



# PEACE RIVER REGIONAL DISTRICT

## Peace River Regional District Board Revised Agenda

April 9, 2020, 10:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

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	Pages
<b>1. Call to Order</b>	
<b>2. Directors' Notice of New Business</b>	
*2.1 Director Ackerman - Treaty Land Entitlements	
<b>3. Adoption of Agenda</b>	
<b>4. Gallery Comments or Questions</b>	
<b>5. Adoption of Minutes</b>	
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<b>17.</b>	<b>Media Questions</b>	
<b>18.</b>	<b>Adjournment</b>	



# PEACE RIVER REGIONAL DISTRICT

## **MARCH BOARD MEETING** **MINUTES**

DATE: March 26, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

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

**Staff**

Shawn Dahlen, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Kelsey Bates, Deputy Corporate Officer (*via teleconference*)  
Trish Morgan, General Manager of Community Services  
Trevor Ouellette, IT Manager  
Brenda Deliman, Recording Secretary (*via teleconference*)

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

**DIRECTORS' NOTICE OF NEW BUSINESS:**

Chair Sperling                      COVID-19 Inter-governmental Communications Update

**ADOPTION OF AGENDA:**

**ADOPTION OF AGENDA**

RD/20/03/01 (26)

MOVED Director Michetti, SECONDED Director Fraser,  
That the Peace River Regional District Board agenda for the March 26, 2020 meeting, including Director's new business (Item 13.1 – COVID-19), be adopted as amended:

1. **Call to Order**
2. **Directors' Notice of New Business**
3. **Adoption of Agenda**
4. **Gallery Comments or Questions**
5. **Adoption of Minutes**
  - 5.1 Regional Board Special Meeting Minutes of March 19, 2020
  - 5.2 Regional Board Meeting Minutes of March 12, 2020
6. **Business Arising from the Minutes**
7. **Delegations**
8. **Petitions**
9. **Correspondence**
  - 9.1 Charlie Lake Fire Services Expansion
  - 9.2 Shaw – Request for Letter of Support (*late item*)
10. **Reports**
  - 10.1 Board Procedure Bylaw No. 2200, 2015
  - 10.2 Recommendations from the March 5, 2020 Solid Waste Committee Meeting
  - 10.3 Contract #09-2020 Award – Invasive Plant Management Area Controller
  - 10.4 Proclamations - Special Events Policy
  - 10.5 SARA Consultation Process
  - 10.6 COVID-19 Update (*late item*)
  - 10.7 Subdivision within the ALR, PRRD File No. 20-003-ALRSUB, ALC ID 60491
  - 10.8 ALR Non-Farm Use, PRRD File No. 20-002
  - 10.9 Development Variance Permit, PRRD File No. 20-001 DVP
  - 10.10 Notice of Closed Session
11. **Bylaws**
  - 11.1 Zoning Amendment Bylaw No. 2405, 2020, PRRD File No. 20-005-ZN
  - 11.2 Zoning Amendment Bylaw No. 2391, 2020, PRRD File No. 18-269
12. **Strategic Plan**
  - 12 Strategic Plan
13. **New Business**
  - 13.1 Chair Sperling – COVID-19 Inter-governmental Communications Update
14. **Appointments**
  - 14 2020 List of Board Appointments
15. **Consent Calendar** (for consideration and receipt)
  - 15.1 Ranching Concerns
  - 15.2 Union of BC Municipalities - Resolutions Process

RD/20/03/01 (26)  
(continued)

**Adoption of Agenda: (continued)**

**15. Consent Calendar (continued)**

- 15.3 Northern Health - Funding for Northeast Physician Recruitment Position
- 15.4 Office of the Ombudsperson - Quarterly Report Oct-Dec 2019
- 15.5 North Peace Airport Society Regular Meeting Minutes of January 8, 2020
- 15.6 North Peace Fall Fair Meeting Minutes of March 10, 2020
- 15.7 Solid Waste Committee Draft Meeting Minutes of March 5, 2020

**16. Notice of Motion** (for the next meeting):

**17. Media Questions** (on agenda items and business discussed at the meeting)

**18. Adjournment**

**CARRIED.**

**ADOPTION OF MINUTES:**

5.1

**ADOPTION OF MINUTES**

RD/20/03/02 (26)

MOVED Director Bumstead, SECONDED Director Heiberg,

That the Regional Board adopt the Special Board Meeting Minutes of March 19, 2020.

**CARRIED.**

5.2

RD/20/03/03 (26)

MOVED Director Heiberg, SECONDED Director Michetti,

That the Regional Board adopt the Board Meeting Minutes of March 12, 2020.

**CARRIED.**

**CORRESPONDENCE:**

9.1

March 5, 2020 –  
Walter Stewart

**CHARLIE LAKE FIRE SERVICES EXPANSION**

RD/20/03/04 (26)

MOVED Chair Sperling, SECONDED Director Heiberg,

That the Regional Board refer the correspondence dated March 5, 2020 from Walter Stewart regarding the proposed Charlie Lake Fire Services Expansion to staff for a response.

**CARRIED.**

9.2

March 20, 2020 -  
Shaw

**SHAW – REQUEST FOR LETTER OF SUPPORT**

RD/20/03/05 (26)

MOVED Director Goodings, SECONDED Director Michetti,

That the Regional Board receive the correspondence, dated March 20, 2020, from Shaw Communications Inc. requesting a letter of support for its Northern Development Initiative Trust application, for discussion.

**CARRIED.**

9.2  
(continued)

**CARRIED.**

**CARRIED.**

**CARRIED.**

**REPORTS: (continued)**

**RECOMMENDATIONS FROM THE MARCH 5, 2020 SOLID WASTE COMMITTEE MEETING (continued)**

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10.2  
(continued)

**INDUSTRIAL-COMMERCIAL-INSTITUTIONAL DISPOSAL FEES  
(Recommendation No. 2)**

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RD/20/03/09 (26)

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

**CARRIED.**

10.3  
February 21, 2020 –  
Kari Bondaroff,  
Environmental  
Services Manager

**CONTRACT #09-2020 AWARD – INVASIVE PLANT MANAGEMENT AREA CONTROLLER**

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RD/20/03/10 (26)

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

**CARRIED.**

10.4  
February 28, 2020 -  
Tyra Henderson,  
Corporate Officer

**PROCLAMATIONS – SPECIAL EVENTS POLICY**

RD/20/03/11 (26)

MOVED Director Courtoreille, SECONDED Director Heiberg  
That the Regional Board repeal the Proclamations – Special Events Policy.

**CARRIED.**

10.5  
March 10, 2020 –  
Tyra Henderson,  
Corporate Officer

**SARA CONSULTATION PROCESS**

RD/20/03/12 (26)

MOVED Director Fraser, SECONDED Director Bumstead,  
That the Regional Board receive the March 10, 2020 report titled “SARA Consultation Process” for information.

**CARRIED.**

**REPORTS: (continued)**

10.6 COVID-19 UPDATE #1

March 25, 2020 –

Trish Morgan,  
General Manager of  
Community Services

RD/20/03/13 (26)

MOVED Director Bumstead, SECONDED Director Courtoreille,  
That the Regional Board receive the March 25, 2020 report titled “COVID-19  
Update #1” for discussion.

**CARRIED.**

The Regional Board received an update on COVID-19 from the General  
Manager of Community Services. A discussion ensued regarding public safety,  
precautionary measures, consistent messaging, supply chains, COVID-19  
testing, and messaging from Provincial Ministers.

10.7 SUBDIVISION WITHIN THE ALR, PRRD FILE NO. 20-003-ALRSUB, ALC ID 60491

March 2, 2020 -

Tyra Henderson,  
Corporate Officer

RD/20/03/14 (26)

MOVED Director Goodings, SECONDED Director Heiberg,  
That the Regional Board support ALR subdivision application 20-003 (ALC ID  
60491), to subdivide the property identified as PID 012-304-719 into an 8  
hectare homesite and a 56.5 hectare remainder, and authorize it to proceed  
to the Agricultural Land Commission.

**CARRIED.**

10.8 ALR NON-FARM USE, PRRD FILE NO. 20-002

March 17, 2020 -

Tyra Henderson,  
Corporate Officer

Directors Bumstead and Michetti declared a Conflict of Interest and left the  
meeting at 10:55 a.m.

RD/20/03/15 (26)

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

**CARRIED.**

Director Michetti returned to the meeting at 10:56 a.m.

DEVELOPMENT VARIANCE PERMIT, PRRD FILE NO. 20-001 DVP

RD/20/03/16 (26)

MOVED Chair Sperling, SECONDED Director Hiebert,

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

**CARRIED.**

RD/20/03/17 (26)  
MOVED Director Fraser, SECONDED Director Courtoreille,  
That the Regional Board vary the agenda to deal with Item 10.10 (Notice of  
Closed Session) at the end of the meeting.

**CARRIED.**

**ZONING AMENDMENT BYLAW NO. 2405, 2020, PRRD FILE NO. 20-005-ZN**

RD/20/03/18 (26)

MOVED Chair Sperling, SECONDED Director Hiebert,

That the Regional Board refer Zoning Amendment Bylaw No. 2405, 2020 back to staff to revise the new permitted use from “processing facility of agricultural products”, to “craft brewery or distillery”.

**CARRIED.**

ZONING AMENDMENT BYLAW NO. 2391, 2020, PRRD FILE NO. 18-269

RD/20/03/19 (26)

MOVED Director Rose, SECONDED Director Hiebert,

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

**CARRIED.**



**BYLAWS: (continued)**

11.2 ZONING AMENDMENT BYLAW NO. 2391, 2020, PRRD FILE NO. 18-269  
(continued) (continued)

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RD/20/03/20 (26)

MOVED Director Rose, SECONDED Director Hiebert,

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

**CARRIED.**

**NEW BUSINESS:**

13.1 COVID-19 –INTERGOVERNMENTAL COMMUNICATIONS UPDATE

Chair Sperling

The Regional Board received an update from Chair Sperling on ongoing and upcoming COVID-19 conference calls with Provincial Ministries and other government representatives, as follows:

- Honourable Minister Robinson, Ministry of Municipal Affairs & Housing (weekly call with BC Chairs and Mayors)
- Deputy Minister Hall, Ministry of Public Safety and Solicitor General (call with PRRD CAO to discuss work camps)
- MP Zimmer, North and South Peace MLA's (weekly call with Chair Sperling, Discussion Notes will be placed on PRRD Board meeting agendas)

**CONSENT CALENDAR:**

CONSENT CALENDAR

RD/20/03/21 (26)

MOVED Director Hiebert, SECONDED Director Michetti,

That the Regional Board receive the March 26, 2020 Consent Calendar.

**CARRIED.**

**CONSENT CALENDAR: (continued)**

15.1  
March 5, 2020 - Dan  
Davies, MLA for  
Peace River North

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL  
DEVELOPMENT – MANAGEMENT OF RANCHING ISSUES

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RD/20/03/22 (26)  
MOVED Director Goodings, SECONDED Director Hiebert,  
That the Regional Board refer the correspondence dated March 5, 2020, from  
Dan Davies, MLA for Peace River North, regarding the management of  
ranching issues by the Ministry of Forests, Lands, Natural Resource Operations  
and Rural Development (MoFLNRORD), to staff; further, that staff work with  
the Electoral Area Directors to draft a resolution to the Union of BC  
Municipalities regarding the gaps in services provided by MoFLNRORD as they  
pertain to ranching, as indicated by MLA Davies.

**CARRIED.**

**REPORT:**

10.10  
March 19, 2020 -  
Tyra Henderson,  
Corporate Officer

NOTICE OF CLOSED SESSION

RD/20/03/23 (26)  
MOVED Director Fraser, SECONDED Director Hiebert,  
That the Regional Board recess to a Closed Meeting for the purpose of  
discussing the following items:  
Agenda Item M-1 & M-2 – Closed Meeting Minutes (CC Section 97(1)(b))  
Agenda Item R-1 – Negotiations (CC Section 90 (1)(i))

**CARRIED.**

Recess                      The Chair recessed the meeting to a Closed Session at 11:09 a.m.

Reconvene                The Chair reconvened the meeting at 11:40 a.m.

**ADJOURNMENT:**

**ADJOURNMENT**

The Chair adjourned the meeting at 11:40 a.m.

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

\_\_\_\_\_  
Brad Sperling, Chair

\_\_\_\_\_  
Tyra Henderson, Corporate Officer

Received DC Office April 2, 2020

**From:** Stephen Dery <[Stephen.Dery@unbc.ca](mailto:Stephen.Dery@unbc.ca)>

**Sent:** April 2, 2020 8:32 AM

**To:** prrd dc <[prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)>

**Subject:** Possible letter of support for a UNBC funding application

A good day to you:

I hope you are managing the COVID-19 situation as best as you can, it certainly has been quite challenging in many respects.

I am contacting you today as I wish to reach out to Mayor Dale Bumstead of the City of Dawson Creek and the Peace River Regional District in regards to a request for a possible letter of support for a funding application we are about to submit to the internal BC Real Estate Foundation. This work would explore the role of land cover disturbances such as wildfires and pest infestations on floods across British Columbia, including the devastating June 2016 event that affected Dawson Creek and other communities in the Peace River Regional District. This would follow on some of the earlier work we had done in collaboration with the City's Watershed Coordinator, Chelsea Mottishaw, and I believe the results of this work would be highlight relevant to the communities in the Peace River Regional District.

I therefore am inquiring whether there's a possibility that either Mayor Bumstead, or someone on behalf of the Peace River Regional District, would be able to complete such a letter of support? To facilitate the process, I attach a draft letter that could be used for this. Please note that we are happy to provide the Mayor or anyone on Council with our proposal if that would also help. Please note that our application deadline is April 15<sup>th</sup>.

If this is not possible, then no worries at all.  
Thank you.

Stephen Dery  
Professor, Environmental Science  
UNBC

Office of Research  
University of Northern British Columbia  
3333 University Way  
Prince George, BC  
V2N 4Z9

**To whom it may concern,**

**Re: Letter of support – Are British Columbia flood events exacerbated by landcover disturbances?**

The Peace River Regional District fully supports the '*Are British Columbia flood events exacerbated by landcover disturbances?*' research project being proposed by Dr. Stephen Déry at UNBC. The Peace River District has been greatly impacted by flooding events in recent years and we are eager to gain any new insight that may help prepare our communities for future events. As forest fires, logging, and Mountain Pine Beetle outbreaks are ongoing in our region, we think it is of utmost importance to understand how these are affecting river and streams in the region as well as its impact on floods, in order for us to make community-minded risk-management decisions.

We are quite keen to engage with Dr. Déry and the Northern Hydrometeorology Research Group on another project relevant to our community. The City of Dawson Creek, including its Watershed Coordinator, previously interacted with Dr. Déry on a project exploring the seasonal prediction of the spring freshet within the Kiskatinaw River, the principal source of water for the City. This led to an improved understanding of the regional and remote controls on spring snowmelt timing and the resulting flows during the freshet in the context of climate change. The new project led by Dr. Déry and his team will build on this previous effort by exploring whether deforestation and other land cover changes also play a role in the timing of flows during spring as well as during major floods events such as experienced in northeastern British Columbia including the Peace River District in June 2016. This will guide future management of both the forested landscapes and water resources (such as Bearhole Lake) that may lead to improved knowledge on water security in a rapidly changing environment.

Thus the Peace River Regional District highly recommends this project be funded by the Real Estate Foundation of BC. We believe that this work, while valuable for the District, will also help other communities throughout BC best prepare for flooding events. British Columbia has extensive regions where large amounts of landcover change are occurring and we feel it is important to understand how this is affecting our water resources. We are looking forward to interacting with UNBC and Dr. Déry on this project and will provide any information or assistance we can.

If you have any further questions, please do not hesitate to contact us.

Kind Regards,

## NORTH PEACE SECONDARY SCHOOL

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9304 - 86<sup>TH</sup> Street  
Fort St. John, BC  
V1J 6L9  
Phone: 250-785-4429  
Fax: 250-785-4687  
Website: [www.npss.prn.bc.ca](http://www.npss.prn.bc.ca)



April 2, 2020

Dear Sponsor,

First off, I would like to thank you for your ongoing support to our scholarship program at NPSS over the years. Your assistance to our graduating students is invaluable. I am happy to report that we are still going ahead with our scholarship program.

That being said, the COVID-19 Virus has caused a lot of financial uncertainty for businesses and individuals. If you feel that your organization is no longer in a position to donate to our scholarship program, I kindly ask that you let me know by April 17, 2020. Otherwise, I will assume that you are still on board.

Some of you have specific forms that you require the students to complete. In the past, those forms were available for pick up at the school. Now that the schools have moved to online classrooms, students may not be able to get the proper forms. Would it be ok to submit this information in another manner?

At this point, we have not cancelled our graduation ceremony. The decision to do so will be held off as long as possible. In the event that it is cancelled, we still plan to proceed with the scholarship program.

Once again, I thank you for your past and present contributions to our graduating students.

Please contact me if you have any questions.

Sincerely,

Miranda Gibb

Secretary, Student Services

[mgibb@prn.bc.ca](mailto:mgibb@prn.bc.ca)

(250) 785-4429 ext 251

**NORTH PEACE SECONDARY SCHOOL**

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9304 - 86<sup>TH</sup> Street  
Fort St. John, BC  
V1J 6L9  
Phone: 250-785-4429  
Fax: 250-785-4687  
Website: [www.npss.prn.bc.ca](http://www.npss.prn.bc.ca)



Jill Rickert  
Peace River Regional District  
Dawson Creek BC V1G 4H8

October 16, 2019

Dear Jill,

I wanted to introduce myself and thank you for your generous contributions over the years to our Scholarship & Bursary Program at North Peace Senior Secondary School in Fort St. John, BC. My name is Miranda Gibb and I took over for Ray Lynn Edgington in Student Services at the school. Last year your organization made the following awards available to our students at NPSS. I am reaching out to see if you are able to make the award(s) available again to our graduating class of 2020.

**Award: Peace River Regional District Health Care Scholarship**

**Value:** \$1500

**Number of Awards:** 3

**Eligibility:** Graduating student that has resided in the Peace River Regional District a minimum of 12 consecutive months prior to application. Must be pursuing a post-secondary diploma or certificate program in health care in, but not limited to: X-ray Technician, Diagnostic Medical Sonography, Medical Laboratory Technician, Nursing Unit Clerk or Licensed Practical Nurs. Must include proof of acceptance or application to a post-secondary institu. Recipient's parent/guardian must be willing to sign a publication waiver. Applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

**Selection of Award to be done by:** NPSS

**Email applications to:** [jill.rickert@prrd.bc.ca](mailto:jill.rickert@prrd.bc.ca)

Would you kindly confirm your intention once again either to provide an identical award as per the conditions noted above or an award with changes. If you provide written information to be given to student applicants, please check for accuracy and include an updated version with your return information. Please send your reply by December 13, 2019 so that we can publish the list of awards for our graduating students by the beginning of February 2020. Also note that we have converted to a digital format. We will send applications to sponsors via email. If your committee would prefer a paper copy instead please let me know and I will mail those out. We intend to make applications available to your selection committee by May 8, 2020 and ask that recipient names be returned to us by May 22, 2020. If your logo has changed, please send us an updated version by May 8, 2020. This year's ceremony will be held on Friday June 19, 2020 at 1:30pm at the North Peace Rec Centre. Please consider this a formal invitation to attend.

Thank you for the valuable assistance you provide to our students each year.

Sincerely,

Miranda Gibb



# **Dawson Creek Secondary School**

South Peace Campus  
10808 - 15th Street, Dawson Creek, BC, V1G 3Z3  
Phone: 250-782-5585 • Fax: 250-782-7221



*Supporting a passion for learning in school, community and beyond*

March 31, 2020

Received by email on March 31, 2020

Scholarship/bursary donor,

RE: Scholarships/Bursaries for Dawson Creek Secondary Grads of 2020

On March 17<sup>th</sup>, the Minister of Education announced the suspension of in class learning and stated that students would be transitioning to an at home model after spring break. All of our students at the South Peace Campus are continuing their education and working towards completing their courses, graduation, and their post-secondary goals.

This is the time of year we start to organize our local scholarships and bursaries available to our graduating students. Due to the COVID-19 pandemic, we are converting our application and presentation process to a digital format instead of our regular Scholarship and Bursary night we normally hold in June. We still want to recognize our students with financial awards towards their post-secondary studies through your support.

Due to our current economic uncertainty we understand that organizations who have donated in the past may not be able to contribute this year. We understand and respect the decisions that are being made during these difficult times we are all navigating. We want to thank our community partners for their past contributions, and we look forward to continuing our relationship with you.

To aid in our planning moving forward please take a few moments to answer the questions below.

- Are you still planning to proceed with a scholarship/bursary this year?
- As we are converting our applications to a digital format, please provide the best phone number, email address and person to contact about the scholarship or bursary. Please complete this section even if you aren't participating this year so we can update our database.

Please respond to this email using the name of your group in the subject line.

Thank you and take care,

Karen Smith  
Counsellor/Scholarship Coordinator

Josh Kurjata  
Principal

## **OUR MISSION**

*Empowering our community to be inquisitive, critical and resilient learners and empathetic citizens*

**Diverse Community Striving for Success**

[www.dcss.sd59.bc.ca/spc](http://www.dcss.sd59.bc.ca/spc)



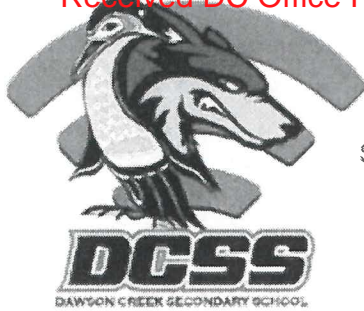
[facebook.com/dcsssnews](https://facebook.com/dcsssnews)



[@dcsssnews](https://twitter.com/dcsssnews)



[dcsss\\_news](https://www.instagram.com/dcsss_news)

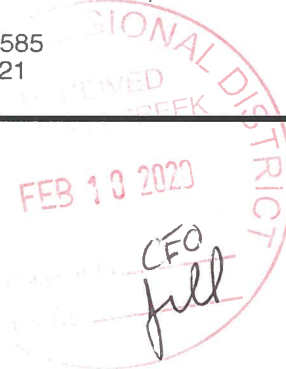


## Dawson Creek Secondary School

South Peace Campus: 10808 - 15th St. — Dawson Creek, BC — V1G 3Z3

Phone: (250) 782 5585

Fax: (250) 782 7221



February 12, 2020

Peace River Regional District  
1981 Alaska Highway  
Dawson Creek, BC V1G 4H4

Dear PRRD Medical Scholarship Committee,

Last year, your organization generously made the following award(s) available to graduating students at Dawson Creek Secondary School, South Peace Campus.

**Award: PRRD Health Care Scholarship**

3 award(s) for \$1500. A total value of \$4500

**Eligibility:** Applicant must have resided in the Peace Region for a minimum of 12 months. This is open to students who are pursuing a post-secondary diploma or certificate program in health care in, but not limited to X-ray Technician, Diagnostic Medical Sonography, Medical Lab Technician, or Nursing Unit Clerk programs. Applicants must have applied to the program.  
**MUST provide SIN**

Last year the selection of a recipient for this award was made by the school committee.

If you wish to change that for this year please indicate here. \_\_\_\_\_

Presenter's Name: \_\_\_\_\_

Presenter's Telephone Number: \_\_\_\_\_

Would you kindly confirm your intention once again either to provide an identical award under the conditions noted above or an award with changes.

Please send your reply by **April 1, 2020** so that I can update the list of available awards for our graduating students. Address and Fax are noted above or if you prefer you can e-mail to [ksmith@sd59.bc.ca](mailto:ksmith@sd59.bc.ca).

The date and time of this year's **Awards Ceremony and Tea is Tuesday June 16, 2020 at 7:00 PM** in Unchagah Hall. We look forward to your participation.

Thank you again for the valuable assistance you provide to our students each year. If you have any questions please call me at 250.782.5585.

Sincerely,

Mrs. Karen Smith  
DCSS Counsellor- South Peace Campus  
[ksmith@sd59.bc.ca](mailto:ksmith@sd59.bc.ca)





FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

24, rue Clarence Street, Ottawa,  
Ontario, K1N 5P3

T. 613-241-5221 F. 613-241-7440



## Invoice / Facture

Dahlen, Shawn

Regional District of Peace River

P.O. Box 810

Dawson Creek, British Columbia /  
Colombie-Britannique V1G 4H8

**Invoice / Facture:** ORD-32142-H1K8S2

**DATE:** 2019-12-04

**ACCOUNT/COMPTE:** 17798

**DUE DATE/DATE LIMITE:** 2020-04-01

ITEM/DESCRIPTION	QTY/QTE	RATE/TAUX	TAX/TAXE	TOTAL
OPTIONAL contribution towards a travel fund that supports the participation of elected officials from small communities in FCM's National Board of Directors	21,269	\$0.0100	\$10.63	\$223.32

**GST/TPS (5%):** \$10.63

**TOTAL:** \$223.32

### PAYMENT/PAIEMENT

By cheque payable to:

Federation of Canadian Municipalities

Par chèque à l'ordre de:

Fédération canadienne des municipalités

24, rue Clarence Street

Ottawa, Ontario K1N 5P3

HST # / No. de TVH: 11891 3938 RT0001

QST # / No. de TVQ: 1202728231DQ0001

**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

**Account Number/Numéro de compte:** 1113307

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

**Ref No. / No. de référence :** 17798



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-003

From: Paulo Eichelberger, GM Environmental Services

Date: April 2, 2020

**Subject: April 2, 2020 Solid Waste Committee Recommendation**

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The following recommendation from the April 2, 2020 Solid Waste Committee meeting is presented to the Regional Board for its consideration:

**RECOMMENDATION: *[Corporate Unweighted]***

That the Regional Board waive any requirement for cash handling at all of the PRRD solid waste facilities for the duration of the COVID-19 crisis; further, that other forms of payment, such as credit, debit, coupons or business charge accounts, continue to be accepted.

**BACKGROUND/RATIONALE:**

On April 2, 2020, the Solid Waste Committee met and discussed options around transactions at the PRRD Solid Waste Facilities. Given the situation around the COVID-19 pandemic, it was recognized that, while protocols are in place to maintain social distancing and sanitize common surfaces<sup>1</sup>, the handling of cash money still presents a risk of exposure to the public, contractors and staff.

To that end, the Committee is recommending that cash transactions be waived for the duration of the pandemic, while other forms of payment (credit, debit, coupons, and charge accounts) will continue to be accepted.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board 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):**

Suspending cash transactions will result in a reduction in revenue to the SW function. These transactions will be tracked and reported out when the pandemic has passed.

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<sup>1</sup> Keypads, door handles, counters, etc.

**COMMUNICATIONS CONSIDERATION(S):**

Solid waste site operators will be notified of the change, pending Board resolution.

**OTHER CONSIDERATION(S):**

During the meeting, the Committee was made aware of the effect of the provincial COVID-19 protocols, and the effect on various other local government solid waste programs. As many people are self-isolating, a popular activity during that time is clean up around homes and properties. This is resulting in a rise in customers coming to solid waste sites in the south and central interior, which could increase the risk of exposure to the virus.

While this trend has not begun in the north, it is possible that both the waiver of cash transactions and the warming weather could result in a similar increase in customers. Staff will continue to work with contractors to maintain safety protocols in line with provincial orders to minimize this risk and report back to the Solid Waste Committee.



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-001

From: Kari Bondaroff, Environmental Services Manager

Date: March 27, 2020

**Subject: Request for Proposal #13-2020 Vehicle Replacement**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board award Request for Proposal #13-2020, "Fleet Vehicle Purchase and Replacement" to "Browns' Chevrolet Buick GMC", inclusive of the trade in of the existing 2009 Sterling Arcterra Picker Truck, the 2005 GMC Sierra 2500, the 2012 Chevrolet Sierra 3500, and the 2013 Chevrolet Equinox, and the purchase of one 2020 CV515 Picker Truck, one 2020 GMC Sierra 3500HD Crew Cab, and one 2020 Chevrolet Colorado, at a net cost of \$206,449.50 (excl. GST); further, that the Chair and CAO be authorized to sign the agreement on behalf of the PRRD.

## **BACKGROUND/RATIONALE:**

Fleet is an essential asset management aspect of the PRRD. A fleet management plan has been developed that allows for preventative maintenance, extended warranty, and reserve replacement funds in order to allow for a secured replacement turnaround schedule of 5 years for general fleet vehicles, and 10 years for the picker truck and trailers. With a defined lifespan for each of the vehicles, the organization will hopefully realize both an increase in value retention and a decrease in repair costs in current and future years.

The 2020 CV515 picker truck and the 2020 GMC Sierra 3500HD are being purchased as a truck chassis, with the addition of flat decks on each of the chassis<sup>1</sup>. This allows for a one time purchase of the flat decks so that when replacement is necessary, as long as the equipment meets safety requirements, the truck chassis is all that would need to be replaced.

One proposal was received for the purchase of the three vehicles and includes the maintenance schedule, extended warranty package, all essential accessories to fully equip each vehicle for summer and winter use, and trade-in value for each of the existing fleet. The proponent has agreed to the following:

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<sup>1</sup> Used for hauling of larger or oddly shaped loads which cannot be contained in a regular pick-up truck.

Vehicle	Base Price	Warranty Option	Maintenance Plan	Total Price
2020 20,000lb GVW, 4x4, single cab chassis fitted with a 10ft steel deck and picker	\$88,896.60 plus \$60,640.00 for the flatdeck with the Falcon picker	\$7,783.50	\$3,708.00	\$149,536.60 before tax (11,491.50)
2020 1-ton Crew Cab, 4x4 chassis truck fitted with a 10ft steel deck with flip-over sides and gate.	\$44,676.40 plus \$9,995.00 for the flatdeck.	\$4,658.00	\$997.00	\$54,671.40 before tax (5,655.00)
2020 4x4, all-terrain vehicle with minimum 8" clearance.	\$34,741.50	\$4,175.00	\$997.00	\$34,741.50 before tax (5,172.00)
<b>TRADE INS</b>				
200p Sterling Acterra Picker with Hiab Crane	\$26,500.00			-\$26,500.00
2012 Chevrolet Equinox	\$3,000.00			-\$3,000.00
2005 GMC ¾ ton	\$1,000.00			-\$1,000.00
2012 Chevrolet 1-ton	\$2,000.00			-\$2,000.00
<b>Total Expenditure:</b>				\$206,449.50 before tax (22,318.50)

The sole bid meets all requirements and is within budget; therefore, staff recommends that the PRRD proceed with the vehicle trade in and purchase as outlined above.

#### ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

#### STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Develop a Corporate Asset Management Program

#### FINANCIAL CONSIDERATION(S):

Reserve capital funds are being utilized for the purchase of the new fleet vehicles, as approved in the 2020 budget. The net purchase of the listed fleet vehicles for \$206,450 is well within the approved 2020 budget allocation of \$268,962.

#### COMMUNICATIONS CONSIDERATION(S):

None.

#### OTHER CONSIDERATION(S):

Vehicle cost allocations are broken down according to actual usage and average vehicle specific expenditures in prior years. For the 2020 budget year, 2018 actual use and yearly average operational

expenditure per cost centre was utilized. Capital reserve costs are also included in these allocations which includes depreciation values and replacement cost inflation per vehicle/equipment in order to allow a continual allowance for replacement



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-006

From: Kori Elden, Executive Assistant

Date: March 30, 2020

**Subject: Working from Home Policy**

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## **RECOMMENDATION: [Corporate Unweighted]**

That the Regional Board adopt the Working from Home policy, which guides employees who are working from home for the duration of the COVID-19 pandemic.

## **BACKGROUND/RATIONALE:**

The COVID-19 virus, discovered in Wuhan, China on December 31, 2019, spread to Canada and created the need for flexible working arrangements for PRRD staff. All PRRD staff who can fulfill their job duties remotely have the option of working from home for the duration of COVID-19, in line with Provincial and Federal directives.

The Working from Home Policy and the Telework Agreement form (that all employees who are working from home must sign) follow WorkSafeBC's health and safety recommendations and the Government of British Columbia's Safety Inspection for Working from Home:

<https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/health-safety-responsibilities-when-working-from-home>

<https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/work-arrangements/flexible-workplaces/safety-inspection>

## **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):**

If approved, the Policy will be distributed to staff through internal methods of communication.

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

None at this time.

Attachments:

1. Working from Home Policy

**WORKING FROM HOME POLICY**

Department	Administration	Policy No.	
Section	Human Resources	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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**1. Purpose**

- 1.1 The purpose of the Working from Home Policy is to establish clear guidelines for flexible working arrangements during COVID-19.

**2. Scope**

- 1.2 This Statement of Policy applies to all employees (staff) of the Peace River Regional District (PRRD) who are working from home. Not every position can be performed from an employee's home.

**3. Definitions**

- 3.1 **COVID-19:** infectious disease caused by a newly discovered coronavirus that was detected in Wuhan, China on December 31, 2019.
- 3.2 **Physical PRRD files:** any physical record or file that is the property of PRRD.
- 3.3 **Safety precautions:** the most recent protective measures in place by the World Health Organization (WHO) and the senior levels of government in Canada.
- 3.4 **Telework Agreement form:** a working from home form required to be completed by all PRRD staff who are approved to work from home.
- 3.5 **Working from home:** employees conducting their job from home.

**4. Policy**

- 4.1 PRRD staff deemed essential and who can fulfill their job duties remotely may have the option of working from home during COVID-19.
- 4.2 All PRRD staff who are approved to work from home need to read and sign the *Telework Agreement* form, then submit it to their designated manager for approval, who will then submit the completed document to hrprrd@prrd.bc.ca.
- 4.3 Staff must complete the Working from Home Checklist prior to leaving their office workspace.
- 4.4 Staff can utilize required IT equipment but it remains the property of the employer, and must be returned to the office upon the completion of COVID 19.
- 4.5 At home workspaces need to be in safe working condition in order to perform job duties, as defined by the Government of British Columbia.





- 4.6 Staff must check in with their designated manager at the beginning and end of each workday.
- 4.7 All staff must be available by email and phone for their regular hours of work, unless other arrangements have been made with their designated manager.
- 4.8 Staff must practice the proper sanitization methods and comply with the Federal and Provincial requirements of COVID-19.
- 4.9 PRRD staff must not take physical PRRD files home. If physical files are needed, staff may need to come into the PRRD office and follow the proper safety precautions to use the files.
- 4.10 Staff are responsible for ensuring a productive working environment and for tracking their activities and deliverables.
- 4.11 Staff are expected to follow the same process for appointments and sick leave by submitting leave requests and taking sick leave.
- 4.12 Staff may be expected to videoconference or teleconference for meetings or check-ins.
- 4.13 All PRRD Staff are to cancel non-essential work related travel (both in-region and out-of-region) and have alternate arrangements approved by their designated manager.
- 4.14 The *Telework Agreement* form outlines Occupational Safety and Health expectations. All staff must act in accordance with the Ergonomic Considerations, Working Alone Call-In Procedures, and Emergency Preparedness.
- 4.15 To maintain focus at home workspaces staff should practice regular walking and stretching breaks.
- 4.16 Work-related incidents and injuries must be reported to designated managers the same day as occurrence.
- 4.17 If staff wish to return to their regular worksite, a request must be made to their designated manager.

Affiliated Procedures	COVID 19 Response Plan (as updated from time-to-time) Telework Agreement Form Working from Home Checklist
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**Disclaimer: Federal and Provincial Acts, Legislation and Law supersede this policy.**



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-001

From: Tyra Henderson, Corporate Officer

Date: March 27, 2020

**Subject: Directors Code of Conduct Policy Amendment**

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## **RECOMMENDATION: *[Corporate Unweighted]***

That the Regional Board adopt the amended Directors Code of Conduct Policy, which:

1. Clearly requires respectful behaviour from anyone in attendance at PRRD meetings;
2. Adds a reporting mechanism for alleged breaches of the policy;
3. Clarifies that the policy applies to Directors not only during official Board meetings but at all times where they are representing the PRRD; and
4. Adds clarity around delegating work to staff.

## **BACKGROUND/RATIONALE:**

The Peace River Regional District's 2019-2022 Strategic Plan includes completion of a comprehensive policy review as a strategy under Organizational Effectiveness.

In a Closed Meeting on February 27, 2020, the Regional Board made the resolution (which was immediately released) that the Directors' Code of Conduct be amended "to clearly indicate that the code of conduct is applicable outside of Board meeting settings" and to include that respectful behavior is expected from all those attending Board Meetings, including members of the gallery, delegations, and staff.

All additions to the policy have been highlighted in yellow in both the draft and original policies; policy points that have been proposed to be removed have been crossed out in the original policy.

Minor revisions of the original policy include:

- Transfer to the new policy template, which includes the addition of the Scope of the policy which sets out when and to whom the policy applies;
- Addition of Definitions that reflect those in the Procedure Bylaw and applicable Acts;
- Minor changes in wording to update the language from when the policy was adopted in 2013;

During the policy review, staff conducted research in regards to the Directors' Code of Conduct for the purpose of updating the policy. During this process, staff noted that many other Regional District and Municipal Code of Conduct documents for elected officials included breach of policy procedures, and have included such language in the draft policy as well.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board refer the draft Directors' Code of Conduct back to staff to make requested changes prior to consideration of adoption.
2. That the Regional Board retain the original Directors' Code of Conduct Policy.
3. 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):**

A copy of the code of conduct is included in orientation packages provided to elected officials following a local government election. Directors acknowledged the Code of Conduct as part of the orientation process; the new Code of Conduct, if approved, will be circulated to all elected officials for signature/acknowledgement of the updated policy and retained on file.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Draft Updated Directors' Code of Conduct
2. Directors' Code of Conduct - original



## Directors Code of Conduct

Department	Board	Policy No.	<b>0340-20-21</b>
Section	General	Date Approved by Board	October 24, 2013
Repeals		Board Resolution #	RD/13/10/04 (24)

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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### 1. Purpose

- 1.1 The *Local Government Act* and *Community Charter* sets out the powers given to local government. The *Community Charter* also establishes ethical standards for elected officials, including issues related to conflict of interest.

Building on the provisions of the *Community Charter*, this Code of Conduct establishes further standards for the Chair and Directors of the **Peace River** Regional District (**PRRD**) Board, and is designed to ensure that Board members aspire to the highest standards of public service integrity **when representing the PRRD**.

### 2. Scope

- 2.1 This Statement of Policy applies to the PRRD Chair, Board of Directors, and Alternate Directors during PRRD Board, Committee, and Commission meetings, and outside of PRRD meeting settings when they are representing the PRRD.
- 2.2 Members of the public appointed to represent the PRRD on any committee or commission are also governed by this Policy, and any additional direction included in the committee/commission terms of reference or mandate.

### 3. Definitions

- 3.1 **Alternate Director:** refers to a member of the Regional Board as defined in the *Local Government Act*.
- 3.2 **Board:** refers to the governing and executive body of the Regional District constituted as provided in the *Local Government Act*.
- 3.3 **Chair:** refers to the Director elected as Chair of the Regional Board pursuant to the *Local Government Act*.
- 3.4 **Director:** refers to a member of the Regional Board as defined in the *Local Government Act*.
- 3.5 **Vice Chair:** refers to the Director elected as vice chair of the Regional Board under the PRRD Procedure Bylaw.



## 4. Policy

### 4.1 Conduct Respecting Directors

- a. Directors **must** be respectful to fellow Directors during discussion and debate at **all PRRD-related meetings, and in all situations where they are representing the PRRD.**
- b. Directors **must** acknowledge that their fellow Directors' opinions are all equal at the **PRRD Board table.**
- c. At the conclusion of discussion and debate, the Board opinion **will** be with the majority.

### 4.2 Conduct Respecting Staff

- a. Directors **must** respect that all direction to staff must go through the Chief Administrative Officer or designate.
- b. Directors **must** be respectful of the fact that, with the exception of the Chair's duties as the CEO under the *Local Government Act*, staff work for the PRRD as a body corporate, and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual Director or group of Directors.
- c. Directors **must** be respectful of the fact that staff carry out directions of the Board and administer the policies of the **PRRD**, and are required to do so without any undue influence from any individual Director or group of Directors.
- d. Directors **must not** maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff.
- e. Directors **must** show respect for the professional capacities of the staff of the **PRRD.**

### 4.3 Conduct at Meetings

- a. Directors **must** conduct themselves with decorum in accordance with the provisions of the PRRD Procedure Bylaw.
- b. Respect for delegations, fellow **Directors**, and staff requires that all PRRD **Directors** show courtesy and not distract from the business of the **PRRD** during presentations **and/or** when other **Directors** have the floor.
- c. Directors expect respectful behavior from fellow Directors, staff, delegations, and all members of the public when attending PRRD Board and Board related meetings; this includes before, during, and after such meetings. All disrespectful behavior from any party listed will be handled at the discretion of the Chair, Vice Chair, or designate.

### 4.4 Conduct of a Political Nature

- a. No Director shall use **PRRD** facilities, services, or property for **their (re)election campaigns in any general local government election or by-election.**
- b. No **Director** shall use the services of **PRRD staff** for their **(re)election campaigns in any general local government election or by-election during hours in which staff are in the paid employment of the PRRD. Any services that staff perform for Directors, outside of work, for their (re)election campaigns is to be done on a voluntary basis. This does**



not include bids for positions on any association or board that a PRRD Board member is nominated to by the Peace River Regional District (such as NCLGA or UBCM).

#### 4.5 Conduct While Representing the Regional District

- a. Directors **must** make every effort to participate diligently in the activities of the various committees, commissions, **and/or** outside agencies to which they are appointed.
- b. PRRD Directors must abide by this Code of Conduct in all settings while representing the PRRD.

#### 4.6 Confidentiality of Information

- a. **Directors must** be as transparent as possible with the public concerning the conduct of the **PRRD's** business, while respecting the need to protect information that is designated as confidential.
- b. Confidential information will only be shared with individuals authorized to **receive** it.
- c. The provisions of the *Freedom of Information and Protection of Privacy Act* will be respected, especially with respect to the protection of personal or private business information.
- d. **Directors** will not disclose or discuss details of any person or organization being considered for employment or contract, except with those officials directly involved in the selection process.
- e. **Directors must not discuss Closed Meeting items with individuals not involved in the Closed Meeting discussion, and may only discuss Closed Meeting information and/or items with those that have been authorized to be informed by Board Resolution.**

#### 4.7 Breaches, Complaint Handling and Disciplinary Action

- a. Directors are to abide by the requirements of the *Community Charter*, the PRRD Procedure Bylaw, and this Code of Conduct, and shall endeavour to resolve interpersonal disputes in good faith.
- b. Alleged breaches of this Code of Conduct by Directors shall be submitted in a written complaint addressed to the Chair and/or the Chief Administrative Officer within six (6) months of the last alleged breach. In the event that the Chair is the subject of, or is implicated in a complaint, the complaint shall be addressed to the Vice-Chair.
- c. Upon receipt of a complaint, the Chair or Vice-Chair may, within thirty (30) days, appoint an independent third party identified by and agreed to between the Complainant(s) and Respondent(s) as having the necessary professional skills, knowledge and experience to investigate the complaint (the "Third Party Investigator").
- d. The Third Party Investigator:
  - i. May conduct a preliminary assessment of the complaint, at the conclusion of which the Investigator may determine either to continue the investigation or



make a written recommendation that the complaint be dismissed as unfounded, beyond jurisdiction or unlikely to succeed.

e. If the Third Party Investigator determines to continue the complaint, the Third Party Investigator shall:

- i. conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;
- ii. Provide an investigation update within ninety (90) days of his or her appointment to the Chair or Vice-Chair, as applicable, and to the Complainant and the Respondent;
- iii. Provide a written, confidential report (the "Report") of the findings of the investigation, including findings as to whether there has been a breach of this Code of Conduct, to the Chair or Vice-Chair, as applicable, and to the Complainant and the Respondent; and
- iv. Provide recommendations in the Report as to the appropriate resolution of the complaint, which recommendations may include:
  - dismissal of the complaint; or
  - public censure of a Director for misbehaviour or a breach of this Code of Conduct; or
  - a requirement that a Director apologize to any person adversely affected by a breach of this Code of Conduct;
  - counselling of a Council Official or Officials; and/or
  - such other recommendations as are deemed appropriate in the professional judgment of the Third Party Investigator.

Affiliated Procedure	
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***Disclaimer: Federal and Provincial Acts, Legislation, and Law supersede this policy***



## POLICY STATEMENT

### DIRECTOR CODE OF CONDUCT POLICY

#### Purpose

The *Local Government Act* and *Community Charter* sets out the powers given to local government. The *Community Charter* also establishes ethical standards for elected officials, including issues related to conflict of interest.

Building on the provisions of the *Community Charter*, this Code of Conduct establishes further standards for the Chair and Directors of the **Peace River** Regional District (**PRRD**) Board, and is designed to ensure that Board members aspire to the highest standards of public service integrity **when representing the PRRD**.

#### **A. Conduct at Meetings**

At all meetings directors shall **must** conduct themselves with decorum in accordance with the provisions of the **Peace River Regional District Board's PRRD** Procedural Bylaw. Respect for delegations, fellow **Directors** members and staff requires that all members **Directors** show courtesy and not distract from the business of the **PRRD** Regional District during presentations and/or when other members **Directors** have the floor.

#### **B. Conduct of a Political Nature**

No director shall use **PRRD** Regional District facilities, services or property for **their his / her (re)election** or re-election campaign. No member **Director** shall use the services of **PRRD staff** Regional District employees for **their his / her (re)election** or re-election campaign, during hours in which the employees are in the paid employment of the **PRRD** Regional District. **Any services that staff perform for Directors, outside of work, for their (re)election campaign is to be done on a voluntary basis.**

#### **C. Conduct Respecting Directors**

Directors shall **must** be respectful to fellow directors during discussion and debate at **all PRRD-related** meetings. Directors shall **must** acknowledge that **their fellow Directors' opinions are all equal at the PRRD Board table** with twelve minds, there are twelve opinions, each equal at the Board table. At the conclusion of discussion and debate, the Board opinion shall **will** be with the majority.

#### **D. Conduct Respecting Staff**

Directors shall **must** be respectful of the fact that, with the exception of the Chair's duties as the CEO under the *Local Government Act*, staff work for the Regional District as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual director or group of directors. Directors shall **must** be respectful of the fact that staff carry out directions of the Board and administer the policies of the **PRRD** Regional District, and are required to do so without any undue influence from any individual director or group of directors. Accordingly, no directors shall **must not** maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all directors shall **must** show respect for the professional capacities of the staff of the **PRRD** Peace River Regional District.



**Code of Conduct Policy**  
(continued)

**E. Conduct While Representing the Regional District**

Directors ~~shall~~ **must** make every effort to participate diligently in the activities of the various committees, commissions, ~~and/or~~ outside agencies to which they are appointed.

**PRRD Directors must abide by this Code of Conduct in all settings while representing the PRRD.**

**F. Confidentiality of Information**

1. ~~Members will~~ **Directors must** be as transparent as possible with the public concerning the conduct of the **PRRD's** ~~Regional District~~ business while respecting the need to protect information that is designated as confidential.
2. Confidential information will only be shared with individuals authorized to ~~see~~ **receive** it.
3. The provisions of the *Freedom of Information and Protection of Privacy Act* will be respected, especially with respect to the protection of personal or private business information.
4. ~~Members~~ **Directors** will not disclose or discuss details of any person or organization being considered for employment or contract except with those officials directly involved in the selection process.
5. ~~Members will discuss Closed Meeting items only with those involved in the Closed Meeting discussions or with members designated to be informed.~~ **Directors must not discuss Closed Meeting items with individuals not involved in the Closed Meeting discussion, and may only discuss Closed Meeting information and/or items with those that have been authorized to be informed by Board Resolution.**

Adopted by Board: October 24, 2013    Certified Resolution: RD/13/10/04(24)



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-005

From: Tyra Henderson, Corporate Officer

Date: March 30, 2020

**Subject: Rural Roads Project – Phase 5**

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## **RECOMMENDATION #1:**

That the Regional Board issue a Request for Proposals for a qualified professional to complete the Rural Roads Project by December 31, 2020, defined by the following deliverables:

- Completion of project summary videos, short and long versions, illustrating road conditions and challenges, for use as a communication tool with the public and higher levels of government.
- Submission of a final report identifying low, medium and high priority/high traffic roads that require provincial funding for upgrades or increased maintenance. Presentation of final report to the Regional Board.
- Submission of a professional report for use by the PRRD in the requested delegation/meeting with Minister Trevena.

## **RECOMMENDATION #2:**

That the Regional Board name a select committee with a formal terms of reference and mandate to liaise with the successful proponent of the RFP for completion of the Rural Roads Project, prior to the RFP contract award.

## **BACKGROUND/RATIONALE:**

The rural roads initiative has been ongoing for three plus years based on the following concerns in the North Peace:

- Rural roads in the Peace River Regional District are deteriorating due to the lack of sufficient funding.
- Rural roads are used extensively by oil and gas, agriculture, forestry and residents; and when neglected, they become cost prohibitive to repair.
- There are a number of rural roads that have gravel sections between hard surface roads; these graveled sections require constant maintenance, dust control and grading to keep them in reasonable shape. Many are in need of drainage upgrades and maintenance to keep the road from deteriorating further.

### **Initial Contract**

#### **November 2017**

The Peace River Regional District (at that time via the North Peace Economic Development Commission (NPEDC)) contracted JK Solutions Ltd. regarding rural roads. The initial contract with JK Solutions Ltd. was to create a report summarizing a high-level review of the road network to determine the value of re-establishing an organized committee or task force to address current North Peace road concerns, loosely patterned after the committee that was in place in the region in 2007 and funded by the Provincial Government.

*November 23, 2017*

*That the purchasing policy be waived and the North Peace Economic Development Commission be authorized to direct award a contract to JK Solutions Ltd. for consulting work for an amount not to exceed \$25,000 under the Transportation Sector Initiative.*

## **December 2017**

In December 2017, the NPEDC met with JK Solutions Ltd. to go over the findings of the report from Phase 1 of the Rural Roads Revisited Study. At that time, it was discussed that the NPEDC would like to continue working with JK Solutions and move onto Phase 2 of the Rural Roads Strategy. JK Solutions Ltd. indicated that with the data they already had, they could create a report to the Provincial Government with the intention that it would be used to inform a delegation to Victoria to seek provincial funding for upgrades to rural roads in the North Peace.

## **Phase 2**

### **January 2018**

During the January 11, 2018 Regional Board meeting, the Board resolved to enter into a contract with JK Solutions Ltd. for additional work.

*January 11, 2018*

*That the Purchasing Policy be waived and the North Peace Economic Development Commission (NPEDC) be authorized to direct award an extension of contract regarding the Rural Roads Revisited project to JK Solutions Ltd. for additional work to be performed for an amount not to exceed \$15,000 under the Transportation Sector Initiative.*

### **February 22, 2018**

*That the contract in the amount of \$15,000 awarded to JK Solutions Ltd. for additional works performed on the Rural Roads Revisited project, be increased to \$20,177.19 to accommodate additional preparation time and report production; and, further that the additional funds of \$5,177.19 be paid for by Electoral Area 'B'.*

## **Phase 3**

In the early summer of 2018, the Board again chose to extend its relationship with the contractor, seeking a third contract with JK Solutions to continue the project, consisting generally of ongoing work to raise awareness of the state of rural roads in the North Peace, the effect on various road users including industrial users (ie: agriculture and oil & gas sectors) driving the economy, and residential users who share the same roadways, and seeking funding for road improvements from higher levels of government.

### **April 26, 2018**

*That Chair Sperling and Directors Fraser, Goodings, and Johansson, be authorized to meet with JK Solutions Ltd. on April 19, 2018 in Fort St. John, BC to discuss and develop a work plan for Phase 3 of the Rural Roads in the North Peace Strategy for 2018.*

### **May 3, 2018**

*That the Purchasing Policy be waived and that a contract be awarded to JK Solutions Ltd. for work to be performed for Phase 3 of Rural Roads Strategy in the North Peace for an amount not to exceed \$130,000 to be funded through Economic Development, and furthermore, that the Chair*

*and Chief Administrative Officer be authorized to sign the contract.*

The contract end date was March 31, 2019.

#### **Phase 4**

##### **March 14, 2019**

During the March 14, 2019 Board Meeting, the Board resolved to enter into contract a fourth time with JK Solutions. The contract end date was March 31, 2020.

*That the Purchasing Policy be waived and a contract be direct awarded to JK Solutions Ltd. for Phase 4 of Rural Roads Strategy in the North Peace for work to be performed from April 1, 2019 to March 31, 2020 for an amount not to exceed \$130,000; further, that the contract be funded through Economic Development; and further, that the Chair and Chief Administrative Officer be authorized to sign the contract.*

*The Chief Administrative Officer noted that direct awarding of this contract does not comply with the New West Trade Partnership Agreement.*

Objectives in the draft 2019/2020 Work plan included the following:

- Relationship building with key Ministries (ongoing)
- Lobby Provincial Government (ongoing)
- Ministers tour (requested)
- Road Evaluation (ongoing, anecdotal/experiential, as no pavement condition assessment or scientific road structure assessment has been done using recognized engineering standards and principles for road condition assessments)
- Communication/Newsletter (ongoing)
- Research (ongoing – not defined)
- Director Meetings, Rural Roads Task Force/Steering Committee Meetings (ongoing)
- Attend UBCM (completed)

In February 2020, the contractor indicated that she did not intend to seek renewal of the contract as she would be exploring other opportunities.

A conference call was held on Friday, March 27, 2020, with participation by Directors Goodings, Sperling and Heiberg (regrets from Director Fraser). The following is an excerpt from the DRAFT notes from that call relative to the workplan for the coming year (see attached meeting notes):

#### **Budget/Workplan**

- a) The Directors discussed the current budget for 2019/20 with an estimated surplus of \$70,000. Director Goodings. The project is planned for the remainder of the year and the Directors want to align the expenditures with the calendar year. After a discussion of a path forward in these very uncertain times, JK Solutions estimated that a budget of \$45,000 - \$50,000 should be adequate. Director Goodings will consult with staff to:
  - verify what happens to the 2019/20 surplus and how it relates to the remainder of the year funding

- request a new or contract extension for JK Solutions Ltd. to December 31, 2020
- determine what is required to continue the direct award for the contract.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

Since 2017, when this initiative began, a total of \$365,177 has been approved for the rural roads project via a series of direct award contracts to the same consultant. \$237,605 has been spent to date, with the final invoice for the 2019/2020 contract for the period of March 1 – 31, 2020 outstanding in the amount of \$5,768.70 currently being processed for payment. An allocation of \$100,00 has been approved in the 2020 financial plan under Function 140 – Economic Development.

In 2017, the funding (\$25,000) was approved via the North Peace Economic Development Commission, funded by the City of Fort St. John, District of Taylor, District of Hudson's Hope, and Electoral Areas B and C.

In 2018, funding (\$15,000) was provided through Function 140 - Economic Development, from the District of Taylor, District of Hudson's Hope, and Area B. The overage of \$5,177 was funded directly by Area B for a total of \$20,177. Additional funding from economic development was accessed in May of 2018 in the amount of \$130,000.

In 2019, funding (\$130,000) was approved through Function 140 - Economic Development, from the District of Taylor, District of Hudson's Hope, Area B, and Area C.

For 2020, funding (\$100,000) has been approved from Function 140 - Economic Development, from the District of Taylor, District of Hudson's Hope, City of Dawson Creek, and Area B.

**COMMUNICATIONS CONSIDERATION(S):**

If the Regional Board approves the continuation of the project, a Request for Proposals will be drafted and advertised on the PRRD web page and via BC Bid. Though the Purchasing Policy states that an invitational competition may be utilized for contracts between \$15,000 and \$50,000, the New West Trade Partnership Agreement, which must also be followed, states that segregation of work units to keep a project under the public procurement threshold is a contravention. Clearly, this project to date has exceeded the amount specified in both the PRRD policy (\$50,000) and the Trade Agreement (75,000) to trigger public procurement.

**OTHER CONSIDERATION(S):**

Should the project continue in 2020, using the funds allocated in the adopted 2020 Financial Plan, the current informal steering committee, consisting of the funding partners, should be formalized into a

select committee with an approved mandate/terms of reference to provide structure and accountability to the project. The committee will be expected to monitor the project and report back to the Board at the conclusion of the contract, regarding the outcomes. Staff support in the form of administration and record keeping will be required. The existing 'task force' that has been populated by the consultant with input from the funding partners/ad hoc committee, will also need to be included in the terms of reference if it is to continue.

Attachments:

1. Contract – April 1 2019 – March 31, 2020
2. Report to Board (March 14, 2019) including summary of project Nov 2017 – March 2019
3. March 27, 2020 DRAFT Rural Roads Meeting notes



THIS AGREEMENT is dated for reference, the 14<sup>th</sup> day of March, 2019.

BETWEEN:

**PEACE RIVER REGIONAL DISTRICT**, a regional district incorporated under the Local Government Act, and having an address at Box 810, 1981 Alaska Avenue, Dawson Creek, B.C., V1G 4H8  
Phone: 250-784-3200  
[prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)  
  
(hereinafter referred to as the 'Regional District')

AND:

JK Solutions Ltd.,  
having an address at Box 6826, Fort St. John, BC V1J 4J3  
Phone: (250) 262-5510  
  
(hereinafter referred to as the 'Contractor')

**Context of this Contract:**

1. The Regional District wishes to retain the services of the Contractor to undertake Phase 4 of the Rural Roads Project in the North Peace on behalf of the Regional District, (hereinafter referred to as the "Work"), as described in the Scope of Work, attached to this Agreement as Schedule 'A'.
2. The Contractor has agreed to provide the Work to the Regional District on the terms and conditions set out in this Contract;

THIS AGREEMENT is evidence that in consideration of the payments to be made to the Contractor by the Regional District, and the mutual promises and agreements set out herein (the sufficiency of which are hereby acknowledged by the parties), the parties agree as follows:

3. This is an Agreement for the performance of the Work and the Contractor is engaged as an independent Contractor for the sole purpose of providing the Work.
4. Neither the Contractor nor any of its employees or contractors is engaged by the Regional District as an employee or agent of the Regional District. The Contractor is solely responsible for any and all remuneration and benefits payable to its employees and contractors, and all payments and deductions required to be made by any enactment, including those for Canada Pension, Employment Insurance, Workers' Compensation or Income Tax.
5. The Contractor agrees not to take any action or make any claims against the Regional District under this Agreement which would be contrary to the nature of this contract as a contract for services.



**Notice:**

6. Notices under this Contract are to be in writing and delivered as follows:

(a) To the Regional District:

Shawn Dahlen,  
Chief Administrative Officer  
Peace River Regional District  
PO Box 810, 1981 Alaska Avenue,  
Dawson Creek, BC V1G 4H8  
(T) 250.784.3200 (F) 250.784.3201  
Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)

(b) To the Contractor:

JK Solutions Ltd.,  
Box 6826,  
Fort St. John, BC V1J 4J3  
(T) 250 262-5510  
Email: [jackie@jksolutions.ca](mailto:jackie@jksolutions.ca)

**The Work**

7. The Contractor will perform the Work outlined in Schedule 'A' attached to and forming part of this agreement.
8. The Contractor is responsible for seeing that the Work is performed on time and in a satisfactory manner.
9. Except as otherwise set out herein or in the schedules attached hereto, the Regional District is not liable for any acts or omissions of the Contractor which cause damage to any other person.
10. The Contractor may not assign this Contract without the express written consent of the Regional District which shall not be unreasonably withheld.

**Rate of Payment:**

11. The total value of the contract is up to \$130,000, including all disbursements and expenses, and applicable taxes. The Regional District will pay the contractor for services rendered upon submission of invoices for works completed. The Regional District will provide payment within 15 days of invoice delivery. Attached hereto as Schedule 'B' is the Budget Summary for the Work.
12. Proof that the Contractor is in good standing with WorkSafe BC may be required prior to the Regional District issuing a payment.





**Indemnification:**

13. (a) The Contractor must indemnify and save harmless the Regional District and its elected and appointed officers and employees from and against all third party claims, losses, damages, costs, expenses (including legal fees and disbursements), liabilities, actions and proceedings, suffered, made, incurred, sustained, brought, prosecuted, or threatened to be brought or prosecuted, against the Regional District and its elected and appointed officers and employees in any manner based upon, occasioned by or attributable to any bodily injury or death, damage to or loss of property, or other loss or damage of any kind in any way arising from intentional, deliberate or fraudulent misconduct or gross negligence by the Contractor, its employees, contractors or agents, in relation to the Services performed under this Agreement. *but excepting those situations where the Contractor's Commercial General Liability insurance policy (as described below) will respond to a claim on behalf of the Regional District as additional insured*
- (b) The Contractor's liability to indemnify or reimburse the Regional District under this section does not limit or affect any other rights or remedies the Regional District may have against the Contractor in respect of the Contractor's performance or breach of this Agreement. This indemnity survives the Term.
- (c) As a restriction on the first paragraph in Section 13 above, the Contractor's liability with respect to any claims (including, without limitation, indemnification claims) arising out of this Contract shall be absolutely limited to direct damages arising out of the Work, and the Contractor shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Regional District or any third party, including but not limited to claims for loss of profits and loss of market value.

**Insurance:**

14. At its expense, the Contractor must obtain and maintain, during the Term of this Agreement, Commercial General Liability insurance providing coverage for losses incurred for negligent acts or omissions caused by the Contractor in relation to the Work under this Agreement, in the amount of not less than \$1 million dollars (\$1,000,000) per claim, which policy must be on commercially prudent terms. The policy of Commercial General Liability Insurance must require the insurer to notify the Regional District immediately upon termination or material alteration of the terms of the insurance policy required under this Agreement. The Regional District may require proof of such insurance at any time during the term of this Agreement.
15. The policy of insurance required by Section 14 shall name the Regional District as an additional insured and shall require not less than thirty (30) days' notice to the Regional District in advance of cancellation or termination.

**Professional Liability Insurance (not required)**

16. ~~The Contractor shall establish and maintain one or more policies of professional liability (errors and omissions) insurance in the amount of not less than one million dollars (\$1M).~~
17. ~~This form of insurance shall be acceptable to the Regional District and shall be maintained continuously during the term of the contract. The policy shall be endorsed to provide the Regional District with not less than thirty (30) days' notice in advance of cancellation or termination.~~



**Automobile Liability Insurance –**

18. The Contractor shall provide and maintain Third Party Legal Liability insurance in respect of owned, non-owned, leased or rented licensed vehicles, subject to limits of not less than Two Million (\$2,000,000) dollars inclusive per occurrence.
19. The policy shall cover as unnamed insured, anyone employed directly or indirectly by the Contractor to perform a part or parts of the Work.
20. This form of insurance shall be acceptable to the Regional District and shall be maintained continuously during the term of the contract. The policy shall be endorsed to provide the Regional District with not less than fifteen (15) days' notice in advance of cancellation or termination.

**Worker's Compensation**

21. The Contractor must maintain Workers' Compensation Insurance in order to fully protect its employees and the Regional District, and must submit proof of coverage with WorkSafe BC to the Peace River Regional District prior to commencing the Work.

**Entire Agreement:**

22. This Agreement is the entire Agreement between the Regional District and the Contractor and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

**Severance:**

23. If any term of this Contract is held to be invalid, illegal or unenforceable by an appropriate authority, that term shall be severed from the rest of this Contract and the rest of the Contract shall remain in force unaffected by the severance of that term.

**References:**

24. All references to the Regional District or the Contractor include the heirs, executors, successors, assigns, directors, employees, partners (solely in the case of the Contractor) and officers of each part. All references to the masculine shall include the feminine and/or plural as appropriate.

**Governing Law:**

25. This Contract shall be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein.

**Waiver:**

26. If a party chooses to waive the failure of performance of the other party's obligations under this Contract, it must be done in writing, and for each such failure. The waiver of a particular default does not waive any other default.

**Changes:**

27. The parties may change the terms of this Contract only in writing.





**Law to the Contrary:**

28. This Contract is binding on all parties whether or not there is any rule of law or equity to the contrary.

**Binding on Successors:**

29. This Contract ensures to the benefit of and is binding upon the parties and their respective successors, subcontractors, trustees, administrators and receivers whether or not there is any rule of law or equity to the contrary.

**Default:**

30. This Contract may be terminated by either party upon the default of the other party. The party claiming a default must provide the other party with written notice requiring that the default be cured. The party claiming a default must provide the defaulting party with seven (7) working days in which it may cure the default. If the defaulting party fails to cure the default within seven (7) working days, the other party may terminate all or any part of the Work. If the Regional District terminates part or all of the Work under this section, the Regional District may arrange, upon such terms and conditions and in such manner as the Regional District considers appropriate, for performance of any part of the Work remaining to be completed, and the Contractor is liable to the Regional District for:
- a. any expenses reasonably and necessarily incurred by the Regional District in engaging the services of another person to perform the Work; and
  - b. the cost of those services to the extent that those services were reasonably and necessarily performed in order to remedy the effect of any default by the Contractor.

The Regional District may set off against and withhold amounts due to the Contractor before the date of termination, as the Regional District determines are necessary to compensate and reimburse the Regional District for the expenses and Work described in this section.

**Term and Renewal:**

31. This Contract shall commence on the date first above written and with a completion date of March 31, 2020.

**Termination:**

32. Upon 15 days' written notice, the Regional District may at any time discontinue or terminate all or any part of the Work, subject to payment for work completed and submitted to the Regional District.

**Copyright**

33. The Contractor agrees that all present and future interest in the copyright of the electronic files created for the development of materials to be provided under this Contract are vested absolutely and immediately for the Peace River Regional District.

A handwritten signature in blue ink is located in the bottom right corner of the page.



### **Social Media**

34. a) The Regional District will promote the Rural Roads Facebook Page through the PRRD Facebook account and provide a link to the Facebook page on the PRRD website through an 'Engage!' page created for the project.  
  
b) The Contractor will establish and maintain a Rural Roads Project Facebook Page to share information on project activities, and encourage road user feedback including collection of real-time information on road conditions and concerns, and photos from the public.
35. For the duration of the contract, the Contractor agrees to observe, monitor, and respond to content and information published to the Rural Roads Facebook page to ensure posted material is not objectionable, inappropriate, of a confidential nature or defamatory, pornographic, proprietary, harassing, libelous, or harmful to the Regional District. The contractor shall approve all public posts to the Rural Roads Facebook Page. The Contractor shall immediately advise the PRRD of any material that may be objectionable or lead to complaints to the PRRD, to allow the PRRD to exercise its discretion as noted in Clauses 37 and 38.
36. The Contractor shall obtain appropriate permission to use any third party copyrights, copyrighted material, trademarks, service marks or other intellectual property.
37. The Regional District reserves the right to remove the PRRD website link to the Rural Roads Facebook Page if, in its opinion, the site contains objectionable, inappropriate, confidential, defamatory, pornographic, proprietary, harassing, libelous, or harmful material to the Regional District.
38. The Regional District Communications Manager shall be given Administrator rights to the Rural Roads Facebook Page. PRRD staff will not be responsible to monitor the site, as per clause 35.
39. Time is of the essence of this Contract.

### **Communications**

40. The Contractor will adhere to the Peace River Regional District Branding Standards for all electronic and printed work.
41. The Contractor is to submit a project status report to the PRRD on the work on a monthly basis, such report to include a copy of all minutes, reports and other Work. This report shall be submitted to the staff liaison identified in Section 42 below.
42. **Project Liaison:**  
Crystal Brown, Electoral Area Manager, will be the project liaison contact on behalf of the PRRD. Please consider her your resource and main point of contact at the PRRD as the project commences. Official notices shall be delivered as per Section 6 above.



IN WITNESS WHEREOF this Contract was duly executed by the parties hereto as of the day and year first written above. By signing below, the parties to this Contract have agreed to be bound by the terms of this Contract.

The Corporate Seal of the Peace River  
Regional District was hereunto affixed  
in the presence of: \_\_\_\_\_

C/S

Chad

Chief Administrative Officer

**Contractor**  
By its authorized signatory(ies)

SIGNED IN THE PRESENCE OF:

Witness signature

Please Print Name: Jakie Kys

Lee Dziwonka

Witness name (please print)

Schedule A attached hereto forms part of this contract.





## Schedule A – Scope of Work

Services will include but not be limited to:

- facilitation of an appropriate process to solicit feedback, gauge public interest and support and determine a suitable level of ongoing communication required to sustain the rural roads process including creation of a project facebook page and creation of a task force in cooperation with the PRRD staff lead and the funding partners, specifically Area B, Hudson's Hope and Taylor;
- support the Directors to establish/maintain a steering committee and/or task force as appropriate to meet the desired end results;
- development of a project workplan with key deliverables and target dates;
- facilitation of meetings with road users, business and industry stakeholders, affected government agencies and business groups;
- assess current road conditions, evaluate economic impacts and facilitate prioritization by the task force;
- compile statistics, develop business case(s), prepare briefing papers, reports, presentations and other communications as required to meet the objectives of the initiative;
- organize meetings, prepare and deliver presentations in cooperation with both the staff lead and/or elected officials representing the funding partners;
- develop and maintain a professional and productive business relationship with the Ministry of Transportation and Highways and the maintenance contractor;
- organize meetings with appropriate Ministries in Victoria and/or organize Minister tour(s) in the North Peace;
- develop specific analysis based on the needs identified by Directors, stakeholders or the task force;
- prepare or support initiatives to develop funding partnerships, grants or other opportunities to leverage resources to support the purpose and objective; and
- other activities as approved by the Directors within the purpose, scope and objectives.

A handwritten signature in blue ink, appearing to be 'JK', located in the bottom right corner of the page.

*9*  
*2019*  
DRAFT 2019/20 Budget and Workplan  
North Peace Rural Roads Initiative

Priority	2018	North Peace OPTION				SME	Other	NP SUB	TOTAL
		JK	BM	SN	Admin				
<b>Mandatory</b>	Consulting Fees (JK Solutions Ltd.)	\$ 55,500	\$ 40,385	\$ 3,200	\$ -			\$ 99,085	
	Expenses (JK Solutions Ltd)	\$ 12,530	\$ 323	\$ -	\$ -			\$ 12,853	
	Ministers Tour						\$ 11,000	\$ 11,000	
	<b>Mandatory Total</b>	<b>\$ 68,030</b>	<b>\$ 40,708</b>	<b>\$ 3,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$122,938</b>	<b>\$ 122,938</b>
<b>Recommended</b>	Consulting Fees (JK Solutions Ltd.)	\$ 28,800	\$ 820	\$ 2,560	\$ -			\$ 32,180	
	Expenses (JK Solutions Ltd)	\$ 1,020	\$ -	\$ -	\$ -			\$ 1,020	
	<b>Recommended Total</b>	<b>\$ 29,820</b>	<b>\$ 820</b>	<b>\$ 2,560</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,200</b>	<b>\$ 33,200</b>
<b>Discretionary</b>	Consulting Fees (JK Solutions Ltd.)	\$ 7,000	\$ 3,690	\$ -	\$ -	\$ 8,000	0	\$ 18,690	
	Expenses (JK Solutions Ltd)	\$ 4,700	\$ -	\$ -	\$ -	\$ 3,500	0	\$ 8,200	
	<b>Discretionary Total</b>	<b>\$ 11,700</b>	<b>\$ 3,690</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,500</b>	<b>\$ -</b>	<b>\$ 26,890</b>	<b>\$ 26,890</b>
<b>Total</b>		<b>\$ 109,550</b>	<b>\$ 45,218</b>	<b>\$ 5,760</b>	<b>\$ -</b>	<b>\$ 11,500</b>	<b>\$ -</b>	<b>\$172,028</b>	<b>\$ 183,028</b>

JK - Jackie Kjos - JK Solutions Ltd.  
BM - Bruce MacKay - B MacKay Consulting  
SN - Steve Nicol - Lions gate Consulting Inc.  
Admin - Administration support  
SME - Subject Matter Expert (Risk/Slides)



DRAFT 2019/20 Budget and Workplan  
North Peace Rural Roads Initiative

Priority	Consulting Fees		Timing	North Peace OPTION				SME
				JK	BM	SN	Admin	
<b>Mandatory</b>	<b>Continue 2018/19 efforts</b>		<b>2019/20</b>					
	<b>Lobby Provincial Government</b>							
	<b>MoTI</b>	continue to meet/seek resolutions		16	8			
		2 meetings in Victoria		30				
		quarterly meetings with Fort St. John District		8				
		annual meeting with Region		4	4			
	<b>MEMPR</b>	continue to work with them to build business case (research, strategy, commun		16	5	4		
		2 meetings in Victoria		30				
<b>Recommended</b>	<b>Develop stronger relationships with other key rural Ministries</b>		<b>2019/20</b>					
	<b>MFLNRR</b>	develop forest and rural business case/ministry relationship		32		8		
		1 meeting in Victoria		15				
	<b>MoAg</b>	develop forest and rural business case/ministry relationship		32		8		
		1 meeting in Victoria		15				
<b>Mandatory</b>	<b>Road Evaluation</b>		<b>2019/20</b>					
		Road evaluation (4 days)		32	8			
<b>Mandatory</b>	<b>Director Meetings (bi-weekly)</b>		<b>2019/20</b>					
		Prep of agenda/material and followup/minutes		40				
		Bi-weekly meeting (est 20)		10				
<b>Mandatory</b>	<b>Communications</b>		<b>2019/20</b>					
		consult with task force on individual issues		20	5			
		conference call(s) with task force in lieu of face-to-face meetings		3	3			
		develop and distribute newsletters (3)		60				
		develop communications, briefing notes, presentations		48				
<b>Mandatory</b>	<b>Gravel Depletion</b>							
		explore cost/benefit on quantifying gravel depletion		16	16			
		quantify remaining reserves/impact of Site C flooding		40	16			
		average annual use		24	16			
		projected "end of gravel" scenario"		8	16	8		
<b>Mandatory</b>	<b>Research</b>		<b>2019/20</b>					
		estimated cost of Peace Template vs. high narrow		5	24			
		estimated cost of NPRR 2019-2030 "ask"		5	24			
		savings of grading, gravelling hard surfaced vs gravel x km. multiplier		8	16	8		
		maintian current regular research (O&G - land sales, wells drilled, etc)		12				



DRAFT 2019/20 Budget and Workplan  
North Peace Rural Roads Initiative

Priority	Consulting Fees	Timing	North Peace OPTION		SME
<b>Recommended</b>	<b>Research</b>				
	Logging Plan analysis and mapping		24		
	CVSE extraordinary permitting analysis		16	4	
	"green" opportunity (emissions reductions/type of vehicles/other?)		24		
	"social" opportunity (ambulance times, STARS vs local response, other?)		24		
	Individual company plans for O&G in relationship to roads		40		
<b>Recommended</b>	<b>Stakeholder Meetings</b>	<b>Apr-May</b>			
	Upper Halfway residents and Halfway River First Nation		8		
	meeting prep work and post meeting communication		4		
<b>Mandatory</b>	<b>Rural Roads Task Force - Meeting 2019-2</b>	<b>June</b>			
	Meeting prep/followup		6	1	
	Meeting		3	3	
	Travel (JK to/from Edmonton/Bruce to/from DC)		14	2	
<b>Mandatory</b>	<b>Ministers Tour</b>	<b>June</b>			
	communications, organization		16		
	Meeting with Task Force (prep- premeeting - meeting)		4	4	
	tour		8	8	
	Travel (JK from Edmonton/Bruce to FSJ) - see RRTF Meeting 2019-2				
<b>Recommended</b>	<b>Maintenance Baseline</b>	<b>July-August</b>			
	Document current conditions at end of YRB Contract		40		
	Travel (JK to/from Edmonton)		14		
<b>Mandatory</b>	<b>Rural Roads Task Force - Meeting 2019- 3</b>	<b>September</b>			
	Meeting prep/followup		6	1	
	Meeting		3	3	
	Travel (JK to/from Edmonton/Bruce to/from DC)		14	2	
<b>Mandatory</b>	<b>Task Force/Steering Committee - Meeting 2019-4</b>	<b>Dec-Jan</b>			
	Meeting prep/followup		6	1	
	Meeting		3	3	
	Travel (JK to/from Edmonton/Bruce to/from DC)		14	2	
<b>Mandatory</b>	<b>Task Force/Steering Committee - Meeting 2020-1</b>	<b>March</b>			
	Meeting prep/followup		6	1	
	Meeting		3	3	
	Travel (JK to/from Edmonton/Bruce to/from DC)		14	2	

DRAFT 2019/20 Budget and Workplan  
North Peace Rural Roads Initiative

Priority	Consulting Fees	Timing	North Peace OPTION				SME	
Discretionary	UBCM							
	Attend UBCM to meet with Government and Industry Representatives		40					
Discretionary	Risk Workshop re: Slides	Fall or 2019						
	Develop process/prep work		8	8				
	Workshop		8	8				
	Travel (JK from Edmonton/Bruce to FSJ)		14	2				
	Subject Matter Expert (including travel)						32	
	<i>*This may be a potential partnership with Area B as a post mortem on the Old Fort Slide.</i>							
	Total Hours		913	219	36	0	32	
	Rate		\$100	\$205	\$160	\$75	\$250	
	Budget		\$91,300	\$44,895	\$5,760	\$0	\$8,000	\$ 149,955
Mandatory		Hr	555	197	20	0	0	0
		\$	\$55,500	\$40,385	\$3,200	\$0	\$0	\$99,085
Recommended		Hr	288	4	16	0	0	0
		\$	\$28,800	\$820	\$2,560	\$0	\$0	\$ 32,180
Discretionary		Hr	70	18	0	0	32	0
		\$	\$7,000	\$3,690	\$0	\$0	\$8,000	\$ 18,690



DRAFT 2019/20 Budget and Workplan  
North Peace Rural Roads Initiative

Priority	Consulting Fees		Timing	North Peace OPTION				SME
	MILEAGE/TRAVEL EXPENSES		Timing	North Peace OPTION				SME
				JK	BM	SN	Admin	
Mandatory	Mileage	Rural Roads Task Force Mtg 2019-2, Road Evaluation	June	2400	95			
Mandatory	Mileage	Rural Roads Task Force Mtg 2019-3, Road Evaluation	Sept	2400	95			
Mandatory	Mileage	Rural Roads Task Force Mtg 2019-4, Road Evaluation	Dec/Jan	1500	95			
Mandatory	Mileage	Rural Roads Task Force Mtg 2020-1, Road Evaluation	March	1500	95			
Mandatory	Mileage	Ardrossan to/from Airport x 6	2019/20	714				
Discretionary	Mileage	Maintenance road evaluation (in region travel)	June/July	1200				
Mandatory	Travel	Airport Parking x 12 days	2019/20	300				
Mandatory	Travel	Flights to Victoria (x 6)	2019/20	3600				
Mandatory	Travel	Working meals, meeting rooms etc over the year (estimate)	2019/20	2000				
Discretionary	Travel	UBCM (flight/hotel/registration)	Sept	4700				
Discretionary	Travel	SME from Ontario to Fort St. John	2019/20					3500
Mandatory			Mileage	\$ 6,630	\$ 323	\$ -	\$ -	\$ -
			Travel	\$ 5,900	\$ -	\$ -	\$ -	\$ -
Recommended			Mileage	\$ 1,020	\$ -	\$ -	\$ -	\$ -
			Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Discretionary			Mileage	\$ -	\$ -	\$ -	\$ -	\$ -
			Travel	\$ 4,700	\$ -	\$ -	\$ -	\$ 3,500

<b>Mandatory</b>	<b>Ministers Tour (outside of JK Solutions Ltd contract)</b>	
	Helicopter (A Star - 5 Passenger) \$1900 hr (incl fuel) - est 5 hrs	9500
	Helicopter (206 - 3 Passenger) \$1150 hr (incl fuel)	5750
	Hosting costs - suburban rental, breakfast, lunch etc???	1500

JK - Jackie Kjos - JK Solutions Ltd.  
BM - Bruce MacKay - B MacKay Consulting  
SN - Steve Nicol - Lions gate Consulting Inc.  
Admin - Administration support



## DIRECTORS' NOTICE OF NEW BUSINESS

To: Chair and Directors

Date: March 7, 2019

From: Director Goodings

Subject: JK Solutions Ltd. Contract Award for Rural Roads Phase 4

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### **RECOMMENDATION:** *[All Directors - Corporate Weighted]*

That the Regional Board waive Purchasing Policy and direct award a contract to JK Solutions Ltd. for Phase 4 of Rural Roads Strategy in the North Peace for work to be performed from April 1, 2019 to March 31, 2020 for an amount not to exceed \$130,000, and further that the contract be funded through Economic Development, and further that the Chair and CAO be authorized to sign the contract.

### **BACKGROUND/RATIONALE:**

The rural roads in the Peace River Regional District are deteriorating due to the lack of sufficient funding. Rural roads are used extensively by oil and gas, agriculture, forestry and residents. When neglected, they become cost prohibitive to repair. There are a number of rural roads that remain gravel on otherwise hard surface roads. The graveled sections of these roads require constant maintenance, dust control and grading to keep them in reasonable shape. Many are in need of drainage upgrades and maintenance to keep the road from deteriorating further.

In November 2017, the North Peace Economic Development Commission (NPEDC) contracted JK Solutions Ltd. to create a report targeting a high level review of the road network to determine the value of reestablishing an organized committee or task force to address current North Peace road concerns.

In December 2017, the NPEDC met with JK Solutions Ltd. to go over the findings of the report from Phase 1 of the Rural Roads Revisited Study. At that time, it was discussed that the NPEDC would like to continue working with JK Solutions and move onto Phase 2 of the Rural Roads Strategy. JK Solutions Ltd. indicated that with the data they already had, they could create a report to the NDP Government with the intention that it would be used as a Delegation to Victoria in order to secure funding towards rural roads in the North Peace.

During the January 11, 2018 Regional Board meeting, the Board resolved to enter into contract with JK Solutions Ltd. for the additional work to be performed.

During the April 26, 2018 Board Meeting, the Board resolved to enter into contract a third time with JK Solutions. The contract end date is March 31, 2019.

Objectives in the draft 2019/20 Work plan include:

- Continue 2018/2019 efforts
- Relationship building with key Ministries
- Lobby Provincial Government
- Ministers Tour
- Road Evaluation
- Communication/Newsletter
- Research
- Director Meetings, Rural Roads Task Force/Steering Committee Meetings
- Attend UBCM

**ATTACHMENTS:**

1. North Peace Rural Roads Initiative Stakeholder Newsletter Volume 1
2. North Peace Rural Roads Initiative Stakeholder Newsletter Volume 2



# North Peace Rural Roads Initiative

## Stakeholder Newsletter

The Peace River Regional District has been advocating for improvements on rural roads since 1987 and we are pleased to share the first edition of the NPRR Stakeholder Newsletter. We will use this brief format to keep rural road users updated on our activities and expect to publish a newsletter at least quarterly, or more often if required.

### History

The Rural Roads Task Force (RRTF) was established through the North Peace Economic Development Commission (NPEDC) and lobbied for rural road improvements between 1997 and 2003. In 2003 the BC Ministry of Transportation (MoT) established Regional Transportation Advisory Committees (RTACs) throughout the province, based in large part of the success of the RRTF and the millions of dollars in transportation investment that was a direct result of the task forces activities. RTAC's continued under the direction of the MoT through the fiscal 2007/08.

The RRTF was extremely successful as it demonstrated the benefits to government and the return on investment for infrastructure spending by creating certainty for industry, shortening travel cycle times, reducing the duration of annual load restrictions, increasing the competitiveness of the region and making it an attractive area for private industry investment. That investment translated to increased royalties for government, more jobs for workers and a strong economy for the region and the province.

In the fall of 2017, the Peace River Regional District (PRRD) revived and provided funding for this project on the recommendation from Electoral Area Directors of Area "B" and "C" and the Mayors of Taylor and Hudson's Hope.

### Purpose

To develop, facilitate and sustain a Rural Roads process that will demonstrate to the provincial government the social and economic importance of safe and reliable rural roads that are upgraded and maintained to a condition suitable for the type and volume of traffic that rely on them.

### Objective

To ensure a collaborative, unified, consistent and well supported message from the region, the NPRR will engage rural residents, industry (individuals and associations) and elected officials to participate and provide input to the process and priorities to be delivered to the provincial government.

### Scope

The initiative scope includes roads and related infrastructure (e.g. bridges, culverts, ditches) managed and maintained under the direction of the MoT that meet the following criteria:

- located in the North Peace area of the PRRD;
- primarily serve rural residents and industry (e.g. agriculture, forestry, energy and oil and gas)

Excluded from the scope are:

- non-provincial roads within municipalities boundaries
- subdivision roads
- numbered highways (Hwy 97 and 29)
- industry roads (Petroleum Development Roads or Forest Service Roads)

## PRRD Directors

The North Peace Rural Roads initiative is funded by the Peace River Regional District and work will be directed by :

- Director Karen Goodings— PRRD Area 'B'
- Director Brad Sperling—PRRD Area 'C'
- Mayor Rob Fraser— District of Taylor
- Mayor Gwen Johansson—District of Hudson's Hope

Director Goodings will chair the initiative and the task force to be established.

## How to get involved

1. Become a Stakeholder. This will open up communication lines directly to/from the Directors, Task Force and the consulting team. If you are interested, we invite you to be on the Stakeholder list. Send your email address to [jackie@jksolutions.ca](mailto:jackie@jksolutions.ca)
2. Volunteer to take a seat at the table by joining the Rural Roads Task Force. The terms of reference are below and we need to know **by July 11th** who is interested in a seat at the table. Contact Jackie at (250) 262-5510 or email [jackie@jksolutions.ca](mailto:jackie@jksolutions.ca)
3. Friend and follow us on Facebook at: <https://www.facebook.com/NorthPeaceRuralRoads/>

### Task Force Terms of Reference

The Directors will solicit volunteers to establish a task force to identify impacts, provide sector specific input and determine overall strategies for the message to be delivered to government regarding North Peace rural roads.

### Membership

Membership will be sought from the following groups:

- rural residents or their elected representatives (regional/provincial)
- agriculture industry
- forest industry
- oil and gas industry
- trucking/transportation industry
- other as determined by the Directors

The task force membership should reflect the geographic areas of the North Peace. Where practical, a task force member would be able to represent more than one sector and/or geographical area.

All decisions regarding membership to the task force will be made by the Directors. There will be no reimbursement for time on the task force, but where travel out of town (e.g.

Victoria) is required by a task force member, it may be pre-approved by the Directors and covered by the initiative.

### Size

The Directors will determine the number of task force members, ideally selecting between 7-12 members, based on annual priorities.

### Duration

Task force members shall be appointed for a term of the fiscal year associated with PRRD funding. Annually, the Directors will review task force membership and make changes at that time if necessary. If a member leaves the task force during the year, the Directors may choose to select a replacement or continue the year with the vacancy.

### Meetings

Meetings will only be held when there is a specific purpose, need or value identified. The process will rely when possible on remote communication (email, telephone, conference calls, Skype, etc.). Task force members should expect 3-4 meetings per year. Roberts Rules of Order apply.

### Location

Meetings will generally take place in Fort St. John unless there is a specific value in

an alternate location (e.g. as part of a specific area tour). Meetings will generally be held in the evening and limited to a maximum of 3 hours.

### Alternates

Every effort will be made to select times when all task force members are available for meetings. Due to the progressive nature of the content and decision making of the task force, alternates will not be used if a member is unable to attend a meeting.

### Decision Making

The goal with decision making is to reach consensus, but where that can not be achieved in a reasonable time frame, simple majority will prevail. In the event of a split decision, the Chair will cast an additional and final vote. Staff and consultants do not vote.

### Quorum

A task force meeting quorum will be the Chair plus 4 task force members.

### Agenda and Minutes

Agendas will be developed prior to meetings and minutes of key discussions and decisions will be kept.



## 2017/18 Activities to Date

1. Nov/Dec 2017—prepared a gap analysis to determine if there was value in reviving the initiative
2. Jan/Feb 2018—developed and delivered a report to the Ministry of Transportation and Infrastructure
3. PRRD Board funded the initiative for 2018
4. Established a Facebook page to encourage road user input
5. Developed a stakeholder list for communications and to solicit participants for the Rural Roads Task Force

## What is Next?

### Ministers Tour

The Honorable Claire Trevena, Minister of Transportation and Infrastructure has been invited for a tour of the North Peace Region. It is anticipated that the tour will take place in the summer or early fall of 2018.

### Task Force Establishment

All interested in a seat on the task force are asked to let Jackie know **by July 11th** at [jackie@jksolutions.ca](mailto:jackie@jksolutions.ca).

The selected task force members will be notified July 16 and we will hold the first meeting on July 30 in Fort St. John.

*Change doesn't happen overnight... but it can happen if we work together.*

121 Montney Road when RRTF started in 1997



The same location in 2005



## Meet the Consulting Team

Jackie Kjos, JK Solutions Ltd. is the lead consultant for the initiative. Jackie supported RRTF and RTAC as well as developing the recommendations for the Oil and Gas Initiative II which invested \$100 million in public roads in Northeast BC. Jackie has been consulting for 20 years and spent most of her life in Northeastern BC. She currently resides in the Sherwood Park area.

Bruce MacKay, B Mackay Consulting knows the North Peace rural roads as well as anyone. He was formerly the District Manager for the Ministry of Transportation and then the Manager of YRB. Bruce was very instrumental in the success of the previous RRTF and we are happy to have him on the team, this time as an independent consultant residing in Dawson Creek.

Steve Nicol, Lions Gate Consulting Inc. is one of BC's leading economic development consultants. He has worked extensively in Northeast BC with all levels of government. Jackie and Steve have collaborated on projects for nearly twenty years and Steve is well connected and experienced to help develop our business case. Steve runs his successful consulting practice from Vancouver.

**Contact: Jackie Kjos—JK Solutions Ltd. (250) 262-5510 or [jackie@jksolutions.ca](mailto:jackie@jksolutions.ca)**

**diverse. vast. abundant**





# North Peace Rural Roads Initiative

## Stakeholder Newsletter

### Good Roads Cost Less

The North Peace Rural Roads Task initiative (NPRR) was established to advocate for improvements to the rural road network to benefit residents, First Nation and Unincorporated rural communities and industries that rely on them every day. This is our second newsletter to update road users on our activities and progress to date.

#### Farrell Creek Hill - Priority 1

There are many road priorities in the North Peace but none are currently more important than the Farrell Creek hill. On July 20th the hill slid at multiple locations causing the Ministry of Transportation and Infrastructure (MoTI) to immediately restrict traffic on the hill to 50% legal axle loading. That restriction lasted for 26 days until August 15 when it was amended to 100% where it remains today.

During the 50% restriction, all traffic had to detour via Beryl Prairie adding up to 140 km per round trip and costing millions of dollars for industry and inconvenience and cost for residents. It also put tremendous pressure on the Beryl Prairie road which was being used as a detour

The Farrell Creek slides highlight the risk the province is taking by not proactively rehabilitating slides before they completely fail. This hill has been sliding for years and now the potential re-establishment of this critical corridors is counted in years, not months.

MoTI reports the following progress since the slide:

- working with BC Hydro to relocate power poles at the top of the hill to allow short-term realignment;
- re-establishing two lanes of traffic on the lower slide;
- setting legal axle loading at 100% (they will monitor and assess through the winter along with any traffic control requirements);
- collecting geotechnical data;
- enhancing maintenance on Beryl Prairie road to handle the short term increase in traffic; and
- assigning a project manager to look at options for permanent realignment.

### Pullouts

Most hard surfaced rural roads in the North Peace are high and narrow with no shoulders and steep ditches. In addition to the safety risk, the design severely impacts the agriculture industry's ability to move large farm equipment. Ideally the roads could be upgraded to a wider design, but short term, we are advocating for development of pullouts at regular intervals to allow large equipment to pull over and let vehicles past. To keep them cost effective, pullouts will have to be built within existing road allowances and would probably only accommodate one or two large vehicles at a time.



## What have we been up to?

*Following is a brief summary of the meetings and presentations undertaken in the last half of 2018. Unless otherwise noted, external meetings and presentations were done by Jackie Kjos the registered lobbyist consultant for the initiative. All presentations had a similar message on the need for safe reliable rural roads capable of supporting their current and projected use.*

### **RRTF Mtg # 1 - July 30**

At the inaugural meeting of the new RRTF we reviewed the charter and terms of reference and work completed to date including a copy of the report prepared for government in January. We developed a draft vision of what we wanted to achieve, did some action planning and reviewed the communications and contacts that would be required for success.

### **RRTF Mtg # 2 - Aug. 27,**

We finalized discussions on charter, terms of reference and vision at this meeting. We collectively developed the messaging for materials for presentation at the Union of BC Municipalities (UBCM) meeting with Minister Trevena (MoTI). We made decision on which other presentations to pursue.

### **MoTI & MEMPR - Aug. 29**

At this meeting with the Pacific Gateway Branch (MoTI) we were able to get a better understanding of the scope of current corridor studies. To date the importance of the corridor between Alberta and Northeastern BC has not been considered in Pacific Gateway trade. MEMPR gave an overview of their current Infrastructure Royalty Credit Program (IRCP). Hali Davenport from MoTI Peace District joined via teleconference.

Jackie had a separate meeting with MEMPR Deputy Minister Dave Nikolejsin focusing on development of the North Montney gas field and the overall lack of public infrastructure. We also reviewed the impacts of the Farrell Creek hill slide on industry and the potential realignment

of Highway 29 directly below the hill. Dave followed up this meeting by facilitating meetings with BC Hydro and his Assistant Deputy Minister to further explore road issues and the IRCP.

### **BC Hydro - Sept. 5**

The meeting with Site C leadership in Vancouver verified Highway 29 alignment plans directly below the Farrell Creek hill. The profile of the slide area is such that any disturbance below the road could further destabilize the road. We were able to confirm that realignment of Highway 29 will go out into the river and will not disturb the existing hill or highway. The tie in will be east of the current Farrell Hill intersection.

### **MoTI - Sept. 11**

Director Goodings and Jackie presented to Renee Mounteney A/Assistant Deputy Minister Infrastructure. She has a very good understanding of the challenges in the North Peace from her experience here as District Manager and provided suggestions on who else we should engage in the ministry with our message.

UBCM was our first opportunity to present directly to MoTI Minister Honorable Clair Trevena and her senior staff. The format of UBCM is a very brief presentation that was attended by the PRRD Directors and staff. The impacts of the Farrell Creek hill, the resulting impacts on Beryl Prairie road and the general need for incremental investment were our key messages. We also expressed our commitment to work with MoTI to find solutions, not just bring forward problems.

### **MEMPR - Sept 11**

During this presentation to Assistant Deputy Minister Ines Piccinino we had good discussions about the structure of the current IRCP and opportunities for the program to extend to public roads. This was our first opportunity to specifically request a program similar to the Oil and Gas Initiative 2 (OGI2) in 2001 to upgrade key public corridors to support the industry.

### **Industry - Sept. 11-12**

While at UBCM Jackie met with senior representatives from Canfor, Canbriam Energy Inc. and Progress Energy Ltd. to discuss the issues with the Farrell Creek hill, detour on the Beryl Prairie road, the general lack of infrastructure in the North Montney area and the potential for partnership and mutual support. We reviewed the role the Kobes and Haystack roads may play in opening up the area.

### **Select Standing Committee on Finance and Government Services - Sept. 17**

Director Goodings and Jackie made a brief presentation to this all party committee of the legislative committee when they were doing consultations in Dawson Creek. In addition to a quick overview of the North Peace road challenges and opportunities, we supported continuation of the IRCP.

### **RRTF Mtg # 3 - Sept. 18**

Along with some updates and previous business, this meeting was about how we would ultimately decide priorities for road upgrades. We identified broad, shared visions and values that make consensus easier to achieve than starting with specific roads. The task force also looked more closely at the issue of maintenance, road classifications, upcoming contract renewals and how to find more information about all of them.

### **MoTI - Oct 17**

Jackie presented to Assistant Deputy Minister Kevin Richter and Scott Maxwell, Executive Director, Northern Region. Both had been at UBCM but this was a longer meeting with more opportunity to present a fuller picture of the North Peace road challenges and opportunities. They were engaged and understanding of the challenges and supportive of our approach and focus on solutions. They shared some of the challenges the Ministry is facing elsewhere in the province including the impacts from the drop in revenue from toll removals in the lower mainland.

**MEMPR - Oct. 18****October 18, 2018 - Victoria**

Director Goodings, Bob Fedderly and Canbriam VP Donna Phillips joined in this meeting with Assistant Deputy Minister Ines Piccinino and senior staff for a round table brainstorming session to see if there were opportunities within the IRCP that could help develop the public road network (public and industry) in the North Montney.

**RRTF Mtg. #4 - Nov. 6**

This meeting was to develop our road priority list. We also reviewed options to support new pullouts primarily in the agriculture areas and reviewed the upcoming helicopter tour.

**MEMPR, OGC and MoTI Tour and Dinner - Nov. 8**

We hosted a helicopter tour for MEMPR Deputy Minister Dave Nikolejsin, OGC Commissioner, Paul Jeakins and MoTI Regional Manager Planning and Partnerships Bryan Crosby. Following the tour we had an informal dinner with opportunity for the RRTF to talk to the guests.

The first part of the flight took in the Old Fort slide, Site C, Macro Industries construction sites and laydown yard for the North Montney Mainline, the Farrell Creek hill and Beryl Prairie community. From there we flew directly to the Haystack bridge where along the way Lloyd Hayden and our pilot were able to point out various energy and forestry activities and roads.

From there we travelled down the Upper Halfway discussing the importance of the road and consequences of a slide. We flew east over the agriculture areas to Peterson's Crossing where we were able to talk about the impact paving roads like Prespatou, Buick Creek, Montney, Beatton Airport, Doig and Milligan/PJ had on the lives of road users and residents in First Nation and Unincorporated rural communities. We discussed the challenges those same roads have caused the

agriculture industry and our request for pullouts to help them. This leg also gave us the opportunity to point out how heavily the roads outside of the North Montney are still being used to service existing conventional gas fields. We took a close look at the slides at Peterson's Crossing, the Montney Coulee and then flew back to Fort St. John.

We feel this was a very valuable trip for our guests and an effective way to advance our concerns. We look forward to a similar trip in the spring which will include a ground trip with MoTI Minister, Honorable Claire Trevena.

**Infrastructure Royalty Credit Program**

We have discussed the IRCP program at numerous meetings over the past few months. It is important for readers here to understand some key principles of IRCP.

- the existing program has expired and there is no guarantee it will be renewed
- past infrastructure projects have extended only to new/upgraded industry roads and pipelines (including associated installations and facilities)
- industry must apply to the program which is generally over subscribed.

The primary reason the NPRR initiative has engaged on this topic is to encourage any new IRCP to consider partnership between MoTI and Industry when producers need to upgrade or build roads near existing public roads. The North Montney has numerous public roads (e.g. the 3 Cache roads, Pink Mountain, Cypress) that are not currently strong enough to sustain new drilling and development programs.

In those circumstances, industry may be able to partner with MoTI, potentially using IRCP to offset costs. This will result in a lasting legacy of a high grade public road that benefit all residents and road users while reducing the overall disturbance footprint in the area.

Fundamental to this concept is that this is **ONLY** an option when Industry initiates it and if it is approved by the IRCP.

**NPRR Priorities**

Following are the roads we have identified for upgrade and hard surfacing:

- Aitken Creek
- Baldonnel
- Beatton Airport
- Beryl Prairie
- Bison
- Cypress
- Farrell Creek
- Golata Creek
- Graham
- Lower Cache
- North Cache
- Pink Mountain
- Rose Prairie (gravel portion)
- Siphon
- Stoddart
- Upper Cache
- Van Ingren

We have also identified these hill and slides that require urgent rehabilitation:

- Golata Creek Hill
- Montney Coulee
- Peace View
- Peterson's Crossing
- Upper Halfway (multiple)

**MoTI 2018 Program**

The following improvements were made in the North Peace over the 2018 construction season

- 62.5 km of asphalt resurfacing on portions of Farrell Creek, Prespatou, Rose Prairie, Montney and Beatton Park roads
- 92.8 lane km of gravelling in the Goodlow, Clayhurst and Upper Cache areas
- 123.5 km of dust control in various locations
- 20 km of gravelling and ditching and 5 culvert replacements on Triad
- Base repair, ditching and a drainage review (in progress) on Baldonnel.



## Meet the 2018/19 North Peace Rural Roads Task Force

*The initiative used the previous newsletter to call for volunteers to sit on the new task force. We were fortunate to have more volunteers than could practically participate so the PRRD Directors asked the following people to join them in forming the new RRTF to advise and drive the direction of this initiative.*

### Art Jarvis - Energy Service Sector

Art owns a local service company providing pressure trucks and other environmental services to the energy sector. Art has been active in the community for many years through local and provincial industry associations.

### Bob Fedderly - Heavy Hauling

Bob is a lifetime resident of the Peace and owner of multiple trucking companies. He has a long history of supporting initiatives like NPRR bringing exceptional knowledge of the trucking industry, heavy hauling, weights and dimensions and regional competitiveness.

### Brad Sperling - Rural Area 'C'

Brad was first elected Director for PRRD Area 'C' in 2014 and has served as the board chair since 2017. Brad has lived in the area for 35 years where he has worked as a self employed carpenter.

### Catie Underhill - Pipeline

Catie Underhill resides in Calgary where she handles Community Relations for TransCanada. She is frequently in the region meeting with community groups and local governments as the North Montney Mainline is being constructed.

### Curtis Rogers - Transportation

Curtis is the co-owner of a long time Fort St. John trucking company offering sand gravel and other commodity hauling.

### Dave Heiberg - Hudson's Hope

Dave is the new Mayor of Hudson's Hope and joined the task force in the fall. He moved his family to Hudson's Hope in 1980 to accept a role as a high school teacher and continues to substitute teach between his new Mayoral duties.

### Doug Summer - Livestock

Doug is a lifetime resident of the Hudson's Hope area and has wore many hats in the agriculture, forest and energy industries. Doug was an original member of RRTF and represents primarily the livestock industry, but has excellent insight to all of the major North Peace industries.

### Ernest Wiebe - Crops and Livestock

Ernest has lived north of Fort St. John all his live where he raises crops, livestock and works in the logging industry. Ernest is a member of and represents the BC Grain Producer's Association.

### Gwen Johansson - Hudson's Hope

Gwen is the newly retired Mayor of Hudson's Hope who is remaining on the task force for now to ensure continuity. Gwen has been a lifetime advocate for the Peace region at the local, regional and provincial level.

### Jim Little - Crops

Jim is long term north Peace resident and had a long career with the provincial government and more recently consulting. He is a member of and represents the North Pine Farmers Institute who were instrumental in urging the PRRD to revive the rural roads initiative.

### Jim Schilling - Forestry

Jim is a lifetime resident of the Peace and one of the original members of the RRTF. Jim is the Operations Supervisor for the Canfor Peace Region.

### Karen Goodings - Rural Area 'B'

Karen was first elected Director for PRRD Area 'B' in 1988 and served as chair for many years. Karen was the driving force behind establishment of the previous and current road initiatives. Karen's family have operated a farm in Cecil Lake for more than 40 years.

### Lloyd Hayden - Energy

Lloyd has worked in the energy industry all his life, the past 24 years in the Peace. As the Field Superintendent, Construction, Road Maintenance and Mine Manager for Petronas, he brings a wealth of experience and is proactively exploring new technology in road upgrades.

### Rob Fraser - Taylor

Rob was elected Mayor of Taylor in 2014 after serving many years on council. He has lived most of his life in Northeast BC and has worked in forestry, energy and government compliance.

### Are We Winning?

The PRRD Directors that manage this process (Area B & C, Taylor and Hudson's Hope) set an early goal that by the end of August we needed to be heard in Victoria or reassess our objectives and processes.

We feel that we have established good relations in Victoria with senior levels of Government who understand we are seeking solutions and want to work with them to find solutions, not just bring more challenges.

The Directors meet with the consultant bi-weekly and adjust priorities as required to advance our goals.

Ultimately, we will not know the results of our efforts until the 2019/20 and subsequent budgets are announced.



Find us on Facebook

<https://www.facebook.com/NorthPeaceRuralRoads>



## PEACE RIVER REGIONAL DISTRICT

### Rural Roads in the North Peace Initiative

PRRD Directors Meeting

March 27, 2020 – (teleconference)

#### Attendance:

Director Karen Goodings  
Director Brad Sperling  
Director Dave Heiberg

#### Regrets:

Director Rob Fraser

Jackie Kjos

#### Call to Order

Director Goodings called the meeting to order at 9:00 am.

#### 1. Agenda and Minutes

Director Goodings called for additional agenda items

- Finance Committee was added under new Business

Minutes from the January 3, 2020 meeting had been sent out via email as well as meeting notes from:

- January 24, 2020
- February 14, 2020

Director Goodings called for errors or omissions for each of the documents. There were none.

***Moved*** by Director Heiberg to accept the agenda and minutes from the January 3, 2020 meeting as presented **2<sup>nd</sup>** by Director Sperling ***Carried***

***Moved*** by Director Sperling to accept the meeting notes for information from the January 24, 2020 meeting as presented **2<sup>nd</sup>** by Director Heiberg ***Carried***

***Moved*** by Director Heiberg to accept the meeting notes for information from the February 14, 2020 meeting as presented **2<sup>nd</sup>** by Director Sperling ***Carried***

#### 2. Confirmation of February 25<sup>th</sup> Directors Decision

At the end of the RRTF meeting in Fort St. John February 25<sup>th</sup>, the unanimous decision of the task force was to retain the long video (with modifications) and create a second, shorter video (5-6) minutes specifically for the Provincial Government addressing the feedback from Scott Maxwell earlier in the day.

Directors Goodings, Heiberg and Fraser were in attendance at the meeting and specifically approved that expenditure in a side conversation at the end of the meeting. It is recorded here to document that decision.

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) 785-1121 Email: prrd.fsj@prrd.bc.ca

**3. Consultants Report**

- a) The Directors provided feedback on the 2 videos circulated and approved circulation to the Rural Roads Task Force for feedback. They agreed that the video should be shared with the PRRD board at a suitable time. It was also recommended that copies be shared with Vic Brandl and others that contributed media for the project.
- b) The Directors discussed the previously planned meeting with MP's Bob Zimmer and Todd Doherty. With the current Covid-19 situation, this meeting and any communications related to it will be held off for now. If transportation or infrastructure stimulus packages are announced that this initiative could influence, the meetings will be requested at that time. This initiative has shelf ready projects.
- c) Jackie recommended and the Directors supported that one of the leather binders should be embossed for Katie Ward as a thank you for her time here as the acting District Manager.

**4. Budget/Workplan**

- a) The Directors discussed the current budget for 2019/20 with an estimated surplus of \$70,000. Director Goodings. The project is planned for the remainder of the year and the Directors want to align the expenditures with the calendar year. After a discussion of a path forward in these very uncertain times, Jackie estimated that a budget of \$45,000 - \$50,000 should be adequate. Director Goodings will consult with staff to:
  - verify what happens to the 2019/20 surplus and how it relates to the remainder of the year funding
  - request a new or contract extension for JK Solutions Ltd. to December 31, 2020
  - determine what is required to continue the direct award for the contract.

**5. New Business**

- a) The Directors discussed the funding participants and impact on the functioning of this Directors group. It was agreed that Director Sperling will participate as he is able in the non-voting capacity of ex-officio. Director Goodings will reach out to Mayor Bumstead who has provided funding to determine his level of participation. The Directors recommended that as the initiative, even with the generous contribution of Dawson Creek remains focused on the North Peace and recommends that the new quorum be adjusted to any two Directors from Directors Goodings, Heiberg and Fraser. Jackie was directed to provide an email to all Directors for feedback/approval.
- b) The Directors discussed the value of continuing to present to the *Select Standing Committee on Finance and Government*. The consensus was to continue to share our message at that platform if it is cost effective and local (Fort St. John or Dawson Creek). This year it may be possible to show the short video.
- c) The Directors discussed the upcoming call with MoTI on load restrictions and Director Goodings will forward the meeting request to Directors Heiberg and Fraser.

Meeting was adjourned at 9:43 am.

Next Meeting – April 24, 2020.



# REPORT

To: Chair and Directors

Report Number: DS-BRD-009

From: Tyra Henderson, Corporate Officer

Date: March 31, 2020

**Subject: ALR Exclusion - PRRD File No. 20-002-ALREX, ALC ID 58529**

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## **OPTIONS: [Corporate Unweighted]**

1. That the Regional Board support ALR exclusion application 20-002 (ALC ID 58529), to exclude a 1 ha portion of the property identified as PID 003-997-618, and authorize it to proceed to the Agricultural Land Commission.
2. That the Regional Board respectfully refuse authorization for ALR exclusion application 20-002 (ALC ID 58529), to exclude a 1 ha portion of the property identified as PID 003-997-618, to proceed to the Agricultural Land Commission.

## **BACKGROUND/RATIONALE:**

### **Proposal**

To exclude a 1 ha portion of the subject property. The owner intends to subdivide the southwest corner of the property to create one residential lot in subsequent applications.

### **File Details**

Owner: 0813983 BC Ltd.  
Agent: Martin Wuthrich  
Area: Electoral Area C  
Location: Baldonnel  
Legal: NE ¼ of Section 2 Township 84 Range 18 W6M Peace River District, Except Plan 28134  
PID: 003-997-618  
Civic Address: 6043 Airport Road  
Lot Size: 57.1 ha (141.1 ac)

### **Official Community Plan (OCP)**

Pursuant to PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009, the property is designated Ag (Agriculture). Section 3.2.2 Policy 1 states the principal use of land with this designation will generally be limited to agriculture and uses which are compatible with agriculture. The minimum parcel size is 63 ha (155 ac).

Therefore, the proposed uses are consistent with the Official Community Plan. The parcel is currently under-sized, so a future subdivision does require re-designation.

**Land Use Zoning**

Pursuant to PRRD Zoning Bylaw No. 1343, 2001, the property is zoned A-2 (Large Agricultural Holdings Zone). Section 33.1 of the bylaw states that both agriculture and a dwelling unit are permitted principal land uses. The minimum parcel size is 63 ha (155 ac) in the A-2 zone.

Therefore, the proposed uses comply with the zoning bylaw. The parcel is currently under-sized, so a future subdivision will require rezoning.

**Fire Protection Areas**

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

**Building Permit Areas**

The subject property is within the Mandatory Building Permit Area.

**Development Permit Areas**

The subject property is outside all Development Permit Areas.

**School District 60 School Site Acquisition Charge**

The property is within the School District 60 School Site Acquisition Area, but it is not applicable at this time since no new residential lots are proposed as part of this application.

**Development Cost Charge Areas**

The subject property is outside the Development Cost Charge Area.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board support ALR exclusion application 20-002 (ALC ID 58529) to exclude a 1 ha portion of the property identified as PID 003-997-618; further, that the Regional Board authorize the application to proceed to the Agricultural Land Commission with recommended conditions of approval.
2. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

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

**OTHER CONSIDERATION(S):**

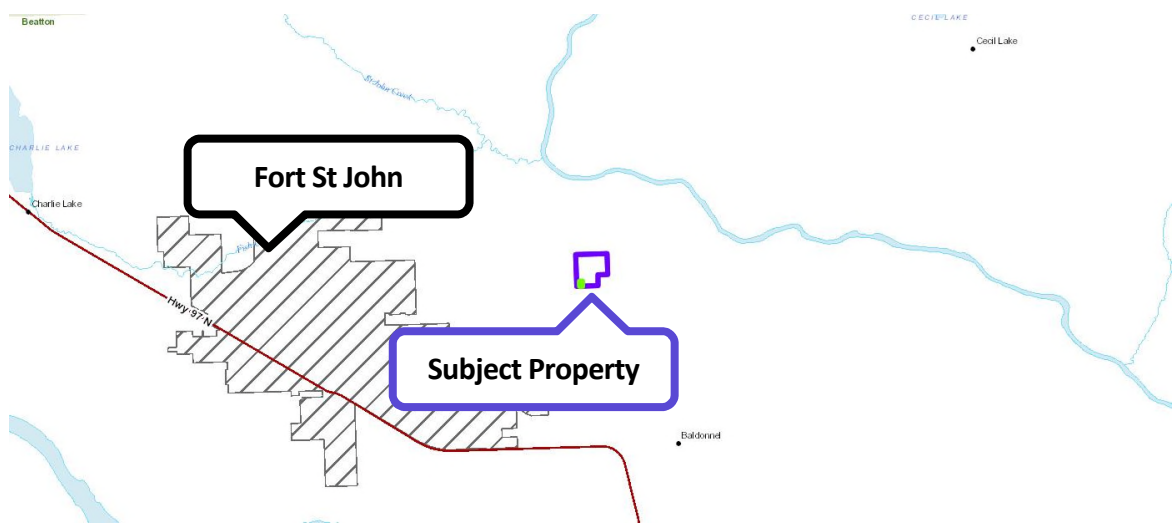
None at this time.

**Attachments:**

1. Maps
2. ALC application [58529]
3. Comments from Electoral Area Director



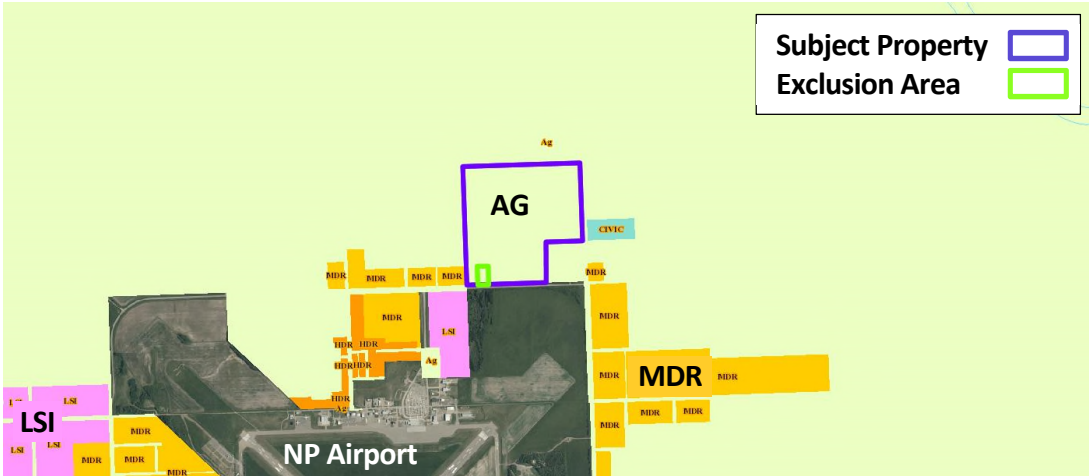
**Location:** Baldonnel area



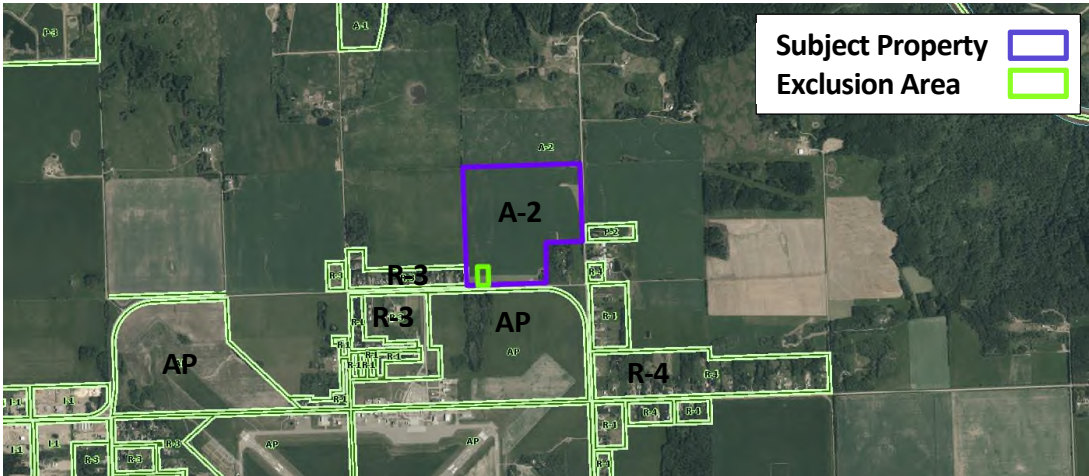
**Aerial imagery**



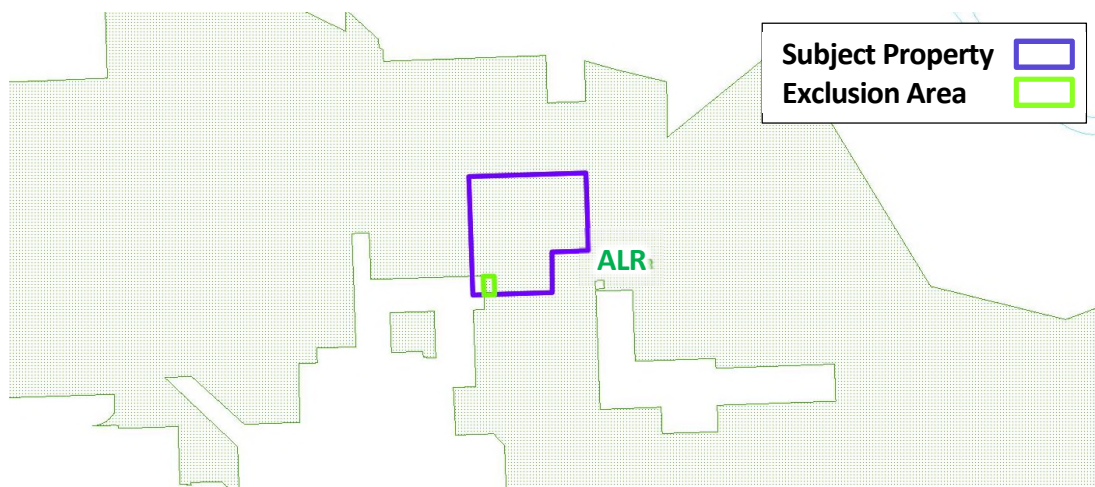
**PRRD North Peace Fringe Area Official Community Plan Bylaw No. 1870, 2009:**  
Agriculture (AG)



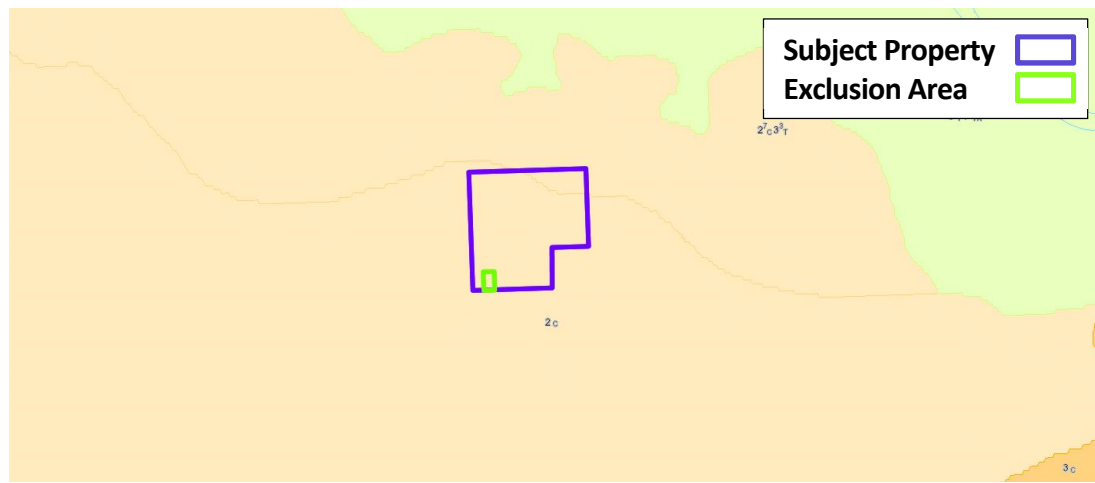
**PRRD Zoning Bylaw No. 1343, 2001: Large Agricultural Holdings Zone (A-2)**



**Agricultural Land Reserve: Partially within**



**CLI Soil Classification: 2<sub>c</sub> & 2<sup>7</sup><sub>c3<sup>3</sup></sub><sub>T</sub>**





# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 58529

**Application Status:** Under LG Review

**Applicant:** 0813983 BC LTD

**Agent:** 0813983 BC LTD

**Local Government:** Peace River Regional District

**Local Government Date of Receipt:** 02/28/2020

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

**Proposal Type:** Exclusion

**Proposal:** In the southwest corner of property, NE 1/4 Sec 2 Tp 84 R 18 W 6, there is an 1 hectare parcel that is already out of the ALR zoning. An inquiry was made to subdivide this 1 hectare parcel out of the above property to create a residential site. The size of the parcel would not comply with the present minimum requirements for a lagoon system. It was suggested that the best route would be to apply for an addition of land to be added to this 1 hectare parcel in order that it would comply with current guidelines for a rural sewer system.

## Agent Information

**Agent:** 0813983 BC LTD



## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 003-997-618

**Legal Description:** NE 1/4 OF SEC 2 TP 84 R 18 W6M PEACE RIVER EXC PL 28134

**Parcel Area:** 57.2 ha

**Civic Address:** 6043 Airport Road

**Date of Purchase:** 01/20/2009

**Farm Classification:** Yes

**Owners**

1. **Name:** 0813983 BC LTD





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## Ownership or Interest in Other Lands Within This Community

1. **Ownership Type:** Fee Simple  
**Parcel Identifier:** 009-627-499  
**Owner with Parcel Interest:** 0813983 BC LTD  
**Parcel Area:** 128 ha  
**Land Use Type:** Agricultural/Farm  
**Interest Type:** Full Ownership

---

2. **Ownership Type:** Fee Simple  
**Parcel Identifier:** 014-572-711  
**Owner with Parcel Interest:** 0813983 BC LTD  
**Parcel Area:** 64.1 ha  
**Land Use Type:** Agricultural/Farm  
**Interest Type:** Full Ownership

---

3. **Ownership Type:** Fee Simple  
**Parcel Identifier:** 014-572-729  
**Owner with Parcel Interest:** 0813983 BC LTD  
**Parcel Area:** 65.3 ha  
**Land Use Type:** Agricultural/Farm  
**Interest Type:** Full Ownership

---

## Current Use of Parcels Under Application

1. **Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**  
*54 hectares is in grain production and approximately 3 hectares is oil lease site or modular home sites.*
2. **Quantify and describe in detail all agricultural improvements made to the parcel(s).**  
*There are 4 grain bins for storage on site and access in 3 places off of primary roads to accommodate movement of equipment.*
3. **Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**  
*There is an abandoned orphan well site, a gas line valve site and two 16X78 ft. modular homes on this parcel.*

## Adjacent Land Uses

### North

**Land Use Type:** Agricultural/Farm  
**Specify Activity:** grain farmland

### East

**Land Use Type:** Agricultural/Farm  
**Specify Activity:** grain farmland and farm yard

## South

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Fort St John airport

## West

**Land Use Type:** Agricultural/Farm

**Specify Activity:** residential subdivision and hayland

## Proposal

### 1. How many hectares are you proposing to exclude?

*1 ha*

### 2. What is the purpose of the proposal?

*In the southwest corner of property, NE 1/4 Sec 2 Tp 84 R 18 W 6, there is an 1 hectare parcel that is already out of the ALR zoning. An inquiry was made to subdivide this 1 hectare parcel out of the above property to create a residential site. The size of the parcel would not comply with the present minimum requirements for a lagoon system. It was suggested that the best route would be to apply for an addition of land to be added to this 1 hectare parcel in order that it would comply with current guidelines for a rural sewer system.*

### 3. Explain why you believe that the parcel(s) should be excluded from the ALR.

*The parcel to be excluded would enable the owner to develop the current hectare of land that is already outside of the ALR. At present the size of the parcel outside of the ALR is not large enough to develop due to the current guidelines in place. It may be noted that many of the existing parcels directly to the west along the Airport Road are smaller than the current parcel that is being considered.*

### 4. Describe any economic values you believe are applicable to the application.

*The owner is willing to do a swap of land into the ALR from the northeast portion of W 1/2 Sec 6 Tp 84 R 17 W 6, PID:9627499. There is land in this area that is outside the ALR that has been actively farmed for many years.*

*There will be an economic value to this region if a new residential site is enabled in an area that is close to the town, along a paved road with hydro, gas and communication infrastructure at the property line.*

### 5. Describe any cultural values you believe are applicable to the application.

*The current trend is towards cutting down greenhouse gas emissions. It makes sense to help meet this goal, to plan for allowing people to live close to their place of employment, school or shopping etc. The shorter the commutes to town, the less fuel used.*

### 6. Describe any social values you believe are applicable to the application.

*This is an area that has a good school, short commute to town and is a desirable neighbourhood. This helps make it a good place to add a residence into this region.*

### 7. Describe any regional and community planning objectives you believe are applicable to the application.

*The idea of doing a swap would ensure that the ALR wasn't losing land base and at the same time allowing an existing parcel, that is currently out of the ALR, the ability to be developed, by meeting current government guidelines in place.*

## Applicant Attachments

- Agent Agreement - 0813983 BC LTD
- Other correspondence or file information - Proof of Serving Notice #2
- Proof of Signage - 58529
- Proof of Advertising - 58529
- Other correspondence or file information - Company Directors Part1
- Proposal Sketch - 58529
- Proof of Serving Notice - 58529
- Other correspondence or file information - Proof of advertising #2
- Other correspondence or file information - Certificate of Title Part 2
- Other correspondence or file information - Certificate of title Part 3
- Other correspondence or file information - Company Directors Part 2
- Other correspondence or file information - Proposed Swap Site
- Other correspondence or file information - Certificate of Title For Inclusion #1
- Other correspondence or file information - Certificate of Title for Inclusion #2
- Certificate of Title - 003-997-618

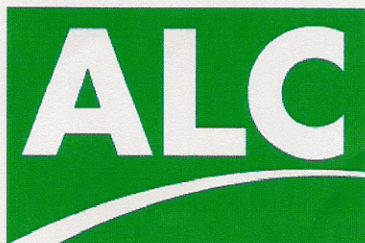
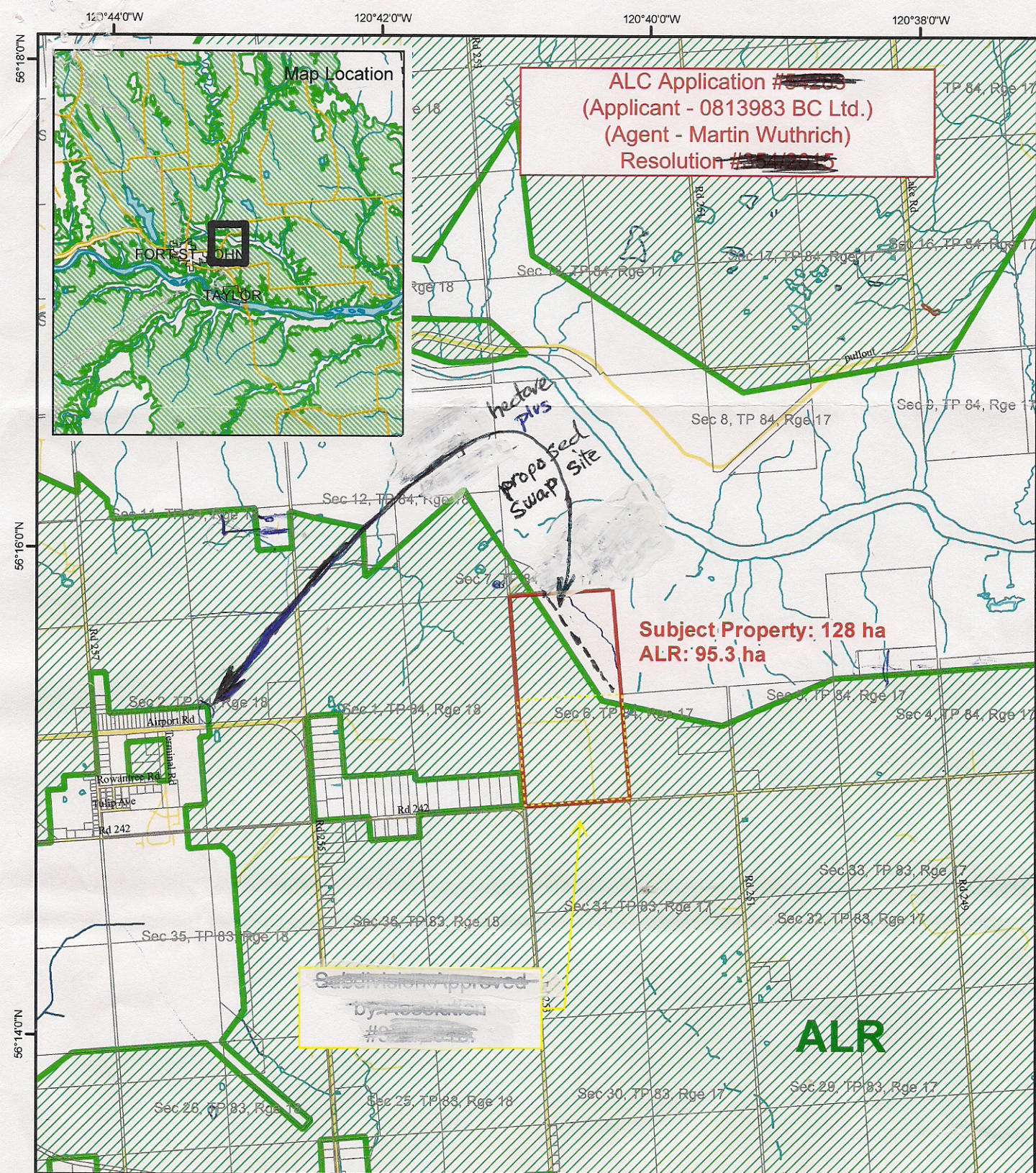
## **ALC Attachments**

None.

## **Decisions**

None.





## ALC Context Map

Map Scale: 1:40,000

0      340      680      1,020      1,360      1,700      2,040

Page  
Meters

Page 74 of 192

ALC File #: 54283

Mapsheet #: 94A/02 & 94A/07

Map Produced: Oct 20, 2015

Regional District: Peace River





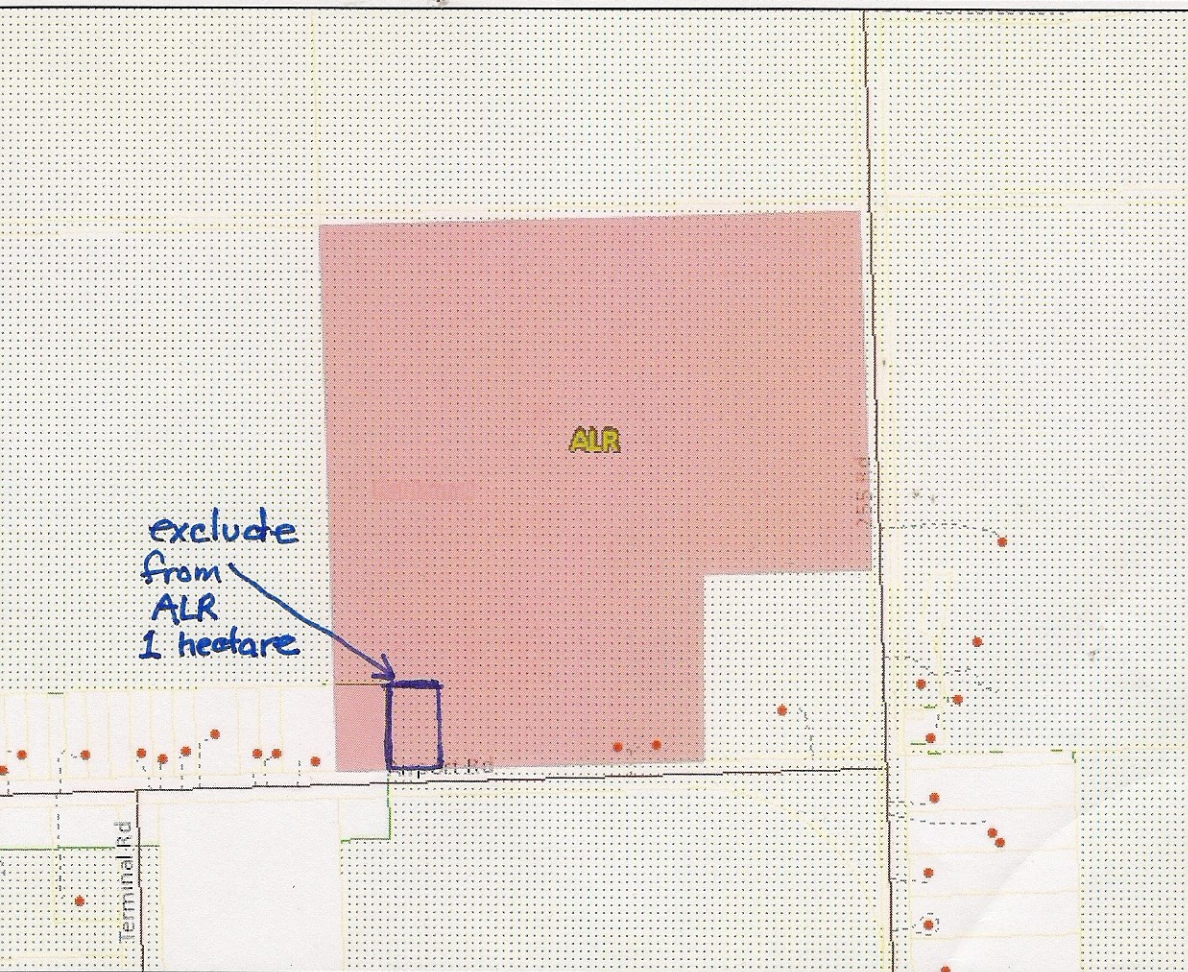
# Peace River Regional District

20-Feb-2020

PID: 003997618  
Roll Number: 760-008368.000  
Legal Description: THE NORTH EAST 1/4 OF SECTION 2 TOWNSHIP 84 RANGE 18 WEST OF THE 6TH MERIDIAN PEACE RIVER DISTRICT, EXCEPT PLAN 28134

## Parcel Size

57.08 Hectares 141.05 Acres



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. Peace River Regional District should be contacted for information regarding other conditions such as easements, rights-of-way or covenants.



## Jacqueline Burton

---

**From:** Chair Brad Sperling  
**Sent:** Wednesday, March 4, 2020 1:45 PM  
**To:** Planning Department  
**Cc:** PRRD\_Internal  
**Subject:** Re: PRRD File No. 20-002-ALREX | Please respond by March 17

Ok to proceed

---

**From:** Planning Department  
**Sent:** Tuesday, March 3, 2020 3:19:29 PM  
**To:** Chair Brad Sperling  
**Cc:** PRRD\_Internal  
**Subject:** PRRD File No. 20-002-ALREX | Please respond by March 17

Good afternoon Chair Sperling,

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

Best,

**Development Services**

PEACE RIVER REGIONAL DISTRICT | Direct: 250-784-3200

[planning@prrd.bc.ca](mailto:planning@prrd.bc.ca) | [www.prrd.bc.ca](http://www.prrd.bc.ca)



PEACE RIVER REGIONAL DISTRICT



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# REPORT

To: Chair and Directors

Report Number: CS-BRD-001

From: Trish Morgan, General Manager of Community Services

Date: April 8, 2020

Subject: COVID-19 Update #2

---

## **RECOMMENDATION: *[Corporate Unweighted]***

That the Regional Board receive the April 8, 2020 "COVID-19 Update #2" for information.

## **BACKGROUND/RATIONALE:**

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19. While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

The following is a snapshot of the current situation and some measures that have been put into place by local, provincial, and federal governments.

### **British Columbia (as of April 7, 2020 according to [BC CDC](#))**

- **1,291 confirmed cases**
  - 805 recovered
  - 43 deaths
  - Cases by region:
    - 458 in Fraser Health
    - 128 in Interior Health
    - 79 in Island Health
    - 23 in Northern Health
    - 603 in Vancouver Coastal Health

### **Canada (as of April 7, 2020)**

- Confirmed cases = 17,897
- Deaths = 381

### **Worldwide (as of April 7, 2020 from John's Hopkins University)**

- Confirmed case = 1,450,353
- Deaths = 83,568
- Recovered = 308,617

*\*\*New items since March 25, 2020***BC's COVID-19 Response Plan (general)**

- Relief on [BC Hydro bills](#) for individuals and businesses; 1% decrease in Hydro rates, 3 month credit for homeowners, and 3 months of no payments for small businesses closed due to COVID-19
- 50% cut in school property taxes for businesses
- [\\$5 million](#) for provincial, disability, and multi-sport organizations
- Launch of the [COVID-19 Supply Hub](#), which is an online platform to co-ordinate, source and expedite medical supplies and personal protective equipment (PPE) for provincial health authorities
- \$3 million for Food Banks BC
- \$50 million to the United Way for support for seniors
- \$300 monthly crisis supplement for 3 months for those on Income and Disability Assistance, and those receiving the seniors supplement or comforts allowance for those in care
- [ICBC payment deferrals](#) up to 90 days

**Provincial Health Officer/Ministry of Health**

## Orders (written)

- [Movement Limitation of Long Term Care Facility Staff – March 27, 2020 \(PDF, 222KB\)](#)
- [Information Collection from Long Term Care Facility Staff – March 26, 2020 \(PDF, 214KB\)](#)

## Orders (verbal)

- Farmers markets may continue to operate but must only sell food and must put in place measures for social distancing and cleaning

## Guidance documents issued

- [Compliance and Enforcement, Brief – March 31, 2020 \(PDF, 317KB\)](#)
- [Compliance and Enforcement – March 31, 2020 \(PDF, 561KB\)](#)
- [Industrial Camps – March 30, 2020 \(PDF, 418KB\)](#)
- [Retail Food and Grocery Stores – March 28, 2020 \(PDF, 275KB\)](#)
- [Manufacturing – March 25, 2020 \(PDF, 515KB\)](#)
- [Mining and Smelting – March 25, 2020 \(PDF, 517KB\)](#)

**Provincial**

- Provincial State of Emergency extended until April 14, 2020
- Open [burn ban issued](#) for all category 2 and 3 fires, effective April 16, 2020, to reduce the demands on wildfire resources
- All BC Parks closed for the Easter weekend

**Northern Health**

- Resources and information for community partners who work with vulnerable populations developed
- Temporary suspension of pay parking at Northern Health sites

- Restrictions on the Northern Health Connections bus – only available for essential medical appointments

### **Peace River Regional District**

- Activation of the Emergency Operations Centre (Level 1) in order:
  - to continue to monitor the situation
  - to continue work on business continuity plans for essential services
  - to effectively respond to requests for information from the Province of BC
- Closure of the following facilities to the public:
  - PRRD Dawson Creek & Fort St John offices
  - PRRD Warehouse
  - Charlie Lake Fire Hall
  - North Peace Leisure Pool
  - Chetwynd Recreation Centre
  - Buick Creek Recreation Grounds
  - Cache Creek Community Hall
  - Golata Creek Community Hall
  - Goodlow Community Recreation Grounds
  - Halfway Graham Recreation Grounds
  - Jackfish Community Hall
  - Kelly Lake Community Centre
  - Moberly Lake Community Hall
  - North Peace Fall Fair Grounds
  - Osborn Community Hall
- I.T. has successfully rolled out a work-from-home technical strategy that provides remote access to secure PRRD digital resources, which includes:
  - virtual private networking
  - reallocation of network capacity
  - full implementation of tele-conference tools and video conference services
  - Planned telephone system upgrade complete
- Board Meetings are now live streamed, via the PRRD Facebook page, to provide remote participants and the public with real-time information.

### **Order 6 – Local Authority Resources & Plans**

#### **6(1) Identifying resources and facilities**

- Province has requested that municipalities provide this information at this time, and are not seeking information from regional districts; PRRD is following up with PREOC on some rural options

#### **6(2) Critical supply & service needs**

- Province made a request to local authorities to report on PPE & cleaning supplies (quantities of 100 or greater); PRRD does not have that quantity for reporting
- Further requests may be made; waiting on Province to issue next request

**6(3) Reviewing emergency plans and business continuity plans**

- Business continuity plans for essential and critical services as required under s 6(3)
  - o Reviewing templates and guides provided by the Province; requested PREOC to arrange for a webinar on this; conducting research to assist all departments with this task
  - o Reviewing and updating PRRD emergency plan
  - o Developing an in-house “virtual EOC” and investigating other virtual platforms
  - o Creating an inventory of contract personnel to supplement PRRD staff in the case of a wildfire or flood activation
  - o Gathering information from contractors on business continuity plans

**Order 7 – Continuity of Local Authorities****7(1) & 7(2) – Mutual Aid**

- Updating/establishing mutual aid agreements for Chetwynd, Moberly and Hudson’s Hope; and Dawson Creek, Pouce Coupe & Tomslake
- Investigating options for mutual aid agreements for water and/or waste water between PRRD and municipalities

**Government of Canada**

- [Emergency order issued](#) under the *Quarantine Act* requiring travelers arriving in Canada to self-isolate for 14 days
- [Wage subsidy program](#) for small businesses, non-profits and charities to assist with up to 75% of wages, to a maximum of \$847/week per employee
- Applications for the Canada Emergency Response Benefit opened on April 6, 2020
- Federal Government entering into agreements with manufacturers to produce and supply critical medical equipment

**ALTERNATIVE OPTIONS:**

1. That the Regional Board receive the April 8, 2020 “COVID-19 Update #2” for discussion.
2. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Partnerships
  - ☒ Collaboration with Local and First Nations governments
- ☒ Responsive Service Delivery
  - ☒ Enhance Emergency Planning and Response Capacity
- ☒ Advocacy
  - ☒ Emergency Response Capacity for Local Governments

**FINANCIAL CONSIDERATION(S):**

No direct financial impact currently identified.

**COMMUNICATIONS CONSIDERATION(S):**

Staff continue to share important updates from the Government of BC, BC Centre for Disease Control, Northern Health in addition to updates from the Regional District on cancellations of meetings, impacts to service levels, etc.

**OTHER CONSIDERATION(S):**

None

External Link:

1. [COVID-19 Update #1](#)



# REPORT

To: Chair and Directors

Report Number: DS-BRD-010

From: Tyra Henderson, Corporate Officer

Date: March 31, 2020

Subject: Temporary Use Permit Waiver

---

## **RECOMMENDATION: [Corporate Unweighted]**

That the Regional Board approve the temporary use permit waiver template, for use by property owners, that enables infrastructure to remain in place on properties upon the expiration of a Temporary Use Permit, if desired by the property owner.

## **BACKGROUND/RATIONALE:**

At the March 12, 2020 Regional Board meeting, the Board directed that the mandatory collection of security deposits for all Temporary Use Permits be suspended until new guidelines for Temporary Use Permits are considered by the Board, and that in the interim, property owners be required to sign a waiver to relinquish any right to remediation of their property by any third party, including the proponent or the Peace River Regional District.

### No. 2: Security Deposit – Temporary Use Permits

RD/20/03/12

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

“That a security deposit to guarantee site remediation and/or the completion of any terms and conditions imposed by the terms of a Temporary Use Permit (TUP), be required for all TUP applications”

be suspended until new guidelines for Temporary Use Permits can be brought forward to the Board; further, that in the interim, property owners be required to sign a waiver to relinquish any right to remediation of their property by any third party, including the proponent or the Peace River Regional District.

The PRRD sought legal advice with respect to the development of a waiver template that would enable infrastructure to remain on properties upon the expiration of a Temporary Use Permit, if so desired by the property owner. This would also remove any liability from the PRRD with respect to undertaking site remediation upon the expiration of a Temporary Use Permit, if that remediation were not undertaken by the property owner.

Attached is the waiver prepared by the PRRD’s legal counsel, which enables a property owner to confirm their desire and intent to retain a structure (which includes things such as gravel pads or other improvements), so long as the improvement is compliant with zoning and building regulations applicable to the parcel, once the Temporary Use Permit has expired. In this circumstance, the PRRD would not include removal or remediation requirements in the permit, nor require security from the applicant for removal. It should be noted that this waiver will only apply to private land.

Staff Initials:

Dept. Head: *Tyra Henderson*

CAO: *Shawn Dahlen*

Page 1 of 3



**Next Steps**

PRRD staff will explore developing more robust guidelines for Temporary Use Permits associated with the following:

- Definition of the circumstances under which the above-mentioned waiver would be appropriate, and circumstances under which a security may still be required if desired by the property owner;
- Determination of remediation work costs for Temporary Use Permits that do include remediation requirements;
- Acquisition of securities related to Temporary Use Permits, including form of security;
- Conditions regarding payment of security;
- Capacity of PRRD staff to inspect sites to ensure the conditions of a Temporary Use Permit are being met; and
- Forming of a committee to explore the above items.

These considerations, and any other parameters identified by the Board, are to be discussed at a future Committee of the Whole meeting. Staff suggest a presentation may be in order, to facilitate and focus a robust discussion of the topic, in lieu of a standard report, as the subject has generated considerable interest from the Board as far back as 2015. Such a discussion would ensure that all parties have a shared understanding of the purpose and application of Temporary Use Permits, and how they are approved and issued.

**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):**

Any changes to the Temporary Use Permit process required as a result of the Regional Board's decision will be communicated to potential applicants through updates to printed application information and online resources.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Sample Waiver – Temporary Use permit – Confirmation Respecting Permanent Structure

## External Links:

1. [Report titled "Electoral Area Directors Committee Meeting Recommendations" dated March 3, 2020](#)
2. [Report title "Temporary Use Permit Alternatives" dated January 16, 2020](#)
3. [Report titled "Temporary Use Permit Legislation" dated January 21, 2019](#)
4. [Report titled "Temporary Use Permit Security Research \(Northern Rockies Regional Municipality & Others\)" dated January 17, 2019](#)
5. [Report titled "Temporary Use Permit Security Requirements" dated December 14, 2018](#)

**TEMPORARY USE PERMIT – CONFIRMATION RESPECTING PERMANENT STRUCTURE**

I, \_\_\_\_\_, am the registered owner (the “**Owner**”) of the property with PID # \_\_\_\_\_, British Columbia (the “**Property**”) and have applied to the Peace River Regional District for a Temporary Use Permit under section 493 of the *Local Government Act* (a copy of the draft permit is attached as Schedule A) (the “**Permit**”), pursuant to which \_\_\_\_\_ will be constructed on the Property (the “**Structure**”).

**1. Intended Use**

I hereby confirm that upon the expiration of the Permit the Structure will be used as follows:

\_\_\_\_\_.

**2. Structure May Remain**

I hereby confirm that I do not require the removal of the Structure upon expiration of the Permit and authorize the Structure to remain on the Property in accordance with this Agreement.

**3. Ongoing Compliance with Zoning**

I acknowledge that, upon expiration of the Permit, the Structure must be used in compliance with the applicable Peace River Regional District Zoning Bylaw, as amended or replaced from time to time.

**4. Application of Waiver**

This waiver applies to Temporary Use Permit No.: \_\_\_\_\_.

The Owner confirms and agrees to the above, dated: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Name of Property Owner

\_\_\_\_\_  
Civic Address of Property Owner

**Schedule A**

Copy of Temporary Use Permit



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-004

From: Tyra Henderson, Corporate Officer

Date: March 30, 2020

**Subject: Electoral Area B Potable Water Fees and Charges Bylaw No. 2409, 2020**

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## **RECOMMENDATION #1: [All Directors – Unweighted]**

That the Regional Board give Electoral Area B Potable Water Fees and Charges Bylaw No. 2409, 2020 first three readings.

## **RECOMMENDATION #2: [All Directors – Unweighted 2/3 Majority]**

That the Regional Board adopt Electoral Area B Potable Water Fees and Charges Bylaw No. 2409, 2020.

## **BACKGROUND/RATIONALE:**

At its January 23, 2020 meeting, the Regional Board considered a recommendation from the Electoral Area Directors' Committee and resolved:

*"That a Fees and Charges Bylaw be developed for the Area B water stations to establish separate water rates for bulk water purchase and bottle fill water purchase that align with existing available market water purchase rates."*

Section 397 of the *Local Government Act* authorizes a regional district to impose fees and charges for all or parts of a service of the regional district. The rates set out in Electoral Area B Potable Water Fees and Charges Bylaw No. 2409, 2020 for potable water purchase aligns with market rates charged for water purchase in member municipalities who offer bulk water sales. At this time, other local government operated bulk water stations do not include bottle fill capabilities. Consumers purchasing small quantities of water in the typical 18.9 litre household use bottles purchase them from grocery stores or private vendors elsewhere in the market, at a much higher cost than the \$3/cubic metre charged at bulk water stations. At this time, small quantities (bottle fills) purchased at the Area B bulk water fill stations are sold at the same rate as higher volumes. An amendment to the bylaw may be introduced in the future to implement a higher rate, in keeping with other vendors, for bottle fill purchases. There is additional 'finishing' of water accessed via bottle fill infrastructure to enhance taste and customer experience, which results in higher production costs.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Responsive Service Delivery

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

Staff Initials:

Dept. Head: *Tyra Henderson*

CAO: *Shawn Dahlen*

Page 1 of 2

The bulk water charge is \$3.00 per cubic metre. The same rate is charged for filling bottles for household use at the Area B water stations, at this time.

Revenue from water sales in 2019 was considerably less than anticipated (\$29,571 actual vs. \$350,000 anticipated). The 2020 financial plan includes anticipated water sales revenue of \$60,000.

**COMMUNICATIONS CONSIDERATION(S):**

If approved, the rates will be posted at all Area B Water Stations.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Electoral Area B Potable Water Fees and Charges Bylaw No. 2409, 2020.

**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.

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 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: ENV-BRD-002

From: Paulo Eichelberger, G.M. of Environmental Services

Date: March 30, 2020

**Subject: Solid Waste Regulation and Fees Amendment Bylaw No. 2410, 2020**

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## **RECOMMENDATION #1: *[Corporate Unweighted]***

That the Regional Board give Solid Waste Regulation and Fees Amendment Bylaw No. 2410, 2020 to:

- a) Add new definitions of “Residential Customers” and “Industrial, Commercial and Institutional Customers;”
- b) Raise all Industrial, Commercial & Institutional (ICI) tipping fees by 3.3% for 2020; and
- c) Raise tipping fees for clean fill soil from \$0/tonne to \$5/tonne for 2020

first three readings.

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

That the Regional Board adopt Solid Waste Regulation and Fees Amendment Bylaw No. 2410, 2020.

## **BACKGROUND/RATIONALE:**

On March 26, 2020, the Regional Board resolved to amend the existing Solid Waste Regulation and Fees Bylaw to increase commercial (ICI) tipping fees by 3.3 % (current Consumer Price Index + 1%) and begin charging \$5.00/tonne for disposal of clean fill soils.

Currently, the same tipping fees for each waste material are applied equally to both Residential and ICI customers. The amendments described in the attached amendment bylaw will reflect different fees per sector, for each material. As there are different fees per sector, new definitions for each sector, residential and ICI customers, have also been added.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

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

Based on historical data (five year average) of materials received, the amendments represent potential added revenue in the amount of \$265,966 for one year:

- a) \$137,883 for soils
- b) \$128,083 for ICI materials.

**COMMUNICATIONS CONSIDERATION(S):**

If adopted, the Bylaw will be uploaded to the website with copies provided to all affected solid waste sites and contract staff.

**OTHER CONSIDERATION(S):**

If the Board wishes to amend the Solid Waste Bylaw further, the document will be revised accordingly and be brought back to the next Board meeting for three readings and adoption.

**Attachments:**

1. Solid Waste Regulation and Fees Amendment Bylaw No. 2410, 2020

**PEACE RIVER REGIONAL DISTRICT**  
**Bylaw No. 2410, 2020**

A bylaw to amend "Solid Waste Regulation and Fees Bylaw No. 2065, 2013"  
as previously amended by Bylaw 2342, 2018.

WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia *Local Government Act*, adopt the "Solid Waste Regulation and Fees Bylaw No. 2065, 2013";

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 "Solid Waste Regulation and Fees Amendment Bylaw No. 2410, 2020."
2. "Solid Waste Regulation and Fees Bylaw No. 2065, 2013" is hereby amended as follows:
  - i) Part I – INTERPRETATION has the following definitions added under Section "1:"
    - a. "Residential Customers" refer to the population sector that includes homeowners and tenants.
    - b. "Industrial, Commercial and Institutional Customers" refers to the population sector that includes businesses/companies, hospitals and schools.
  - ii) Schedule 'A' is deleted in its entirety and replaced with the attached Schedule 'A'; and
  - iii) Schedule 'B' is deleted in its entirety and replaced with the attached Schedule 'B'; and
3. The Schedules listed below are attached to and form part of this bylaw:  
Schedule A – Fees and Charges by Weight  
Schedule B – Fees and Charges by Volume

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

\_\_\_\_\_  
Corporate Officer

I hereby certify this to be a true and correct copy of  
"Solid Waste Regulation and Fee Amendment  
Bylaw No. 2410, 2020", as adopted by the  
Peace River Regional District Board  
on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Corporate Officer



**Schedule 'A'**  
**Fees and Charges by Weight**

Special Note: All cash transactions will be rounded to the nearest \$0.05.

<b>PART I - REGULAR WASTE BY WEIGHT</b>			
<b>MATERIAL TYPE</b>		<b>Fees and Other Charges</b>	
		<b>Minimum Fee: \$3.75</b>	
		<b>Residential</b>	<b>Industrial, Commercial, Institutional</b>
1	Household Waste, including Bulky Waste (Household Furniture, Mattresses, Box Springs, Sofas, Chairs, etc.)	\$55.00 per tonne	\$56.82 per tonne
2	5 garbage bags or less. Minimum fee not applicable.	\$0.80 per bag	\$0.80 per bag
3	Wood Waste	\$55.00 per tonne	\$56.82 per tonne
4	Metal Waste	\$55.00 per tonne	\$56.82 per tonne
5	Tire categories: Passenger Vehicle, Light Truck, Small RV, Golf Cart, Motorcycle, All Terrain Vehicle, Forklift, Small Utility Trailer, Bobcat/Skid Steer (16" and under), and Free-Rolling Farm tires (16" and under). Minimum fee not applicable.	\$55.00 per tonne plus  \$6.00 per tire	\$56.82 per tonne plus  \$6.00 per tire
6	Animal Carcasses (or parts) not listed in <i>Livestock Act</i> or <i>Wildlife Act</i> (cats, dogs)	\$55.00 per tonne	\$56.82 per tonne
7	All other regular waste	\$55.00 per tonne	\$56.82 per tonne
8	Regular waste, unsorted	\$110.00 per tonne	\$113.63 per tonne



**Schedule 'A' - Fees and Charges by Weight**

<b>PART II – CONTROLLED WASTE BY WEIGHT</b>			
<b>MATERIAL TYPE</b>		<b>Fees and Other Charges</b>	
		<b>Minimum Fee: \$10.00</b>	
		<b>Residential</b>	<b>Industrial, Commercial, Institutional</b>
1	Uncrushed Steel and Plastic Drums. Minimum fee not applicable.	\$55.00 per tonne plus \$3.50 per drum	\$56.82 per tonne plus \$3.50 per drum
2	Household appliances containing Ozone Depleting Substances	\$55.00 per tonne	\$56.82 per tonne
3	Tire categories: Medium Truck, Large RV (not marked "P or LT"), Medium Agricultural (16.5" – 25.5"). Minimum fee not applicable.	\$55.00 per tonne plus \$10.00 per tire	\$56.82 per tonne plus \$10.00 per tire
4	Tire categories: Forklift, Bobcat/Skid Steer (16.5" and over), Logger/Skidder, Large Agricultural Drive tires (26" and over). Minimum fee not applicable.	\$55.00 per tonne plus \$36.00 per tire	\$56.82 per tonne plus \$36.00 per tire
5	Clean and contaminated soils meeting the Industrial Land Use Standard under the <i>Contaminated Sites Regulation</i> (documentation required). Minimum fee not applicable.	\$5.00 per tonne	\$5.00 per tonne
6	Clean concrete rubble (no rebar, piece size less than 15 cm)	\$0.00	\$0.00
7	Concrete (with or without rebar, piece size greater than 15 cm), not containing soil, gravel or other unconsolidated material.	\$55.00 per tonne	\$56.82 per tonne
8	Stripped vehicle hulks	\$110.00 per tonne	\$113.63 per tonne
9	Unstripped vehicle hulks	\$110.00 per tonne plus \$170.00 per hulk	\$113.63 per tonne plus \$170.00 per hulk
10	All other controlled waste	\$110.00 per tonne	\$113.63 per tonne
11	Demolition, land clearing, and construction waste	\$110 per tonne	\$110 per tonne



PART III - RESTRICTED WASTE BY WEIGHT			
MATERIAL TYPE		Fees and Other Charges	
		Minimum Fee: \$22.00	
		Residential	Industrial, Commercial, Institutional
1	Specified Risk Material – (SRM as defined by the Canadian Food Inspection Agency)	\$125.00 per tonne	\$129.13.00 per tonne
2	Animal Carcasses (or parts) listed in <i>Livestock Act</i> or <i>Wildlife Act</i> (horses, non-SRM cows, moose, deer, etc)	\$125.00 per tonne	\$129.13.00 per tonne
3	Lead Acid Batteries. Minimum fee not applicable.	\$ 55.00 per tonne	\$ 56.82.00 per tonne
4	All other Restricted Waste	\$150.00 per tonne	\$154.95 per tonne
5	Old Corrugated Cardboard (“OCC”). Loads containing greater than 10% of such cardboard by volume will be charged at this rate.	\$250.00 per tonne	\$258.25 per tonne





### Schedule 'B' – Fees and Charges by Volume

Special Note: All cash transactions will be rounded to the nearest \$0.05.

PART I - REGULAR WASTE BY VOLUME			
MATERIAL TYPE		Fees and Other Charges	
		Minimum Fee: \$3.75	
		Residential	Industrial, Commercial, Institutional
1	Household Waste, including Bulky Waste (Household Furniture, Mattresses, Box Springs, Sofas, Chairs, etc.)	\$6.50 per cubic metre	\$6.71 per cubic metre
	a. 8 garbage bags or less. Minimum fee not applicable.	\$0.80 per bag	\$0.80 per bag
	b. Passenger car (containing bagged and non-bagged waste)	\$5.00	\$5.17
	c. Station wagons, mini-vans and sport utility vehicles (containing bagged and non-bagged waste)	\$7.00	\$7.23
	d. Vans, mid-size pickup trucks, full-size pick-up trucks with short-box, or trailers with a capacity of 1.5 cubic metres or less (containing bagged and non-bagged waste)	\$9.50	\$9.81
	With stakesides or overloaded	\$14.50	\$14.98
	e. Full size pickup trucks with long box or trailers with a capacity of more than 1.5 cubic metres (containing bagged and non-bagged waste)	\$12.00	\$12.40
	With stakesides or overloaded	\$17.00	\$17.23
2	Wood Waste and Yard Waste	\$6.50 per cubic metre	\$6.71 per cubic metre
3	Metals	\$10.00 per cubic metre	\$10.33 per cubic metre
4	Tire categories: Passenger Vehicle, Light Truck, Small RV, Golf Cart, Motorcycle, All Terrain Vehicle, Forklift, Small Utility Trailer, Bobcat/Skid Steer (16" and under), and Free-Rolling Farm tires (16" and under) Minimum fee not applicable.	\$7.00 per tire	\$7.23 per tire
5	Animal Carcasses (or parts) not listed in the <i>Livestock Act</i> or the <i>Wildlife Act</i> (cats, dogs, etc.)	\$9.00 per carcass	\$9.30 per carcass
6	All other regular waste	\$6.50 per cubic metre	\$6.71 per cubic metre
7	Regular waste – unsorted	\$13.00 per cubic metre	\$13.43 per cubic metre



**Schedule 'B' – Fees and Charges by Volume**

<b>PART II - CONTROLLED WASTE BY VOLUME</b>			
<b>MATERIAL TYPE</b>		<b>Fees and Other Charges</b>	
		<b>Minimum Fee: \$10.00</b>	
		<b>Residential</b>	<b>Industrial, Commercial, Institutional</b>
1	Uncrushed Steel and Plastic Drums Minimum fee not applicable.	\$7.00 per drum	\$7.23 per drum
2	Household appliances containing Ozone Depleting Substances Minimum fee not applicable.	\$10.00 per appliance	\$10.33 per appliance
3	Tire categories: Medium Truck, Large RV (not marked "P or LT"), Medium Agricultural, (16.5" – 25.5") Minimum fee not applicable.	\$11.00 per tire	\$11.36 per tire
4	Tire categories: Forklift, Bobcat/Skid Steer (16.5" and over), Logger/Skidder, Large Agricultural Drive tires (26" and over) Minimum fee not applicable.	\$56.00 per tire	\$57.85 per tire
5	Clean and contaminated soils meeting the Industrial Land Use Standard under the <i>Contaminated Sites Regulation</i> (documentation required). Minimum fee not applicable.	\$5.00 per cubic metre	\$5.00 per cubic metre
6	Clean concrete rubble (no rebar, piece size less than 15 cm)	\$0.00	\$0.00
7	Concrete (with or without rebar, piece size greater than 15 cm), not containing soil, gravel or other unconsolidated material.	\$75 per cubic metre	\$77.48 per cubic metre
8	Stripped vehicle hulks	\$220.00 per hulk	\$227.26 per hulk
9	Unstripped vehicle hulks	\$390.00 per hulk	\$402.87 per hulk
10	Demolition, Landclearing and Construction Waste	\$28.00 per cubic metre	\$28.92 per cubic metre
11	All other controlled waste	\$13.00 per cubic metre	\$13.43 per cubic metre

**Schedule 'B' – Fees and Other Charges by Volume**

<b>PART III - RESTRICTED WASTE BY VOLUME</b>			
<b>MATERIAL TYPE</b>		<b>Fees and Other Charges</b>	
		<b>Minimum Fee: \$22.00</b>	
		<b>Residential</b>	<b>Industrial, Commercial, Institutional</b>
1	Specified Risk Material – (SRM as defined by the Canadian Food Inspection Agency, authorized for disposal at Bessborough Landfill only)	\$83.00 per cubic metre	\$85.74 per cubic metre
2	Animal Carcasses (or parts) listed in Livestock Act or Wildlife Act (horses, non-SRM cows, moose, deer, etc)	\$62.00 per carcass	\$64.05 per carcass
3	Lead Acid Batteries (Minimum fee not applicable)	\$8.00 per battery	\$8.26 per battery
4	All other Restricted Waste	\$45.00 per cubic metre	\$46.49 per cubic metre
5	Old Corrugated Cardboard ("OCC"). Loads containing greater than 10% of such cardboard by volume will be charged at this rate	\$22.00 per cubic metre	\$22.73 per cubic metre



# REPORT

To: Chair and Directors

Report Number: DS-BRD-003

From: Tyra Henderson, Corporate Officer

Date: March 23, 2020

**Subject: Zoning Amendment Bylaw No. 2404, 2020, PRRD File No. 20-004 ZN**

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## **RECOMMENDATION: [Corporate Unweighted]**

That the Regional Board give Zoning Bylaw Amendment No. 2404, 2020, to rezone the property identified as PID 007-684-509 from A-2 (Large Agricultural Holdings) Zone to R-5 (Residential 5) 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 from A-2 (Large Agricultural Holdings) zone to R-5 (Residential 5) zone under PRRD Zoning Bylaw No. 1343, 2001 for the stated final purpose of subdividing the property into two lots, each with a minimum parcel size of 4 ha.

### **File Details**

Owners: Elisabeth & Leonardus Claus  
Area: Electoral Area D  
Location: South Dawson  
Legal: Lot C Section 25 Township 77 Range 16 W6M PRD Plan 32208  
PID: 007-684-509  
Civic Address: 13470 227 Road  
Lot Size: 16 ha (39.7 ac)

### **Site Context**

The subject property is located within the rural neighbourhood of Bear Mountain. The direct surrounding area consists of smaller rural residential lots, crown land, and larger agricultural parcels at lower elevations within the valley of Bear Mountain west of the subject property.

### **Site Features**

#### Land

Based on aerial photos and a site visit, a large portion of the subject property is tree-covered, and along the mountainside of Bear Mountain. The western portion of the subject property is developed for residential use.

### Structures

There are three manufactured homes, one complete carpenter shop, one incomplete shop, and a power shed on the subject property.

### Access

The subject property is accessed via 227 Road.

### Canada Land Inventory (CLI) Soil Rating

Soil on the property is rated 5<sup>7</sup><sub>tp</sub>7<sup>3</sup><sub>tp</sub>. Class 5 soils have very severe limitations that restrict their capability of producing perennial forage crops, and improvement practices are feasible. Class 7 soils have no capability for arable culture or permanent pasture. Subclass t denotes topography. Subclass p denotes stoniness.

## **Comments & Observations**

### Applicant

The subject property is used for residential purposes. The applicant intends to subdivide the property into two lots.

### Agricultural Land Reserve (ALR)

The subject property is outside the ALR and is therefore not subject to the provisions of the *Agriculture Land Commission Act*.

### Official Community Plan

Pursuant to PRRD South Peace Fringe Area Official Community Plan Bylaw No. 2048, 2012, the subject property is designated Rural Neighbourhood (RN). Policy 6.3.2 (a). states that the principal uses of land generally be limited to residential and agriculture. Parcels within this designation should have a minimum parcel size of 1.6 ha (4 acres), unless soil conditions are suitable for on-site sewage disposal, in which the parcel should be at least 0.8 ha.

Therefore, the proposed use and size of the subject property 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. The minimum parcel size of the A-2 zone is 63 ha (155 ac). The current parcel size does not comply with the current zoning and therefore the applicant has applied for the rezone to R-5, which has a minimum parcel size of 4ha.

## **Fire Protection Areas**

The subject property is outside all Fire Protection Areas.

## **Mandatory Building Permit Areas**

The subject property is outside the Mandatory Building Permit Area.

## **Impact Analysis**

### Context

The proposed rezoning is requested to facilitate a future subdivision that would result in one additional residential parcel if the subdivision is approved by the Ministry of Transportation and Infrastructure. The

proposed rezoning and desired future parcel sizes are consistent with the parcels surrounding the subject property.

#### Population & Traffic

The proposed rezoning would help facilitate a future subdivision that would result in one additional residential parcel, if the subdivision is approved by the Ministry of Transportation and Infrastructure. The proposed rezoning and parcel sizes are considered consistent with the parcels surrounding the subject property.

No significant change in traffic is anticipated should the zoning amendment be approved.

#### Sewage & Water

The applicant currently has a lagoon for sewage disposal and a cistern for water supply for their property.

#### **Comments Received from Municipalities & Provincial Agencies**

No responses have been received from municipalities or provincial agencies at this time.

#### **ALTERNATIVE OPTIONS:**

1. That the Regional Board respectfully refuse Zoning Amendment Bylaw No. 2404, 2020, to permit rezoning of the property identified as PID 007-684-509 under PRRD Zoning Bylaw No. 1343, 2001 as submitted.
2. That the Regional Board give Zoning Amendment Bylaw No. 2404, 2020, to rezone the property identified as PID 007-684-509 from A-2 (Large Agricultural Holdings) Zone to R-5 (Residential 5) Zone under PRRD Zoning Bylaw No. 1343, 2001, first and second readings; and further,

That a Public Hearing be held pursuant to the *Local Government Act* Section 464(1), and that public notification be authorized pursuant to the *Local Government Act* Section 466; further, that the public hearing be delegated to the Director of Electoral Area “D”.

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):**

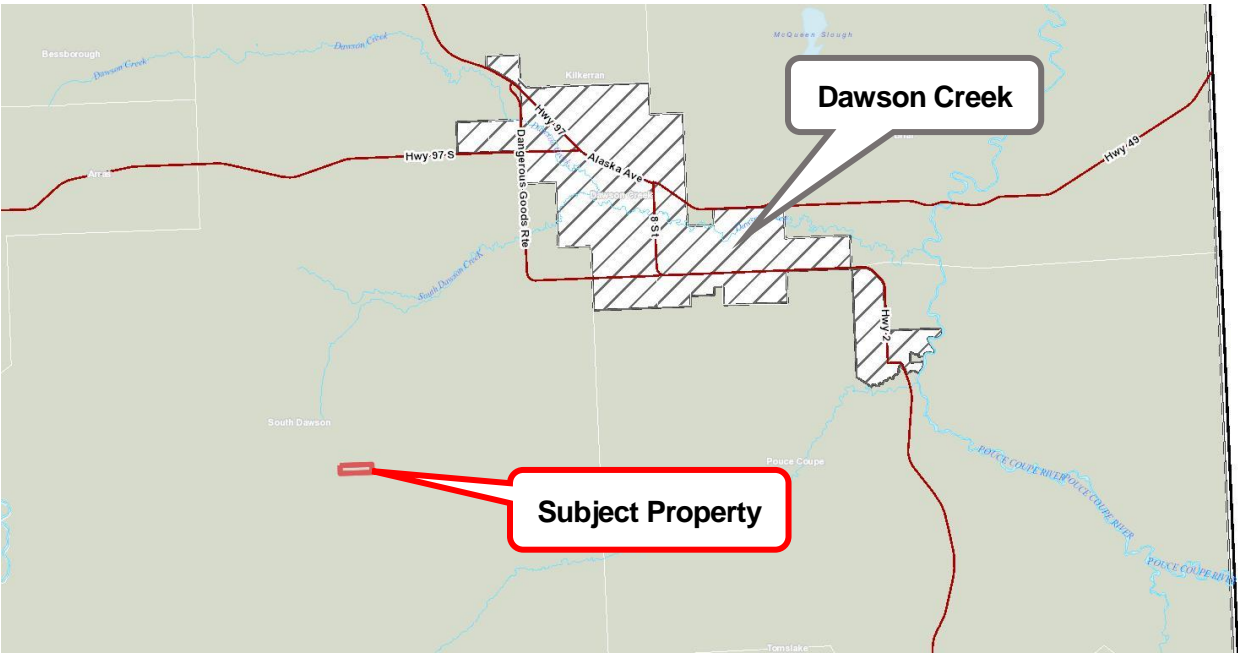
None.



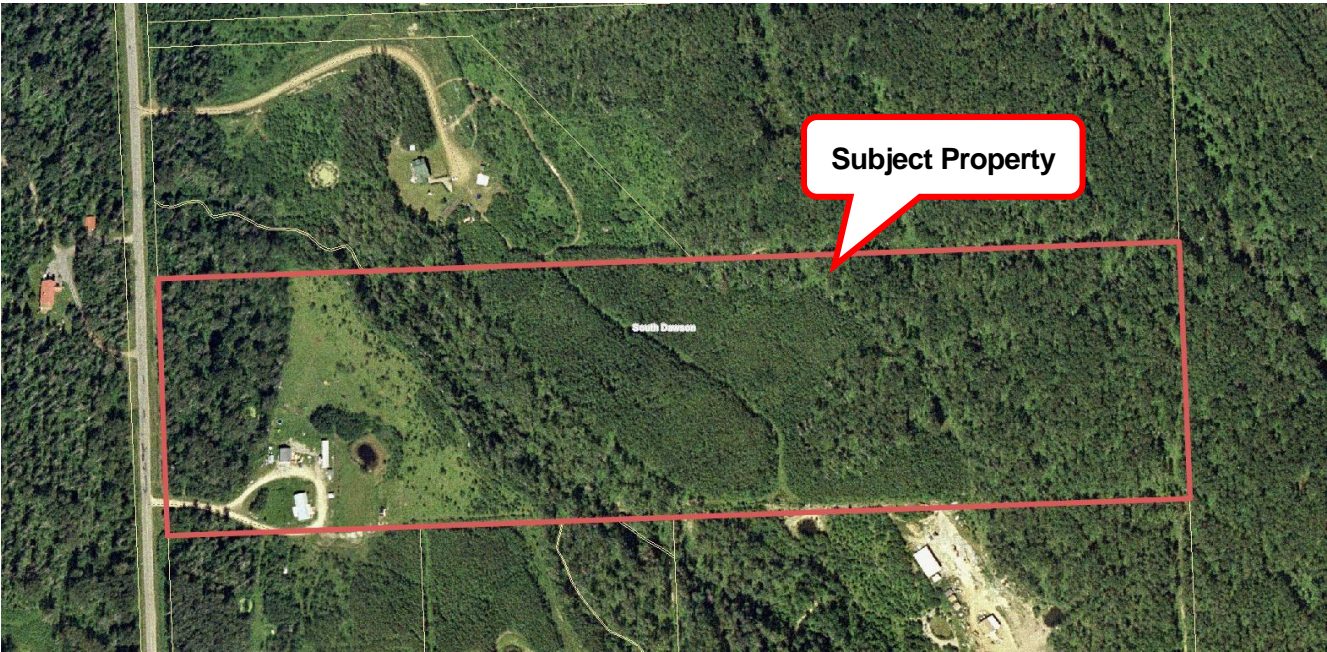
Attachments:

1. Maps
2. Application
3. Referral response from Electoral Area Director
4. Section 38 of PRRD Zoning Bylaw No. 1343, 2001
5. Draft Bylaw No 2404, 2020

Context Map

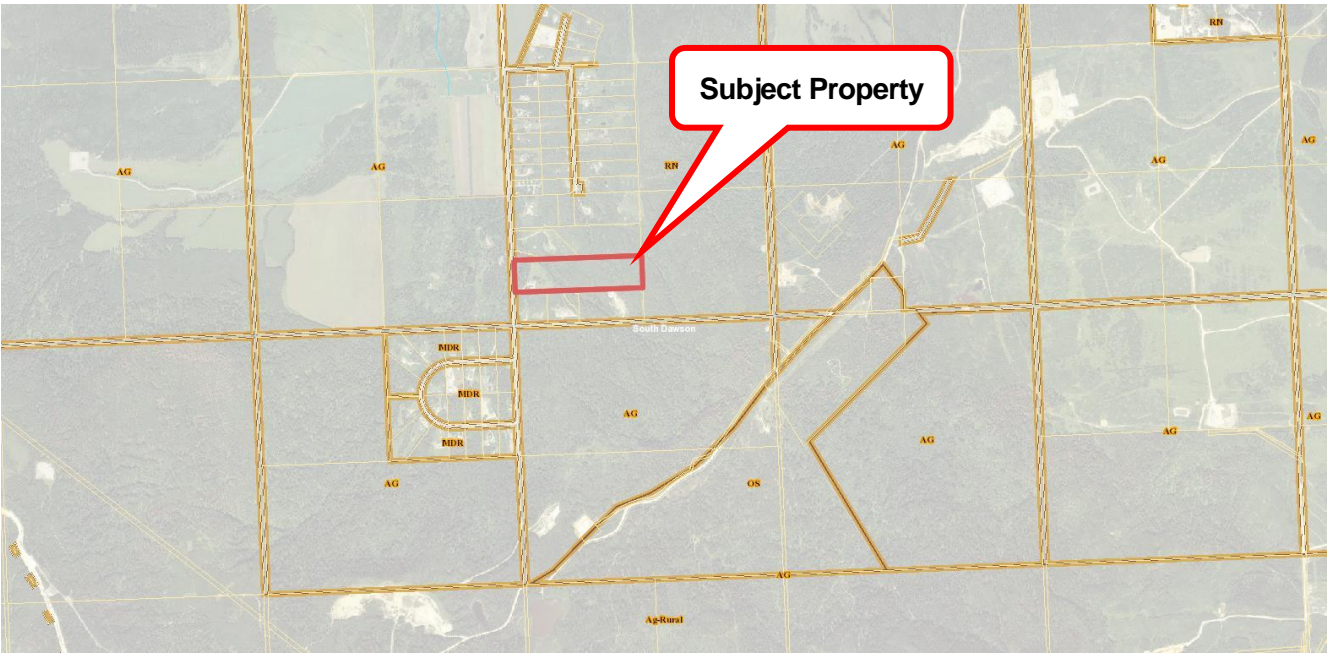


Aerial Photo

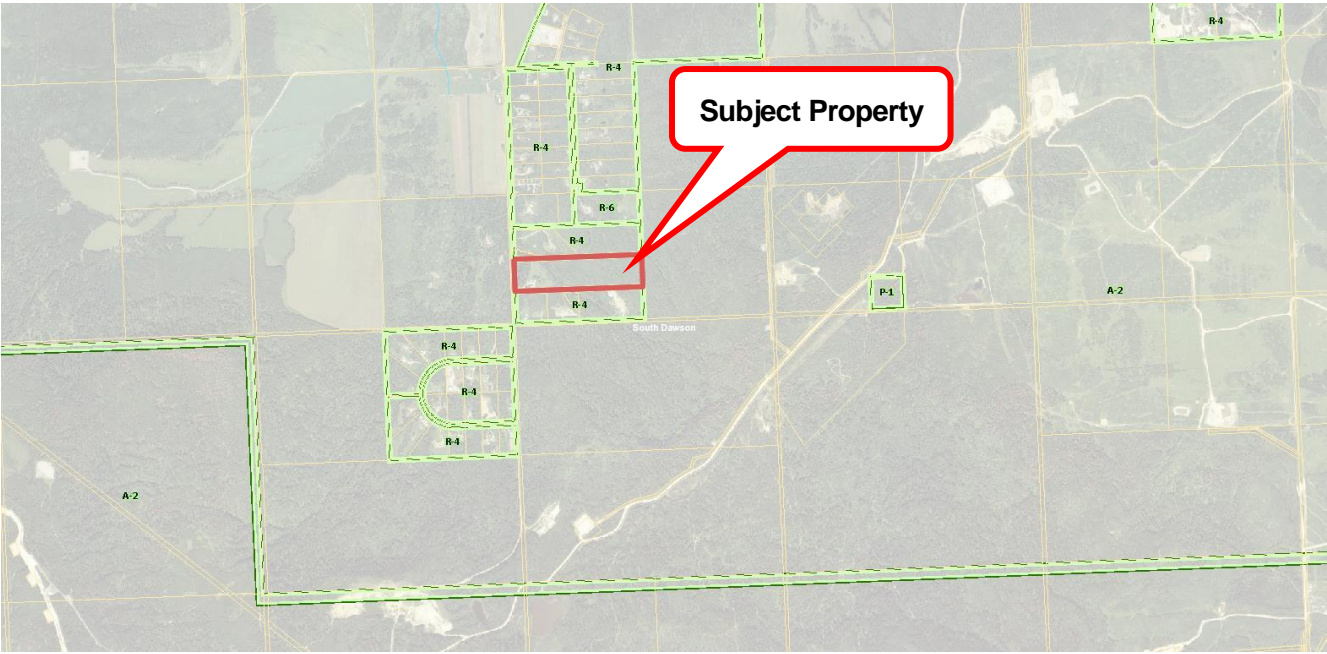




**South Peace Fringe Area OCP Bylaw No. 2048, 2012: ‘Rural Neighbourhood’**



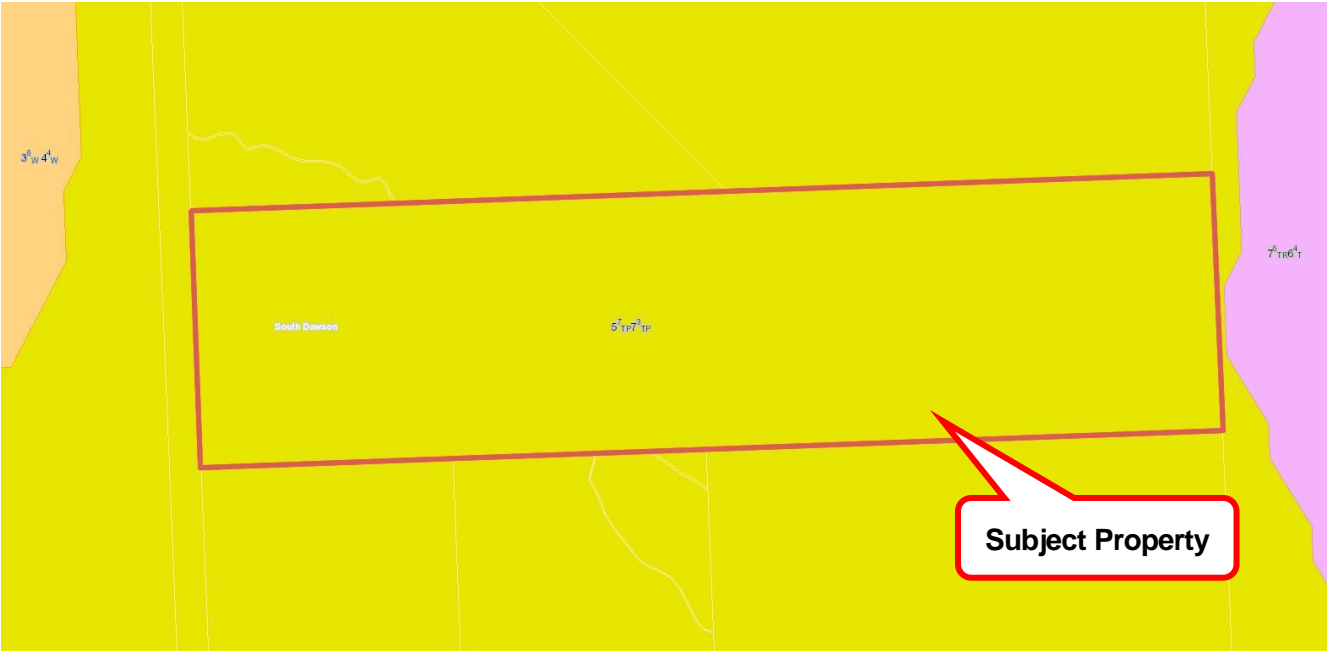
**PRRD Zoning Bylaw No. 1343, 2001: R-4 ‘Large Agricultural Holdings Zone’**



**Agricultural Land Reserve: Outside**



**CLI-Soil Classification: 5<sup>7</sup><sub>tp</sub>7<sup>3</sup><sub>tp</sub>**





Photos:



Fig#1 & 2 Residential structures on proposed lot 2



Fig# 3 & 4 Parcel runs up Bear Mountain as shown in in background photo.



Fig# 5 Residential structures on proposed lot 1

Fig# 6 Dugout on proposed lot 1



Fig# 7 & 8 Photos showing contour on parcel



# PEACE RIVER REGIONAL DISTRICT

File #  
20-004 ZH

DAWSON CREEK 1981 Alaska Avenue (Box 810), Dawson Creek, BC (T) 250-784-3200..(F) 250-784-3201  
FORT ST. JOHN 9505 100<sup>TH</sup> 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 checked="" 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 <b>Elisabeth J. Claus</b> <b>Leonardus L. Claus</b>	Authorized Agent of Owner (if applicable)
Address of Owner [REDACTED]	Address of Agent
City/Town/Village [REDACTED]	City/Town/Village
Postal Code [REDACTED]	Postal Code
Telephone Number: [REDACTED]	Telephone Number:
Fax Number: [REDACTED]	Fax Number:
E-mail: [REDACTED]	E-mail:

### 3. PROPERTY DESCRIPTION

Full legal description of each property under application	Area of each lot
77 Lot C, Plan PGP 32208, Part SW 1/4,	19.95 ha./acres
Section 25, Township 77, Range 16, Meridian	19.95 ha./acres
W6, Peace River Land District	19.95 ha./acres
TOTAL AREA	39.9 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: 13470 - 227 Road, Peace River Regional District, BC V1G 0C2

**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: A2

Proposed zone: ~~A2~~ R 5

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:

Residential  
manufactured home; power shed

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

(a) North Residential

(b) East Crown

(c) South Residential

(d) West Residential

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

Sub-Division for son

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

Keep family close  
Don farmable land  
Help Retired senior citizen take care of property

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

certified lagoon

---

---

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

Cistern

---

---

**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.

Elisabeth Claus  
Signature

February 3, 2020  
Date signed

  
Signature of Owner

FEB 03 - 2020  
Date signed

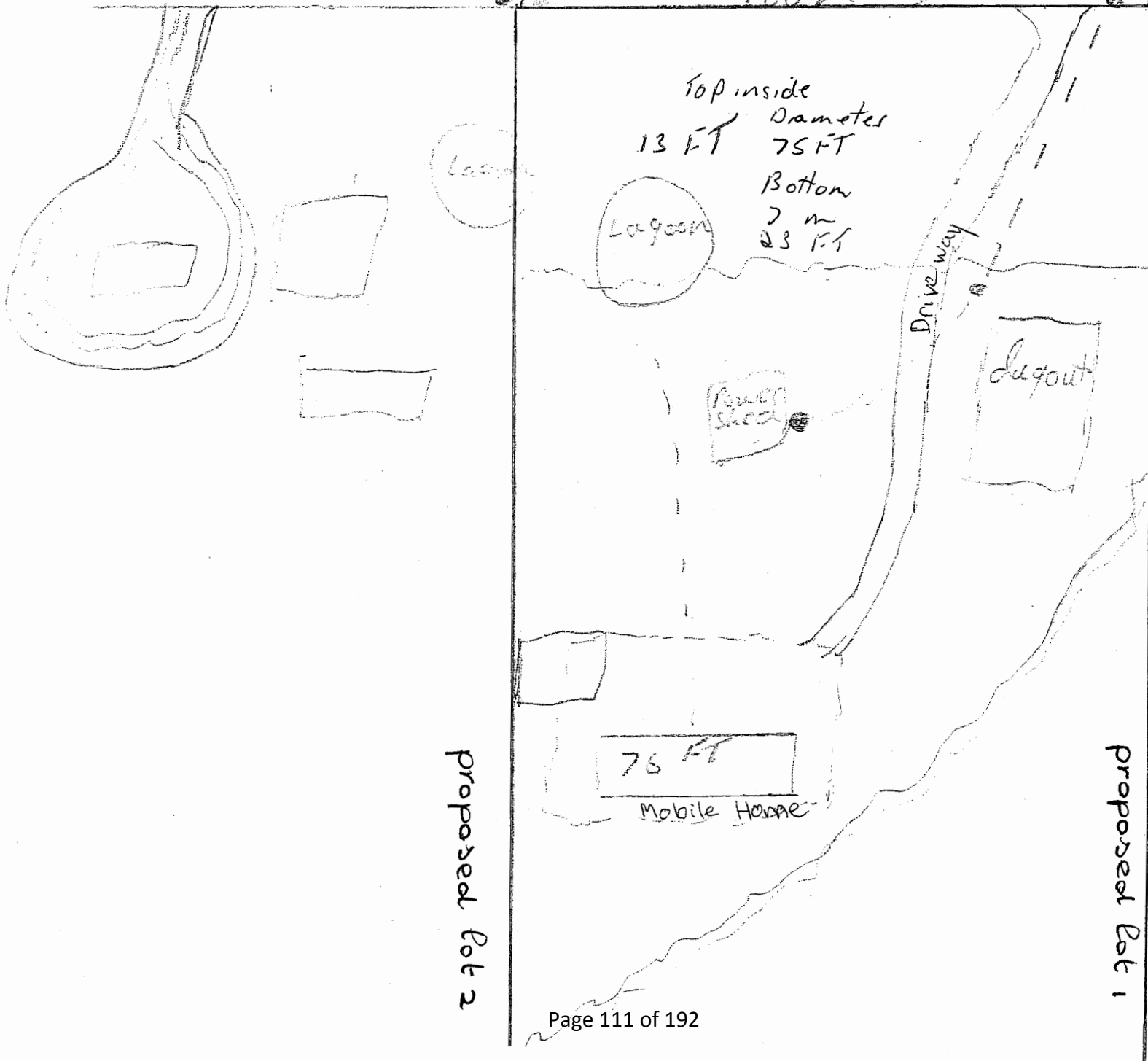
16. **AGENT'S AUTHORIZATION**

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

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

227 Road

← 100 m →





# PEACE RIVER REGIONAL DISTRICT

## Memorandum

TO: Leonard Hiebert, Director of Electoral Area D  
FROM: Development Services Department  
DATE: February 13, 2020  
RE: **Application for Zoning Amendment Bylaw No. 2404, 2020, (PRRD File 20-004 ZN)**

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 bylaw are provided for your review. As instructed at the November 21, 2019 EADC meeting, referrals to Directors will be done earlier in the application review process, at the same time as external agency referrals. As a result, this referral does not include external agency comments or a staff report.

### COMMENTS

Response requested by February 27, 2020

No comment ☐

Hello,  
The proposal is close to MDR and RN and I will support it.

Leonard Hiebert

Feb. 27/2020

Director/Municipality

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) 785-1129 Email: prrd.fsj@prrd.bc.ca



## 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  
Bylaw No. 2404, 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. 2404, 2020."
2. Schedule B – Map 12 of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning Lot C, Section 25, Township 77, Range 16, W6M, PRD, Plan 32208, from A-2 "Large Agricultural Zone" to R-5 "Residential 5 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

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. 2404, 2020,  
as adopted by the Peace River Regional District  
Board on \_\_\_\_\_, 20\_\_\_\_.

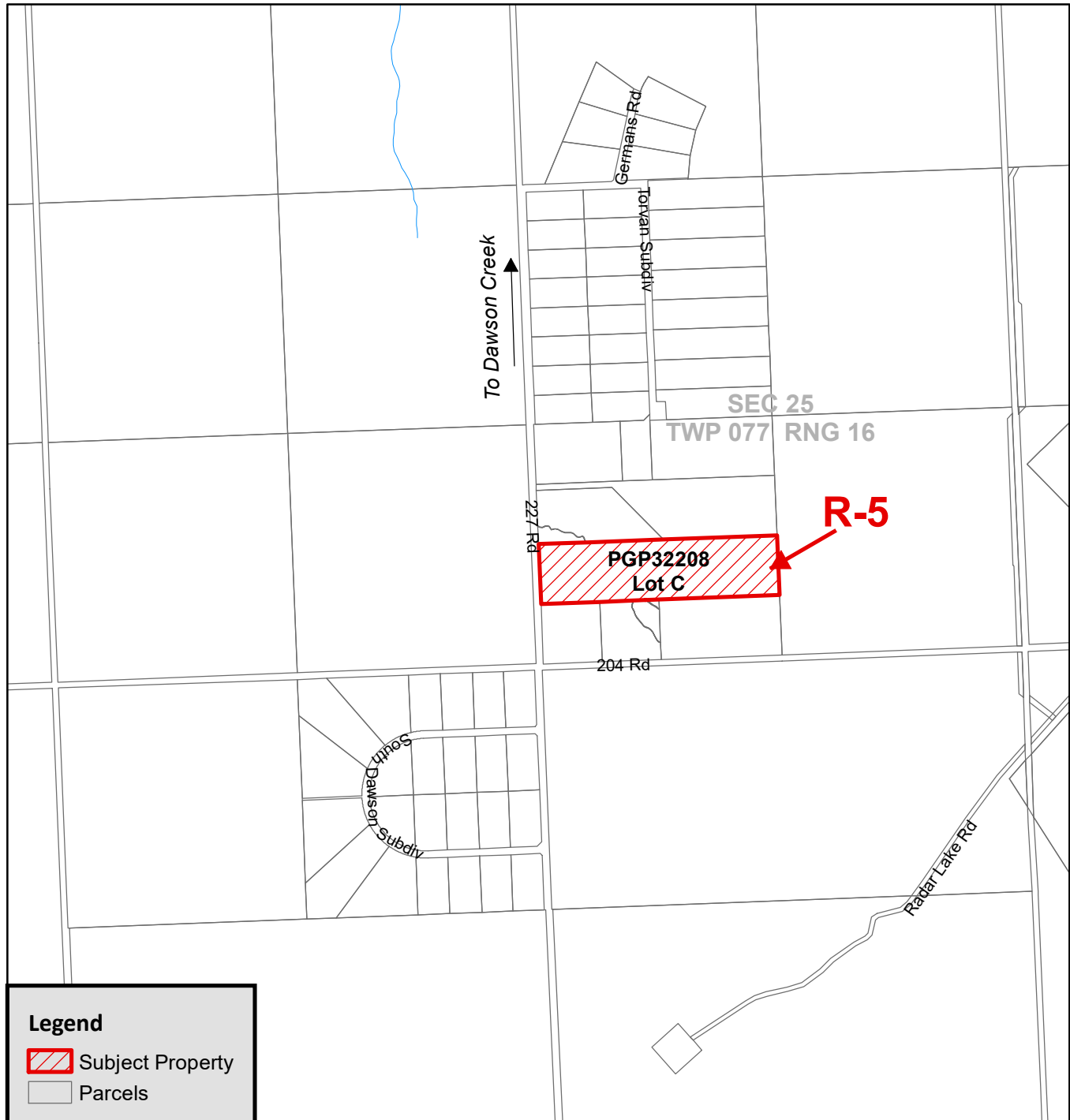
\_\_\_\_\_  
Corporate Officer



Peace River Regional District  
Bylaw No. 2404, 2020  
**SCHEDULE "A"**



Schedule B - Map 12 of "Peace River Regional District Zoning Bylaw 1343, 2001" is hereby amended by rezoning Lot C, Section 25, Township 77, Range 16, W6M, PRD, Plan 32208 **from** A-2 "Large Agricultural Zone" **to** R-5 "Residential 5 Zone" as shown on the drawing below:





# REPORT

To: Chair and Directors

Report Number: DS-BRD-006

From: Tyra Henderson, Corporate Officer

Date: March 31, 2020

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

---

## **RECOMMENDATION: [Corporate Unweighted]**

That the Regional Board give Zoning Amendment Bylaw No. 2405, 2020, to add “craft brewery or distillery” as a permitted principal use in the I-1 (light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001, first and second readings; further, that the public hearing be waived pursuant to Section 464(2) of the *Local Government Act* and that public notification be authorized pursuant to Section 467 of the *Local Government Act*.

## **BACKGROUND/RATIONALE:**

### **Proposal**

The proposed amendment would add “craft brewery or distillery” as a permitted principal use for all properties in the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001. The addition of the permitted use in all properties zoned I-1 was triggered by an application for a zoning amendment to allow it on a specific property. As noted below, the applicant’s intention is to establish a craft distillery on a specific property in the rural area outside of the City of Fort St. John. On March 26<sup>th</sup>, 2020, the Regional Board directed staff to reword Zoning Amendment Bylaw No. 2405, 2020 from “processing facility of agricultural products” to “craft brewery or distillery.”

### **File Details**

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

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

## **Comments & Observations**

### Applicant

The applicant states that a craft distillery is in keeping with other permitted uses in the I-1 Zone, and would be less impactful than some permitted uses, such as mining, bulk fuel sales, and sandblasting. The applicant

states that a craft distillery often includes a tasting room, which would fit with any nearby residential areas. Lastly, he states that craft distilleries and breweries are common in other jurisdictions, such as Fort St. John.

#### Agricultural Land Reserve (ALR)

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

#### Official Community Plan (OCP)

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

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

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

#### Land Use Zoning

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

Therefore, the proposed “craft brewery or distillery” use is consistent with other uses in the I-1 Zone.

### **Impact Analysis**

#### Context

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

### **Comments Received from Municipalities & Provincial Agencies**

#### Agricultural Land Commission

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

#### Chetwynd & MoTI

No objections.

#### Charlie Lake Fire Department

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

Fort St. John

Interests unaffected.

Fort St. John Fire Rescue

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

Northern Health

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

School District 60

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

**ALTERNATIVE OPTIONS:**

1. That the Regional Board give Zoning Amendment Bylaw No. 2405, 2020, to add “craft brewery or distillery” as a permitted principal use in the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001, first and second readings; further,  
That a public hearing, delegated to the Regional Board Chair, be held pursuant to Section 464(1) of the *Local Government Act* and public notification be authorized pursuant to Section 466 of the *Local Government Act*.
2. That the Regional Board respectfully refuse Zoning Amendment Bylaw No. 2405, 2020, to add “craft brewery or distillery” as a permitted principal use in the I-1 (Light Industrial) Zone within PRRD Zoning Bylaw No. 1343, 2001.
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.

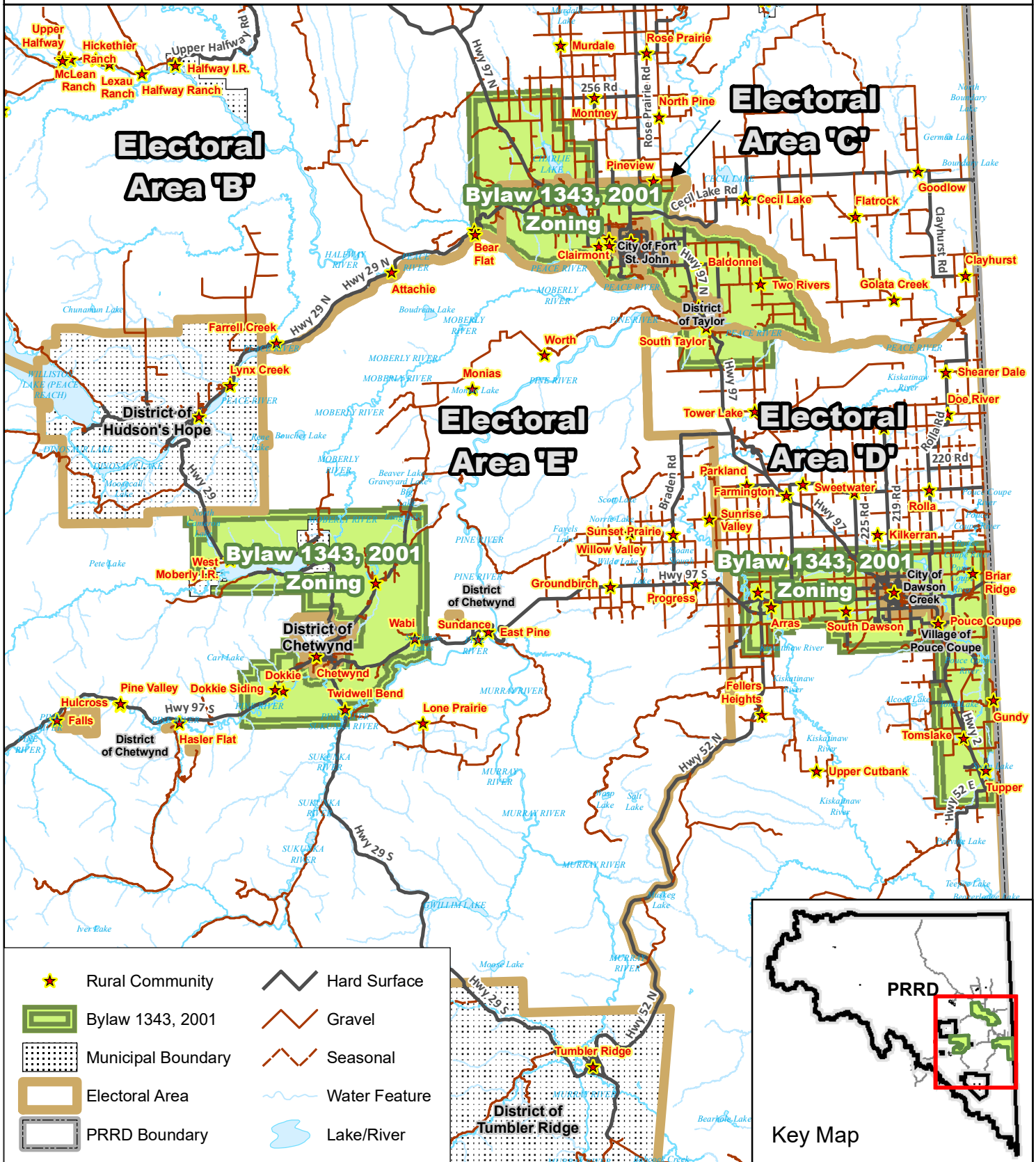
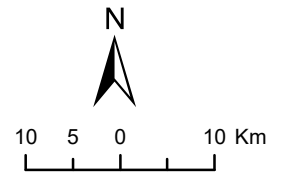
## Attachments:

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

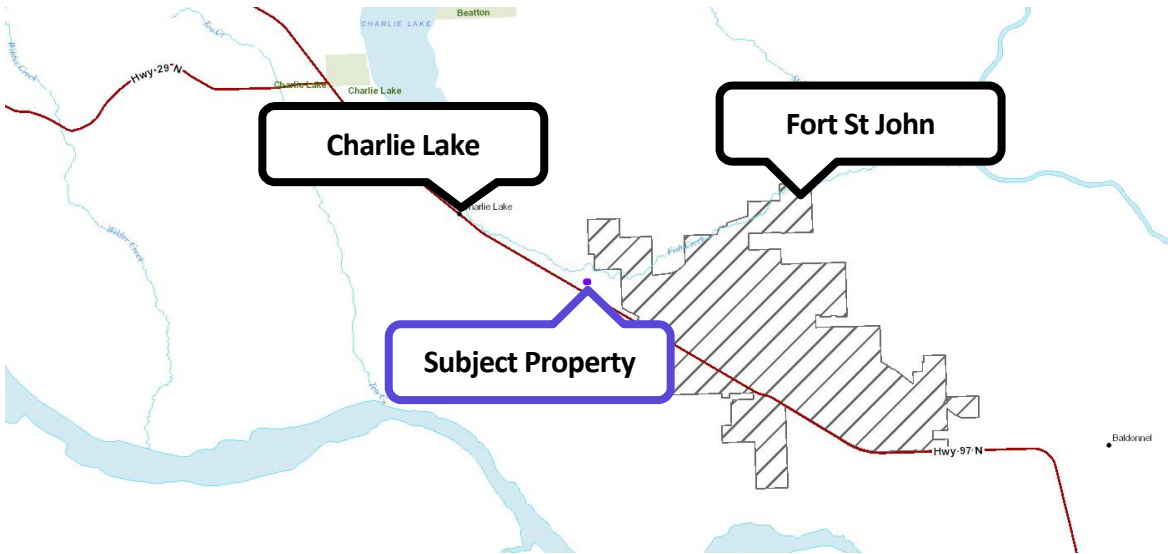




# Peace River Regional District Zoning Bylaw 1343, 2001



**Location:** Fort St. John area



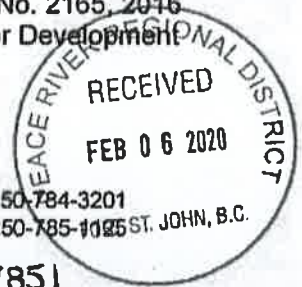
**Aerial imagery**



20-002 TUP

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

## PEACE RIVER REGIONAL DISTRICT

DAWSON CREEK 1981 Alaska Avenue (Box 810), Dawson Creek, BC  
FORT ST. JOHN 9505 100<sup>TH</sup> Street, Fort St. John, BC V1J 4N4  
[Toll Free: 1-800-670-7773](T) 250-784-3200..(F) 250-784-3201  
(T) 250-785-8084 (F) 250-785-1195 ST. JOHN, B.C.

Receipt # 7851

Application for DevelopmentREVISED  
FEB 7/2020

## 1. TYPE OF APPLICATION

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

In regard to applications for:

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

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

## 2. PLEASE PRINT

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

## 3. PROPERTY DESCRIPTION

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

## Notice of collection of personal information:

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



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

5. PARTICULARS OF PROPOSED AMENDMENT

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

☐ Official Community Plan (OCP) Bylaw amendment:

Existing OCP designation: \_\_\_\_\_

Proposed OCP designation: \_\_\_\_\_

Text amendment: \_\_\_\_\_

REVISED  
FEB 7/2020

☒ Zoning Bylaw amendment:

Existing zone: I-1

Proposed zone: \_\_\_\_\_

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

☐ Development Variance Permit – describe proposed variance request:

☐ Temporary Use Permit – describe proposed use:

☐ Development Permit: Bylaw No. \_\_\_\_\_ Section No. \_\_\_\_\_

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

House and yard

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

(a) North Industrial shop and yard

(b) East Residential and Industrial

(c) South Industrial Shop and yard

(d) West Industrial Shop and yard

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

40' x 40' Shop

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

see attached page.

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

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

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

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

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

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

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

February 6, 2020  
Date signed

\_\_\_\_\_  
Date signed

16. AGENT'S AUTHORIZATION

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

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



## **APPLICATION FOR DEVELOPMENT**

### *Zoning Bylaw Amendment*

#### **9. Reasons and comments in support of the application.**

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



## REFERRAL FORM

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

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



**Agricultural Land Commission**

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

March 18, 2020

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

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

**Delivered Electronically**

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

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

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

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

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

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

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

\*\*\*\*\*

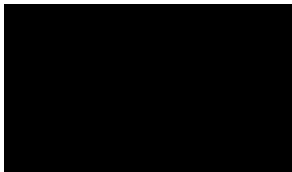
The ALC strives to provide a detailed response to all bylaw referrals affecting the ALR; however, you are advised that the lack of a specific response by the ALC to any draft bylaw provisions cannot in any way be construed as confirmation regarding the consistency of the submission with the ALCA, the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

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

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

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION



Sara Huber, Regional Planner

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

CC: Ministry of Agriculture – Attention: Lori Vickers

46717m1

## Michael Blatz

---

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

**CAUTION:** This email originated from outside of the organization.

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

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

---

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

**CAUTION:** This email originated from outside of the organization.

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

Good afternoon,

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

Best,

**Michael Blatz** | Land Use Planner

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

[michael.blatz@prrd.bc.ca](mailto:michael.blatz@prrd.bc.ca) | [www.prrd.bc.ca](http://www.prrd.bc.ca)



PEACE RIVER REGIONAL DISTRICT





## PEACE RIVER REGIONAL DISTRICT

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



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

**Date:** Feb. 24, 2020

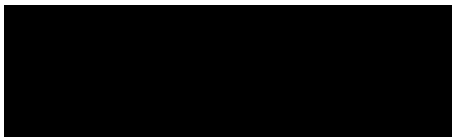
**Re:** PID: 012-322-253 (11248 269 Rd)

Hello Michael,

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

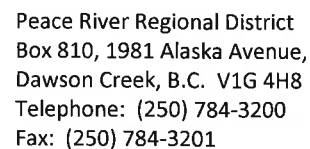
We request from the owner, once the craft distillery is in place that we (CLFD) are notified so we can do a site inspection. This will allow for a site fire pre-plan to be created.

Regards,



Fire Chief Edward Albury  
Charlie Lake Fire Department





## Michael Blatz

---

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

**CAUTION:** This email originated from outside of the organization.

Good day Michael,

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

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

Thanks,

**Daniel Simpson**

*Deputy Fire Chief*

Fire Hall 250 785 4333  
[REDACTED]

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



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



Ministry of  
Transportation  
and Infrastructure

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

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

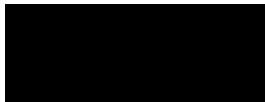
Attn: Michael Blatz - North Peace Land Use Planner

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

The Ministry has no objections to the zoning text amendment.

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

Sincerely,



Raj Chopra – District Development Technician

Ministry of  
Transportation and  
Infrastructure

Peace District

Mailing Address:  
**District Office Address:**  
#300, 10003 - 110<sup>th</sup> 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

24 February, 2020

Michael Blatz | Land Use Planner  
Peace River Regional District

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

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

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

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

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

Sincerely

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

## Michael Blatz

---

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

**CAUTION:** This email originated from outside of the organization.

Hi Michael,

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

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

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

Should you need an official letter, please advise.

Thank you for the opportunity to provide comment.

Brenda Hooker

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

Good afternoon,

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

Best,

**Michael Blatz** | Land Use Planner

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

[michael.blatz@prrd.bc.ca](mailto:michael.blatz@prrd.bc.ca) | [www.prrd.bc.ca](http://www.prrd.bc.ca)



PEACE RIVER REGIONAL DISTRICT



## Jacqueline Burton

---

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

I see no problems with it.

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

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

<20-005-ZN DirRef Memo.docx>

<20-005-ZN\_ReferralPackage.pdf>





## Jacqueline Burton

---

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

No issues

---

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

Good afternoon Directors,

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

Best,  
**Development Services**

PEACE RIVER REGIONAL DISTRICT | Direct: 250-784-3200  
[planning@prrd.bc.ca](mailto:planning@prrd.bc.ca) | [www.prrd.bc.ca](http://www.prrd.bc.ca)



PEACE RIVER REGIONAL DISTRICT



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## Jacqueline Burton

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

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

---

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

Good afternoon Directors,

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

Best,  
**Development Services**

PEACE RIVER REGIONAL DISTRICT | Direct: 250-784-3200  
[planning@prrd.bc.ca](mailto:planning@prrd.bc.ca) | [www.prrd.bc.ca](http://www.prrd.bc.ca)



PEACE RIVER REGIONAL DISTRICT



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**PEACE RIVER REGIONAL DISTRICT**  
**Zoning Bylaw No. 1343, 2001**

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

**1. Permitted Uses**

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

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



## PEACE RIVER REGIONAL DISTRICT Zoning Bylaw No. 1343, 2001

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

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

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

## 2. Regulations

### Minimum Parcel Size

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

### Exceptions to the minimum parcel size as follows:

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

### Number and type of DWELLING UNIT(S)

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

### Height

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



**PEACE RIVER REGIONAL DISTRICT**  
**Zoning Bylaw No. 1343, 2001**

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

Setbacks

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

ACCESSORY Buildings, except DWELLING UNIT(S)

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

Recycle Centre

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

Additional Uses

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

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

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

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

[Bylaw No. 1786, 2008]

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

- ii) A TANKFARM of not more than one tank, which is not more than 3.5 metres above grade and where the volume in the tank is not greater than 30m<sup>3</sup> of Liquid CO<sub>2</sub>

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

[Bylaw No. 1937, 2011]

- ii) Concrete Batch Plant

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

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

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

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

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

(bb) craft brewery or distillery.

READ A FIRST TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Public Notification advertised on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Ministry of Transportation approval received this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2020

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2020.

(Corporate Seal has been  
affixed to the original bylaw)

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

I hereby certify this to be a true and correct copy of  
"PRRD Zoning Amendment Bylaw No. 2405, 2020,  
as adopted by the Peace River Regional District  
Board on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Corporate Officer





# REPORT

To: Chair and Directors

Report Number: DS-BRD-005

From: Tyra Henderson, Corporate Officer

Date: March 31, 2020

**Subject: Zoning Amendment Bylaw No. 2387, 2020 – PRRD File 19-189**

---

## **RECOMMENDATION #1: [Corporate Unweighted]**

That the Regional Board rescind the requirement for receipt of subdivision approval from the Ministry of Transportation and Infrastructure (MoTI) prior to consideration of adoption of Bylaw 2387, 2020, as imposed by PRRD Board Resolution RD/20/01/32 (as amended) on January 9, 2020, as MoTI is obligated under Section 87 of the *Land Title Act* to reject a subdivision that does not comply with applicable bylaws.

## **RECOMMENDATION #2: [Corporate Unweighted]**

That the Regional Board give Zoning Amendment Bylaw No. 2387, 2020, to rezone a 2.4 ha portion of the property identified as PID 011-576-855 from A-2 (Large Agricultural Holdings Zone) to R-3 (Residential 3 Zone), and the remaining 21.7 ha from A-2 (Large Agricultural Holdings Zone) to A-1 (Small Agricultural Holdings Zone), third reading.

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

That the Regional Board adopt Zoning Amendment Bylaw No. 2387, 2020.

## **BACKGROUND/RATIONALE:**

At the January 9, 2020 Board meeting, the Board gave first two readings to Bylaw 2387, 2020 and included as a condition of consideration of third reading, receipt of subdivision approval from the Ministry of Transportation and Infrastructure (MoTI). Upon referral of the Bylaw to MoTI, seeking approval of the proposed subdivision of the property, MoTI advised that they could not approve the subdivision prior to the rezoning being completed, as under the current zoning A-2 the subdivision would be non-compliant with zoning. MoTI requires the Board to complete the rezoning, legalizing the smaller parcel sizes proposed by the subdivision, prior to subdivision approval.

Details of the proposal are provided below for the Board's information.

### **Proposal**

To rezone the subject property to facilitate the subdivision of the existing home site.

**File Details**

Owner: Brandi Shaman  
Area: Electoral Area C  
Location: Fort St. John Area  
Legal: Lot B Section 35 Township 83 Range 19 W6M Peace River Plan 17032  
Civic Address: 8507 269 Road  
PID: 011-576-855  
Lot Size: 24.1 ha (59.5 ac)

**Rationale**

The subject property is currently smaller than the minimum parcel size in the A-2 Zone; therefore, a rezoning of both the proposed new lot and the residual property is required prior to subdivision. The landowner's previous application to rezone the property was deferred by the Regional Board, pending completion of the new North Peace Fringe Area Official Community Plan.

**Summary of Application Procedure**

Zoning Amendment Bylaw No. 2387, 2020 was read for a first and second time on January 9, 2020. The following activities have occurred since then:

February 6, 2020 Notification of the public hearing mailed to landowners in the notification area  
February 13 & 20, 2020 Notice of public hearing advertised in the Alaska Highway News  
February 25, 2020 Public hearing held in Fort St. John, BC (see attached minutes)

**ALTERNATIVE OPTIONS:**

1. That the Regional Board respectfully refuse Zoning Amendment Bylaw No. 2387, 2020, to rezone a 2.4 ha portion of the property identified as PID 011-576-855 from A-2 (Large Agricultural Holdings Zone) to R-3 (Residential 3 Zone), and the remaining 21.7 ha from A-2 (Large Agricultural Holdings Zone) to A-1 (Small Agricultural Holdings Zone), as submitted.
2. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):** None.

**COMMUNICATIONS CONSIDERATION(S):**

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

**OTHER CONSIDERATION(S):** None.

**Attachments:**

1. February 25, 2020 Public Hearing Minutes
2. Bylaw 2387, 2020
3. MoTI referral response



**PEACE RIVER REGIONAL DISTRICT**  
**PUBLIC HEARING – MINUTES**  
**Proposed Zoning Amendment Bylaw No. 2387, 2020**  
February 25, 2020 @ 7:00 p.m.  
**Pomeroy Sport Centre, 9324 96 Street, Fort St. John, BC**

**ATTENDANCE:**

Peace River Regional District: Brad Sperling, Director of Electoral Area C (Chair)  
Kevan Sumner, General Manager of Development Services  
Michael Blatz, North Peace Land Use Planner (Recorder)

Applicant/Owner: Not present

Public: 8 additional members of the public

**1. CALL TO ORDER**

The Chair called the meeting to order at 7:02 pm.

**2. STATEMENT OF PUBLIC HEARING**

The Chair stated the procedural rules in place to govern the conduct of the public hearing as written in the agenda.

**3. INTRODUCTION TO PROPOSAL**

Staff provided those in attendance with a summary of proposed Zoning Amendment Bylaw No. 2387, 2020 for the property legally described as Lot B Section 35 Township 83 Range 19 W6M Peace River Plan 17032.

Staff summarized the proposal to rezone a 2.4 ha portion of the property from A-2 (Large Agricultural Holdings Zone) to R-3 (Residential 3 Zone) and to rezone the remaining 21.7 ha from A-2 (Large Agricultural Holdings Zone) to A-1 (Small Agricultural Holdings Zone) to facilitate the subdivision of the existing home site.

**4. SUMMARY OF APPLICATION PROCEDURE**

Staff provided a summary of the application procedures and timeline as outlined in the agenda for those in attendance at the hearing.

**5. COMMENTS FROM AGENCIES AND MUNICIPALITIES RECEIVED**

Staff read aloud and summarized the comments received from agencies and municipalities as outlined in the agenda.

## **6. WRITTEN COMMENTS RECEIVED FROM PUBLIC**

Staff called for any written comments from members of the public in attendance. None were offered.

Staff stated that as of 4:00 pm on February 25, 2020 the Peace River Regional District had not received any written comments from the public.

Staff called a second time for written comments from members of the public in attendance. None were offered.

Staff called a final time for written comments from members of the public in attendance. None were offered.

## **7. COMMENTS FROM APPLICANT(S)**

The Chair asked the landowner if she was present to make any comments related to the proposed bylaws. The Chair noted the landowner was not in attendance.

## **8. COMMENTS FROM PUBLIC**

The Chair asked the members of the public in attendance if they had any comments related to the proposed bylaws.

One member of the public expressed concern that if the applicant was ever to sell the property, there would be no access to the remainder, except through hers. Planning staff explained that MoTI is the approving authority and would not approve the subdivision if it created a land-locked parcel. Staff speculated that the remainder could potentially be accessed via the existing driveway or the undeveloped right-of-way on the east side of the subject property. The member of the public stated that she did not think either of those were viable options.

A second member of the public asked how the properties would be accessed if subdivision were approved. She wanted the landowner to explain their intentions. Chair Sperling said that the intention is to subdivide the home site off from the rest of the property.

A third member of the public asked for clarification on the proposed A-1 (Small Agricultural Holdings) Zone and whether that portion of the property could be subdivided into acreages. Planning staff clarified that the proposed parcel size of the remainder does not meet the minimum parcel size in the A-2 Zone. As such, the property must be rezoned and the minimum parcel size in the A-1 zone is 15 hectares or 37 acres. Chair Sperling clarified that the current proposal is only to subdivide the existing home site and the previous application to establish acreages was not approved.

The Chair called a second time for comments from members of the public in attendance.

A fourth member of the public asked if the landowner intended to build a home on the remainder. Chair Sperling responded saying that her previous application was to develop the whole property, but this application is just to subdivide the existing home site. He did not want to speculate on what her intention is with the rest of the property.

The Chair called a final time for comments from members of the public in attendance.

The third member of the public to speak asked if the proposed home site was in compliance with relevant public health rules. Chair Sperling stated that public health is governed by Northern Health, not the Peace River Regional District.

General discussion ensued about when the previous application was submitted.

**9. FINAL COMMENTS FROM APPLICANT(S)**

The Chair noted the landowner was not in attendance and could not make any final comments.

**10. TERMINATION OF PUBLIC HEARING**

The Chair terminated the Public Hearing at 7:20pm.

Certified to be a fair and accurate summary of the nature of the representations respecting proposed Zoning Amendment Bylaw No. 2387, 2020, held on Tuesday, February 25, 2020.

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Michael Blatz, Recorder

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Director Brad Sperling, Chair

**PEACE RIVER REGIONAL DISTRICT**  
**Bylaw No. 2387, 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. 2387, 2020."
2. Schedule A – Map 10 of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning Lot B, Section 35, Township 83, Range 19, W6M, PRD, Plan 17032, from A-2 "Large Agricultural Holdings Zone" to A-1 "Small Agricultural Holdings Zone" and R-3 "Residential 3 Zone", as shown on Schedule 'A' which is attached to and forms part of this bylaw.

READ A FIRST TIME THIS	<u>9<sup>th</sup></u>	day of	<u>January</u>	, 2020.
READ A SECOND TIME THIS	<u>9<sup>th</sup></u>	day of	<u>January</u>	, 2020.
Public Notification mailed on	<u>6<sup>th</sup></u>	day of	<u>February</u>	, 2020.
Public Notification published on the	<u>13<sup>th</sup> and 20<sup>th</sup></u>	day of	<u>February</u>	, 2020.
Public Hearing held on the	<u>25<sup>th</sup></u>	day of	<u>February</u>	, 2020.
READ A THIRD TIME THIS	<u>                    </u>	day of	<u>                    </u>	, 2020
ADOPTED THIS	<u>                    </u>	day of	<u>                    </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  
"PRRD Zoning Amendment Bylaw No. 2387, 2020,  
as adopted by the Peace River Regional District  
Board on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Corporate Officer



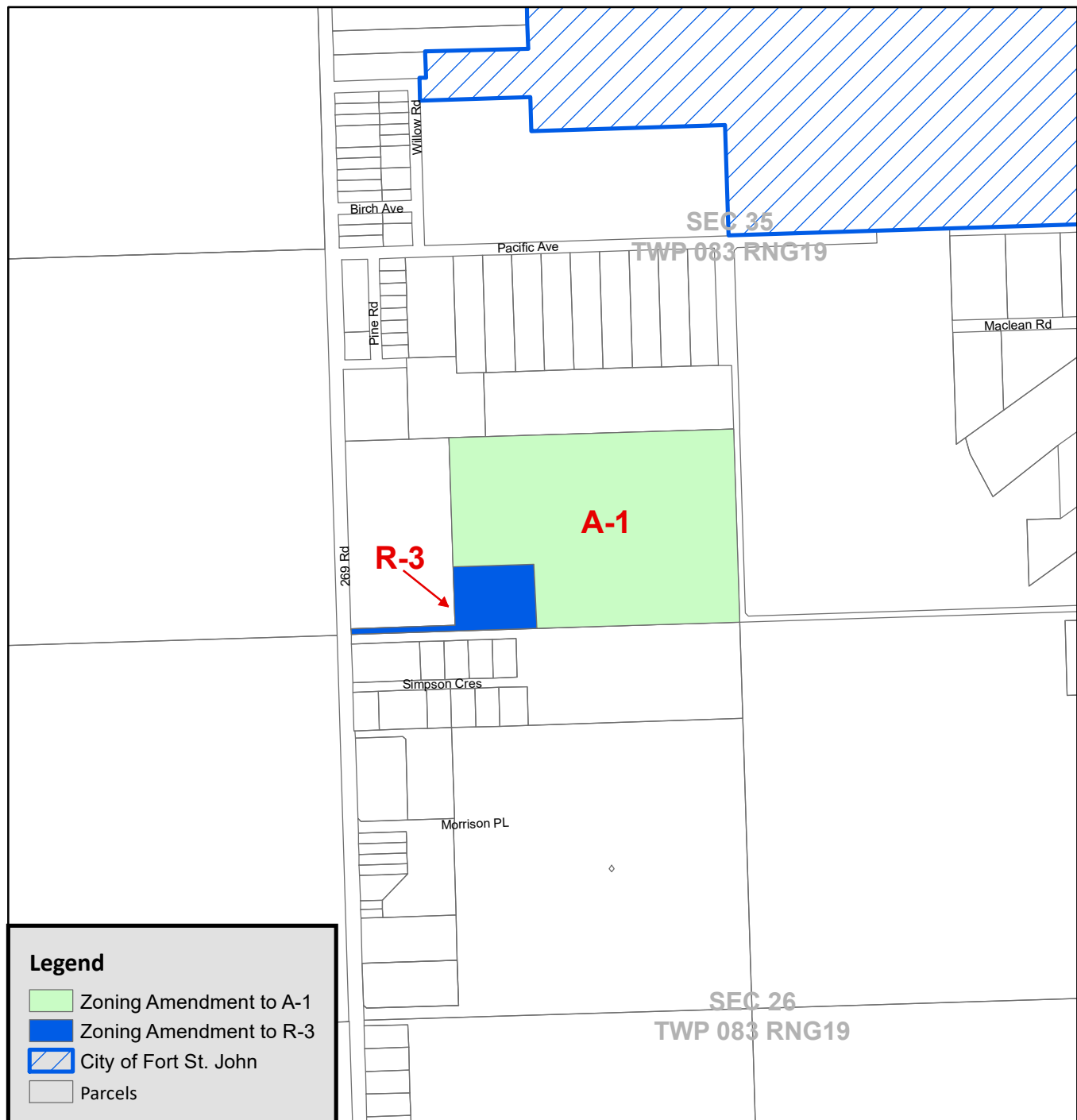


Peace River Regional District  
Bylaw No. 2387, 2019  
**SCHEDULE "A"**



1:12,500

Schedule A - Map 10 of "Peace River Regional District Zoning Bylaw No. 1343, 2001" is hereby amended by rezoning Lot B, Section 35, Township 83, Range 19, W6M, PRD, Plan 17032 **from** A-2 "Large Agricultural Holdings Zone" **to** A-1 "Small Agricultural Holdings Zone" and "R-3 "Residential 3 Zone" as shown shaded on the drawing below:



**From:** Hansen, Nicole TRAN:EX <[Nicole.Hansen@gov.bc.ca](mailto:Nicole.Hansen@gov.bc.ca)>  
**Sent:** Tuesday, February 4, 2020 10:29 AM  
**To:** Kevan Sumner <[kevan.sumner@prrd.bc.ca](mailto:kevan.sumner@prrd.bc.ca)>  
**Subject:** RE: Rezoning and Subdivision Approval Issue

**CAUTION:** This email originated from outside of the organization.

Hi Kevan, Thanks for writing in about this matter.

The existing land use bylaw does not allow for the smaller parcel sizes and Section 87 of the *Land Title Act* obligates us to reject a subdivision that does not comply with applicable bylaws. The Act doesn't allow us to speculate on a bylaw that may or may not be adopted by the regional district and approve under the conditions of that bylaw. The subdivision either complies with the current bylaw or it doesn't.

You can't vary the use or density found in the bylaw through a Development Variance Permit so the only option is to enact a bylaw allowing the smaller lot size. Once that is in place, we would be able to proceed with the subdivision.

One option you could consider is requiring the owner to register a covenant prior to adoption of the bylaw restricting use (e.g. no build or no occupancy) of the smaller parcel area until the subdivision is complete. That would allow you to retain control over activities on the lot while the subdivision is being undertaken.

Hope this info helps.

Nicole Hansen | Provincial Approving Officer  
300-10003 110 Ave  
Fort St. John, BC V1J 6M7  
Phone: 778-576-1104  
Email: [Nicole.Hansen@gov.bc.ca](mailto:Nicole.Hansen@gov.bc.ca)

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## Purpose of the Strategic Plan

The 2019-2022 Strategic Plan was developed by the Board to ensure that our decisions, activities and policies are aligned with our vision and goals. The plan addresses the most significant opportunities and challenges facing the region and supports the continued provision of quality services, amenities and infrastructure for our citizens.

The plan will inform the development of our annual budgets and departmental work plans. Quarterly reports to the Board and the Annual Report will provide an opportunity to review and communicate progress in achieving the Board's goals and update the plan as necessary.



# Strategic Focus Areas

## 1. Organizational Effectiveness

### Goal

To ensure the PRRD is functioning in a prudent and effective manner and operations and policies are consistent with, and reflective of local government legislative requirements and best practices.

### Why?

A well-functioning organization with an appropriate allocation of resources and effort contributes to effective and efficient delivery of services, supports the retention and recruitment of staff and safeguards the organization from risk and liability.

STRATEGIES	ACTIVITIES	TARGETS
1. Develop a corporate Asset Management Program	a) Develop an asset management policy b) Complete inventory of assets c) Undertake condition assessments for all PRRD owned assets d) Determine service expectations for all assets e) Identify funding and investment strategies f) Adopt asset management plan	• Q4 2019 • Q4 2019 • 2020 • 2021 • 2021 • 2022
2. Comprehensive Policy Review	a) Inventory, assess and prioritize existing governance and administrative policies to identify gaps or deficiencies b) Revise and amend policies on a priority basis	• Q4 2019 • 2021
3. Support and Develop our Human Resources	a) Establish a corporate employee development program b) Review and update performance review process c) Develop an employee retention and recruitment strategy	• Q4 2019 • Q4 2019 • Q4 2020
4. Develop Performance Reporting System	a) Create an Annual Report that aligns with the Strategic Plan b) Implement a quarterly reporting structure to Board c) Investigate and implement performance reporting systems/technology platforms	• Q3 2019 • Quarterly • Q4 2019

## 2. Partnerships

### Goal

To enhance the effectiveness of our service delivery and advocacy through the pursuit of local, regional and inter-provincial partnerships.

### Why?

There are many benefits and advantages to be achieved through cooperation and collaboration with partners within the region and adjacent to our region. Economies of scale and expertise can reduce costs and enhance productivity, while a collective voice on important issues in the region can positively influence decisions and policies of government.



STRATEGIES	ACTIVITIES	TARGETS
1. Collaboration with Local and First Nations governments	a) Identify overlaps, duplications or gaps in service with partnering governments. b) Identify and pursue Community to Community Forum program opportunities. c) Develop policy for establishment of service agreements	<ul style="list-style-type: none"> <li>• 2019</li> <li>• 2019</li> <li>• Q3 2019</li> </ul>
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"> <li>• 2019</li> <li>• 2019</li> </ul>





### 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"> <li>• Q4 2019</li> <li>• 2019</li> <li>• 2019</li> </ul>
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"> <li>• 2019</li> <li>• 2019</li> <li>• 2020</li> <li>• 2022</li> <li>• 2022</li> </ul>





## 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"><li>• Ministry of Jobs, Trades and Technology</li><li>• Federal Ministry of Infrastructure and Communities and Rural Economic Development</li><li>• Private Service Providers</li><li>• NCLGA, First Nations, Industry</li></ul>
2. Senior's Housing – Needs Assessment and Investment	<ul style="list-style-type: none"><li>• Northern Health</li><li>• Ministry of Health</li><li>• Community Partners and Agencies</li></ul>
3. Emergency Response Capacity for Local Governments	<ul style="list-style-type: none"><li>• Ministry of Public Safety and Solicitor General</li><li>• NCLGA</li><li>• UBCM</li></ul>

## Board Appointments – 2020

### Standing Committees – (Appointed by the Chair, LGA 218(2))

#### **Electoral Area Directors' Committee**

Director Goodings  
Director Sperling  
Director Hiebert  
Director Rose

#### **Community Measures Advisory Committee**

Brad Sperling  
Steve Thorlakson  
Jim Little  
Julie Ziebart  
Glynnis Maundrell

#### **Invasive Plant Committee**

Director Sperling  
Director Hiebert  
Director Goodings

#### **Regional Parks Committee**

Director Fraser  
Director Goodings  
Director Rose  
Director Michetti

#### **Solid Waste Committee**

Director Goodings, or Alternate Director Sperling  
Director Rose, or Alternate Director Hiebert  
Director Courtoreille, or Alternate Director  
Director Bumstead, or Alternate Director  
Director Zabkinsky, or Alternate Director  
Board Chair (ex-officio)

(updated: January 9, 2020 Board Meeting)

### **Select Committees (Appointed by the Board, LGA 218 (1))**

#### **Chetwynd Public Library Advisory Committee** [RD/16/11/38 (24)] (ToR)

Chetwynd Library Board Representatives: Sara Hoehn and Tanya Harmacek  
 PRRD Representative: Director Rose  
 Chetwynd Public Library Rep (Mgr): Melissa Millsap  
 District of Chetwynd Representative: Councillor Rochelle Galbraith

#### **Health Care Scholarship Committee** RD/18/06/23 (ToR)

Director Ackerman  
 Director Bumstead  
 Director Sperling  
 Director Rose

#### **North Peace Fringe Area Official Community Plan (NPFA OCP) Steering Committee -**

Director Goodings	Director Sperling	(RD/17/07/20 (27))
Director Hiebert	Director Ackerman	
Director Fraser		
Merilyn Scheck	Ken Forest	
Ann Sawyer	Glynnis Maundrell	
Wendy Basisty	O'Brien Blackall	
David Smith	Myron Dirks	
Jim Collins	Brad Filmer	
Ethelann Stewart	Jim McKnight	
Steve Byford	Bill Adair	
Corey Jonsson	Dianne Hunter	
SD#60 representative	Darrell Blades	
Karrilyn Vince	Tony Pellet	
Matt Austin	Renee Jamurat	
Sarah McDougal	Dave Tyreman	
Edward Albury, CLFD Chief	Nicole Hansen	

## **Select Committees (Appointed by the Board, LGA 218 (1))**

### **Solid Waste Management Plan Technical Advisory Committee**

#### **Technical**

Alex Adams, Director of Engineering and Public Works, District of Chetwynd  
 Doug Beale, District of Tumbler Ridge  
 Blair Deveau, Village of Pouce Coupe  
 Peter Nilsen, Development Services Manager, City of Dawson Creek  
 Ryan Nelson, Director of Operations and Approving Manager, District of Taylor  
 Victor Shopland, General Manager of Integrated Services, City of Fort St. John

#### **SW Contractors**

Dave Straube, Green For Life Environmental (GFL)  
 Deanne Ringland, Operations Manager, Tervita  
 Corey Pomeroy, Oscar's Disposal Ltd.  
 Eric Tricker, Aim Trucking Ltd  
 Ian McLeod, Trans Peace Construction

#### **Recyclers**

Sally Paquette, Chetwynd Lions Club Recycling  
 Jeremy Parslow, Owner – DC Recycling  
 Lindsay Heal, Owner – Recycle It Resource Recovery

#### **Construction and Demolition**

Aaron Henry, Kalmar Construction  
 Dale Neul, WL Construction  
 Jonathan Simmons, Ascension Builders  
 Travis Hiebert, Celtic Construction  
 David Toews, Colteran Construction  
 Will, Complete Carpentry Services  
 Easy Eaves Home and Improvement (Stonehammer)  
 Chad or Clayton, Hegge Construction  
 Luke Barrett, KB Construction  
 Tyler Marion, Marion Construction  
 John, Toms Construction  
 Hendrick, Kor-Kraft Construction

#### **First Nations**

Merli du Guzman, Band Manager/Admin, Blueberry River  
 Randy Orr, Band Manager, Halfway River  
 Ronda Lalonde-Auger, Director of Assets and Infrastructure, Saulteau First Nations  
 Doig River First Nation, Treaty 8, West Moberly First Nations - TBA

#### **Interested Parties**

Karen Mason-Bennett, Northern Environmental Action Team  
 Sarah/Don Johnson, Reclaimed Supply

#### **Member at Large**

Vicki Burt - District of Hudson's Hope  
 Mike Fitzgerald - Electoral Area 'B'  
 Ken Drover (Nodes Construction) – Electoral Area 'D'  
 Rob Henry – Electoral Area 'E'  
 Carl Chandler (Celtic Construction) – City of Dawson Creek  
 TBA - City of Fort St. John, District of Chetwynd, Taylor, Tumbler Ridge, Village of Pouce Coupe, and Electoral Area C

## Legislated / Bylaw Commissions or Committees

### **Chetwynd Civic Properties Commission** (Bylaw 1049, 1996 as amended)

Director Courtoreille [RD/20/01/44]

Councillor Galbraith [RD/20/01/44]

Councillor Wark [RD/20/01/44]

Director Rose

Walter MacFarlane

Larry Houley

### **Electoral Area 'E' Industrial Development Committee / Commission**

Director Rose

### **Emergency Executive Committee** [RD/18/01/46 (25)]

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Director Bumstead

Director Ackerman

### **Fire Management Committees:**

#### Chetwynd

Director Rose

Mayor Courtoreille, District of Chetwynd

#### Dawson Creek / Pouce Coupe

Director Hiebert

Mayor Bumstead, City of Dawson Creek or designate

Mayor Michetti, Village of Pouce Coupe Mayor or designate

#### Fort St. John

Director Sperling

Mayor Ackerman, City of Fort St. John Mayor or designate

#### Moberly Lake

Director Rose

#### Taylor

Director Sperling

Director Hiebert

Mayor Fraser or representative of Council

#### Tomslake

Director Hiebert

**Legislated / Bylaw Commissions or Committees - continued****North Peace Leisure Pool Commission**

Electoral Area B - Director Goodings and Arlene Boon

Electoral Area C – Director Sperling and Alvilda (Willi) Couch

\*City of Fort St. John – Councillor Bolin and Councillor Grimsrud

*These appts are made by the respective municipalities and are recorded here for convenience.*

**Parcel Tax Roll Review Panel**

Director Goodings

Director Sperling

Director Hiebert

**Rural Budgets Administration Committee**

Director Goodings

Director Sperling

Director Hiebert

Director Rose



## **Board Liaison Appointments to Outside Agencies**

### **Alaska Highway Community Society**

Director Hiebert  
Director Goodings

### **Buick Arena**

Director Goodings

### **Charlie Lake Conservation Society**

Director Sperling

### **Chetwynd Communications Society**

Director Rose  
Mayor Courtoreille, District of Chetwynd

### **Chetwynd Library**

Director Rose

### **Clearview Arena**

Director Goodings

### **FSJ Results Based Pilot Project Public Advisory Group**

Director Fraser  
Director Goodings (Alternate)

### **FSJ Land and Resource Management Plan Community Leaders Group** [RD/19/12/12]

Director Sperling  
Director Goodings (Alternate)

### **Hydro Go Fund (BCH Peace Region Non-Profit Community Fund)**

Director Sperling  
Carol Kube [RD/19/10/40 (24)]

### **Invasive Plant Council of BC**

Director Hiebert

### **Municipal Finance Authority of BC**

Director Rose  
Director Sperling - Alternate

### **Municipal Insurance Association of BC** [RD/18/01/47 (25)]

Leanne Filipovic  
Director Bumstead – Alternate Voting Member

## **Board Liaison Appointments to Outside Agencies - continued**

### **North Peace Airport Society**

Electoral Area B – Director Goodings and Arlene Boon

Electoral Area C - Director Sperling and Jim McKnight

PRRD Member Representative - Director Goodings [RD/19/11/39 (28)] Term – December 15, 2022

### **Northern Development Initiative (NDI) Trust - NE Regional Advisory Committee**

Director Goodings

Director Hiebert

Director Sperling

Director Rose

### **Northeast Roundtable**

All PRRD Board members.

### **Northeast Strategic Advisory Group 2015**

Director Goodings

Director Ackerman (Alternate)

### **North Peace Fall Fair Society**

Director Goodings

### **Peace Williston Advisory Committee** [May 30, 2019]

Director Goodings

### **Recreation Planning – Site C** [RD/19/01/36]

Director Fraser

Director Heiberg

### **Regional Community Liaison Committee – Site C Clean Energy Project**

Director Goodings

Director Sperling

Director Hiebert

Director Rose

### **Tumbler Ridge Museum Foundation and Tumbler Ridge UNESCO Global Geopark**

Director Fraser

Director Heiberg – Alternate [RD/20/01/45]

### **UBCM Flood and Wildfire Advisory Committee** [RD/19/06/32]

Director Sperling

## **Industry Sector Liaison Appointments**

### **Coastal Gas Link Pipeline**

Director Rose

### **Environmental Assessment Project Working Groups**

#### **Enbridge Frontier Project** [RD/19/10/41 (24)]

Director Rose

#### **Hermann Mine** [RD/18/10/35]

Director Rose

Crystal Brown, EA Manager

#### **Kemess Underground Project**

Director Goodings

#### **Northern Gateway – Enbridge Pipeline**

Director Hiebert

#### **Red Willow Wind Project**

Director Hiebert

#### **Silverberry Secure Landfill Project**

Director Goodings

#### **Site C Project Working Group** [RD/18/03/39]

Director Goodings

Director Fraser

#### **Sukunka Coal Project**

Director Rose

#### **Westcoast Connector Gas Transmission (WCGT)** [RD/18/10/36]

Director Rose

Director Goodings

Crystal Brown, EA Manager

#### **Wolverine East Bullmoose Mine Review Committee** [RD/18/05/33]

Director Rose

#### **Wonowon Landfill Project** [RD/20/02/54]

Director Goodings



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-002

From: Tyra Henderson, Corporate Officer

Date: March 30, 2020

**Subject: Item Previously Released from Closed Meeting**

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For information only.

The following resolution has been authorized for release to the public from a prior closed meeting.

## **February 27, 2020**

MOVED, SECONDED AND CARRIED

That the Regional Board amend the Directors Code of Conduct to clearly indicate that the code of conduct is applicable outside of Board meeting settings, and include respectful behaviour expectations for others attending meetings, to be brought forward at a future public Board meeting; further, that this resolution be authorized for immediate release to the public.

## **BACKGROUND/RATIONALE:**

The above resolution was authorized for release, and is provided in this report as the official disclosure of the item to the regular Board agenda, as per the 'Closed Meetings and Proactive Disclosure Policy'.

## **ALTERNATIVE OPTIONS: N/A**

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

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

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



## PEACE RIVER REGIONAL DISTRICT

### Rural Roads in the North Peace Initiative

PRRD Directors Meeting

February 14, 2020 – (teleconference)

#### **Attendance:**

Director Karen Goodings  
Director Dave Heiberg  
Jackie Kjos

#### **Regrets:**

Director Brad Sperling  
Director Rob Fraser

#### **Call to Order**

There was no quorum.

Video – Jackie has the video to a solid draft. The Directors discussed the length of the video and at this time, the ten-minute draft is OK. Recommendations to preview at Director Goodings Round Table meetings at Goodlow and Clearview on February 24<sup>th</sup> and with MoTI on February 25. With that feedback a good review with the Task Force on the 25<sup>th</sup> should provide all the information to finalize. Director Goodings will discuss logistics with Crystal and Jackie will attend to receive feedback, answer any questions as she will be in town.

Call with Dave Nikolejsin – Jackie provided an overview and reiterated that the clear message from Dave was that our best chance comes from an Economic Development angle to get additional road investment.

Jackie's contract – after discussion, it was agreed that Jackie would sign another contract and support the initiative if she can through to December 31, 2020, recognizing that she is looking for other contracts, some which could limit her participation depending on the scope. This will not be shared at the RRTF meeting at this time as there is uncertainty.

PRRD letter from MoTI – Jackie is to pull the letter from the PRRD agenda package and review for any clarifications with Scott Maxwell at the meeting scheduled for Feb 25, 2020 (attached)

Next Meeting – February 7, 2020.

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## PEACE RIVER REGIONAL DISTRICT

### Rural Roads in the North Peace Initiative

PRRD Directors Meeting

January 24, 2020 – (teleconference)

#### **Attendance:**

Director Karen Goodings  
Director Brad Sperling

Jackie Kjos

#### **Regrets:**

Director Dave Heiberg  
Director Rob Fraser

#### **Call to Order**

There was no quorum .

Jackie advised that the communication and logo misunderstandings with PRRD had been discussed/resolved. Director Goodings suggested that future contracts should run by calendar year rather than fiscal year. Jackie is fine with that. Karen will email a request to Tyra Henderson to have that change made retroactive to January 1, 2020.

The audience for the video was discussed. The Directors felt it should be gear to residents, industry and government. Jackie advised a work in progress copy would be available later in the day.

NPRR Budget 2020 was discussed. Area B, Hudson's Hope and Taylor have confirmed support along with South Peace area 'D'. The challenges of incorporating the South Peace was discussed.

The DRAFT workplan was discussed and Director Sperling approved in principal. There was discussion about the amount of money required to do another round of lobbying to Victoria and possibly Prince George and it was felt to be adequate as presented. Director Goodings has not had time to review yet.

Other budget discussions were deferred until after the BC Natural Resources Forum.

Next Meeting – February 7, 2020.

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## PEACE RIVER REGIONAL DISTRICT

### Rural Roads in the North Peace Initiative

PRRD Directors Meeting

January 3, 2020 – (teleconference)

#### Attendance:

Director Karen Goodings  
Director Brad Sperling  
Director Dave Heiberg  
Director Rob Fraser

#### Regrets:

Jackie Kjos

#### Call to Order

Director Sperling called the meeting to order at 9:03 am (Fort St. John time). Director Goodings joined the call shortly after.

#### 1. Agenda and Minutes

Director Goodings called for additional agenda items and the following were added under new business.

- Communications protocol with PRRD staff
- NPPR logo

Minutes from the October 25 meeting had been sent out via email as well as meeting notes from:

- 2019-11-15
- 2019-11-22

Director Goodings called for errors or omissions. There were none.

***Moved** by Director Sperling to accept the agenda and minutes from the October 25, 2019 meeting as presented and to accept the meeting notes for information. **2<sup>nd</sup>** by Director Heiberg. **Carried***

#### 2. Consultants Report

- a) Task Force Committee Membership – there was a discussion about Gwen Johansson's continued participation. She had agreed to stay on during Dave's transition to Mayor. There is no opposition to her continuing. Karen will talk to her and report back.
- b) Arc Resources Gate on Swanson FSR – Jackie provided feedback on the status of the gate when she went to the site on December 20<sup>th</sup>. The Directors will continue to monitor, and no further action will be required unless there are further complaints from the public. It was noted that during LRMP consultation in years past, restricted access to crown resources has been a controversial topic.

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### 3. Budget/Workplan

- a) Budget - Jackie did not send out an updated budget as she has not completed December billing but there is approximately \$92,000 remaining in the budget.
- b) BC Resource Forum – this had been suggested at the task force meeting as a potential forum to further the NPRR message, potentially with a video. The consensus was that Jackie would not attend this meeting and the Directors may be able to engage in general discussions with key decisions makers, but it was not a good place to share a video and that key meetings should be set up individually.
- c) Engagement with Federal Government – further to the task force meeting, the Directors approved in principle a meeting with MP's Bob Zimmer and Todd Doherty. Timeline for this meeting would be in February after the BC Resource forum and potentially other meetings
- d) Strategy for Government Engagement – several suggestions came from the December 19 task force meeting. The agreed upon approach for government engagement was:
  - start with Scott Maxwell – Jackie had verbally requested a meeting with him in Fort St. John through Kate Ward in mid December but that is to be followed up with a written request. The meeting format would be similar to last year where the task force was invited, and this year could potentially include the new maintenance contractor.
  - We need to reach out to Kevin Richter, but we will start with a meeting with Scott
  - Jackie is to reach out to Dave Nikolejsin in mid January to touch bases and ensue that we continue to have his support and potentially meet with his new Assistant Deputy Minister May Mah-Paulson
- e) Workplan – Jackie is to develop a workplan to incorporate the current discussions and cost them out.
- f) Video – the Director's consensus that a short 4-5-minute video presenting our message generically (e.g. no specific road recommendations) should be prepared and designed so that it can be used over an extended period of time with multiple audiences. The Directors discussed what approvals may be required from the PRRD to do this and agreed to approach Shawn Dahlen when they meet with him on Thursday for direction.
- g) BC Stone and Gravel Conference – Jackie to reach out to Jim Little to see if he is attending and if he can bring any messaging back to the initiative or if there would be value in also sending Bruce MacKay if he is available.

### 4. New Business

- Communications protocol with PRRD staff – there was a discussion regarding the miscommunications last week where Jackie sent work directly to the Fort St. John office without going through Crystal. The decision was for Jackie to reach out directly to CAO Shawn Dahlen for direction. It was also noted that it is important that the minutes be added to the consent calendar. Jackie advised that the Task Force meetings are current but there may be a backlog in Directors meetings, and she will update now after this meeting.
- Logo – there was confusion about the use of the Director approved logo and it needs to be incorporated with the PRRD branding not instead of it. Jackie to request how to proceed in the above communication with Shawn Dahlen.

Meeting was adjourned at 9:56 am.

Next Meeting – January 17<sup>th</sup>.



## PEACE RIVER REGIONAL DISTRICT

### North Peace Rural Roads Initiative **Rural Roads Task Force Meeting**

February 25, 2020

Peace River Regional District Office – Fort St. John

#### Task Force Attendance

Art Jarvis  
Bob Fedderly  
Dave Heiberg  
Jim Little

Jim Schilling  
Karen Goodings  
Rob Fraser

#### Task Force Regrets

Brad Sperling  
Curtis Rogers  
Doug Summer  
Ernest Wiebe  
Lloyd Hayden

#### Consultants

Jackie Kjos  
Bruce Mackay  
**Guest**

#### **Call to Order**

Karen called the meeting to order.

#### **1. Agenda**

A copy of the agenda and was provided to participants. Director Goodings called for additional agenda items. There were none.

#### **2. Minutes**

The previous meeting minutes were circulated and reviewed by participants. Director Goodings called for any errors or omissions – it was noted that “spelled” was spelled incorrectly.

*Moved by Rob Fraser to “accept the minutes with the correction noted from the December 19, 2019 Rural Roads Task Force meeting”. 2<sup>nd</sup> Art Jarvis CARRIED*

#### **3. Arising from the Minutes**

Karen provided a brief update on the BC Natural Resources Forum in Prince George and her short discussion with MP Bob Zimmer regarding a meeting. They agreed that a May timeframe would be best.

#### **4. Update from Jackie**

- a) Call with Dave Nikolejsin – we are challenged to build a business case for our cause in current environment.
- b) Jackie, Bruce and Steve Nicol held a brainstorming session of building an economic development case. There is nothing obvious to pursue that could generate the type of business case required to create a return on investment on the roads. It is easy to build a cost/benefit case, but not ROI. From that meeting the question arose of where the region PRRD/Northeast are going with economic development and who is looking to address the future vacuum when both Site C and the current pipeline construction to support LNG Canada are complete. There may be a need/opportunity, but it is beyond the scope of this group.

One of Steve’s recommendations was for this group to stay dialed in to what the LRMP process is doing. The task force pointed out the level of uncertainty and slow progress of the LRMP.

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**5. MoTI Meeting**

- a) Jackie to poll residents and industry for potential locations for pullouts sharing the criteria Hali Davenport provided at the morning meeting. Jim Schilling noted that there is a new road users' group on the Upper Halfway road. Bruce recommended that we identify gravelling priorities as well.
- b) Jackie to prepare a letter to MoTI reiterating our concerns with the condition of Beryl, Farrell and Aitken last year

**6. Video Feedback**

- a) The task force worked through the DRAFT video segment by segment and provided feedback for improvement and additions. Determination was to keep the long video but to create a second shorter (5-6 min) video directed only at the provincial government based on feedback from Scott Maxwell and the task force.

Director Goodings adjourned the meeting at 4:25 p.m.

Draft



## PEACE RIVER REGIONAL DISTRICT

North Peace Rural Roads Initiative

### Rural Roads Task Force Meeting

December 19, 2019 – 6:00 pm

Pomeroy Hotel and Conference Centre – Fort St. John

#### Task Force Attendance

Art Jarvis	Jim Little
Bob Fedderly	Jim Schilling
Curtis Rogers	Karen Goodings
Dave Heiberg	Rob Fraser
Doug Summer	

#### Task Force Regrets

Brad Sperling
Ernest Wiebe
Lloyd Hayden
Gwen Johansson

#### Consultants

Jackie Kjos
Bruce Mackay
<b>Guest</b>
Dan Davies, MLA

#### Call to Order

Upon completion of the Christmas/appreciation dinner, Director Goodings called the meeting to order and welcomed participants.

#### 1. Agenda

A copy of the agenda and was provided to participants. Director Goodings called for additional agenda items. An update on the Montney Coulee and Railway Crossings was added under New Business.

#### 2. Minutes

The previous meeting minutes were circulated and reviewed by participants. Director Goodings called for any errors or omissions – it was noted that Farrell was spelled incorrectly.

*Moved by Jim Schilling to “accept the minutes with the corrections as noted from the June 18th, 2019 Rural Roads Task Force meeting”. 2<sup>nd</sup> Jim Little CARRIED*

#### 3. Update from Jackie

- The video that was to be prepared for the Finance Committee was not done as they do not watch them, but rather read the content from Hansard transcript
- Jackie provided handouts of 3 key emails that have gone unanswered from Government
  - March 4, 2019 communication with Dave Nikolejsin and Garth Thoroughgood
  - October 9, 2019 email string with Carly Leverman, Minister Trevena’s assistant
  - October 15, 2019 email to Dave Nikolejsin, Garth Thoroughgood, Kevin Richter, Scott Maxwell and Renee Mounteney.
- Beryl Prairie Road: Jackie to share technical report done by Bruce with MoTI and task force. Katie Ward indicated she did not know that there were problems with the Beryl Prairie road when she reviewed the draft newsletter. In addition to O&G use by Petronas, Enbridge, TransCanada and Macro, BC Timber Sales are laying out several years of blocks at Chinaman Lake which should start hauling next fall. Recommendation to formalize continued concern to Katie Ward – cc to MLA Dan Davies and Transportation Critic Tracy Redies.
- Jackie provided photos and measurements of the new pullout constructed on the Prespatou Road and requested feedback from the task force on the design. The recommendation from the

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task force was that where it could be wider (e.g. 6 m), it would be safer if someone was doing mechanical work, chaining up etc. where the narrow width could increase the probability of being struck by a passing vehicle. However, task force supports continuing to develop where utility movement and land acquisition can be avoided to minimize cost and maximize pullouts.

#### 4. Current Strategy

- a) Jackie provided a high-level overview of some research she had conducted at the request of the Directors to see if there are other delivery models for rural roads other than the current. The four western provinces all have different governance models (regional districts, specialized municipalities, rural/urban/northern municipalities, improvement districts and there are a number of different provincial/regional advocacy/alliance models, (e.g. UBCM in BC and rural municipality organizations in AB and SK.) There are research agencies in both Montana and Alaska.
- b) Of note in the Federal research, in the mandate letter for the Minister of Infrastructure and Communities includes *all provinces and territories to identify and approve all of their long-term infrastructure priorities within the next two years. Funds not designated by 2021 will be allocated directly to communities via Gas Tax.* The task force recommends that we meet with MP Bob Zimmer and Transportation Critic MP Todd Doherty (Cariboo/Prince George). (note: Luc Berthold is the Infrastructure and Communities critic from Mégantic—L'Érable, QC). The purpose of the meeting would be to influence having a rural road Federal Program (which would have to be applied for and matched by the Provinces).
- c) General consensus from the task force included:
  - we need to continue work under our current strategy (vs. alternatives discussed above) despite modest success such as retaining 2019 budget, Milligan/PJ project scope increased from \$100K to \$4 mil and pullout constructed.
  - pressure Premier for support/concern Minister Trevena won't come to the area to meet with us – discussion about timing as Premier Horgan is signalling in the press that a cabinet shuffle will happen in the new year.
  - pressure Kevin Richter to respond with a plan for the rural roads
  - ensure we retain the relationship with Dave Nikolejsin (possibly meeting new ADM)
  - meet with MP's Bob Zimmer and Todd Doherty
  - meet with Scott Maxwell, Katie Ward and Dawson Road Mtce (DRM) early in 2020 ideally in FSJ with the task force like we did last year
  - develop a video to support our message
  - potentially meet with other ministries (Agriculture, Forests, Lands Natural Resource Operations and Rural Development
  - potential to set up meetings/present video during the BC Natural Resources Forum in Prince George (Jan 28-30, 2020)

#### 5. New Business

- a) Jim Little gave an update on a meeting the North Pine Farmers Institute had with DRM over options for maintenance on the Montney Coulee where they have agreed that maintaining a section that is in constant motion in a gravel state rather than additional weight from pavement
- b) Jim Little shared a handout regarding an upcoming meeting of the BC Stone Sand and Gravel Association in Fort St. John in January.
- c) The task force discussed the poor alignment of railroad tracks on rural roads. The train from Fort Nelson is now infrequent but there are more frequent train travelling to the North Pine Liquids Separation facility (near the Beaton Airport road). As signaling is unlikely, there may be an opportunity to partner with MoTI, the Federal Government and the PRRD for



realignment. Bruce indicated that the crossing all currently meet the minimum Federal requirements for crossings.

Director Goodings adjourned the meeting at 8:45 p.m.

Attachments: Emails – 3 (b) and Pullout – 3 (d)



## COVID-19 Updates & Discussion Meeting Notes

Wednesday, March 25, 2020

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**Present:**

Chair Brad Sperling, PRRD

Mike Bernier, MLA, Peace River South

Shawn Dahlen, Chief Administrative Officer, PRRD

Dan Davies, MLA, Peace River North

Bob Zimmer, MP, Peace River

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The meeting commenced at 11:00 am

**Action Items:**

- Continued weekly communication between MLA's, MP, and Chair for the remainder of COVID 19.
- All parties to post the communication efforts from the scheduled meetings to their social media.
- Utilize a local dial in # for communications or other technology as teleconferencing is over loaded at this time.

The meeting finished at 11:30 am

## MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE February 11, 2020  
TIME: 4:30 pm  
PLACE: Rec Centre – Pine Room

### PRESENT:

Dan Rose, Area E Director PRRD, Chair  
Carol Newsom, Chief Administrative Officer  
Comm. Allen Courtoreille  
Comm. Larry Houley, Alternate Chair  
Comm. Rochelle Galbraith  
Comm. Walter MacFarlane  
Steve McLain, Director of Recreation  
Kristina Phillips, Manager of Leisure Services  
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via polycom)

### ABSENT:

Comm. Janet Wark  
Elaine Webb, Recreation Programs Manager  
Nathacia Gayse, Rec Clerk II/III

### 1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:27pm.

### 2. DIRECTOR'S NOTICE OF BUSINESS: Comm. Galbraith requested staff bring employee discount policies to next meeting for discussion.

### 3. ADOPTION OF THE AGENDA:

MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

THAT the Agenda for February 11, 2020 be accepted

CARRIED

### 4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

THAT the minutes from January 21, 2019 be accepted.

CARRIED

### 5. DELEGATIONS/PRESENTATIONS: NIL

**6. CORRESPONDANCE:**

**C-1**                MOVED by Comm. Houley, SECONDED by Comm. Courtoreille

THAT the Civic Properties Commission waives the Curling Rink rental fees in support of the Chetwynd Hospital Foundation fund raising efforts for the purchase of new equipment. "Vegas Night" event to take place May 2, 2020

CARRIED

**7. OLD BUSINESS:    NIL**

**8. REPORTS**

**R-1 – R-4**                MOVED by Comm. Houley, SECONDED by Comm. Galbraith

THAT reports R-1 through R-4 are received for approval

CARRIED

**9. NEW BUSINESS:**

**NB-1**                NB-1 2020 Budget Discussion PRRD Certified Resolutions

**RECOMMENDATION #1:** MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

That the Chetwynd Civic Properties Commission recommend that the Regional Board include the 2020 Budget for Function 255 – Chetwynd Arena, in the PRRD 2020 Annual Financial Plan as amended to include a total of \$250,000 as a transfer to capital reserves.

CARRIED

**RECOMMENDATION #2:** MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to purchase a steam cleaner for \$5,000 for the Chetwynd Arena.

CARRIED

**RECOMMENDATION #3:** MOVED by Comm. Houley, SECONDED by Comm. Galbraith

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request for repairing the north parking lot for \$95,000 for the Chetwynd Arena.

CARRIED

**RECOMMENDATION #4:** MOVED by Comm. Courtoreille, SECONDED by Comm. Galbraith

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to replace the original sound system at the Chetwynd Arena for \$44,694.

CARRIED

**RECOMMENDATION #5:** MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to install an indoor playground for \$320,000 at the Chetwynd Arena; subject to receiving grant funding for the project.

CARRIED

**RECOMMENDATION #6:** MOVED by Comm. Galbraith, SECONDED by Comm. Houley

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to install a spray park for \$350,000 on the Chetwynd Arena property; subject to receiving grant funding for the project.

CARRIED

### **Chetwynd Leisure Centre:**

**RECOMMENDATION #1:** MOVED by Comm. Houley, SECONDED by Comm. Courtoreille

That the Chetwynd Civic Properties Commission recommend that the Regional Board include the 2020 Budget for Function 240 – Chetwynd Leisure Centre, in the PRRD 2020 Financial Plan as amended to include a total of \$175,000 as a transfer to capital reserves.

CARRIED

**RECOMMENDATION #2:** MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to purchase a pool feature for the Chetwynd Leisure Centre for \$10,000.

CARRIED

**RECOMMENDATION #3:** MOVED by Comm. Courtoreille, SECONDED by Comm. Galbraith

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to upgrade the pool chlorine room venting system at the Chetwynd Leisure Centre for \$45,000.

CARRIED

**RECOMMENDATION #4:** MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to purchase replacement equipment for the Chetwynd Leisure Centre gym for \$5,000.

CARRIED

**RECOMMENDATION #5:** MOVED by Comm. Houley, SECONDED by Comm. Galbraith

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to replace the original sound system at the Chetwynd Leisure Centre for \$18,623.

CARRIED

**10. ADJOURNMENT:** Comm. Rose adjourned the meeting at 5:50pm

Next Meeting march 24, 2020



Dan Rose,  
Chairperson



Elaine Webb  
Secretary





March 18, 2020

Ref: 252253

Trish Morgan  
General Manager of Community Services  
Peace River Regional District  
Box 810  
Dawson Creek BC V1G 4H8

Dear Trish Morgan:

**Re: Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities  
Project # IR0049 - Chetwynd Public Library**

Thank you for your application for funding under the ICIP – Rural and Northern Communities Program.

We would like to advise that, after careful consideration, the above-noted project was not selected for funding under the ICIP – Rural and Northern Communities Program.

The program received significantly more applications than could be funded. This decision does not reflect on the importance of this project for your community, but rather the degree by which the program has been oversubscribed. All applications were equitably reviewed and given consideration for funding. If you have any questions, please contact Justin Langton, Rural and Northern Communities Program Lead, by email at: [Justin.Langton@gov.bc.ca](mailto:Justin.Langton@gov.bc.ca).

Additional program information can be found at the Investing in Canada Infrastructure Program website: [www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program](http://www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program). Should future funding become available, staff are pleased to provide advice on preparing an application.

.../2

Trish Morgan

Page 2

Thank you for your interest in the ICIP-Rural and Northern Communities Program. We wish you every success with your community project.

Best regards,



Liam Edwards, Executive Director  
Local Government Infrastructure and Finance  
Ministry of Municipal Affairs and Housing

pc: Brian Bedford, Director  
Local Government Infrastructure & Engineering  
Ministry of Municipal Affairs and Housing

Shawn Dahlen, Chief Administrative Officer  
Peace River Regional District

**From:** MFA <[mfaemail@mfa.bc.ca](mailto:mfaemail@mfa.bc.ca)>

**Sent:** Friday, March 27, 2020 4:18 PM

**Subject:** ANNOUNCEMENT: 2020 Annual Business Resolution Results & Update

**Importance:** High



## AUTHORIZING RESOLUTIONS OF MEMBERS RESULTS

Dear Members of the Authority,

On March 17, 2020, we implemented alternate arrangements to advance our annual business, as our Annual General Meeting was cancelled due to the COVID-19 crisis. We sent out a modified report package to Members asking for approval of 4 items by email reply.

This approach was possible for us as The Municipal Finance Authority Act, RSBC 1996 c 325 provides that a resolution that is approved in writing (including electronically) by a majority of the Members is as valid as if it were passed at a meeting of the Members properly called and constituted.

On March 25th, 2020 by 12:00 pm we had received a sufficient number of Member votes electronically, (34 of 39) in favour (none opposed) for all four items for which we were seeking approval as described below.

1. **AUDITED CONSOLIDATED FINANCIAL STATEMENTS - 2019**  
**Approved (34 of 39) Non-Opposed**

The Members of the Authority approve the 2019 Consolidated Financial Statements of the Municipal Finance Authority of BC, a copy of which accompanies these resolutions.

**CARRIED**

**D**

2. **REQUESTS FOR FINANCING, AUTHORITY BORROWING RESOLUTION NO.156, 2020**  
**Approved (34 of 39) Non-Opposed**

The Members of the Authority approve Authority Borrowing Resolution No.156,2020 authorizing the issue and sale of debentures, as outlined in the requests for financing accompanying these resolutions.

**CARRIED**

3. **MFA TAX LEVY RATES - 2020, AUTHORITY RESOLUTION NO. 155,2020**  
**Approved (34 of 39) Non-Opposed**

The Members of the Authority approve Authority Resolution No.155, 2020 to establish the 2020 tax levy, a copy of which accompanies these resolutions.

CARRIED

4. **OPERATING FUND BUDGET - 2020**  
**Approved (34 of 39) Non-Opposed**

The Members of the Authority approve the 2020 Operating Fund Budget in the form accompanying these resolutions.

CARRIED

**UPDATES**

On March 26, 2020, the Board of Trustees approved the Spring borrowing debenture, to fund the loans that you authorized on March 25th under Authority Borrowing Resolution 156, 2020.

Our team is thrilled to announce that we have successfully issued a \$280 million offering of new 5-year public bond to fund all our spring loan requests. With this new issue, AAA-rated MFA is proud to be the first government issuer in Canada to successfully issue a fully publicly offered security since the significant market correction a few weeks ago. As we continue to do our level best to serve our clients with their borrowing needs, please be patient as we navigate this situation.

We are pleased with the execution and results of this alternative resolution approval process that ensured our annual business could be advanced. The MFA is grateful for the response of our staff and Members amid a rapidly changing and extraordinary situation. We encourage our Members to connect with us at any time throughout the year should questions arise or you are interested in discussing topics further. We will direct your inquiry to the appropriate staff or Board member for discussion.

As part of these alternative arrangements, it was agreed that our current Trustees and Chair Malcolm Brodie will continue to serve in their positions until an election can be held in-person. At present and as mentioned in the Board package, we anticipate the election will be held during our Semi-Annual Meeting on September 22, 2020 in Victoria in conjunction with UBCM, though we recognize that this plan may need to change as circumstances evolve.

We look forward to connecting you again in the Fall and wish you good health and peace of mind during the upcoming months.

A handwritten signature in black ink, appearing to read 'Peter Urbanc', with a stylized flourish at the end.

Peter Urbanc, CEO



March 23, 2020

**Re. NCLGA 2020 AGM and Convention, May 13 – 15 in Prince George**

Attention NCLGA Members,

The NCLGA Board of Directors has made the decision to cancel the annual convention scheduled for May 13-15, 2020 in Prince George due to COVID-19.

Resolutions that were submitted prior to the deadline will be forwarded to UBCM for the 2020 September UBCM Convention. Resolutions that are specific only to the NCLGA region have been referred to the NCLGA Executive for consideration.

The NCLGA will look at options to complete the required business of the AGM and will share this with all of you in the coming weeks.

Registration fees will be refunded in full. A friendly reminder to cancel all existing travel and accommodation plans.

A special thank you to the Host Community of Prince George, the presenters, and sponsors for their support of NCLGA and we look forward to working together in the future.

The NCLGA Board would like to wish everyone the best during this difficult time. It is incumbent on us all to follow the recommendations of the Chief Medical Officer of BC, encourage all our community members to do the same, and offer our gratitude and support to the front line workers everywhere.

If you have any questions, please don't hesitate to contact us at [admin@nclga.ca](mailto:admin@nclga.ca).

On behalf of the NCLGA Board of Directors, stay well and we will be in touch.

Lara Beckett  
President  
North Central Local Government Association

March 26, 2020

Dear Council Members,

I hope this finds you safe and well during the uncertainties that we are all experiencing with the COVID-19 Pandemic at the forefront of our everyday lives.

It is times like these, when we must rely on the goodness of humanity and it brings to mind; people like yourselves, leaders of the community, who have made solid commitments to ensure the safety and well-being for all. We need you more than ever now and we thank you for your unwavering support that enables STARS to be available for the next patient who needs us.

It may appear that the world has come to a stand-still . . . but life still goes on. During such stressful times, critical illnesses like heart attack or stroke occur every day, motor vehicle collisions, and those who may have lost their way (search & rescue) are still happening. STARS remains mission-ready to answer these calls for help. Please remember, this is not the first time that we have faced this type of situation i.e. HIV, SARS, H1N1 and now COVID-19. Be assured, our air medical crews routinely care for patients who may be afflicted with a range of communicable diseases. STARS have protocols and training in place to ensure that we can safely manage these illnesses, including COVID-19.

We commend the dedicated men and women within emergency protective services who continue to put our lives, ahead of their own and STARS is honored to work alongside them every day. Even behind the scenes, medical supply companies contacted us in advance, to ensure that safety and medical supplies would be readily available. Just another way that emphasizes how it takes a community to save a life.

Most councils have closed offices and cancelled their meetings until further notice. We have done the same and apart from medical crews at the bases, all support staff are working from home. I look forward to future opportunities when we can re-connect, and I can visit your councils again. In the meantime, I will continue to keep you updated through e-mail. I am also available directly on cell at (780) 512-6205 if you have any questions.

Thank you for being there for STARS. Together, we will persevere and realize a better tomorrow.



Glenda Farnden  
Senior Municipal Relations Liaison  
STARS Foundation

March 26, 2020

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

**RE: 2019 CEPF: Emergency Operations Centres & Training – EOC Upgrading**

Dear Chair Sperling and Board,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$25,000.00. Based on this, a payment in the amount of \$25,000.00 will follow shortly by electronic funds transfer. This transfer represents full payment of the grant and is based on 100% of the total reported expenditure to a maximum of the approved grant of \$25,000.00.

I would like to congratulate the Peace River Regional District for undertaking this project and responding to the opportunity to develop EOC capacity to increase the resiliency of BC communities.

If you have any questions, please contact Local Government Program Services at (250) 356-0930 or by email at [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

Sincerely,



Christina Arsens  
Program Officer

cc: *Shaun Dahlen, Chief Administrative Officer*  
*Trish Morgan, General Manager of Community Services*

*The Community Emergency Preparedness Fund is funded by the Province of BC*





ARCS: 292-30  
File: EMP-2019-98491

February 28, 2020

Sent via email: tyra.henderson@prrd.bc.ca

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

Dear Tyra Henderson:

**Re: Request for Access to Records**  
***Freedom of Information and Protection of Privacy Act (FOIPPA)***

I am writing further to your request received by the Ministry of Energy, Mines and Petroleum Resources. You narrowed your request on January 17, 2020 through email with Melissa Boyd. Your request is for:

*All relevant reports related to the Old Fort Landslide.*

Please be advised the records you requested are withheld in their entirety pursuant to section 15 (Disclosure harmful to law enforcement) of FOIPPA. A complete copy of FOIPPA is available online at:

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00)

Your file is now closed.

If you have any questions regarding your request, please contact Melissa Boyd, the analyst assigned to your request, at 778 698-2867. This number can be reached toll-free by calling from Vancouver, 604 660-2421, or from elsewhere in BC, 1 800 663-7867 and asking to be transferred to 778 698-2867.

.../2

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

A handwritten signature in dark ink, appearing to read "M Boyd". The signature is written in a cursive, flowing style.

Melissa Boyd, FOI Specialist  
On behalf of Matthew Prodan, Manager  
Resource Team, Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
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If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

**Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:**

Information and Privacy Commissioner  
PO Box 9038 Stn Prov Govt  
4th Floor, 947 Fort Street  
Victoria BC V8W 9A4  
Telephone 250 387-5629      Fax 250 387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.



## PEACE RIVER REGIONAL DISTRICT

December 19, 2019

Information Access Operations  
Ministry of Citizens' Services

Via Email: [FOI.Requests@gov.bc.ca](mailto:FOI.Requests@gov.bc.ca)

Dear Sir/Madam:

**Re: *Freedom of Information and Protection of Privacy Act*  
Request for Access to Records**

The Board of the Peace River Regional District, at its meeting held on November 28, 2019, passed the following resolution:

"That the Regional Board submit a Freedom of Information request to the Province of BC and all Ministries involved in the Old Fort Landslide event Requesting all relevant reports, statistics and assessments related to the Old Fort Landslide."

Please direct your written response to Tyra Henderson, Corporate Officer at [tyra.henderson@prrd.bc.ca](mailto:tyra.henderson@prrd.bc.ca) or by fax to (250) 784-3201.

Please contact me by phone at 250-784-3216 or [tyra.henderson@prrd.bc.ca](mailto:tyra.henderson@prrd.bc.ca) if you have any questions in this regard or if you require anything further.

Yours truly,

Tyra Henderson  
Corporate Officer

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](mailto:prrd.dc@prrd.bc.ca)  
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1122 Email: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)

Buick Arena  
PO BOX 2948 Buick, B.C  
250-630-2738

## Buick Arena Annual Report

This last year we were able to start cleaning the ice surface and making ice in the end of September and were running until March 18, we took the ice out March 28th and cleaned it up for the summer. Overall the year went very well with a very similar amount of people using the rink as the year before.

### Participation Numbers:

- This year's participation numbers for admissions in drop in hockey were about the same as last year as were rentals.
- Prespatou community used the rink once a week for 4.5 hours altogether with 6 teams, they had approx. 75 kids
- Some guys from Nig Creek Farms rented the rink once a week for 2 hours to have a pick up hockey game.
- Buick community used the rink twice a week for 5 hours altogether with three teams, they had about the same amount of kids this year with approx. 30 kids.
- We had one Adult drop in hockey's each week for the whole season averaging about 20 guys each time
- We also had a family hockey drop in once a week for the season averaging about 15 each time
- We also had a group of guys out of Prespatou renting the ice once a week for an hour for a pick up hockey game
- We had two one-hour public skates each week for the season averaging 10 people
- We also had several additional rentals averaging about three hours a week
- Also we had our rural hockey tournaments approx. One per month for five months
- We had hoped to have our wrap up adult tourney at the end of the season with enough people for three or four teams this was to take place at the end of March but due to our early shut down because of COVID-19 it did not take place.
- The Buick School used the facility three days a week for about one hour each time from November till mid March
- Also the Home School Association used the ice every thursday for two hours about 7 kids average using the ice
- the Prespatou School used the rink once through the winter for 4 hours just before christmas break
- The Upper Halfway School used the rink in the beginning of March for a couple of hours.
- The Nig Creek school also used the arena several times through out the winter
- We also had a Pee wee house team called the North Fort Trappers that practiced twice a week for an hour at a time. They also played all there home games at Buick which amounted to six games.

#### Safety:

- We had safety checks done on our fire alarm systems and fire suppression systems as well as extinguishers which all went well
- We checked our defibrillator and restocked some of our safety supplies
- Inspection and maintenance of our water system was done just before Christmas by Aqua North they changed all filters.

#### Facility Inspection:

- Upon inspection of the arena every thing is running good with no major issues
- Also Fraser valley will be in to do routine inspection and maintenance on the plant this spring or summer
- We also had Marsh and sons do the maintenance on the heaters
- Also some components of the skate sharpener need to be replaced in the off season due to wear

#### Five-Year Capital Plan:

- As of now nothing has been discussed

#### Incidents and Accidents

- We were very fortunate this year to have no major accidents or incidents only a few minor scraps and bruises.

#### Equipment Inventory

- All equipment is the same as last year with no additions, Zamboni, ice edger, ice plant, ice making equipment, skate sharpener

All and all this year ran smoothly and efficiently with no major issues we are hoping to start putting ice in at the beginning of October 2020 for the 2020-21 season.

Arena Manager

Mathias Stotz