: none"> Gotta go – partnership with Northern Rockies Municipality, MoTI, Feds public works, and BC Tourism. Working towards installing two more facilities in 2020/2021 Working towards a service function 	Office of the CAO (EAM)
<ul style="list-style-type: none"> Saulteau First Nations/Area E Water station discussions continue Saulteau and West Moberly were contacted October 2019 and July 2020 to discuss partnering on gasification of Moberly Lake – ongoing Met with Halfway River First Nations September 2020 to discuss a potential partnership on improvements for a gymnasium and a canteen style kitchen 	Office of the CAO (EAM)
<ul style="list-style-type: none"> IT/GIS have been successfully working with local first nations to provide updated addressing services, GIS training on using the PRRD online webmap, and to establish relationships to enable efficiency when new development occurs and addressing and mapping is required Service agreement policy was addressed above under comprehensive policy review section IT hosted a one-day workshop which included GIS professionals from LTSA, ICI Society, Fort St. John, Dawson Creek, Tumbler Ridge, Hudson's Hope, Taylor and MOTI to facilitate the migration to the new PMBC (Parcel Map BC) parcel fabric Through the months of August and September 2019, the IT/GIS team met with Housing Coordinators, Managers and Officers from Halfway River, Blueberry River, West Moberly, Saulteau and Doig River First Nations as part of the PRR Street Numbering and 911 Emergency Communications Agreement to review the 911 Civic Address audit Report from last year, gain awareness of addressing needs for new and future housing developments, and identify potential issues with current addresses or road names. The meetings were very beneficial to both the PRRD and the First Nation bands 	Administration (IT/GIS)



2019-2022 Strategic Plan Action Update

December 2020

<ul style="list-style-type: none">IT/GIS provided a GIS training workshop on how to use the public WebMap software on our website. Saulteau First Nations hosted the event on January 21, 2020. It was a lively, interactive group and we had good 3-hour session<ul style="list-style-type: none">Presented all the Webmap tools, what they do, live demo + common workflowDiscussed road naming and impact to addressing.Drawing, exporting, measuring in webmapLandmark data, alternative road names (North Island 911 data)Discussion around aligning our datasets/templates between GIS platforms	
<ul style="list-style-type: none">New West Peace Fringe Area OCP adopted on October 24, 2019Work continues on new North Peace Fringe Area (NPFA) OCP, Committee reviewed Oct 2020, public meeting delayed due to COVID-19The key stakeholder consultations, including Treaty 8 First Nations, which were planned for February 2020 were postponed. The PRRD has been unable to confirm meetings with First Nations communities regarding the NPFA OCP due to COVID-19<ul style="list-style-type: none">Senior management and the Chair are reviewing the NPFA OCP - ongoingPending COVID-19 restrictions, a final Steering Committee meeting will be held. The plan will then require legal review before adoption procedures beginDraft processes for First Nations communication and consultation under development	Development Services
<ul style="list-style-type: none">Solid Waste Management<ul style="list-style-type: none">Updating Solid Waste Contracts - inventory completeWaste Haulage Agreements and District Agreements with Tumbler Ridge and Hudson's Hope are ready for update Q1 2021	Env. Services
<ul style="list-style-type: none">Invasive Plant Program<ul style="list-style-type: none">Grants to FNs for management of invasive plants. Offered again in 2020 – completeSaulteau FN "sheep eat weeds" program conducted in June 2019 - completeBlueberry FN conduct outreach with PRRD (tentative, details forthcoming 2020). Blueberry FN has provided an estimate of activities scheduled for the next 3 years. First year will include education activities such as IP training, and inventory. RD to provide funding to assist. \$1000 Grant given to BRFN as well as 100 Destroy Daisy kits to support their campaign – complete	Env. Services



2019-2022 Strategic Plan Action Update

December 2020

<ul style="list-style-type: none"> Tsey Keh Dene, partnering with NEIPC Committee to provide signage for Invasive Plants within the territory (2020) - \$200 spent towards this initiative – complete Embarking on a renewed partnership with Doig River First Nations to tackle their infestation on their ranch lands. New outreach materials targeting Category A "Yellow Hawkweed" completed and issued 	
---	--

Activity B	Deadline
<i>Identify and pursue Community to Community Forum program opportunities.</i>	Ongoing
Action	Department
<ul style="list-style-type: none"> Participated in a meeting with Saulteau First Nations re: Water Station in 2019 Met with Saulteau and West Moberly in two separate meetings. Both FN have agreed to an MOU to meet more regularly Met with Doig FN and they want to work towards an MOU 	Finance / Office of the CAO
<ul style="list-style-type: none"> Community 2 Community Forum with Doig completed in 2019 Report to January 23, 2020 Board Meeting with recommendations to hold C2C meetings in 2020 – cancelled due to COVID-19 Invitations were sent out to Blueberry River First Nations, Doig River First Nation, Halfway River First Nation, Kwadacha First Nation, Prophet River First Nation, Saulteau First Nations, Tsey Keh Dene Nation, and West Moberly First Nations. Not all First Nation Communities responded A meeting was scheduled on June 16, 2020 to meet with Blueberry River First Nations, but was cancelled due to COVID Several dates were proposed to Halfway River First Nation Saulteau First Nations was going to provide some dates after their election Meetings were held with Doig River First Nation on July 7, 2020 and July 30, 2020 to discuss Treaty Land Entitlement A meeting was held with McLeod Lake Indian Band August 26, 2020 to discuss Treaty Land Entitlement A meeting was held with West Moberly First Nations August 27, 2020 to discuss Treaty Land Entitlement 	All Departments

Activity C	Deadline
<i>Develop policy for establishment of service agreements (First Nations)</i>	Q2 2021
Action	Department
<ul style="list-style-type: none"> Finance is working with Corporate Services on a Service Agreement/Addition to Reserves policy 	Finance



2019-2022 Strategic Plan Action Update

December 2020

Partnerships Strategy:

#2 Inter-provincial collaboration with Alberta local governments

Activity A	Deadline
<i>Identify gaps and opportunities for cooperation at 2019 Inter-Provincial meeting.</i>	Ongoing
Action	Department
<ul style="list-style-type: none"> Interprovincial Meeting held in Wembley Alberta on April 17, 2019 Director Hiebert attended the Alberta Rural Municipalities Conference in November 2019 Report to Board on January 23, 2020 with follow up actions from the April 17, 2019 Interprovincial meeting The 2020 Interprovincial meeting was scheduled to be held in Dawson Creek on April 15, 2020, but was cancelled due to COVID and will be rescheduled for 2021 Clear Hills County is arranging a virtual meeting in September 2020 to discuss the COVID-19 pandemic – unsuccessful 	Office of the CAO (EAM)
<ul style="list-style-type: none"> Solid Waste Management - consultant received tipping fee information from neighbouring counties, brought into consideration of fee thresholds as part of the SW Plan renewal. Captured revised draft SWMP Solid Waste research being conducted by UNBC for the PRRD ongoing 	Environmental Services
<ul style="list-style-type: none"> Invasive Plants <ul style="list-style-type: none"> Ongoing consultation with neighbouring local government's on high priority invasive plant infestations and control measures being employed Collaboration with Saddle Hills (ongoing) 	Environmental Services
<ul style="list-style-type: none"> IT is in regular contact with municipal counterparts (Grand Prairie County and member municipalities IT departments) to share information and best practices, specifically around cybersecurity, GIS and emergency operation support 	Administration

Activity B	Deadline
<i>Establish follow-up and accountability framework for inter-provincial outcomes.</i>	Complete
Action	Department
<ul style="list-style-type: none"> 2019 interprovincial meeting minutes go to EADC for review, who then make recommendations to the Board (report on the Jan 23, 2020 Board Agenda) 	Office of the CAO (EAM)



2019-2022 Strategic Plan Action Update

December 2020

- | | |
|--|--|
| <ul style="list-style-type: none">Representatives from the Alberta and Northern Health Authorities will be invited to attend the 2021 Interprovincial/Intermunicipal Meeting to discuss issues and concerns regarding interprovincial health servicesWork is underway to form a Joint Advocacy Committee with the County of Grande Prairie, Saddle Hills County, and Clear Hills County | |
|--|--|

Responsive Service Delivery Strategy:

#1 Review and Amend Solid Waste Management Plan

Activity A	Deadline
<i>Undertake public and stakeholder consultation/engagement process</i>	Q2 2021
Action	Department
<ul style="list-style-type: none">GAP analysis with Morrison Hershfield and intro meetings with PTAC/CoW complete:<ul style="list-style-type: none">PTAC January 22, 2020 Waste DiversionCoW January 23, 2020PTAC February 26, 2020 Energy Recovery & Residuals ManagementCoW February 27, 2020PTAC April 22, 2020 Financial AnalysisCoW April 23, 2020PTAC Aug 12, 2020 Preferred Options, Draft solid waste and consultation plansCoW Aug 13, 2020Public Consultation - Q2-Q3 2020 - may be delayed pending impact of the distancing measures around the COVID pandemic. Pending review by PTAC/CoW in Aug, consultation will still be affected by Public Health Order. In place of face-to-face engagement, engagement techniques will include options for virtual open houses, mail survey combined with online surveys and/or targeted phone surveys for random sampling of stakeholders in the Region – needs to be approved by Board	Environmental Services

Activity B	Deadline
<i>Issue Request for Expressions of Interest for alternative waste management/ disposal</i>	Q2 2021
Action	Department
<ul style="list-style-type: none">Dependent on Plan Amendment	Environmental Services



2019-2022 Strategic Plan Action Update

December 2020

Activity C	Deadline
<i>Amend Solid Waste Management Plan</i>	Q2 2021
Action	Department
<ul style="list-style-type: none">Plan will be submitted to MOE Q4 2020 Pending consultation, may be delayed to Q2 2021	Environmental Services

Responsive Service Delivery Strategy:

#2 Enhance Emergency Planning and Response Capacity

Activity A	Deadline
<i>Provide training to Board of Directors on Emergency Management roles and responsibilities</i>	Complete
Action	Department
<ul style="list-style-type: none">October 9, 2019 – Elected Officials EM Training completeOctober 23, 2019 – Media Training to Board and Member Municipality Councils complete<ul style="list-style-type: none">It is proposed that one workshop be scheduled in 2020; subject to adoption of the Financial Plan; staff investigating options for training in the fall	Community Services

Activity B	Deadline
<i>Increase staffing capacity within the Emergency Management Division</i>	Complete
Action	Department
<ul style="list-style-type: none">Protective Services Coordinator hired September 2020Protective Services Manager hired August 2020Community Services Clerk hired June 2019Three contractors employed during 2020 reactivation of Old Fort emergency	Community Services

Activity C	Deadline
<i>Formalize and adopt a Collaborative Emergency Management Model</i>	Q4 2021
Action	Department
<ul style="list-style-type: none">1st draft received and PRRD staff are reviewing before sending out to Working Group	Community Services



2019-2022 Strategic Plan Action Update

December 2020

<ul style="list-style-type: none"> Project will be restarted upon hiring of Protective Services Manager; due to delay in hiring, the project will not be completed until 2021 	
--	--

Activity D	Deadline
<i>Formalize an Inter-Agency cooperation framework with provincial and federal agencies and non-profit organizations</i>	2022
Action	Department
<ul style="list-style-type: none"> To be developed following the modernization of the Emergency Program Act, which has been delayed by the Province due to COVID. New legislation postponed due to COVID. Anticipate will see a "What we Heard" report in Fall of 2020. 	Community Services

Activity E	Deadline
<i>Develop and implement a public education program for emergency preparedness</i>	2022
Action	Department
<ul style="list-style-type: none"> 5 year public education program currently being drafted Plan is 50% complete. Plan will be completed by the end of Q4 once new Protective Services team is in place Staff will be delivering 4-5 FireSmart Education sessions throughout the region in 2020 (on-hold due to COVID-19). Staff applied for UBCM grant (Oct 2020) to hire FireSmart educator in 2021 	Community Services

Advocacy

Topic	Audience
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
Department	Action
Office of the CAO (EAM)	<ul style="list-style-type: none"> Gotta Go cell booster and DriveBC camera are active since Fall 2019 Connectivity Needs Assessment contract was awarded in December 2019. Project started Jan 1, 2020 with end of April 2020 set as the competition date



2019-2022 Strategic Plan Action Update

December 2020

	<ul style="list-style-type: none"> Final Report and presentation on connectivity needs assessment was delivered to EADC on April 16, 2020 Staff continue to work with the Electoral Area Directors to further define the connectivity strategy for the region that will include a phased approach and identifying partnerships Have been in conversations with the Province regarding governance and grant opportunities for connectivity Still in process of developing strategy Fibre Working Group first meeting Dec 2020
--	---

Topic	Audience
Senior's Housing – Needs Assessment and Investment	<ul style="list-style-type: none"> Northern Health Ministry of Health Community Partners and Agencies
Department	Action
Administration	<ul style="list-style-type: none"> Municipalities of Chetwynd, Dawson Creek, Hudson's Hope and Pouce Coupe agreed to a joint grant submission for a Housing Needs Assessment Grant. With assistance from the grant writer, the grant application for \$140,000 (as per the formula applicable to the participants) was submitted to UBCM prior to the November 30th deadline. Funding of \$140,000 approved end of February 2020. Presented draft Electoral Area results to EADC Nov 2020 RFP issued April 8 2020 - project completion by February 2021 Project contract awarded to Urban Matters on May 28, 2020 Staff Working Group formed with representatives from participating member municipalities Survey launched via notification mail out and online channels – closed August 9, 2020 Housing report will be used to advocate to province for needed 'beds' and services for seniors in the region, once data is known

Topic	Audience
Emergency Response Capacity for Local Governments	<ul style="list-style-type: none"> Ministry of Public Safety and Solicitor General NCLGA UBCM
Department	Action
Community Services	The Province of BC has released a discussion paper on the “Modernization of the <i>Emergency Program Act</i> .” A draft response letter was brought forward to the Emergency Executive Committee for consideration in early January 2020.



2019-2022 Strategic Plan Action Update

December 2020

	January 24, 2020 Board sent response to Province. Last update was that legislation would be released Spring 2021
	Staff and EMBC set date for staff to staff meeting to discuss capacity and other issues from the Old Fort Debriefing Report. Meeting postponed due to COVID-19.

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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

South Peace Health Services Society.

Box 294,

Dawson Creek, BC

V1G 4E7

November 20, 2020

To: Brad Sperling, PRRD

Thank you to all from the PRRD who attended our meeting last Thursday. It was encouraging to “meet” with you. I have been directed by the Board members to request you appoint a liaison to the board of the South Peace Health Services Society to assist with our progress towards getting the Bulterys House operational.

Our meetings are held the third Thursday of each month in different locations as needed. Recently the time has been changed to 5.30 pm (previously 7.00) , but we are flexible to accommodate everyone and, as you know, we have now returned to holding them on Zoom.

We look forward to hearing from you.

Margaret Sutton (secretary) _____

Sarah Kardashanski, Jeanette Lequierre, Kay Moody, Chris Norbury, Pat Sutherland, Shaely Wilbur.

Received DC Office November 24, 2020

November 24, 2020

VIA EMAIL

Attention: Regional District, Chief Administrative Officer

Re: Municipal Finance Authority of BC Appointment of Member(s)

Dear Sir/Madam,

This is a reminder of the requirement to appoint a Member or Members to the Municipal Finance Authority of BC (MFA) **prior to February 28, 2021** for a period of approximately one year (from date of appointment until a successor is appointed between November 2021 and February 2022). The regional district may also appoint one Alternate Member for each Member, to act in the case of necessary absence from a meeting of the Authority.

Under the *MFA Act*, all regional districts have at least one director appointed, based on population, with Fraser Valley and Capital having two and Metro Vancouver having ten for a total of 39 Members of the Authority.

Please fill in the attached Member Appointment Contact Information for your member(s), and their alternate(s) and return via email along with the official appointment documentation on your regional district letterhead.

Although our Act states that **appointments are to be made no later than February 28th**, we strongly recommend this be completed at your earliest opportunity. This will ensure that Members can make arrangements to participate in the virtual Financial Forum & Annual General Meeting on **March 25th, 2021**.

2021 Annual General Meeting - Virtual Event

In response to the current provincial health orders, the 2021 Annual General Meeting will be held virtually on Thursday, March 25th, 2021. **Please reserve this date (tentatively 9:00 a.m. - 4:00 p.m.) in your calendars.** Event registration details and further information will be shared after February 1, 2021.

For your reference, please see attached the 2021-2021 draft listing of Members of the Authority and Alternates Members (including vote entitlement), as well as the 2021 Notice of the MFA AGM/Financial Forum & Semi-Annual Meeting.

Please email any questions to mfa@mfa.bc.ca.

Kind regards,

Peter Urbanc
Chief Executive Officer



**Municipal Finance
Authority of BC**

217-3680 Uptown Boulevard
Victoria, BC V8Z 0B9

250.383.1181 | mfa.bc.ca



2021 Member Appointment Contact Information

Regional District Information

RD Name: _____

RD Mailing Address: _____

Street Address _____ Unit Number _____

City _____ Province _____ Postal Code _____

Appointed Member Contact Information

Full Name: _____

Last _____ First _____ M.I. _____

Address: _____

Street Address _____ Apartment/Unit # _____

City _____ Province **BC** Postal Code _____

Email _____ Phone # _____

Please indicate which address is to be used for main contact:

Regional District Address ☐ Member Address ☐

Alternate Appointed Member Contact Information

**mailing address of Regional District will be used if necessary*

Full Name: _____

Last _____ First _____ M.I. _____

Email _____ Phone # _____

Additional Contact You Require Correspondence Be Sent To

Full Name: _____

Last _____ First _____ M.I. _____

Email _____ Phone # _____

RD CAO
or CO

Name

Signature

**MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA
MEMBERS OF THE AUTHORITY**

Regional District	Member Appointed	Alternate	March 2021 Vote Entitlement*
Alberni-Clayoquot			1
Bulkley-Nechako			1
Capital			4
Capital			4
Cariboo			2
Central Coast			1
Central Kootenay			2
Central Okanagan			4
Columbia Shuswap			2
Comox Valley			2
Cowichan Valley			2
East Kootenay			2
Fraser-Fort George			2
Fraser Valley			3
Fraser Valley			3
Kitimat-Stikine			1
Kootenay Boundary			1
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Metro Vancouver			5
Mount Waddington			1
Nanaimo			4
North Coast			1
North Okanagan			2
Northern Rockies			1
Okanagan-Similkameen			2
Peace River			2
qathet			1
Squamish-Lillooet			1
Strathcona			1
Sunshine Coast			1
Thompson-Nicola			3



**Municipal Finance
Authority of BC**



2021 ANNUAL GENERAL MEETING & FINANCIAL FORUM

The Municipal Finance Authority of BC's Annual General Meeting & Financial Forum will be held on Thursday, March 25, 2021 virtually by video conference platform.

We invite Regional District CAOs and appointed MFA Members and Alternates to join us at our milestone event - celebrating the conclusion of our 50th anniversary year and hosting our first virtual Financial Forum.

The Financial Forum will present engaging ideas and discussion to delegates through speaker sessions and an overview on the MFA's programs and products.

EVENT REGISTRATION

Please **RSVP to mfa@mfa.bc.ca providing your name, organization, and email** by March 10th, 2020.

All interested parties are welcome to attend, however pre-registration is required to gain access to the event. You will be invited to access the virtual event platform and event schedule online on February 1, 2021.

Please note: One MFA representative, either the appointed Member or Alternate, will be remunerated for their attendance at the Annual General Meeting. Alternate Members are welcome to attend the virtual sessions and observe the Annual General Meeting.

2021 SEMI-ANNUAL MEETING

MFA Semi-Annual Meeting of the Members will be held on Tuesday, September 14, 2021 (time and location TBD), in conjunction with the Annual UBCM Conference in Vancouver. Please visit the **[UBCM website for further details](#)**.

If you have any questions about these meetings, please contact us: **mfa@mfa.bc.ca**



District of Chetwynd

Box 357
Chetwynd, BC
Canada V0C 1J0

tel: (250) 401-4100
fax: (250) 401-4101

email: d-chet@gochetwynd.com

November 17, 2020

Peace River Regional District
P.O. Box 810
Dawson Creek, BC
V1G 4H8

Attention: Tyra Henderson, Corporate Officer

Dear Ms. Henderson:

Re: Council Appointments – Civic Properties Commission

Please be advised that at the Regular Council meeting held on November 16, 2020, the District of Chetwynd Council made the following appointments to the Civic Properties Commission for 2021:

Mayor Allen Courtoreille
Councillor Clay Bassendowski
Councillor Janet Wark

Sincerely,

Carol Newsom
Chief Administrative Officer

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: November 26, 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	Milo MacDonald
Ann Sawyer	Glynnis Maundrell	Darrell Blades
Wendy Basisty	O'Brien Blackall	Tony Pellet
David Smith	Myron Dirks	Renee Jamurat
Jim Collins	Brad Filmer	Dave Tyreman
Ethelann Stewart	Jim McKnight	Nicole Hansen
Steve Byford	Bill Adair	Corey Jonsson
SD#60 representative	Karrilyn Vince	Matt Austin
Sarah McDougal	Edward Albury, CLFD Chief	

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

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

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

Director Goodings Director Heiberg
 Director Fraser Director Bumstead

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

Director Sperling Director Rose

Solid Waste Management Plan Technical Advisory Committee

Technical (RD/20/01/42)

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

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

Solid Waste Management Plan Technical Advisory Committee (continued)

SW Contractors

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

Recyclers

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

Construction and Demolition

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

First Nations

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

Interested Parties

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

Member at Large

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

Legislated / Bylaw Commissions or Committees

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

Director Courtoreille [RD/20/01/44]

Councillor Galbraith [RD/20/01/44]

Councillor Wark [RD/20/01/44]

Director Rose

Walter MacFarlane

Larry Houley

Electoral Area 'E' Industrial Development Committee / Commission

Director Rose

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

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Director Bumstead

Director Ackerman

Fire Management Committees:

Chetwynd

Director Rose

Mayor Courtoreille, District of Chetwynd

Dawson Creek / Pouce Coupe

Director Hiebert

Mayor Bumstead, City of Dawson Creek or designate

Mayor Michetti, Village of Pouce Coupe Mayor or designate

Fort St. John

Director Sperling

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

Moberly Lake

Director Rose

Taylor

Director Sperling

Director Hiebert

Mayor Fraser or representative of Council

Tomslake

Director Hiebert

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

Electoral Area B - Director Goodings and Arlene Boon

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

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

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

Parcel Tax Roll Review Panel

Director Goodings

Director Sperling

Director Hiebert

Rural Budgets Administration Committee

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Board Liaison Appointments to Outside Agencies

Alaska Highway Community Society

Director Hiebert
Director Goodings

Buick Arena

Director Goodings

Charlie Lake Conservation Society

Director Sperling

Chetwynd Communications Society

Director Rose
Mayor Courtoreille, District of Chetwynd

Chetwynd Library

Director Rose

Clearview Arena

Director Goodings

FSJ Results Based Pilot Project Public Advisory Group

Director Fraser
Director Goodings (Alternate)

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

Director Sperling
Director Goodings (Alternate)

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

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

Invasive Plant Council of BC

Director Hiebert

Municipal Finance Authority of BC

Director Rose
Director Sperling - Alternate

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

Leanne Milliken
Director Bumstead – Alternate Voting Member

Board Liaison Appointments to Outside Agencies - continued

North Peace Airport Society

Electoral Area B – Director Goodings and Arlene Boon

Electoral Area C - Director Sperling and Jim McKnight

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

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

Director Goodings

Director Hiebert

Director Sperling

Director Rose

Northeast Roundtable

All PRRD Board members

Northeast Strategic Advisory Group 2015

Director Goodings

Director Ackerman (Alternate)

North Peace Fall Fair Society

Director Goodings

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

(Addiction Recovery Community Housing Building Committee)

Director Hiebert

Peace Williston Advisory Committee [May 30, 2019]

Director Goodings

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

Director Fraser

Director Heiberg

Regional Community Liaison Committee – Site C Clean Energy Project

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Tumbler Ridge Museum Foundation and Tumbler Ridge UNESCO Global Geopark

Director Fraser

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

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

Director Sperling

Industry Sector Liaison Appointments

Coastal Gas Link Pipeline

Director Rose

Environmental Assessment Project Working Groups

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

Director Rose

Hermann Mine [RD/18/10/35]

Director Rose

Crystal Brown, EA Manager

Kemess Underground Project

Director Goodings

Northern Gateway – Enbridge Pipeline

Director Hiebert

Petronas – Town North Gas Plant Expansion [RD/20/11/03 (26)]

Director Goodings

Red Willow Wind Project

Director Hiebert

Silverberry Secure Landfill Project

Director Goodings

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

Director Rose [RD/20/11/41]

Director Fraser

Sukunka Coal Project

Director Rose

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

Director Rose

Director Goodings

Crystal Brown, EA Manager

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

Director Rose

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

Director Goodings



ELECTORAL AREA DIRECTORS COMMITTEE MEETING MINUTES

THURSDAY, NOVEMBER 19, 2020

LOCATION

Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Directors

Director Rose, Electoral Area 'E'
Director Sperling, Electoral Area 'C'
Director Goodings, Electoral Area 'B' (*via teleconference*)
Director Hiebert, Electoral Area 'D'

Staff

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

Others

Katrin Saxty, Urban Systems (*via teleconference*)

Delegations

9.1 Urban Matters
Matt Thomson, Community Housing Lead (*via teleconference*)

1. CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 10:01 am.

2. ELECTION OF CHAIR

The Chief Administrative Officer called for nominations for the office of Electoral Area Directors Committee Chair for 2020-2021.

Director Sperling nominated Director Hiebert for the office of Committee Chair for 2020-2021.

Director Rose seconded the nomination.

Director Hiebert accepted the nomination.

Director Goodings nominated Director Rose for the office of Electoral Area Directors Committee Chair for 2020-2021.

Director Sperling seconded the nomination.

Director Rose accepted the nomination.

Director Hiebert recused his acceptance for the nomination of Committee Chair.

The Chief Administrative Officer called a second time for nominations for the office of Electoral Area Directors Committee Chair for 2020-2021.



The Chief Administrative Officer called a third time for nominations for the office of Committee Chair for 2020-2021.

Hearing none, the Chief Administrative Officer declared Director Rose Chair of the Electoral Area Directors Committee for 2020-2021.

3. ELECTION OF VICE-CHAIR

The Chief Administrative Officer called for nominations for the office of Electoral Area Directors Committee Vice-Chair for 2020-2021.

Director Sperling nominated Director Hiebert for the office of Committee Vice-Chair for 2020-2021.

Director Goodings seconded the nomination.

Director Hiebert accepted the nomination.

The Chief Administrative Officer called a second time for nominations for the office of Committee Vice-Chair for 2020-2021.

The Chief Administrative Officer called a third time for nominations for the office of Committee Vice-Chair for 2020-2021.

Hearing none, the Chief Administrative Officer declared Director Hiebert, Vice-Chair of the Electoral Area Directors Committee for 2020-2021.

Director Rose assumed the position of Chair to conduct the meeting.

4. DIRECTORS' NOTICE OF NEW BUSINESS

5. ADOPTION OF AGENDA

Adoption of Agenda

MOVED Director Hiebert, SECONDED Director Sperling,

That the Electoral Area Directors Committee adopt the November 19, 2020 Meeting Agenda.

1. Call to Order

1.1. Meeting Chair -

2. Election of Chair

3. Election of Vice-Chair

4. Directors' Notice of New Business

5. Adoption of Agenda

6. Gallery Comments or Questions

7. Adoption of Minutes

7.1. Electoral Area Directors Committee Draft Meeting Minutes of October 15, 2020

8. Business Arising from the Minutes

9. Delegations

9.1. Urban Matters

10. Correspondence

10.1. First Responder Statement of Principles

10.2. Village of Pouce Coupe - Pouce Coupe Volunteer Fire Department Response to Medical Calls

11. Reports

11.1. 2021 Electoral Area Directors Committee Meeting Schedule, ADM-EADC-022

11.2. Options for Recording PRRD Meetings, DR-EADC-001

11.3. Agriculture Land Reserve Exclusion Policy, DS-EADC-007



Adoption of Agenda
(continued)

- 11.4. Rolla Sewer Treatment Facility Condition Assessment, ENV-EADC-006
- 11.5. Notice of Closed Session – November 19, 2020, ADM-EADC-023

12. Discussion Items

- 12.1. Seniors Meal Program - Next Steps
- 12.2. Cemetery Maintenance
- 12.3. Overhead Lighting at the Baldonnel Overpass

13. New Business

14. Diary

- 14.1. Diary Items

15. Item(s) for Information

- 15.1. EADC Terms of Reference

16. Adjournment

CARRIED

6. GALLERY COMMENTS OR QUESTIONS

7. ADOPTION OF MINUTES

- 7.1
Oct. 15/20 EADC Minutes
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee adopt the October 15, 2020 Meeting Minutes.
- CARRIED**

8. BUSINESS ARISING FROM THE MINUTES

9. DELEGATIONS

- 9.1
Seniors Housing Needs
Assessment – Urban
Matters
- The Electoral Area Directors Committee was provided with a presentation from Matt Thomson, Community Housing Lead at Urban Matters, on the Seniors Housing Needs Assessment. The purpose of this presentation was to review legislative requirements, key findings of the Electoral Area Housing Needs report, and to get input on the draft reports, prior to the report being finalized and presented to the Regional Board. Housing Needs Reports have two major components: Data collection and data reporting, and must be delivered every 5 years. Housing Needs Reports can help to inform a number of planning and policy initiatives.

A question and answer period ensued. Topics included:

- Director Goodings asked if First Nation communities were including in the PRRD population stats and housing needs stats. Matt Thomson responded that they are not, because of the way that the legislation is written, however, they do recognize them as key partners and their role. Urban Matter made sure that they were learning about the concerns, challenges and potential needs or plans the First Nations communities may have on their own.
- Director Goodings asked where Urban Matters obtained information on the number of residences in the rural areas. Matt Thomson responded that they use information from Stats Canada as well as dwellings count based on either the post office or rural addresses. Director Goodings noted that the PRRD does not have mandatory building inspections in Electoral Areas B, D or E, so using building statistics would not be an accurate report. Matt Thomson responded that particularly for rural areas, the data is quite limited to get.
- November 27, 2020 will be the last day to get any other questions the Committee may have for Matt Thomson regarding the Seniors Housing Needs Assessment.



Vary Agenda

MOVED Director Hiebert, SECONDED Director Sperling,
That the Electoral Area Directors Committee vary the agenda to deal with item 11.3 (Agriculture Land Reserve Exclusion Policy, DS-EADC-007) at this time.

CARRIED

11. REPORTS

11.3

Agriculture Land Reserve
Exclusion Policy, DS-
EADC-007

RECOMMENDATION ON THE FLOOR

MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee recommend that the Regional Board authorize the preparation of a draft policy that will address how the PRRD moves forward with future Agricultural Land Reserve exclusion applications, for consideration at the October 8, 2020 Regional Board Meeting.

DEALT WITH THE FOLLOWING

MOVED Director Goodings, SECONDED Director Hiebert,
That the motion be amended by deleting the words “at the October 8, 2020 Regional Board Meeting”, and inserting in their place, “at a future Board meeting”

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the motion be further amended by adding the following words at the end;

“further, that the policy specify that the PRRD will review private landowner ALR Exclusion applications on a case-by-case basis as they are received”.

CARRIED

The Chair called the Question to the Motion as amended:

That the Electoral Area Directors Committee recommend that the Regional Board authorize the preparation of a draft policy that will address how the PRRD moves forward with future Agricultural Land Reserve exclusion applications, for consideration at a future Regional Board Meeting, further, that the policy specify that the PRRD will review private landowner Agricultural Land Reserve Exclusion applications on a case-by-case basis as they are received.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Electoral Area Directors Committee recommend that the Regional Board authorize a letter to be sent to the Agricultural Land Commission expressing the Board’s concerns with downloading from the Agricultural Land Commission to local governments with the implementation of Bill 15, which prevents landowners from submitting Agricultural Land Reserve exclusion applications to the Agricultural Land Commission and requires Local Governments, First Nation Governments, the Province of BC, and prescribed public bodies to make applications for exclusion.

CARRIED

Vary Agenda

MOVED Director Hiebert, SECONDED Director Sperling,
That the Electoral Area Directors Committee vary the agenda to deal with item 11.5 (Notice of Closed Session – November 19, 2020, ADM-EADC-023).

CARRIED

11. REPORTS

11.5
Notice of Closed Session
November 19, 2020,
ADM-EADC-023

MOVED Director Hiebert, SECONDED Director Sperling,
That the Electoral Area Directors Committee recess to a Closed Meeting for the purpose of
discussing the following items:

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

Agenda Item 5.1 – Negotiations, CC Section 90(1)(k)

Agenda Item 7.1 – Legal Advice, CC Section 90(1)(i)

CARRIED

Recess

The Chair recessed to a closed meeting at 11:15 am.

Reconvene

The Chair reconvened the open meeting at 1:01 pm.

10. CORRESPONDENCE

10.1 First Responders Statement of Principles

MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee receive the First Responders Statement of
Principles letter for discussion.

CARRIED

The Electoral Area Directors Committee requested that the Fire Chiefs' Association of British Columbia First Responders Statement of Principles Letter and PRRD response letter be forwarded to the Regional Board for discussion.

10.2

Village of Pouce Coupe – Pouce Coupe Volunteer Fire Department Response to Medical Calls

MOVED Director Hiebert, SECONDED Director Sperling,
That the Electoral Area Directors Committee recommend that the Regional Board authorize the preparation of a report identifying the costs required for the Pouce Coupe Volunteer Fire Department to respond to medical calls inside the boundary of the Pouce Coupe Fire Protection Area, and what the applicable costs would be if the boundary expanded; further, that the report be provided to a future Electoral Area Directors Committee Meeting.

CARRIED

11. REPORTS

11.1
2021 EADC Committee
Meeting Schedule, ADM-
EADC-022

MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee approve the 2021 Electoral Area Directors
Committee Meeting Schedule as presented.

CARRIED

11.2 Options for Recording PRRD Meetings, DR-EADC-001

MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee receive the report titled "Options for
Recording PRRD Meetings, DR-EADC-001" for discussion.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Electoral Area Directors Committee authorize using an iPad to record future meetings.

CARRIED

The Chief Administrative Officer noted that he would investigate providing an Ipad for the the Fort St. John office as well.



- 11.4
Rolla Sewer Treatment
Facility Condition
Assessment, ENV-EADC-
006
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee receive the report titled “Rolla Sewer Treatment Facility Condition Assessment -ENV-EADC-006”, which includes the 2020 Rolla Wastewater Treatment Plant Assessment Report, as submitted by WSP Canada Inc., for discussion.

CARRIED

12. DISCUSSION ITEM(S)

- 12.1
Seniors Meal Program –
Next Steps
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Electoral Area Directors Committee recommend that the Regional Board authorize the development of a Bylaw and service function for the Rural Seniors Initiative in Area’s D and E.

CARRIED

- 12.2
Cemetery Maintenance
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee authorize that no further action be taken on the following resolution from June 18, 2020 :

MOVED, SECONDED and CARRIED

That the Electoral Area Directors Committee be provided with a report identifying the cost for each individual Electoral Area to conduct lawn maintenance for the existing cemeteries within those electoral areas and what the subsequent taxation increase to requisition would be; the rules and regulations that need to be followed in regards to operating and maintaining cemeteries; and the additional grant dollars required to allow existing cemeteries to remain operational and functioning in the short term.

CARRIED

- 12.3
Overhead Lighting at the
Baldonnel Overpass
- MOVED Director Goodings, SECONDED Director Sperling,
That the Electoral Area Directors Committee add the topic ‘Overhead Lighting at the Baldonnel Overpass’ to the diary.

CARRIED

13. NEW BUSINESS

14. DIARY

- 14.1
Diary Items
- No changes were made to the Diary.

15. ITEMS FOR INFORMATION

- 15.1
EADC Terms of Reference
- The Committee’s Terms of Reference was included for information.

16. **ADJOURNMENT**
- The Chair adjourned the Meeting at 1:38 pm.



RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, NOVEMBER 19, 2020

LOCATION

Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Directors

Director Sperling, Meeting Chair
Director Goodings
Director Hiebert
Director Rose

Staff

Shawn Dahlen, Chief Administrative Officer
Crystal Brown, Electoral Area Manager
Teri Vetter, Chief Financial Officer
Paulo Eichelberger, GM of Environmental Services
Kari Bondaroff, Environmental Services Manager
Hunter Rainwater, Recorder

1. CALL TO ORDER

The Chair called the meeting to order at 1:40 pm.

2. DIRECTORS' NOTICE OF NEW BUSINESS

3. ADOPTION OF AGENDA

Adoption of Agenda

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee adopt the November 19, 2020 Meeting Agenda.

1. Call to Order

1.1. Meeting Chair - Director Sperling

2. Directors' Notice of New Business

3. Adoption of Agenda

4. Gallery Comments or Questions

5. Adoption of Minutes

5.1. Rural Budgets Administration Committee Draft Meeting Minutes of October 15, 2020

6. Business Arising from the Minutes

7. Delegations

8. Correspondence

8.1. BC Natural Resources Forum - 2021

8.2. LGLA Leadership Forum – 2021

8.3. DC Charity Society - Letter

8.4. North Peace Secondary School - 2021 Area B Scholarship

8.5. North Peace Secondary School - 2021 Area C Scholarship

9. Reports

9.1. Grant Request – Montney Cemetery Committee, FN-RBAC-037

9.2. Grant Request – Fort St. John Minor Hockey Association, FN-RBAC-038

9.3. Rolla Sewer Request for Funding, ENV-RBAC-005

9.4. Kelly Lake Sewer Condition Assessment Request for Funds, ENV-RBAC-006

9.5. Sub-Regional Rec and Cultural Grants-in-Aid – Unspent Prior Year Allocations, ADM-RBAC-009

9.6. October 2020 Financial Report, FN-RBAC-036

(Continued on next page)



Adoption of Agenda
(continued)

- 10. Discussion Items**
 - 10.1. Swan Lake Weir
- 11. New Business**
- 12. Diary**
 - 12.1. Diary Items
- 13. Item(s) for Information**
 - 13.1. RBAC Establishing Bylaw
- 14. Adjournment**

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

- 5.1
Oct. 15/20 RBAC Minutes
- MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee adopt the October 15, 2020 Meeting Minutes as amended to include the following corrections noted by the Chair,
Item 9.5 – Original allocation was \$18,347 not \$7,621.50
Item 9.6 – Approved in 2018 not 2019
Item 9.7 – \$21,000 approved in 2017 not 2018 and \$20,838 in 2018 not 2019

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

Director Goodings asked for an update on how the changes to the Grants-in-Aid application payment process is going. The CFO noted that by paying the grant out right after it gets approved has been more efficient for staff. All societies have to report back on how the funding was spent on January 31st of the following year.

7. DELEGATIONS

8. CORRESPONDENCE

- 8.1
BC Natural Resources
Forum - 2021
- Director Sperling and Director Hiebert will be attending.
- Director Goodings and Director Rose will not be attending.
- 8.2
LGLA Leadership Forum -
2021
- Director Goodings will be attending.
- Director Sperling would like to see an agenda first.
- Director Goodings would like to see the following two topics put forward:
1. Agricultural Land Commission
2. Provincial Rules on Enforcing Fire Protection Across the Whole Region
- 8.3
DC Charity Society - Letter
- MOVED Director Hiebert, SECONDED Director Rose,
That the Electoral Area Directors Committee receive the DC Charity Society Letter for information.
- 8.4
North Peace Secondary
School – 2021 Area B
Scholarship
- MOVED Director Goodings, SECONDED Director Rose,
That the Rural Budgets Administration Committee authorize the continuance of one Area B Scholarship for the North Peace Secondary School in the amount of \$2,000.

CARRIED

CARRIED



8.5
North Peace Secondary
School – 2021 Area C
Scholarship

MOVED Director Sperling, SECONDED Director Rose,
That the Rural Budgets Administration Committee authorize the continuance of the Area C Scholarship for the North Peace Secondary School, with the change of reducing the number of awards from 5 to 2 at the value of \$1,000 each.

CARRIED

9. REPORTS

9.1
Grant Request – Montney
Cemetery Committee, FN-
RBAC-037

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$30,000, payable from Electoral Area B Fair Share, to be issued to the Montney Cemetery Committee for the purchase and installation of a columbarium at the Montney Cemetery.

CARRIED

9.2
Grant Request – Fort St.
John Minor Hockey
Association, FN-RBAC-038

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$2,500, payable from Electoral Area B Fair Share, to be issued to Fort St. John Minor Hockey Association for the purchase of a “fogger” applicator.

DELT WITH BY THE FOLLOWING

MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$2,400, payable in equal amounts of \$1,200 from both Electoral Area B Fair Share and Electoral Area C Fair Share, to be issued to Fort St. John Minor Hockey Association for the purchase of a “fogger” applicator.

CARRIED

9.3
Rolla Sewer Request for
Funding, ENV-RBAC-005

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$50,000, payable from Electoral Area D Peace River Agreement Funds, Spending Item #9 – PRRD Sewer Services Assistance, to be issued to the Rolla sewer function – 607, to complete a condition assessment of the sewer collection system within the Hamlet of Rolla.

CARRIED

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve a funding commitment of \$587,200, payable from the Area D Community Works Gas Tax fund, to be issued to the Rolla sewer function – 607, for the Rolla Sewer Treatment Facility capital work which include safety upgrades, road improvements, aeration system replacement, piping repairs, and upgrades to the outflow system.

CARRIED

9.4
Kelly Lake Sewer Condition
Assessment Request for
Funds, ENV-RBAC-006

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$100,000, payable from Electoral Area D Community Works Gas Tax, to be issued to the Kelly Lake sewer function – 606, for funding a 2021 condition assessment for the Kelly Lake Wastewater System infrastructure, including but not limited to the collection works, the lift station, and the treatment facility.

CARRIED



9.5
Sub-Regional Rec and
Culture Grants-in-Aid –
Unspent Prior Year
Allocations, FN-RBAC-009

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee authorize the unclaimed 2019 Sub-Regional Recreational and Cultural Grants-in-Aid South Peace Trades Bursary, in the amount of \$1,500, be returned to the funding area, F221 – Sub Regional Recreation, and used to reduce tax requisition in 2021, since the recipient did not claim within one year as required for bursaries.

CARRIED

9.6
October 2020 Financial
Report, FN-RBAC-036

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the report titled “October 2020 Financial Report – FN-RBAC-036”, for discussion.

CARRIED

Director Goodings noted that the Wonowon Horse Club received their legal opinion and that Director Goodings has forwarded the grant application on to them in the case that they would like to claim their grant for the legal opinion they received.

10. DISCUSSION ITEM(S)

10.1
Swan Lake Weir

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$50,000, payable from Electoral Area D Fair Share, to be issued to the Regional Parks function – 200, for funding any emergency works that may be required for repairs and maintenance of the Swan Lake Weir.

CARRIED

11. NEW BUSINESS

12. DIARY

12.1
Diary Items

No changes were made to the Diary.

13. ITEMS FOR INFORMATION

13.1
RBAC Establishing Bylaw

MOVED Director Goodings, SECONDED Director Rose,
That the Rural Budgets Administration Committee receive the RBAC Establishing Bylaw for discussion.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional Board amend the Rural Budgets Administration Committee Bylaw No. 1166, 1988 to establish that the persons elected as Chair and Vice-Chair of the Electoral Area Directors Committee become the Chair and Vice-Chair for the Rural Budgets Administration Committee as well.

CARRIED

14. ADJOURNMENT

The Chair adjourned the Meeting at 2:25 pm.



INVASIVE PLANT COMMITTEE MEETING MINUTES

THURSDAY, NOVEMBER 19, 2020

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE Committee Directors

Director Hiebert, Electoral Area 'D'
– Committee Chair
Director Goodings, Electoral Area 'B'
(via teleconference)

Staff

Paulo Eichelberger, GM of Environmental Services
Kari Bondaroff, Environmental Services Manager
Suzanne Garrett, Recorder

Absent

Director Sperling

1. CALL TO ORDER

The meeting was called to order at 9:15 am.

2. ELECTION OF CHAIR

The Environmental Services Manager called for nominations for the Office of Committee Chair for 2021.

Director Goodings nominated Director Hiebert for the Office of Committee Chair for 2021.

Director Hiebert accepted the nomination.

The Environmental Services Manager called a second time for nominations for the Office of Committee Chair for 2021.

The Environmental Services Manager called a third time for nominations for the Office of Committee Chair for 2021.

Hearing none, the Environmental Services Manager declared Director Hiebert, Chair of the Invasive Plant Committee for 2021.

Committee Chair Hiebert assumed the Chair at 9:17 am

3. ELECTION OF VICE-CHAIR

Election of the Vice-Chair will be conducted in January 2021 when all Committee members are present.

Section 4 Committee Organization in the Strategic Plan and Profile of Invasive Plants Monitoring Committee specifies that a Chair and Vice-Chair will be appointed by the Invasive Plant Committee. The election of a Chair and Vice-Chair for will be conducted in January 2021 when all Committee members are present.

4. DIRECTORS' NOTICE OF NEW BUSINESS

None.



5. ADOPTION OF AGENDA

MOVED Director Goodings, SECONDED Director Hiebert,
That Invasive Plant Committee adopt the November 19, 2020 Meeting Agenda:

1. **Call to Order**
2. **Election of Chair and Vice-Chair**
3. **Notice of New Business**
4. **Adoption of the Agenda**
5. **Gallery Comments or Questions**
6. **Adoption of the Minutes**
 - 6.1 Invasive Plant Committee Meeting Minutes of February 20, 2020
7. **Business Arising from the Minutes**
8. **Delegation**
9. **Correspondence**
10. **Reports**
 - 10.1 Invasive Plant Program 2020 Annual Report, ENV-IPC-001
 - 10.2 2020 Strategic Plan and Profile of Invasive Plants, ENV-IPC-003
11. **New Business**
12. **Diary**
13. **Items for Information**
 - 13.1 Invasive Plant Committee Terms of Reference
14. **Adjournment**

CARRIED.

5. GALLERY COMMENTS OR QUESTIONS

None.

6. ADOPTION OF MINUTES

6.1
February 20, 2020 IPC
Meeting Minutes

MOVED Director Goodings, SECONDED Director Hiebert,
That the Invasive Plant Committee adopt the February 20, 2020 Meeting Minutes.

CARRIED.

7. BUSINESS ARISING FROM THE MINUTES

None.

8. DELEGATIONS

None.

9. CORRESPONDENCE

None.

10. REPORTS

10.1
Invasive Plant Program
2020 Annual Report, ENV-
IPC-001

MOVED Director Goodings, SECONDED Director Hiebert,
That the Invasive Plant Committee recommend that the Regional Board approve the “2020 Invasive Plant Program Annual Report ENV-IPC-001” for publication to the Regional District’s website.

CARRIED.

10.2
2020 Strategic Plan and
Profile ENV-IPC-003

MOVED Director Hiebert, SECONDED Director Goodings,
That the Invasive Plant Committee recommend that the Regional Board cancel the face-to-face Strategic Plan and Profile of Invasive Plant Monitoring Committee Fall 2020 meeting; further,



10.2
2020 Strategic Plan and
Profile ENV-IPC-003
(continued)

That the Draft 2021 Strategic Plan and Profile of the Invasive Plant Committee be shared with the Strategic Plan and Profile of Invasive Plant Monitoring Committee members via mail, for member requesting hard copies of documents, and email, for remaining members; further,

That a partner and stakeholder survey be constructed to accompany the Draft to request feedback from members by no later than December 31, 2020, regarding the 2020 invasive plant activities, strategies, newly reported invaders, and successes as well as recommendations for 2021 activities for consideration.

CARRIED.

MOVED Director Hiebert, SECONDED Director Goodings,

That the Invasive Plant Committee recommend that the Regional Board authorize that the Strategic Plan and Profile of the Invasive Plant Committee delegation, Invasive Species Council of British Columbia, intended to be a presentation at the fall 2020 meeting, be presented as a pre-recorded video to be shared via the PRRD website, the PRRD Facebook page, and as an email link to be sent to all Strategic Plan and Profile of the Invasive Plant Committee members.

CARRIED.

Director Hiebert inquired if a virtual “town hall” meeting could be held in the spring with members of the Strategic Plan and Profile of Invasive Plants Monitoring Committee to avoid losing connection with members and stakeholders.

MOVED by Director Hiebert, SECONDED by Director Goodings,

That the Invasive Plant Committee recommend that the Regional Board authorize the holding of a “virtual” Strategic Plan and Profile of Invasive Plants Monitoring Committee meeting, date to be determined, in the spring of 2021, as a means for continued engagement with members and stakeholders.

CARRIED.

Director Goodings inquired if agricultural groups are being encouraged to participate. Staff noted that invitations and information are forwarded to all agricultural groups and stakeholders. Director Goodings noted that the Prespatou Farmers Institute should be invited and will forward contact information for inclusion on the stakeholder membership list.

11. NEW BUSINESS

None.

12. ITEMS FOR INFORMATION

Invasive Plant Committee Terms of Reference.

13. ADJOURNMENT

The Chair adjourned the meeting at 9:40 am.

Director Hiebert, Meeting Chair

S. Garrett, Recorder



Chetwynd Public Library

Regular Board Meeting Minutes - DRAFT

November 03, 2020 - Zoom & In person at the library

Call to Order: 5:39pm

Present: In person: Dana Bergen, Sara Hoehn, Gloria Millsap, Melissa Millsap, Dan Rose, Sherlana Schroeder. Via zoom: Danielle Burt, Janet Wark.

Regrets: Myra Grodzuik, Sorene Kampen, Krixia Padilla,

Agenda: MOVED by SH, SECONDED by GM That the agenda be adopted. – CARRIED

Minutes: MOVED by SH, SECONDED by GM That the minutes of the September 22, 2020 regular board meeting be adopted. – CARRIED

Correspondence: Nil

Treasurer Report

Reviewed the proposed 2021 Draft Budget for the Chetwynd Public Library.

MOVED by DB, SECONDED by SS That the Library Board of Trustees approve the proposed 2021 Draft Budget for the Chetwynd Public Library. – CARRIED

LD will submit draft budget to the PRRD and keep all parties up-to-date on year end amounts.

Reviewed the comparative income statement and 2020-2021 grants & funding.

MOVED by DB, SECONDED by SH That the treasurer reports be received for information. – CARRIED

Chair – Nil

Library Director – update on library program ideas, planning, and implementations such as: caregiver make & take, children's zooms, backpacks, sensory kits, youth programming, book clubs, library on location, Telus Babylon, Halloween kits and trick'r treat. Annual fire inspection and fall maintenance is complete. The virtual reality headsets are in and ready for patrons to use. Display of local art work, update on meetings, funding, and staff notes.

(NELF) North East Library Federation Representative – The NELF Library Directors have been in conversation with the NELF manager about the NELF libraries going into partnership for an Advantage Collection with Overdrive. The goal is to help eliminate or shorten the waiting period for our library patrons wanting to access online audio and digital books.

District of Chetwynd – District employees are in the process of installing new lights at Spirit Parks and the outdoor rink should be ready to go in the next week or so. In regards to Covid, District employees will be wearing masks when interacting with the public. The District is in the process of interviewing a new Fire Chief and at the last council meeting they welcomed Sargent Wahnese Antonioni-Stevens who is the new RCMP Detachment Commander.

Peace River Regional District – Budget time. DR met with West Moberly First Nations about the new library project. Robyn Fuller is interested in joining the Library Board of Trustees. DR will be meeting with School District 59 to discuss partnership in regards to library services.

Library Project Committee – Nil

Children's Area Upgrade Planning Committee – Nil

Fundraising Committee – Nil

Friends of the Library – Nil

MOVED by DR, SECONDED by GM That the reports be accepted as presented. – CARRIED

New Items:

Community room policy and usage.

MOVED by SH, SECONDED by SS That the LD will revise the community room rental form to incorporate the following Covid safety measures: maximum capacity, layout, online platform capability, and renters safety plan and That the LD update the community room policy to include that the room can be used by the staff and board for free for non-paying events. – CARRIED

Discussion: vendors using the library community room for markets. The consensus being that the markets will be welcomed by our community during this time and that the board is in favour of the vendors utilizing the library space.

Discussion: library hours, we will keep the same hours of operation that we are currently running with. Patrons no longer need to make an appointment to access library services. There will be a senior's only time once a week. A couple of youth programs will be held in the library; however children's in-house programming is still on hold at this time. Staff will put out children's Christmas kits similar to what was put out for Halloween, and more age groups will be included.

MOVED by SH, SECONDED by DB That we approve the quote from BC Fire Safe Protection Services Ltd to have the 19 recalled heat sensors replaced and paid for out of our 2020 budget. – CARRIED

Discussion: Annual Community Seniors Christmas Dinner is not running this year due to Covid. The library staff have been in touch with a few of our community partners and received a quote from Chet TV to put together a Christmas video for the seniors and Elders. The board is in favour of the video but would like to come up with a few more ideas.

MOVED by SH, SECONDED by GM That we form a committee to come up with more ideas of what we can offer our seniors and Elders this Christmas. – CARRIED

Old Items:

Capital Asset Policy – tabled until next meeting

Diary Items:

Bylaws – tabled until next meeting

Lease agreement with District of Chetwynd

MOVED by DB, SECONDED by DR That the LD touch base with the District of Chetwynd CAO to review the lease agreement. – CARRIED

In-Camera:

Entered into in-camera meeting at 7:20pm

Resumed regular meeting at 7:26pm

Adjournment: MOVED by DB, SECONDED by SH to adjourn the meeting at 7:27pm. – CARRIED

Next Meeting: Tuesday December 01st @ 5:30pm both in person and zoom invite will be emailed out.

Board Chair

Library Director



<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	North Peace Airport Society President Jim McKnight, Electoral Area C Vice-President Brent Taillefer, District of Taylor Director Lori Ackerman, City of Fort St. John Director Arlene Boon, Electoral Area B Director Rob Fraser, District of Taylor Director Karen Goodings, Electoral Area B Director Dave Heiberg, District of Hudson's Hope Director Brad Sperling, Electoral Area C Director Byron Stewart, City of Fort St. John Miranda V. Flury, Director of Strategy, Capital & Planning (D.SCP) North Peace Airport Services Mike Karsseboom, Managing Director Vantage Airport Group Zachary Berglund, Manager Facilities, Projects, and Capital Planning
1.1	Call to Order	9:31 am
1.2	Amendments to Agenda	None.
2.0	Meeting Minutes	
2.1	Meeting Minutes October 7, 2020	NOV/4/2020- 1 MOVED: Rob Fraser SECONDED: Arlene Boon THAT the regular meeting minutes from October 7, 2020 are approved as presented. CARRIED
3.0	Consent Agenda	NOV/4/2020- 2 MOVED: Rob Fraser SECONDED: Dave Heiberg THAT the consent agenda on November 4, 2020 is approved as presented. CARRIED



4.0	Society's Financial Statements	NOV/4/2020- 3 MOVED: Dave Heiberg SECONDED: Brent Taillefer THAT the Society's financial statements dated September 30, 2020 are accepted as presented. CARRIED
5.0	North Peace Airport Services Reports	
5.1	NPAServices' Operational Report	<ul style="list-style-type: none">• Received.
5.2	NPAServices' Financial Statements	<ul style="list-style-type: none">• Received.• Airlines received notice of the \$10 ARFF regulatory recovery fee change.• NPAServices always aims to have 3 months worth of ARFF expenses in their reserve (approximately \$75,000/month)
5.3	Project Status Updates	
5.3.1	Project Update- Runway Rehabilitation 03/21 ACAP	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.2	Project Update- Apron Rehabilitation by Baggage Area	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.3	Project Update- FEC Generator	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
6.0	Unfinished Business	



6.1	NPAServices Proposed Capital Plan	NOV/4/2020-4 MOVED: Rob Fraser SECONDED: Dave Heiberg THAT the 2021 Capital Plan is approved as presented; AND THAT the approval for the 03/21 Runway Rehabilitation Project and the FEC Generator Project are contingent upon receiving at least 50% of their total cost paid through grant funding; FURTHER THAT this approval is considered an exception to the Capital Approval Policy. CARRIED
7.0	New Business	
7.1	Proposed 2021 Society Board Meeting Schedule	<ul style="list-style-type: none">• Received.
8.0	Adjournment	NOV/4/2020- 5 MOVED: Rob Fraser THAT the meeting is adjourned at 9:52 am. CARRIED
9.0	Closed Meeting	See closed meeting minutes.

Directives, Alerts & Incident Information

The Chief Inspector publishes directives, alerts, and information letters to communicate potentially hazardous issues related to mining activity in the province.

Recent Incident Information

Deasan Sand and Gravel Pit - Old Fort Landslide

On Sept. 30, 2018, a landslide occurred above Old Fort Road near Fort St. John. There is a gravel mine, known as the Deasan Sand and Gravel mine, located just above the slide that has been periodically operated since the 1980's.

The Chief Inspector of Mines conducted an investigation pursuant to Section 7 of the *Mines Act*. The investigation report summarizes the 2018 Old Fort Slide chronology, the history and development of the Deasan site, and the *Mines Act* permitting process for the gravel pit; provides an overview of findings from preliminary reports completed on the 2018 Old Fort Slide; and provides conclusions relevant to Deasan, to industry and to government that are intended to aid in mitigating risks associated with slope instability at the Deasan pit should mining resume there and to reduce the risk of a similar event occurring on other mine sites. The scope of the investigation and reporting are focused on the permitted mine site.

- Read the investigation report and reference documents
 - [Chief Inspector of Mines Investigation Report October 2020](#)
- Read the permit application and associated engineering reports
 - [Application Package 2020](#)
 - [Deasan Pit Geotechnical Assessment and Review Jul 2020 \(Parkland GEO\)](#)
 - [Deasan Pit Geotechnical Assessment and Review Sep 2020 \(Parkland GEO\)](#)
 - [Geotechnical Assessment Report Feb 2020 \(Arya\)](#)