



PEACE RIVER REGIONAL DISTRICT

Electoral Area Directors Committee Meeting Revised Agenda

January 21, 2021, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC

	Pages
1. Call to Order	
1.1. Meeting Chair - Director Rose	
2. Directors' Notice of New Business	
3. Adoption of Agenda	
4. Gallery Comments or Questions	
5. Adoption of Minutes	
5.1. Electoral Area Directors Committee Draft Meeting Minutes of December 17, 2020	3
6. Business Arising from the Minutes	
7. Delegations	
7.1. TELUS Communications Inc.	
8. Correspondence	
9. Reports	
9.1. Subdivision and Development Servicing Bylaw Project Overview, DS-BRD-101	6
9.2. Bylaw Enforcement File Oct.-Dec. 2020 Quarterly Update, DS-EADC-009	21
9.3. Request For Proposal 42-2020 Grant Writer Services Award - ADM-EADC-028	27
9.4. Hydrant Repair and Maintenance Contract Award, ENV-EADC-009	29
9.5. Investigation of Rural Addressing Options for the PRRD, CS-EADC-005	31
10. Discussion Item(s)	
10.1. Interprovincial Meeting - Agenda Items	
10.2. Potable Water Feasibility Study in Charlie Lake	

11.	New Business	
*11.1.	NCLGA	
12.	Diary	
12.1.	Diary Items	47
13.	Item(s) for Information	
13.1.	EADC Terms of Reference	48
14.	Adjournment	



ELECTORAL AREA DIRECTORS COMMITTEE MEETING MINUTES

THURSDAY, DECEMBER 17, 2020

LOCATION

Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Directors

Director Goodings, Electoral Area 'B' (Zoom)
Director Sperling, Electoral Area 'C' (Zoom)
Director Hiebert, Electoral Area 'D'
Director Rose, Electoral Area 'E' – Committee Chair

Staff

Shawn Dahlen, Chief Administrative Officer
Teri Vetter, Chief Financial Officer
Tyra Henderson, Corporate Officer
Tabatha Young, Deputy Corporate Officer
Crystal Brown, Electoral Area Manager
Paulo Eichelberger, GM of Environmental Services
Jeff McDonald, Communications Manager (Zoom)
Kari Bondaroff, Environmental Services Manager
Brenda Deliman, Recorder

Others

Katrin Saxty, Urban Systems Ltd. (Zoom)

1. CALL TO ORDER

The Chair called the meeting to order at 10:06 a.m.

2. DIRECTORS' NOTICE OF NEW BUSINESS

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda

MOVED Director Hiebert, SECONDED Director Sperling,
That the Electoral Area Directors Committee adopt the December 17, 2020 Meeting
Agenda:

1. Call to Order

1.1 Meeting Chair - Director Rose

2. Directors' Notice of New Business

3. Adoption of Agenda

4. Gallery Comments or Questions

5. Adoption of Minutes

5.1 Electoral Area Directors Committee Draft Meeting Minutes of November 19, 2020

6. Business Arising from the Minutes

7. Delegations

8. Correspondence

9. Reports

9.1 North Peace Airport Subdivision Water and Sewer Condition Assessment, ENV-EADC-007

9.2 Area B Water – Boundary Whitecap 2019 Amending Agreement, ENV-EADC-008

9.3 Contaminated Sites Identification Process, DS-EADC-008

9.4 Notice of Closed Session – December 17, 2020, ADM-EADC-025

10. Discussion Item(s)

10.1 Lighting at the Baldonnel Overpass

11. New Business

(Continued on next page)



3.1 Adoption of Agenda
(continued)

12. Diary

12.1 Diary Items

13. Item(s) for Information

13.1 EADC Terms of Reference.

14. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

5.1
Nov. 19/20 EADC Minutes

MOVED Director Hiebert, SECONDED Director Goodings,
That the Electoral Area Directors Committee adopt the November 19, 2020 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

8. CORRESPONDENCE

9. REPORTS

9.1
North Peace Airport
Subdivision Water and Sewer
Condition Assessment, ENV-
EADC-007

MOVED Director Sperling, SECONDED Director Goodings,
That the Electoral Area Directors Committee receive the report titled “North Peace Airport Subdivision Water and Sewer Condition Assessment – ENV-EADC-007”, which includes the PRRD XYJ Water-Sewer Network Assessment Report, as submitted by Pure Technologies, a Xylem Brand, for discussion.

CARRIED

Director Sperling voiced his wish to commit funding to the North Peace Airport Subdivision sewer and water functions, for capital repairs to be conducted in 2021, and for emergency 2020 infrastructure repairs and maintenance, respectively. The Director was advised that the Rural Budgets Administration Committee would consider funding of these projects at its meeting to be held later in the day.

9.2
Area B Water – Boundary
Whitecap 2019 Amending
Agreement, ENV-EADC-008

MOVED Director Goodings, SECONDED Director Hiebert,
That the Electoral Area Directors Committee recommend that the Regional Board approve the “2019 Amended Agreement: Water Supply License Agreement” with Whitecap Resources Inc. for the Boundary Lake Tankloader Facility which amends the “2005 Water Supply License Agreement” to reflect updated stakeholder names, related payment terms, termination notice, and clauses regarding discontinuance of site operations; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement.

CARRIED

9.3
Contaminated Sites
Identification Process, DS-
EADC-008

MOVED Director Hiebert, SECONDED Director Goodings,
That the Electoral Area Directors Committee receive the report titled “Contaminated Sites Identification Process - DS-EADC-008”, which highlights the Ministry of Environment and Climate Change Strategy’s amendments to the site identification process under the *Environmental Management Act* and the Contaminated Sites Regulation, for discussion.

CARRIED



The Committee was provided with an overview of the Contaminated Sites Identification process from the PRRD Environmental Services Manager.

9.4
Notice of Closed Session –
December 17, 2020, ADM-
EADC-025

MOVED Director Sperling, SECONDED Director Hiebert,
That the Electoral Area Directors Committee recess to a Closed Meeting for the purpose of discussing the following items:

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

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

CARRIED

Recess
Reconvene

The Chair recessed the meeting to a Closed Session at 10:22 a.m.
The Chair reconvened the meeting at 10:42 a.m.

10. DISCUSSION ITEM(s)

10.1
Lighting at the Baldonnel
Overpass

MOVED Director Goodings, SECONDED Director Hiebert,
That the Electoral Area Directors Committee receive the topic 'Lighting at the Baldonnel Overpass' for discussion.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Electoral Area Directors Committee recommend that the Regional Board authorize that a letter be forwarded to the Ministry of Transportation and Infrastructure and CN Rail to request information on the process required to install corridor illumination at the Baldonnel Railway Overpass, located on Highway 97 North.

CARRIED

11. NEW BUSINESS

12. DIARY

12.1
Diary Items

No changes were made to the Diary.

13. ITEMS FOR INFORMATION

13.1
EADC Terms of Reference

The EADC Terms of Reference were included for the Committee's information.

14. ADJOURNMENT

The Chair adjourned the Meeting at 10:50 a.m.

Director Rose, Meeting Chair

Brenda Deliman, Recorder



REPORT

To: Electoral Area Directors Committee

Report Number: DS-BRD-101

From: Shawn Dahlen, Chief Administrative Officer

Date: January 21, 2021

Subject: Subdivision and Development Servicing Bylaw Project Overview - DS-BRD-101.docx

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.

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: Electoral Area Directors Committee

Report Number: DS-EADC-009

From: Shawn Dahlen, Chief Administrative Officer

Date: January 21, 2021

Subject: Bylaw Enforcement File Oct.-Dec. 2020 Quarterly Update

RECOMMENDATION:

That the Electoral Area Directors Committee receive the report titled "Bylaw Enforcement File Oct.-Dec. 2020 Quarterly Update – DS-EADC-009", for discussion. .

BACKGROUND/RATIONALE:

This report covers the period from October 1, 2020 to December 31, 2020. There were a total of 22 active and inactive bylaw enforcement files at the end of this quarter. There were 15 files closed during this quarter.

Active Files - shaded blue:

There are 20 active enforcement files.

- 2 of these files are new since the end of the last quarter on September 30, 2020.
- 1 of these files has been filed in BC Supreme Court. Due to the COVID-19 Pandemic, this file has not yet been scheduled in the BC Supreme Court.
- File 07-091- This file has made huge progress towards closure. The property has undergone another clean-up effort since the end of last quarter. It is expected that one more cleanup effort in the spring will complete the requirements to be able to close the file.
- File 19-300- The Regional Board approved a Temporary Use Permit (TUP) for this property pending receipt of security, Ministry of Transportation and Infrastructure (MoTI) Controlled Highway Access Permit and compliance with some conditions imposed by the Agricultural Land Commission (ALC). On December 9, 2020, the ALC Compliance and Enforcement (C&E) Department confirmed that the landowner had satisfied the conditions imposed by the ALC and the C&E File was closed. The PRRD does not have the security yet nor received proof of the MoTI Permit.

Inactive or 'On Hold' Files- shaded green:

There are 2 inactive or "on hold" files.

- File 16/097- This property is in contravention of several PRRD Zoning Bylaw regulations, and is in contravention with the ALC and Northern Health On July 9, 2020, the Regional Board required several actions to be undertaken prior to consideration of 3rd Reading. On December 11, 2020 the Regional Board extended the deadline from October 30, 2020 to June 30, 2021.
- File 16/111- This landowner applied to the Board of Variance after a Development Variance Permit (DVP) was refused. The PRRD has drafted a new Board of Variance Bylaw to address this application. A Notice on Title pursuant to Section 57 of the *Community Charter* was approved at the July 9, 2020 Regional Board Meeting.

Closed Files - shaded orange:

15 files have been closed this quarter.

- 1 of these was an old file from 2010.
- 1 of these was an old file from 2011.
- 1 of these was an old file from 2015.
- 1 was a file from 2017.
- 1 was a file from 2018.
- 3 were files from 2019.
- 7 were files from 2020. Of these 7 files, 1 was related to a COVID-19 Provincial Order violation and 3 were opened and closed during the quarter covered by this report.

A detailed bylaw enforcement file summary has been attached.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Bylaw Enforcement File Summary - Oct.1-Dec.31, 2020

ACTIVE FILES

October 1 - December 31, 2020- Bylaw Enforcement File Summary- Active Files

	YEAR	FILE NO.	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	ELECTORAL AREA
1	2007	91	27-Apr-07	Junkyard in residential zone	Nov. 4.2020 property has improved considerably. Will follow up in the spring.	B
2	2010	64	12-Apr-10	Salvage yard in A-2	Metal recylcers make somewhat regular stops to crush and remove. ALC has an enforcement file.	D
3	2013	102	3-Jun-13	Salvage yard in R-4 Zone	Owner is still experiencing considerable health issues. He was told the file has dragged on too long and in Summer 2020 PRRD will be looking for him to have the work complete	D
4	2014	219	17-Sep-14	Junk yard in R-4 zone	extension approved to Dec. 31, 2022	E
5	2015	251	6-Nov-15	3 Sheds located within Interior Side Parcel Setbacks	BC Supreme Court Petition filed and served on landowner. Supreme Court of BC is only hearing urgent matters until further notice due to COVID-19	C
6	2018	172	13-Jun-18	Demolition w/o permit	warning ticket, have not been able to contact, letters being returned- may live around Fairview, AB	D
7	2019	300	14-Jun-19	worker camp	Worker camp has been dismantled; Feb.27.2020- TUP approved but withheld pending ALC compliance, MOTI permit and PRRD security rec'd. Dec.9.2020 ALC confirmed compliance and closed their file	D
8	2019	304	16-May-19	Abandoned Work Camp	Bylaw 2079, 2013 was a text ammendment to allow the work camp. Will contact for clean-up	B
9	2019	308	27-Aug-19	Requirements of Restrictive Covenant have never been met	fence/trees mostly completed as of Sept.21.2020	E
10	2019	316	4-Nov-19	NO BP for modular and several seacans	S.57 approved; sea cans removed; waiting for updated DVP app.; gave Jan.4.2021 deadline	C
11	2020	205	27-Jan-20	unsightly premises	Sept.22.2020 steady improvement made. Will follow up on Dec.14.2020	C
12	2020	215	13-May-20	unsightly premises	Hand delivered warning ticket June 30, 2020	C
13	2020	216	13-May-20	unsightly premises	much improvement; unpermitted structure and some vehicles removed, other vehicles moved to back and 2 more to leave soon.	C
14	2020	218	15-May-20	logging and other equipment storage	most of equipment removed.	D
15	2020	221	3-Jun-20	concrete, tile & rebar accumulating on land	referred to MOFLNRORD, landowner disputed BNT # PRRD 00167 on Sept.25.2020.	D
16	2020	222	2-Jul-20	campground and restaurant contrary to zoning	warning tickets for zoning and building bylaw contraventions. Nov.26.2020-ALR Exclusion App forwarded to ALC.	D

ACTIVE FILES

	YEAR	FILE NO.	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	ELECTORAL AREA
17	2020	223	2-Jul-20	industrial use on commercial zone	TUP App. going to Jan.14.2021 RB Mtg. TUP for I-1 use of the R-5 zone and top part of C-2 zone.	E
18	2020	231	30-Sep-20	residential property used as salvage yard	issued warning ticket PRRD 00201, met with landowner, created cleanup plan	D
19	2020	233	23-Oct-20	accessory building in setback	applied for DVP	C
20	2020	235	15-Dec-20	construction without DP and without BP	issued SWN 20-005 and warning ticket PRRD 00203. Dec.30.2020 received DP app	C

INACTIVE FILES

October 1 - December 31, 2020- Bylaw Enforcement File Summary- Inactive/On Hold Files

	YEAR	FILE NO.	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	ELECTORAL AREA	DATE PLACED ON INACTIVE LIST
1	2016	111	31-May-16	building in setback	Applied to the Board of Variance; Draft Bylaw received from lawyer 10-03-20; S. 57 placed on title at July 9, 2020 RB mtg.	C	10-Jan-17
2	2016	97	9-May-16	HBB, BP, and Zoning contraventions on 3 parcels	Dec. 11, 2020 RB Resolution- Bylaw 2295 has 3rd reading, needs NH & DVP; Bylaw 2296 still at 2nd reading; both bylaws have Jun.30.2021 update deadline, and requirements to meet	D	17-Mar-17

CLOSED FILES

October 1 - December 31, 2020- Bylaw Enforcement File Summary- Closed Files

	YEAR	FILE NO.	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	ELECTORAL AREA	DATED CLOSED
1	2011	194	7-Dec-11	Worker Camp	Site inspection Oct.8.2020 confirmed camp removed.	B	8-Oct-20
2	2018	46	2-Feb-18	automobile wrecking yard	vehicles moved	C	9-Oct-20
3	2020	229	30-Sep-20	Construction contrary to BCBC and BP	warning ticket issued; corrective engineering received, SWN 20-003 lifted	C	14-Oct-20
4	2019	314	3-Oct-19	No BP's, structures in setback	DVP approved Feb.13.2020 pending compeltion of Restrictive covenant requirements from rezoning in 2009; BP issued Oct.14.2020	E	14-Oct-20
5	2017	79	18-Apr-17	no BP, too many dwellings, shop/suites too close to property line	S.57 approved on May 28.2020, no one living in RV's anymore	C	19-Oct-20
6	2015	265	24-Nov-15	3 dwellings on .63 acres, no BP's, ALR Land	2 structures removed from land	C	19-Oct-20
7	2020	226	18-Sep-20	No DP or BP's	Oct.14.2020 Warning Ticket sent; use removed from land	C	19-Oct-20
8	2020	225	9-Sep-20	Business is noisy	Home industry permitted by zoning; complainant may contact ALC	B	20-Oct-20
9	2019	325	21-Nov-19	industrial use of property, no one living in home; heavy truck traffic damaging roads, yard is messy	TUP issued Oct. 21, 2020	D	21-Oct-20
10	2020	232	1-Oct-20	complaints are re: Restrictive Covenant placed by developer.	no contravention of PRRD Bylaws	C	21-Oct-20
11	2020	228	30-Sep-20	construction without BP	issued warning ticket PRRD 00172 and SWN 20-002; structure removed	C	4-Nov-20
12	2019	327	9-Dec-19	No DP, No BP	SWN issued Dec.9.2019, DP issued July.2.2020, BNT PRRD 00168 issued Sept.14.2020; building removed from property	C	4-Nov-20
13	2010	107	19-Jul-10	3 homes	Nov.12.2020 RB Adopted Bylaw 1924, 2011 to permit a maximum of 3 dwelings	B	12-Nov-20
14	2020	234	17-Nov-20	construction without building permit	ALC approved a variation to ALC Resolution #190/2016 and will permit occupation of structures prior to survey submission. PRRD issued BP # 20-091 and lifted SWN # 20-004	C	10-Dec-20
15	2020	236	21-Dec-20	COVID-19 Provincial Order violation	PRRD received referral from POST Call Center. Site inspection revealed worker without mask inside building. Educated and informed employer.	E	22-Dec-20



REPORT

To: Electoral Area Directors Committee

Report Number: ADM-EADC-028

From: Crystal Brown, Electoral Area Manager

Date: January 21, 2021

Subject: Request For Proposal 42-2020 Grant Writer Services Award**RECOMMENDATION:**

That the Electoral Area Directors Committee recommend that the Regional Board award Request for Proposal 42-2020 'Grant Writer Services' to Clear Course Consulting Limited for grant writing services at a cost of \$85,050 (excluding taxes); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

On December 4, 2020, the PRRD issued a Request for Proposal (RFP) to provide grant writing services in the region. The successful proponent will assist community groups and organizations within the PRRD to identify available grant funding opportunities, and develop and write grant applications. The overall goal of the grant writer service is to apply for as many grants as possible to help the region access funding in support of crucial development projects and initiatives throughout the region. The grant writer service will also be tasked with promoting the availability of grants to the community groups and encouraging them to apply.

Below is a table illustrating the results of the five proposals that were received by the PRRD:

	Adlard	Moorsaic	Brigadoon	Clear Course	Bizzybody
Mandatory Requirements	✓	✓	✓	✓	✓
Scoring Results	83.05	75.75	59.10	91.80	90.80
Proposal Cost (Excluding GST) Hourly	\$82.00	\$100.00	\$175.00	\$75.00	\$65.00
Proposal Cost – Including Disbursements (Excluding GST) Annual Maximum	\$86,100	\$120,000	\$163,800	\$85,050	\$144,900

All parties met the minimum requirements as set out in the proposal and based on the results of the evaluation, Clear Course received the highest score and was the lowest cost provider.

ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee recommend that the Regional Board award Request for Proposal 42-2020 'Grant Writer Services' to Bizzybody Enterprises for grant writing services at a

cost of \$144,900 (excluding taxes); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

2. That the Electoral Area Directors Committee recommend that the Regional Board approve a full-time position for a PRRD Grant Writer with an annual salary of \$85,672.86, to be paid from Function 120.
3. That the Electoral Area Directors Committee recommend that the Regional Board not award Request for Proposal 42-2020 'Grant Writer Services' at this time.
4. That the Electoral Area Directors Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The Grant Writer Services Contract No.26-2017/2020 was previously funded through Economic Development, and included funding partners Electoral Area B, C, D, E and the District of Hudson's Hope. There is a surplus of \$21,000 in F140 – Economic Development for Grant Writer Services that will be used to offset costs in F120 – Legislative Electoral.

Funding for the 2021 Grant Writer Service will be budgeted under Legislative Electoral Area F120.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.



REPORT

To: Electoral Area Directors Committee

Report Number: ENV-RBAC-013

From: Paulo Eichelberger, GM of Environmental Services

Date: January 21, 2021

Subject: Hydrant Repair and Maintenance Contract Award

RECOMMENDATION:

That the Electoral Area Directors Committee recommend that the Regional Board award RFQ 36-2020 'Fire Hydrant Repair and Maintenance,' to Celtic Construction Ltd. for semi-annual servicing of fire hydrants within the North Peace Airport Subdivision, for an amount not to exceed \$55,000 (excluding taxes) for a 2-year term, with an option to renew for 1 additional year; further, that the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Regional District.

BACKGROUND/RATIONALE:

The North Peace Airport Subdivision Water Function 701 (Function 701) includes a network of 8 fire hydrants. A Request for Quotes (RFQ) was issued in November 2020, to select qualified contractors to conduct regular maintenance on the fire hydrants to ensure system functionality.

Proponents were requested to provide contract rates to conduct regular maintenance on the fire hydrants in the following manner:

- Conduct a Type 1 Major¹ Maintenance event on each hydrant, every 2 years in the spring.
- Conduct a Type 2 Minor² maintenance event on each hydrant, twice per year (spring and fall).
- Individual labour & emergency call-out rates as well as % mark-up on parts.

A total of 5 submissions were received as listed below:

Company	Celtic Construction Ltd.	Big League Utilities Corp.	Cutting Edge Projects Ltd.	Premium Fire Protection Ltd.	Knappett Industries
Score	54.3	53.0	48.9	38.1	35.3

All proponents met mandatory requirements and were evaluated based on contract rates provided. Celtic Construction Ltd. was selected as the preferred proponent and is recommended for contract award.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

¹ Complete Inspection and Teardown Service of the hydrant.

² Operation and Inspection Service of the hydrant. Less invasive than Type 1.

- ☒ Organizational Effectiveness
 - ☒ Develop a Corporate Asset Management Program
- ☒ Responsive Service Delivery
 - ☒ Enhance Emergency Planning and Response Capacity

FINANCIAL CONSIDERATION(S):

Costs

The costs for services, based on bidders provided rates, are as follows:

Company	Annual Cost (Type 1 and 2 Repairs Only)
Celtic Construction Ltd.	\$14,400.00
Cutting Edge Projects Ltd.	\$12,200.00
Knappett Industries	\$372,800.00
Big League Utilities Corp.	\$32,160.00
Premium Fire Protection Ltd.	\$7,200.00

Key takeaways:

- The costs above do not include emergency repairs and call-outs which may be required from time to time.
- The two lowest cost bidders did not include all possible costs into their submissions. Therefore, the preferred proponent is Celtic Construction Ltd.

All costs for the service contract will be paid through Function 701.

Procurement Policy

Under Procurement Policy 0340-26, Sec 10.1 “Approval Thresholds,” approval for contract award the Board of Directors is the delegate responsible for anything over \$50,000. While the 2-year cost of the preferred proponent for Type 1 and 2 Repairs is \$28,800 (excluding taxes), it is possible that costs in this time period could exceed the \$50,000 threshold. For context, the cost for emergency repairs and maintenance for 4 of the hydrants in 2020 was approximately \$46,000. The 4 remaining hydrants are scheduled for repairs when the preventative maintenance program gets underway with the contract provider in Spring of 2021³. Therefore, it is recommended that the contract award be recommended by RBAC for approval by the Regional Board.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

³ These major repairs have been budgeted for in the 2021 Capital Budget for Function 701.



REPORT

To: Electoral Area Directors Committee

Report Number: CS-EADC-005

From: David Sturgeon, Protective Service Manager

Date: January 21, 2021

Subject: Investigation of Rural Addressing Options for the PRRD

RECOMMENDATION:

That the Electoral Area Directors Committee recommend that the Regional Board authorize a cost benefit analysis to be conducted to examine and compare options associated with mandatory addressing and signage within those areas that are in an established fire protection boundary; further, that the report be provided to a future Electoral Area Directors Committee.

BACKGROUND/RATIONALE:

On September 14th 2020 the PRRD hosted a Regional Fire Chiefs meeting. On the agenda was a request from the Pouce Coupe Fire Chief for mandatory civic address signage in the rural fire protection areas. The Fire Departments have often found that many properties either:

- a) have no address sign posted at the entrance to their property, or
- b) property owners utilize various “graphic” designs that are not visible in the dark or positioned at the property in an area that is not immediately visible to emergency responders.

Building Numbering Extended Service Establishment Bylaw #1188, 1998 gives the authority to the PRRD to provide addressing for buildings within the Electoral Areas but does not speak to making it mandatory. Policy “911 Emergency Service Rural Addressing” indicates that the PRRD considered making addressing mandatory in anticipation of implementing the 9-1-1 service to the residents on June 4, 2001 but determined that the geography of the PRRD was too large to carry out inspections of all properties. Instead the PRRD sent out a mailers and advertised information about the importance of address signs asking owners to voluntarily post them. The Policy also states that staff were to review the Policy one calendar year after implementation of 9-1-1 service and to report back to the Board - it is unclear what if anything happened after that initial campaign.

Since the Regional Fire Chiefs meeting the PRRD has received two requests (one to the Regional Board from the Pouce Coupe Fire Chief and the other to the GM of Community Services from the Taylor Fire Chief). Both request that the PRRD implement a mandatory standard for all residents to adhere to, which is consistent with the discussion at the Fire Chiefs meeting where majority of the departments noted that they are struggling with the same issues and would like to support the call for a policy from the PRRD.

Although the request came from the fire departments several other agencies also rely on this information including the BC Ambulance Service, RCMP and Search and Rescue to locate where they need to respond to, in order to provide their critical services. Other services that require addresses are utility providers as well as Canada Post who is moving forward with using civic addressing instead of rural route addressing.

Next Generation 911 (NG911) has been mandated by the Canadian Radio and Television Commission to be implemented Canada wide by March 20th, 2024. NG911 will allow individuals to text 911 messages, pictures and videos of an emergency event to the 911 call talking centers and dispatch agencies. It will help responding agencies understand what is happening at the scene before they arrive and in doing so they can adapt their response prior to attending the scene. With the implementation of NG911, addressing will be a key driver in the way that the location of the incident will be determined by the dispatcher and ultimately passed on to the responding agency through mapping on the computer aided dispatch service (CAD). The GIS data that each municipality or regional district is responsible for maintaining will be instrumental in how effectively the system will work and they will also be required to upload any new data into the system within 72 hours of a new address or change to an existing address. Once NG911 is fully implemented when a call comes into the 911 center, a map display will instantly be available to the 911 dispatch staff showing the user's location and additional information such as the nearest access point for emergency responders.

In majority of regional districts in BC addressing appears to be adopted as mandatory but implementation of installing the signs ranges from being voluntary, with the specification provided by the regional district. In all cases new building permits or planning development approvals include a separate fee that covers the cost of addressing a new building and provides the sign and post to the resident for them to install.

Some large provinces that already have mandatory addressing include Ontario and Alberta. In Alberta most counties provided the address, the sign and the post including installation by utilizing contractors or summer students for the installation portion.

ALTERNATIVE OPTIONS:

1. That the Electoral Areas Directors Committee recommend that the Regional Board authorize a cost benefit analysis be conducted to examine and compare options associated with mandatory addressing and signage in all electoral areas of the Peace River Regional District; further, that a the report be brought back to a future Electoral Area Directors Committee meeting.
2. That the Electoral Areas Directors Committee recommend that the Regional Board authorize a cost benefit analysis be conducted to examine and compare options associated with mandatory addressing and signage in those areas that are within an official community plan; further that the report be brought back to a future Electoral Area Directors Committee meeting.
3. That the Electoral Area Directors Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery
 - ☒ Enhance Emergency Planning and Response Capacity
- ☒ Advocacy
 - ☒ Emergency Response Capacity for Local Governments

FINANCIAL CONSIDERATION(S):

The cost benefit analysis would include the financial costs as well as staff time needed for each option:

- a) All of the electoral areas of the Peace River Regional District
- b) Only those areas that are within an official community plan area
- c) Only those areas that are within an established fire protection boundary.

Once the costs, timelines and benefits of each options is understood, then EADC can make a recommendation to the Board on how to proceed.

COMMUNICATIONS CONSIDERATION(S):

None at this time. In the future once the cost benefit analysis is complete and direction is provided from the Regional Board a policy can be drafted along with additional public education to support the policy.

OTHER CONSIDERATION(S):

The implementation of a PRRD region wide bylaw mandating a mandatory 911 address for all properties will aid in preparation for the movement towards NG911.

Attachments:

1. Taylor Request
2. Pouce Coupe Request
3. Building Numbering Extended Service Establishment Bylaw #1188, 1998



Taylor Fire Rescue
Office of the Fire Chief

10007 - 100.A Street, Box 300, Taylor, BC VoC 2K0
Tel: 250-789-3392 sbyford@districtoftaylor.com

8 October, 2020

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

Via mail: trish.morgan@prrd.bc.ca

Trish Morgan, General Manager of Community Services

RE: TAYLOR FIRE RESCUE – CIVIC ADDRESSING SUPPORT

Taylor Fire Rescue (TFR) responds to emergency calls for service within the Taylor Rural Fire Protection Area on behalf of the Peace River Regional District (PRRD) under agreement. Civic addressing has always been an issue as there is currently no regularity requirements or bylaw specifically addressing this issue.

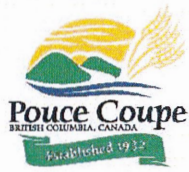
As discussed at the Regional Fire Chief meeting on September 15th, TFR has had the same issue as others departments when responding to calls for service. It is always difficult finding a civic address in the Rural Fire Protection Area and it is time that standardization was considered. Without this improvement, our response at time will be impeded at times.

Taylor Fire Rescue supports moving forward on this venture where we feel a regional approach would be better received.

Sincerely,



Steve Byford, LAFC, CD
Fire Chief
District of Taylor
Taylor Fire Rescue
sbyford@districtoftaylor.com
250-789-3392



CORPORATION OF THE VILLAGE OF POUCE COUPE

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

October 7, 2020

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

RE: CIVIC NUMBERS

To the PRRD Board of Directors:

As an emergency organization, time is crucial in response to an emergency, and can have a huge impact on the outcome. Within our region I have found homes and properties that have no civic numbers to identify them, some that are not easily seen from the road, some on fence post, some on rocks, and some if it snows more than a foot they are covered.

I would ask the PRRD board to look into the implementing a standard that would address these issues.

I have attached an example of what some others have done, however as a group we can amend something like this that would fit our needs.

Civic Number Specifications 5.

- (1) The owner of a property shall keep posted on the property the assigned civic number.
- (2) The civic number shall be posted in the following manner:
 - (a) Civic numbers shall be in Arabic numerals only;
 - (b) The minimum height of numerals on residential properties shall not be less than 4 in. (100 mm);
 - (c) the minimum height of numerals on non-residential properties shall not be less than 8 in. (200 mm);
 - (d) the color of the numerals shall clearly contrast with the background upon which the numbers are displayed;
 - (e) The bottom of the numerals shall be a minimum of 48 in. (1.2 m) above grade;
 - (f) Civic numbers shall be displayed on the same side of a public street or private road as the property is located;

(g) Civic numbers shall be displayed in a location which is not obstructed from view when viewed from the closest place on the traveled portion of the public street or private road upon which the property is situated or from which it has access; from either direction

(h) Civic numbers shall only face towards the Public Street or private road upon which the property is addressed;

(i) Civic numbers shall be displayed in a horizontal orientation;

j) Civic numbers shall either be composed of highly reflective material or be effectively illuminated during the hours of darkness.



Sincerely,

Blair Deveau
Fire Chief
Pouce Coupe Fire Department

39001
B-8

PEACE RIVER REGIONAL DISTRICT
BYLAW NO. 1188, 1998

A bylaw to establish the Extended Service
of the numbering of buildings

WHEREAS the Regional Board of the Peace River Regional District may by bylaw, pursuant to section 799(1)(f) of the Municipal Act, establish and operate the extended service of numbering of buildings;

AND WHEREAS pursuant to section 811(1)(b) of the Municipal Act the proposed service includes all of the Electoral Areas and there will be no borrowing;

AND WHEREAS pursuant to section 811(2) of the Municipal Act each Electoral Area Director has consented in writing to the adoption of this bylaw;

AND WHEREAS the Regional Board has waived the assent requirement of Section 807(2)(a)(i) pursuant to Section 811 of the Municipal Act;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained pursuant to Section 807(1)(a) of the Municipal Act;

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

Service Being Established

1. The Extended Service hereby established under this bylaw is to provide building numbering for the benefit of the residents of Electoral Area "B", Electoral Area "C", Electoral Area "D", and Electoral Area "E".

Service Area Boundaries

2. The boundaries of the Extended Service Area are the boundaries of Electoral Area "B", Electoral Area "C", Electoral Area "D", and Electoral Area "E". The boundaries are graphically represented on the map on Schedule "A" attached to and forming part of this bylaw.

Participating Areas

3. The participating areas for the Extended Service are Electoral Area "B", Electoral Area "C", Electoral Area "D", and Electoral Area "E".

Cost Recovery

4. The annual cost of providing the service shall be recovered by requisition under Section 817 of the Municipal Act to be collected by a property value tax in the Extended Service Area, to be levied and collected under Section 825(1) on improvements only.

Debt

5. The debt intended to be incurred for the service established by this by-law is nil.

Citation

6. This by-law may be cited as "Building Numbering Extended Service Establishment By-law No. 1188, 1998".

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.

APPROVED by the Inspector of Municipalities this 17th day of December, 1998.

ADOPTED this 28th day of January, 1998.

FILED with the Inspector of Municipalities this 1st day of February, 1998.

CERTIFIED A TRUE AND CORRECT COPY of
"Building Numbering Extended Service
Establishment By-law No. 1188, 1998".

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

Moray Stewart
Moray Stewart, Administrator

Karen Goodings
Karen Goodings, Chairman

Moray Stewart
Moray Stewart, Administrator

I HEREBY CERTIFY THE FOREGOING to be a true and correct copy of By-law No. 1188, 1998 cited as "Building Numbering Extended Service Establishment By-law No. 1188, 1998" as read a third time by the Regional Board of the Peace River Regional District at a meeting held on the 26th day of November, 1998.

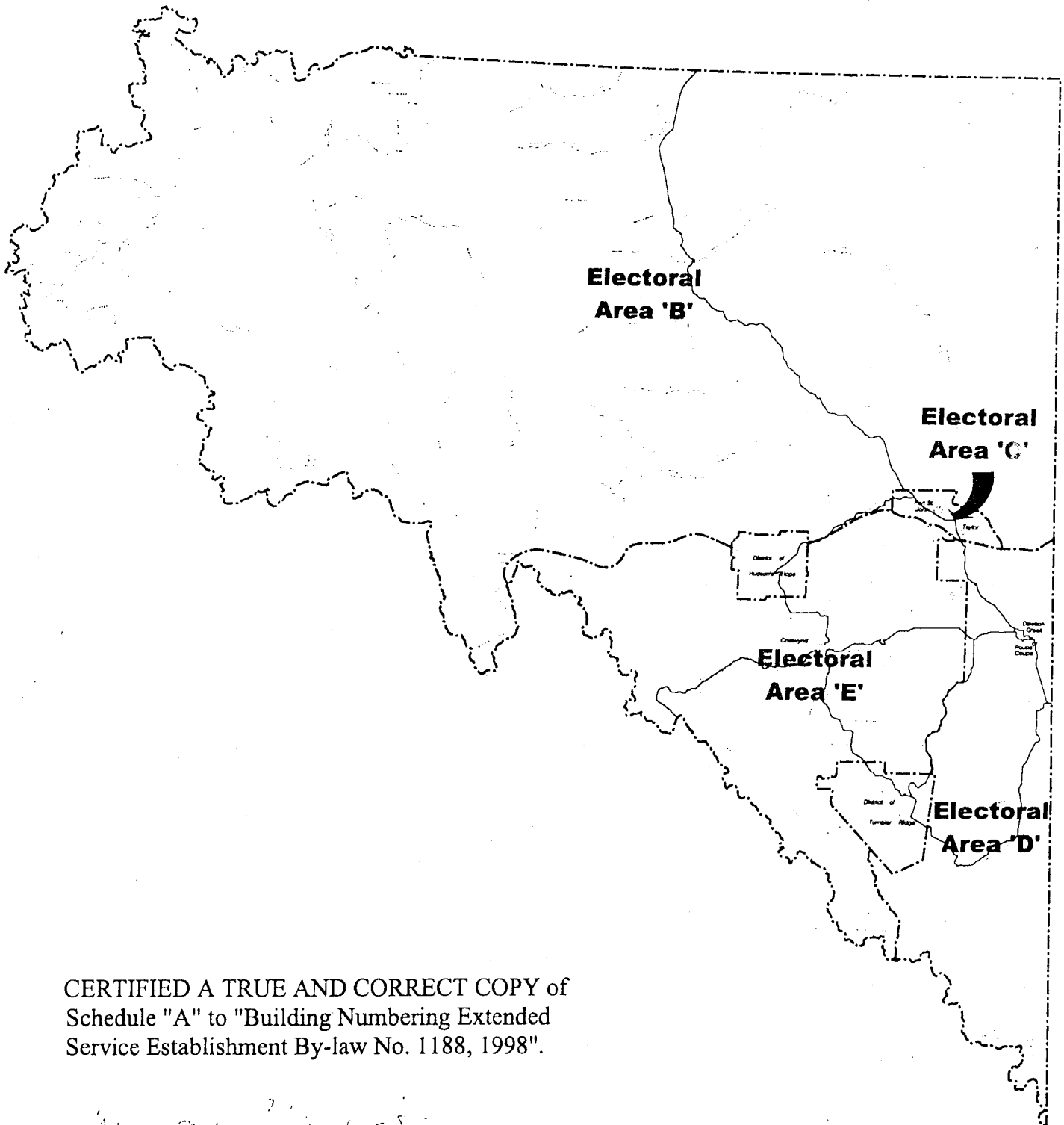
Dated at Dawson Creek, B.C. this 27th day of November, 1998.

Moray Stewart
Moray Stewart, Administrator

B-8

Schedule "A"

B-8



CERTIFIED A TRUE AND CORRECT COPY of
Schedule "A" to "Building Numbering Extended
Service Establishment By-law No. 1188, 1998".

Moray Stewart, Administrator

B-8



PEACE RIVER REGIONAL DISTRICT

November 13, 1998

Chair and Directors
Peace River Regional District
Box 810
Dawson Creek, BC
V1G 4H8

Dear Colleagues:

RE: Building Numbering Extended Service Establishment By-law No. 1188, 1998

Pursuant to Section 812(2) of the Municipal Act I hereby consent to the adoption of Building Numbering Extended Service Establishment By-law No. 1188, 1998

Yours truly,

Tim Caton
Director
Electoral Area "E"

PLEASE REPLY TO:

- ☐ P.O. BOX 810, DAWSON CREEK, B.C. V1G 4H8, TELEPHONE: (250) 784-3200 or 1-800-670-7773, FAX: (250) 784-3201
☐ 9912 - 106 AVENUE, FORT ST. JOHN, B.C. V1J 2N9, TELEPHONE: (250) 785-8084, FAX: (250) 785-1125



PEACE RIVER REGIONAL DISTRICT

November 13, 1998

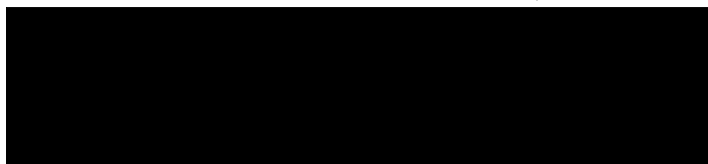
Chair and Directors
Peace River Regional District
Box 810
Dawson Creek, BC
V1G 4H8

Dear Colleagues:

RE: Building Numbering Extended Service Establishment By-law No. 1188, 1998

Pursuant to Section 812(2) of the Municipal Act I hereby consent to the adoption of Building Numbering Extended Service Establishment By-law No. 1188, 1998

Yours truly,



Short Tompkins
Director
Electoral Area "C"

PLEASE REPLY TO:

☐ P.O. BOX 810, DAWSON CREEK, B.C. V1G 4H8, TELEPHONE: (250) 784-3200 or 1-800-670-7773, FAX: (250) 784-3201
☐ 9912 - 106 AVENUE, FORT ST. JOHN, B.C. V1J 2N9, TELEPHONE: (250) 785-8084, FAX: (250) 785-1125



PEACE RIVER REGIONAL DISTRICT

November 13, 1998

Chair and Directors
Peace River Regional District
Box 810
Dawson Creek, BC
V1G 4H8

Dear Colleagues:

RE: Building Numbering Extended Service Establishment By-law No. 1188, 1998

Pursuant to Section 812(2) of the Municipal Act I hereby consent to the adoption of Building Numbering Extended Service Establishment By-law No. 1188, 1998

Yours truly,

Karen Goodings
Director
Electoral Area "B"

PLEASE REPLY TO:

- ☐ P.O. BOX 810, DAWSON CREEK, B.C. V1G 4H8, TELEPHONE: (250) 784-3200 or 1-800-670-7773, FAX: (250) 784-3201
☐ 9912 - 106 AVENUE, FORT ST. JOHN, B.C. V1J 2N9, TELEPHONE: (250) 785-8084, FAX: (250) 785-1125



PEACE RIVER REGIONAL DISTRICT

November 13, 1998



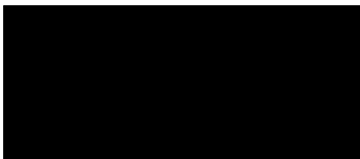
Chair and Directors
Peace River Regional District
Box 810
Dawson Creek, BC
V1G 4H8

Dear Colleagues:

RE: Building Numbering Extended Service Establishment By-law No. 1188, 1998

Pursuant to Section 812(2) of the Municipal Act I hereby consent to the adoption of Building Numbering Extended Service Establishment By-law No. 1188, 1998

Yours truly,



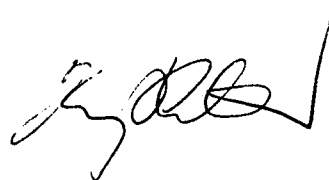
Albert Erbe
Director
Electoral Area "D"

PLEASE REPLY TO:

☐ P.O. BOX 810, DAWSON CREEK, B.C. V1G 4H8, TELEPHONE: (250) 784-3200 or 1-800-670-7773, FAX: (250) 784-3201
☐ 9912 - 106 AVENUE, FORT ST. JOHN, B.C. V1J 2N9, TELEPHONE: (250) 785-8084, FAX: (250) 785-1125

House Numbering
Five year operating budget
13-Nov-98

	1999	2000	2001	2002	2003
REVENUES					
Requisition	<u>250,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
	250,000	25,000	25,000	25,000	25,000
EXPENDITURES					
Initial Start up	250,000	-	-	-	-
Operating	<u>-</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
	250,000	25,000	25,000	25,000	25,000





December 18, 1998

Mr. Moray Stewart
Secretary
Peace River Regional District
PO Box 810
Dawson Creek, British Columbia
V1G 4H8

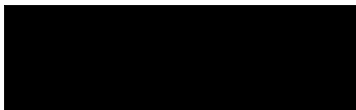
Dear Mr. Stewart:

**Re: Building Numbering Extended Service Establishment Bylaw No. 1188,
1998**

Enclosed is one copy of the above bylaw approved by the Inspector of Municipalities under the provisions of section 807(1)(a) of the *Municipal Act*.

Once adoption of Bylaw 1188 has been completed, please forward one certified true copy to this office to complete our records.

Yours truly,



Linda Galeazzi
Municipal Advice and Approvals

Enclosure

Province of British Columbia



No.

Statutory Approval

Under the provisions of section 807(1)(a)


of the Municipal Act

I hereby approve Bylaw No. 1188

of the Peace River Regional District, *a copy*

of which is attached hereto.

*Dated this 17th day
of December, 1998*


Deputy Inspector of Municipalities



Electoral Area Directors Committee

Diary Items

Item		Status	Notes	Diarized
1.	Cell Towers within the Region		Investigate partnership opportunities	May 27, 2019
2.	Electoral Area D Referendum		Water (service areas) in 2022	October 16, 2018
3.	Don Nearhood Museum		As the Peace Canyon building is closed, a new location for the display is needed	November 13, 2018
4.	Oil and Gas Working Groups			January 18, 2019
	A. Template B. Synergy Groups			October 17, 2019 April 16, 2020
5.	Natural Gas		Expansion of services to rural areas	May 27, 2019
6.	Section 381 (Cost sharing for services under Part 14 [Planning and Land Use Management] of the Local Government Act.			August 15, 2019
7.	Volunteer Recognition			November 21, 2019
8.	Overhead Lighting at the Baldonnel Overpass			November 19, 2020
9.				



Electoral Area Director's Committee Terms of Reference

1. Membership

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

2. Terms of Reference

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

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