



# PEACE RIVER REGIONAL DISTRICT

## Regional Parks Committee Meeting Agenda

April 26, 2021, 10:00 a.m.  
1981 Alaska Avenue, Dawson Creek, BC

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Election of Chair and Vice-Chair</b>	
<b>3. Directors' Notice of New Business</b>	
<b>4. Adoption of Agenda</b>	
<b>5. Gallery Comments or Questions</b>	
<b>6. Adoption of Minutes</b>	
6.1. Regional Parks Committee Draft Meeting Minutes of December 10, 2020	2
<b>7. Business Arising from the Minutes</b>	
<b>8. Delegations</b>	
<b>9. Correspondence</b>	
<b>10. Reports</b>	
10.1. Regional Parks Regulatory Bylaw – Repeal and Replace, CS-RPC-013	7
10.2. Park Reservation Policy, CS-RPC-014	36
<b>11. New Business</b>	
<b>12. Diary</b>	
12.1. Diary Items	40
<b>13. Item(s) for Information</b>	
13.1. Terms of Reference	41
<b>14. Adjournment</b>	



## REGIONAL PARKS COMMITTEE MEETING MINUTES

THURSDAY, DECEMBER 10, 2020

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<b>LOCATION</b>	Peace River Regional District Office, Dawson Creek, BC		
<b>ATTENDANCE</b>	<b>Directors</b>	<b>Staff</b>	
	Chair Sperling, Electoral Area 'C'	Kari Bondaroff, Environmental Services Manager	
	Director Rose, Electoral Area 'E'	Bryna Casey, Parks & Rural Recreation Coordinator	
	Director Goodings, Electoral Area 'B' (Via Teleconference)	Trish Morgan, GM of Community Services	
	Director Michetti, Village of Pouce Coupe	Teri Vetter, Chief Financial Officer	
	Director Fraser, District of Taylor (Via Teleconference)	Kyla Traichevich, Recorder	
	<b>Alternate Directors</b>	<b>Others</b>	
	<b>Absent Directors</b>	<b>Delegations</b>	

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**1. CALL TO ORDER** The Chair called the meeting to order at 1:05 PM.

**2. DIRECTORS' NOTICE OF NEW BUSINESS**

**3. ADOPTION OF AGENDA**

MOVED Director Michetti, SECONDED Director Fraser,  
That Regional Parks Committee adopt the December 10, 2020 Meeting Agenda,

**1. Call to Order**

1.1 Director Rose to Chair the meeting

**2. Director's Notice of New Business**

**3. Adoption of Agenda**

**4. Gallery Comments or Questions**

**5. Adoption of Minutes**

5.1. Regional Parks Committee Meeting Minutes of January 20, 2020

**6. Business Arising from the Minutes**

**7. Delegations**

**8. Correspondence**

**9. Reports**

9.1. Blackfoot Boat Launch – BC Hydro Correspondence, CS-RPC-006

9.2. 2020 Overview of Year Two In-House Parks Maintenance, CS-RPC-007

9.3. Blackfoot Regional Park – Caretaker Services, CS-RPC-003

9.4. Blackfoot Regional Park – Development Plan Update, CS-RPC-008

9.5. Montney Park – Transition to Day-Use, CS-RPC-004

9.6. 2021 Recreational Trails Grants-in-Aid – Application, FC-RPC-003

9.7. 2021 Budget Review – Function 200 Regional Parks, CS-RPC-005

(continued on next page)



Adoption of Agenda  
(continued)

- 10. New Business**
- 11. Diary**
- 12. Item(s) for Information**
  - 12.1 Terms of Reference
- 13. Adjournment**

**CARRIED**

#### **4. GALLERY COMMENTS OR QUESTIONS**

#### **5. ADOPTION OF MINUTES**

5.1  
Jan 20/20 RPC Minutes      MOVED Director Michetti, SECONDED Director Goodings,  
That the Regional Parks Committee adopt the January 20, 2020 Meeting Minutes.  
**CARRIED**

#### **6. BUSINESS ARISING FROM THE MINUTES**

#### **7. DELEGATIONS**

#### **8. CORRESPONDENCE**

#### **9. REPORTS**

9.1  
Blackfoot Boat Launch – BC  
Hydro Correspondence  
CS-RPC-006      MOVED Director Sperling, SECONDED Director Michetti,  
That the Regional Parks Committee receive the report titled “Blackfoot Boat  
Launch – BC Hydro Correspondence” CS-RPC-006 for discussion  
**CARRIED**

9.2  
2020 Overview of Year Two  
In-House Parks  
Maintenance  
CS-RPC-007      MOVED Director Fraser, SECONDED Director Michetti,  
That the Regional Parks Committee recommend to the Regional Board that park  
maintenance services remain a service that is conducted by Peace River Regional  
District in-house staff.  
**CARRIED**

MOVED Director Fraser, SECONDED Director Michetti,  
The Regional Parks Committee recommend to staff that they try to secure a  
meeting with Prophet River First Nations leadership to discuss the future of  
Minaker Park.  
**CARRIED**

9.3  
Blackfoot Regional Park –  
Caretaker Services  
CS-RPC-003      MOVED Director Goodings, SECONDED Director Michetti,  
That the Regional Parks Committee recommend that the Regional Board extend the  
contract for RFP 11-2020, “Blackfoot Regional Park Caretaker”, to MSTERZ Holdings  
Corp., for the provision of seasonal caretaker services at Blackfoot Regional Park, at  
a maximum cost of \$55,200 (plus GST) per year for the 2021 and 2022 seasons;  
further that the Chair and Chief Administrative Officer be authorized to sign the  
agreement on behalf of the PRRD.  
**CARRIED**



9.4  
Blackfoot Regional Park –  
Development Plan Update  
CS-RPC-008

MOVED Director Sperling, SECONDED Director Goodings,  
That the Regional Parks Committee receive the report titled “Blackfoot Regional  
Park – 2021 Development Plan Update – CS-RPC-008”, which outlines the  
proposed development plan for Blackfoot Regional Park for 2021-2025, for  
discussion.

**CARRIED**

MOVED Director Fraser, SECONDED Director Michetti,  
That the Regional Board authorize that the Peace River Regional District continues  
with the improvements at Blackfoot Regional Park in 2021 at a cost of \$142,500  
(\$52,500 in minor capital and \$90,000 in capital for campsite Area C approved in  
2020), and that it be added to the 2021 budget.

**CARRIED**

9.5  
Montney Park – Transition to  
Day-Use  
CS-RPC-004

MOVED Director Goodings, SECONDED Director Sperling,  
That the Regional Parks Committee recommend that the Regional Board authorize  
that Montney Centennial Park be transitioned from an overnight campground to a  
day-use only park, for a three year pilot project starting in 2021 and ending  
December 31, 2023.

**AMENDED BY THE FOLLOWING**

Motion to Amend

MOVED Director Fraser, SECONDED Director Goodings,  
That the Regional Parks Committee amend the motion by adding the following:  
That Capital Improvements be approved on an annual bases.

**CARRIED**

The Chair called the Question to the Motion as Amended:

That the Regional Parks Committee recommend that the Regional Board authorize  
that Montney Centennial Park be transitioned from an overnight campground to a  
day-use only park, for a three year pilot project starting in 2021 and ending  
December 31, 2023, and that capital improvements be approved on an annual  
basis.

**CARRIED**

MOVED Director Sperling, SECONDED Director Fraser,  
That the Regional Parks Committee recommend that the Regional Board approve  
the Montney Centennial Park Development Plan, dated July 13, 2020, which  
provides recommended updates and improvements for the park over the next five  
years.

**AMENDED BY THE FOLLOWING**

Motion to Amend

MOVED Director Fraser, SECONDED Director Goodings,  
That the Regional Parks Committee amend the motion by adding the following:  
That it be approved, in principal.

**CARRIED**

The Chair called the Question to the Motion as Amended:

That the Regional Parks Committee recommend that the Regional Board approve,  
in principal, the Montney Centennial Park Development Plan, dated July 13, 2020,  
which provides recommended updates and improvements for the park over the  
next five years.



**CARRIED**

9.6  
2021 Recreational Trails  
Grants-in-Aid – Application  
FN-RPC-003

MOVED Director Michetti, SECONDED Director Fraser,  
That the Regional Parks Committee recommended that the Regional Board  
approve a 2021 Recreational Trails Grant, in the amount of \$50,775, to be issued  
to Bear Mountain Nordic Ski Association to assist with trail improvements; and  
further,

That a financial commitment of \$50,775 be included as part of the 2021 annual  
budget amount for General Grants-in-Aid in Function 200 – Regional Parks.

**CARRIED**

MOVED Director Fraser, SECONDED Director Michetti,  
That the Regional Parks Committee recommend that the Regional Board authorize  
a 2021 Recreational Trails Grant, in the amount of \$22,500, to be issued to  
Northland Trailblazers Snowmobile Club to assist with Stewart Lake Trail  
maintenance and bridge repair; and further

That a financial commitment of \$22,500 be included as part of the 2021 annual  
budget amount for General Grants-in-Aid in Function 200 – Regional Parks.

**CARRIED**

9.7  
2021 Budget Review – Function  
200 Regional Parks  
CS-RPC-005

MOVED Director Rose, SECONDED Director Sperling,  
That the 2021 draft budget for Function 200 – Regional Parks be amended by  
decreased by \$35,000 under legal fees, and the amended 2021 draft budget for  
Function 200 be recommended to the Regional Board for inclusion in the 2021  
Financial Plan.

**CARRIED**

MOVED Director Goodings, SECONDED Director Michetti,  
That the Regional Board authorize that \$10,000 for the archaeological desktop  
assessment for Minaker River Regional Park be carried forward to 2021, but not be  
completed until the Peace River Regional District fully determines with the  
Province of BC the future ownership and management of the park.

**CARRIED**

MOVED Director Sperling, SECONDED Director Michetti,  
That the Regional Parks Committee recommend that the Regional Board not  
approve the Supplementary Request to hire a qualified consulting firm to  
complete a Regional Active Transportation Plan to a maximum of \$100,000;  
further, that it not be included in the 2021 Financial Plan.

**CARRIED**

MOVED Director Sperling, SECONDED Director Michetti,  
That the Regional Parks Committee recommend to staff that a report be brought  
to Rural Budgets Administration Committee (RBAC) that outlines other available  
options to fund the facility assessments, and that the options be more Electoral  
Area in nature.

**CARRIED**



9.7  
2021 Budget Review – Function  
200 Regional Parks  
CS-RPC-005  
(continued)

MOVED Director Fraser, SECONDED Director Michetti,  
That the Regional Parks Committee recommend that the Regional Board not  
approve the Supplementary Request to hire a qualified consulting firm to  
complete Facility Condition Assessments for PRRD owned or tenured Community  
Recreation Facilities, to a maximum of \$90,000; further, that it not be included in  
the 2021 Financial Plan.

**CARRIED**

## **10. NEW BUSINESS**

### **11. DIARY**

11.1

Diary Items

MOVED Director Michetti, SECONDED Director Fraser,  
That the Regional Parks Committee diarize the Blackfoot Boat launch.

**CARRIED**

MOVED Director Fraser, SECONDED Director Goodings  
Motion to diarize the Regional Active Transportation Plan until the 2022 Budget  
Discussion.

**CARRIED**

### **12. ITEMS FOR INFORMATION**

12.1

Terms of Reference

### **13. ADJOURNMENT**

The Chair adjourned the Meeting at 2:53 PM.

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Director Rose, Meeting Chair

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Kyla Traichevich, Recorder



# REPORT

To: Regional Parks Committee

Report Number: CS-RPC-013

From: Trish Morgan, General Manager of Community Services

Date: April 26, 2021

**Subject: Regional Parks Regulatory Bylaw – Repeal and Replace**

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## **RECOMMENDATION #1:**

That the Regional Parks Committee recommend that the Regional Board give first, second, and third readings of Regional Parks Regulation and Fees Bylaw No. 2450, 2021 which provides for the regulation, use and fees related to Regional Parks.

## **RECOMMENDATION #2:**

That the Regional Parks Committee recommend that the Regional Board adopt Regional Parks Regulation and Fees Bylaw No. 2450, 2021.

## **BACKGROUND/RATIONALE:**

The current bylaw to provide for regulation and use of community and regional parks (Bylaw 860, 1994) was passed by the Board of the Peace River Regional District in June 1994. This bylaw authorizes the Regional District to exercise rights in relation to regional parks, including the power to make rules and regulations governing the management, maintenance, improvement, operation, control and use of any regional park.

In anticipation of charging fees at Blackfoot Regional Park, a new park regulatory bylaw (Bylaw 2450, 2021) has been developed and is being presented to replace the existing outdated regulatory bylaw.

The proposed Regional Parks Regulatory Bylaw provides regulation for;

- general park use,
- domestic animals in the parks,
- noise in the parks,
- motor vehicles in the parks,
- off-road vehicles in the parks,
- fires and fire restrictions in the parks,
- litter and pollution in the parks,
- firearms, hunting and fireworks in the parks,
- alcohol and cannabis in the parks,
- responsibility for minors,
- camping and camping permits including charging fees at Blackfoot Park; and
- special use and special event permits.

The proposed Bylaw 2450, 2021 outlines the authority of authorized personnel and enforcement. Appendix 'B' updates the fees that can be charged in a regional park, both for obtaining a camping permit and special event permit, as well as damage deposits (required for special events).

The following fee structure will bring the charges in line with fees at other parks in the region, including B.C. Parks and municipally operated parks (such as Peace Island Park). The only park being proposed to charge fees in 2021 is Blackfoot Regional Park. The fees charged for camping at Blackfoot Regional Park are intended to cover the additional costs of utilities, caretaking services, and reduce operational and capital expenses at the park. All other parks will remain free for the public to use.

### ALTERNATIVE OPTIONS:

1. That the Regional Parks Committee provide further direction.

### STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

### FINANCIAL CONSIDERATION(S):

Proposed Fees:

Item	Fees
<b>Camping Permit</b>	
Tent Sites	\$10 per night
Camp Sites without power	\$20 per night
Camp Sites with power	\$25 per night
Additional Vehicle Charge (each vehicle over two vehicles allowed per site)	\$5 per night per vehicle
<b>Special Event Permit</b>	\$250 per day
<b>Special Event Permit – Damage Deposit</b>	
50 people or less	\$500
51 people or more	\$750

### Comparative Camping Fees:

For reference, a list of fees were gathered from other local parks.

	Non-serviced	Power	Power, Sewer, Water	Group Sites (Overnight)	Group Picnic Sites (day-use)
<b>Peace Island Park</b>	\$20	\$25	\$40	\$80 (up to 4 units)	
<b>B.C. Parks*</b>	\$20	N/A	N/A	N/A (sites may be	\$35



				'shared' but each pays)	
<b>Sudeten Park (Society Run)</b>	\$15				
<b>Mile 0 Park (Society Run)</b>	\$25	30 Amp - \$39 50 Amp - \$42	With 30 Amp - \$44 With 50 Amp - \$48	N/A	

\*B.C. Parks fees vary park to park. In parks with more remote access or fewer facilities, fees for overnight camping may be as low as \$5/night. However, in some parks that have higher demand or more services, fees could be as high as \$35/night. Provincial Parks in the Peace River Regional District charge, on average, \$24 per night per site. B.C. Parks offer weekly camping passes at \$90 for some parks, and annual camping passes at some parks, at an average fee of \$600/season. Group picnic sites are \$35 per booking. Sani station 'dumping' costs \$5 per use at any park that offers that service.

#### **Fees in Bylaw 860, 1994**

The cost for camping fees and special events in a park may have been comparable to other parks at the time the bylaw was written (1994). As you can see in the table below, on average the cost for overnight camping is significantly higher than what is included in the bylaw.

The following fees are those found in Bylaw 860, 1994. Please note that the Pouce Coupe Park was transferred to the Village of Pouce Coupe in 2005 and is no longer part of the Regional Park inventory.

<b>Camping Fees</b>	
Pouce Coupe Regional Park	\$5.00 per night
All other Parks	No Regional District charge
Electrical Fees	\$5.00
<b>Special Events</b>	
Group Picnic at Pouce Coupe Regional Park	\$10.00 per day
Group Picnic at all other Parks	No Regional District charge
Concession Booth in Pouce Coupe Regional Park	\$10.00 per day if operated by non-profit society.
Concession Booth in Pouce Coupe Regional Park	\$50.00 per day if operated for profit.
Concession Booth in all other Parks	No Regional District charge
Other Special Events in Pouce Coupe Regional Park	\$50.00 per day
Other Special Events in all other Parks	No Regional District charge
<b>Damage Deposit</b>	
Number of Persons anticipated to attend	Damage Deposit
Fewer than 50	\$100.00
51 - 100	\$250.00
101 - 250	\$500.00
251 - 500	\$1,000.00
501 - 1000	\$1,500.00
Over 1000	\$2,000.00

**COMMUNICATIONS CONSIDERATION(S):**

If approved by the Committee and Regional Board, staff will develop a communications plan to inform the public of the changes.

**OTHER CONSIDERATION(S):**

In order to enforce the provisions of this bylaw, an amendment to the Bylaw Notice Enforcement Bylaw No. 2042 will be presented to the Board at a future meeting, to establish specific offenses and applicable fines for failure to comply.

**Legal ‘Park’ Status and Regulatory Bylaw:**

Listing a site as a park in this bylaw has no effect on the legal status of the property, and the Regional District may own or lease a site and use it as a park, but this does not make it a ‘dedicated park’ – i.e., land that is tied to statutory or other legal restrictions that affect the ability to use the land or dispose of the land.

**Attachments:**

1. Bylaw 860, 1994
2. Regional Parks Regulation and Fees Bylaw No. 2450, 2021 (DRAFT)

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**PEACE RIVER REGIONAL DISTRICT**  
**BY-LAW NO. 860, 1994**

A by-law to provide for regulation and use  
of community and regional parks.

WHEREAS by supplementary Letters Patent dated March 31, 1976 the Regional Board was granted the function of Regional Parks, for which purpose the Park (Regional) Act applies;

AND WHEREAS Section 4 of the Park (Regional) Act authorizes the Regional District, by by-law, to exercise rights in relation to regional parks, including the power to make rules and regulations governing the management, maintenance, improvement, operation, control and use of any regional park;

AND WHEREAS by supplementary Letters Patent dated February 8, 1985 the Regional District was granted the function of Community Parks and the power, by by-law, to make rules and regulations governing the use, management, improvement, operation and control of community parks;

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

1. **INTERPRETATION**

In this by-law, the following expressions shall have the meanings assigned to them:

**Administrator**

means the person serving as Administrator of the Peace River Regional District;

**All-terrain Vehicle**

means an all-terrain vehicle as defined in the Motor Vehicle (All Vehicle Terrain) Act;

**Board**

means the Regional Board of the Peace River Regional District;

**Camping Unit**

means a tent, truck camper, trailer, motor home or any other conveyance designed to travel on the highway and constructed, intended or equipped to be used as a temporary living or sleeping quarters by travellers;

**Campsite**

means an area prepared and designated for the placing of a single camping unit;

**Manager**

means the person who is serving as Manager of Parks.

**Park**

means those regional parks and community parks listed on Schedule 'A' and any others which may be acquired by the Regional District from time to time;

**Regional District**

means the Peace River Regional District;

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2. **CAMPING REGULATIONS**

- (a) No person may camp or place a Camping Unit in any Park unless the person has paid the fee established in Schedule 'B' of this by-law and been issued a Camping Permit in the form attached as Schedule 'C'.
- (b) The Manager shall issue a Camping Permit to each person who pays the applicable fee in cash and who signs the Permit.
- (c) The camping rules and regulations applicable to the Parks are those incorporated into the Camping Permit.
- (d) Persons desiring to use a Campsite overnight will have priority over persons using a Campsite for day use only.
- (e) The Manager may close the Parks to camping because of weather conditions, lack of use, danger to the public or for some health, sanitation or emergency reason.

3. **SPECIAL PARK USE**

- (a) Persons may be issued a Special Event Permit to use Parks for group picnics, weddings, parties, concerts, fairs, concessions and other special events if they meet the requirements of this by-law.
- (b) The Special Event Permit shall be in the form attached as Schedule 'D' to this by-law.
- (c) The terms and conditions applicable to special events in the Parks are those incorporated into the Special Event Permit.
- (d) No person unless the holder of a Special Event Permit shall:
  - i) sell or offer for sale in a Park any refreshments, post cards, magazines, clothing or other articles or services;
  - ii) hold or attempt to hold any group picnic, show, concert, sports event, exhibition or other similar organized activity in the Park;
  - iii) place or erect any structure (other than a Camping Unit), sign or bulletin board in a Park; or
  - iv) distribute or post or paint or affix any advertisement, bills or other articles in a Park.

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B-1

Peace River Regional District  
By-law No. 860, 1994

B-1 b)

- (e) Persons must apply for a Special Event Permit no less than 14 days prior to the Special Event.
- (f) Persons applying for a Special Event Permit must pay, at the time of application, the special event fee specified in Schedule 'B' and a damage deposit according to the scale established in Schedule 'B'.
- (g) The Administrator must issue a Special Event Permit to each person who completes an application, pays the special event fee and damage deposit and provides evidence of insurance, unless in the opinion of the Administrator the special event would pose an unreasonable risk to health and safety of the public.

4. **ENFORCEMENT**

The Manager, the Administrator and any By-law Enforcement Officer of the Regional District are authorized to enforce this By-law.

5. **PENALTIES**

- (a) Any person who is found guilty of an offence under this by-law shall be liable upon summary conviction to a fine to a maximum of five thousand dollars (\$5,000.00), plus the costs of prosecution.
- (b) Each day that a violation of this by-law continues or is allowed to continue constitutes a separate offence.

6. **SEVERABILITY**

If any section, subsection, sentence, clause or phrase of this by-law is for any reason held to be invalid by the decision of a court of competent jurisdiction, the remainder of this by-law will remain in full force and effect.

7. **SCHEDULES**

The Schedules attached to this by-law form part of this by-law.

Peace River Regional District  
By-law No. 860, 1994

B-1. b

8. **REPEAL**

By-law No. 528, 1987 being "Parks Regulation By-law No. 528, 1987" is hereby repealed.

9. **TITLE**

This by-law may be cited as "Parks Regulation By-law No. 860, 1994".

READ A FIRST TIME THIS 23rd DAY OF June, 1994.

READ A SECOND TIME THIS 23rd DAY OF June, 1994.


READ A THIRD TIME THIS 28<sup>th</sup> DAY OF July, 1994.

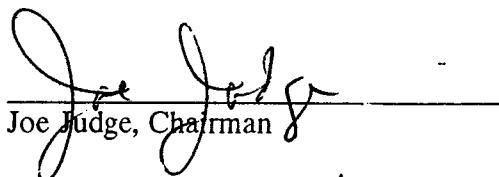
Approved by the Minister of Environment, Lands and Parks this 14<sup>th</sup> day of October, 1994.

RECONSIDERED, FINALLY PASSED AND ADOPTED THIS 27<sup>th</sup> day of October, 1994.

CERTIFIED A TRUE AND CORRECT COPY  
of "Parks Regulation By-law  
No. 860, 1994".

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

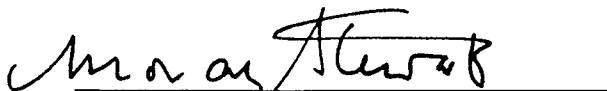
  
Moray Stewart, Administrator

  
Joe Judge, Chairman

  
Moray Stewart, Administrator

I HEREBY CERTIFY THE FOREGOING to be a true and correct copy of By-law No. 860, 1994, cited as "Parks Regulation By-law No. 860, 1994" as read a third time by the Regional Board of the Peace River Regional District at a meeting held on the 28<sup>th</sup> day of July, 1994.

Dated at Dawson Creek, B.C. this 29<sup>th</sup> day of July, 1994.

  
Moray Stewart, Administrator

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**SCHEDULE 'A'**  
**LIST OF PARKS**

Bear Mountain Park

Beatton River Park

Blackfoot Park

Buick Creek Recreation Grounds

Cache Creek Community Club House and Grounds

Chetwynd and District Recreation Centre Grounds

Copeland Beach

Fey Spring (Goodlow)

Golata Creek Community Hall and Recreation Grounds

Jackfish Recreation Grounds (Long Lake)

Minaker River Recreation Grounds

Moberly Lake Community Grounds

Moose Creek Gymkhana Grounds

Montney Centennial Park

North Peace Fall Fair Grounds

Pouce Coupe Regional Park

Romedo Spring (Buick Creek)

Rose Prairie Curling Rink Grounds

Spencer Tuck Park

Tomslake Recreation Grounds

Upper Halfway Community Hall

Watson Spring (Bear Flats)

Wonowon Community Hall/Rodeo Grounds and Playground

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**SCHEDULE 'B'**

**LIST OF FEES**

**1. Camping Fees**

Pouce Coupe Regional Park	\$ 5.00 per night
All other Parks	No Regional District charge
Electrical fees	\$ 5.00

**2. Special Events**

Group Picnic at Pouce Coupe Regional Park	\$ 10.00 per day
Group Picnic at all other Parks	No Regional District charge
Concession Booth in Pouce Coupe Regional Park	\$ 10.00 per day if operated by non-profit society
	\$ 50.00 per day if operated for profit
Concession Booth in all other Parks	No Regional District charge
Other Special Events in Pouce Coupe Regional Park	\$ 50.00 per day
Other Special Events in all other Parks	No Regional District charge

**3. Damage Deposit**

<u>Number of Persons anticipated to attend</u>	<u>Damage Deposit</u>
Fewer than 50	\$ 100.00
51 - 100	\$ 250.00
101 - 250	\$ 500.00
251 - 500	\$1,000.00
501 - 1000	\$1,500.00
over 1000	\$2,000.00

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**SCHEDULE 'C'**

**Page 1 of 3**

**CAMPING PERMIT**

Name of Park	Campsite Number
Name of Person (the "Park User")	
Number of Persons in Party	
Vehicle Licence	Province/Territory/State
Description of Camping Unit:	
Tent	Tent trailer
Motorhome	Truck Camper
Trailer	Other
Number of Nights	Expiry Date 12:00 noon of
	Fee Paid \$
I agree to use the Park in compliance with the following Rules and Regulations, which are part of this Permit, and those posted throughout the Park. I assume all risk of death, personal injury, property loss and damage and other loss and damage from my use of the Park.	
Dated the _____ day of _____, 19__	
Signature of Park User _____	
Permit issued by _____	
for Peace River Regional District	

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**SCHEDULE 'C' - CONTINUED**

**Page 2 of 3**

**RULES AND REGULATIONS - Governing Use of the Park**

1. No person may camp or place any camping unit in the Park except at a campsite.
2. Payment of the camping fee entitles the Park User to occupy a campsite from 12:00 noon on the day of payment until 12:00 noon of the following day.
3. Persons who are not registered as occupants of a campsite are not permitted to occupy, visit or frequent any campsite between the hours of 11:00 p.m. and 7:00 a.m.
4. A Camping Permit cannot be transferred or assigned to anyone else.
5. All persons occupying a campsite must keep all equipment and camping units within the boundaries of the campsite.
6. No person shall deposit any garbage, refuse, sewage, bottles, cans, waste, liquid refuse or other debris or material except in a receptacle or pit designated for that purpose.
7. Every person must leave their campsite in a neat, clean and tidy condition.
8. No person shall let off or discharge any water so that it runs waste from any hydrant, water main, stand pipe, faucet or fountain.
9. No person shall put or deposit any injurious, noxious or offensive matter in any watercourse or receptacle for water or commit any nuisance or damage to any water works.
10. No person shall camp in the Park for more than fourteen consecutive nights.
11. No person shall use any privy or toilet in any camping unit which is not equipped with a holding tank.
12. No person shall deposit the contents of a holding tank except in a place designated for that purpose.
13. All persons must use the outhouses and restrooms established in the Park and no person shall defecate or urinate in any other place.
14. No person shall break, cut, root up or otherwise damage any tree, shrub, flower, fern, moss or other growth in the Park.
15. No person shall deface, remove or damage any gate, fence, building or other structure or property in the Park.
16. All persons shall control animals in their control or custody so that they do not roam at large or disturb others with noise. All animals must be kept on a leash no longer than 3 metres in length.

**SCHEDULE 'C' - CONTINUED**

**Page 3 of 3**

**RULES AND REGULATIONS - Governing Use of the Park**

17. No person shall behave in a noisy or disorderly manner or engage in any activity which might disturb the peace and enjoyment of others.
18. No music or other noise of any kind is permitted between the hours of 11:00 p.m. and 7:00 a.m.
19. No person shall sell or display any goods or merchandise or carry on any commercial activity in the Park.
20. No person shall hunt or discharge or carry any loaded firearm, bow or crossbow.
21. No person shall discharge any fireworks or other explosive device.
22. No person shall kill, hurt, molest or disturb any wild animal or bird or permit an animal in his custody or control to do so.
23. Unless otherwise posted, no person shall operate a motor vehicle at a speed greater than 10 kilometres per hour.
24. Motor vehicles may be operated only on roadways, campsites and parking areas within the Park.
25. No person shall operate an unlicensed vehicle or all-terrain vehicle within the Park unless there are signs posted which permit such operation.
26. No person shall obstruct traffic within the Park.
27. All persons must obey the orders of the Park Manager.
28. No person shall hinder or interrupt the Park Manager or any employee or contractor of the Regional District.
29. No person shall make or ignite any fire except in such areas or facilities which are designed for that purpose.
30. All persons must comply with provincial and federal laws, particularly those governing the consumption of alcohol.
31. Persons who fail to comply with the Rules and Regulations governing the use of the Park may be evicted by the Park Manager.

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**SCHEDULE 'D'**  
**SPECIAL EVENT PERMIT APPLICATION**

**Page 1 of 4**

**\*\* This form is to be used for group picnics, concessions, fairs, parades, weddings and any other special event to be held in a Regional District Park. Complete all the blanks which are applicable.**

Name of Group applying for Permit _____ (the "Permit Holder")					
Address of Permit Holder					
Name and Address of Individual accepting responsibility for Permit (the "Applicant") _____ (include postal code)					
Telephone Number: _____					
Type/Date of Event			Description of Event		
Any previous problems?			Number of Years Event held?		
Name of Park			Date and time requested		
Number of Participants			Number of Spectators		
Included in this Event will be:	YES	NO		YES	NO
Alcoholic Beverages			Entertainment		
Food Preparation			Exhibitions/Demonstrations		
Merchandise or Food Selling			Amplified Music/Speeches Fireworks		
Temporary Structures (stages/tents/seating)			Beer Garden		
Other (explain)					

If "YES" is answered to any of the previous questions, please attach a brief explanation.

<b>If a Parade, complete this Section also:</b>	
Number of Units in Parade?	On street?
Assembly Area (attach sketch)	On Sidewalk?
Dispersal Area (attach sketch)	Route

B-1

**SCHEDULE 'D'- CONTINUED  
SPECIAL EVENT PERMIT APPLICATION**

**Page 2 of 4**

<b>If a Concession, complete this Section also:</b>	
Is this a Commercial Operation:	YES _____ NO _____
Is this a Non-profit Operation:	YES _____ NO _____
Hours of Operation: Dates of Operation:	Total Number of Days of Operation:
In consideration of the Peace River Regional District issuing a Special Event Permit, the Applicant has read and agrees that the terms and conditions set out below form part of this Permit and agrees that the Permit Holder and its officers, employees, members, agents, licensees and invitees will comply fully with and be bound by these terms and conditions.	
The Applicant warrants and represents to the Peace River Regional District that he has the power, authority and capacity to enter into this agreement on behalf of the Permit Holder and to bind the Permit Holder by his signature.	
<b>Insurance requirements for Special Events</b> The Peace River Regional District requires the following minimum liability insurance from any applicant proposing to use Regional District Parks or properties for Special Events:  a) Inclusive limit of \$2,000,000 P.L. and P.D.; b) Cross liability clause (see Item 4 Terms and Conditions); c) The Peace River Regional District and _____ to be named as additional insureds for duration of the Event.  Confirmation that the necessary insurance has been obtained must be submitted to:  Peace River Regional District Box 810, 1981 Alaska Avenue, Dawson Creek, BC V1G 4H8  Telephone: 782-5891; Fax: 782-2718	
Dated this _____ day of _____, 19____.	
_____ Signature of Applicant on behalf of the Permit Holder	

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**SCHEDULE 'D'- CONTINUED**

**Page 3 of 4**

**TERMS AND CONDITIONS**

1. A damage deposit will be collected. The damage deposit will be refunded after the event only if the Peace River Regional District is satisfied that there has been no damage to its Parks and property and the special event area has been cleaned and restored to its original condition.
2. The Permit Holder must leave the Park in a neat, clean, tidy and undamaged condition. Failure to do may result in an additional charge being levied over and above the forfeiture of the damage deposit. The Permit Holder must report any damage promptly to the Regional District.
3. The Park is to be used and the Special Event to be held at the Permit Holder's own risk and liability. The Peace River Regional District accepts no responsibility for any accidents, losses or harm which may occur and the Permit Holder releases the Peace River Regional District from any claims and demands it may have which may relate to the Special Event, the permit for it or the Park.
4. The Permit Holder hereby indemnifies and saves harmless the Peace River Regional District from all costs, losses, damages, claims and other harm of any kind, including that relating to death, bodily injury, property loss and damage, economic loss, and any other loss or damage of any kind which the Regional District may suffer which is in any way connected with or arises from the Special Event authorized by this Permit or the Permit Holder's use of the Park.
5. If the Special Event will be attended by more than 100 people or if alcohol will be permitted, then the Permit Holder must take out a policy of comprehensive general liability insurance, in a form satisfactory to the Peace River Regional District, with the Peace River Regional District as a named insured, in an amount of not less than \$2,000,000.00 per occurrence, proving coverage for death, bodily injury, property loss and damage and all other possible liability related to the Special Event.
6. This Permit is personal to the Permit Holder and cannot be transferred or assigned.
7. The Permit Holder must use the Park with care and in a manner which does not unreasonably interfere with the general public's enjoyment of the Park and in consideration of public health, welfare, safety and recreation.
8. The Permit Holder is responsible for ensuring that persons attending the Special Event conduct themselves in an orderly manner. Two competent and trustworthy adult persons must be present at all times and responsible for the conduct of the Special Event.
9. Vehicles must be parked only in designated parking areas. There is to be no interference with normal traffic flow.
10. The Permit Holder represents and warrants to the Regional District that its activities will not include any unlawful activities, violence, crime or disorderly conduct.

B-1

**SCHEDULE 'D' - CONTINUED**

**Page 4 of 4**

**TERMS AND CONDITIONS**

- continued -

11. The Permit Holder to comply with all federal, provincial and local government statutory requirements, in particular those governing noise and the use of alcohol.
12. This Permit is subject to the Province's ownership of parks and any restrictions which may be placed by the Province on the Regional District's possession and control of parks.
13. The Peace River Regional District reserves the right to revoke this Permit if the Permit Holder does not comply with the terms and conditions of this Permit.
14. References in this Permit to the Regional District include its officers, employees, elected officials, agents and others and references in this Permit to the Permit Holder include its members, officers, employees, agents and invitees.
15. This Permit will enure to benefit of and be binding on the Permit Holder and the Regional District and their respective heirs, executors, administrators, successors and permitted assigns.

\*\*\*\*\*

**FOR REGIONAL DISTRICT USE ONLY**

PERMIT FEE RECEIVED: \$ \_\_\_\_\_

DAMAGE DEPOSIT RECEIVED: \$ \_\_\_\_\_

\_\_\_\_\_  
Date Peace River Regional District

\*\*\*\*\*

AMOUNT OF DAMAGE DEPOSIT TO BE REFUNDED: \$ \_\_\_\_\_

REASON IF ENTIRE DAMAGE DEPOSIT NOT REFUNDED:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date Peace River Regional District

\*\*\*\*\*



B-1(a)

OCT 14 1994



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

Dear Joe Judge and Directors:

I am in receipt of a letter dated July 29, 1994, addressed to Thomas Gunton, Deputy Minister, from Janet St. Julian, Secretary - Legislative Services, regarding Bylaw No. 860, 1994.

It is with pleasure that I approve the adoption of Bylaw No. 860, 1994, pursuant to Section 4 of the *Park (Regional) Act*, authorizing the Regional District to make rules and regulations relating to its community and regional parks.

When the Board has reconsidered and adopted this bylaw, please arrange for two certified copies to be sent to Louise Goulet, Manager, System Planning and Policy, Ministry of Lands and Parks, 800 Johnson Street, Victoria, British Columbia, V8V 1X4. Enclosed are your two original copies of the bylaw.

Yours truly,

Moe Sihota  
Minister

Enclosure

cc: Louise Goulet, Manager  
System Planning and Policy

B-1(a)



**PEACE RIVER REGIONAL DISTRICT**  
**Bylaw No. 2450, 2021**

A bylaw to establish regulations, fees and other  
charges for Regional Parks

WHEREAS, by Supplementary Letters Patent dated March 30, 1976, as amended by supplementary Letters Patent dated July 28, 1977, February 7, 1985, and August 30, 1987, the Peace River Regional District was granted the function of acquiring, developing, operating and maintaining Regional Parks (Division XXVI) and Community Parks (Division XXXIII);

AND WHEREAS the *Local Government Act* authorizes the Regional District to, by bylaw, impose fees and charges, and to impose regulations and requirements in relation to the maintenance, improvement, operation, control and use of property with respect to regional and linear parks;

AND WHEREAS the Regional Board is desirous of establishing such fees and charges, regulations, prohibitions and requirements;

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

**Part 1 – Citation**

1. This bylaw may be cited for all purposes as “Regional Parks Regulation and Fees Bylaw No. 2450, 2021.”

**Part 2 – Application**

2. This bylaw applies to all Regional District owned or operated parks as listed in Schedule A.

**Part 3 – Violation**

3. A person who contravenes any provision of this bylaw commits an offense punishable by fine or imprisonment or both.

**Part 4 – Definitions**

In this bylaw, the following definitions apply:

**Animal** means any member of the animal kingdom other than a human being.

**Authorized Personnel** means a person authorized from time to time by the Regional District to enforce or administer this bylaw or any aspect of this bylaw, including:

- a) Bylaw Enforcement Officers;
- b) Employees of the Peace River Regional District;
- c) Persons acting on behalf of the Peace River Regional District under contract or other agreement; and
- d) Peace Officers.

**Bylaw Enforcement Officer** means a person employed as, or otherwise appointed, to the position of bylaw enforcement officer by and in the Regional District.

**Camping Permit** means a permit to occupy space in a park issued under this bylaw.

**Camping Unit** means a tent, truck camper, trailer, motor home or any other conveyance designed to travel on a highway and constructed, intended or equipped to be used as a temporary living or sleeping quarters.

**Campsite** means a site in a park designated for overnight camping.

**Cannabis** means cannabis as defined in the Cannabis Act (C).

**Damage Deposit** means a sum of money paid in relation to a Special Event Permit to ensure that the space occupied as part of the permit is returned in a condition acceptable to the Regional District.

**Disturbance** means any noise or sound, including the playing of music that disturbs, or is likely to disturb, the peace, enjoyment or comfort of persons or wildlife and includes actions or behavior that puts a person in danger or inhibits another person's lawful use or enjoyment of a park.

**Firearm** means any firearm, including a rifle, shotgun, handgun, spring gun, bow, crossbow or other device that propels a projectile by means of an explosion, compressed gas or spring.

**General Manager** means the Regional District's General Manager of Community Services and includes any person appointed or designated to act on their behalf from time to time.

**Harass** includes to exhaust, fatigue, annoy, plague, pester, tease or torment.

**Litter** includes garbage, refuse, rubbish, waste materials and trash of any kind, including containers, packages, bottles and cans.

**Motor Vehicle** means a device in, on, or by which a person or thing is or may be transported or drawn on a highway, but does not include a device designed to be moved by human power.

**Off Road Vehicle (ORVs)** means a device in, on, or by which a person or thing is or may be transported or drawn 'off-road', including all-terrain vehicles, snowmobiles, tracked vehicles, dune buggies, go-carts, or golf carts, or any similar device, but does not include a device designed to be moved by human power or motorized wheelchairs and similar devices.

**Park** means those parks listed on Schedule A.

**Regional District** means the Peace River Regional District.

**Special Use** means any commercial or non-commercial service, activity or event that is intended to attract or requires participants or spectators and includes: a festival; competition; tournament; procession, drill, performance, concert, gathering, march; fishing derby; show; party; outdoor ceremony; animal show; group training or lesson or recreational programming; operation of a model airplane, vehicle or vessel; television or motion picture filming; and research, survey or petition activity.

**Part 5 - General Regulations**

4. No person shall cut, break, injure, remove or in any way destroy or damage any rock, soil, tree, shrub, plant, or ground cover including turf, in a park.
5. No person shall camp at a campsite unless that person holds a valid and subsisting Camping Permit for the campsite for the period of use or occupancy of that campsite.
6. No person shall use or occupy a campsite in respect of which a subsisting camping permit has been issued to another person.
7. No person shall damage, deface, vandalize, remove, injure, or destroy any property in a park, including structures, buildings, fences, railings, utilities, hard surfaces, signage, seats, benches and fire pits.
8. No person shall climb, walk, or sit upon any wall, fence or other structure in any park, except playground equipment or other structures intended for such use.
9. No person shall enter or remain in a park except during the hours posted for the park.
10. No person shall carry on any activity of a hazardous or unsafe nature, including any activity that may cause injury, harm or damage to a person or property.
11. No person shall:
  - a) cause a disturbance or interfere with any person's use or enjoyment of a park;
  - b) cause any noise, vibration, odour, dust, illumination or any other thing that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any other person in a park;
  - c) use or operate any kind of public address system in a park, without prior written permission from the Regional District; or
  - d) play or operate electronic equipment, instruments or other apparatus for the amplification of sound in a park in a manner that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of other persons.
12. No person shall, between the hours of 11:00pm and 7:00am, operate any device or engine, including a generator, that is liable to disturb the peace, rest, enjoyment, comfort or convenience of any person in a park or a person residing outside of a park.
13. A person must not obstruct any Authorized Personnel in the performance of their duties in connection with this bylaw.
14. A person must not erect, construct, or build any building, shelter, pavilion or other structure whatsoever within a park, without prior written permission from the Regional District.
15. No person shall leave, abandon or store a motor vehicle, camping unit, ORV, or other property in a park without a camping permit.

16. A person who brings an animal into any park must ensure that:
  - a) the animal is on a leash and under control at all times;
  - b) any feces deposited by the animal is immediately removed and disposed of in a sanitary manner; and
  - c) the animal does not cause harm or damage to any person, animal or property.
17. No person shall ride, lead, or have charge of any horse or other riding animal in a park except in those park areas designated for the use of riding animals in Schedule A Regional Parks – Parks with Staging Area.
18. The General Manager, or Authorized Personnel may remove or cause to be removed from any park, any property, article or thing in a park that contravenes any provision of this bylaw at the expense of the owner, contractor or other person responsible for such article or thing; and the General Manager is hereby empowered to do every lawful act required under the circumstances to have any such article or thing removed in the shortest possible time and to hold any article or thing until the expense of the removal has been paid.

#### **Part 6- Motor Vehicles**

19. No person shall operate a motor vehicle in a park except on public roadways or parking lots.
20. No person shall exceed posted speed limits while driving a motor vehicle in a park.
21. No person shall operate a motor vehicle in a park that is not validly licensed and registered in accordance with all applicable enactments.
22. No person shall park a motor vehicle in a park except in a public parking lot or designated camp site.
23. A motor vehicle may be towed away at the expense of the owner if;
  - a) parked in an area prohibited by a sign, posted notice or by this bylaw;
  - b) left unattended after the closing hours of the park.
24. For public safety or convenience or to accommodate special uses or events, the Regional District may close any park road, trail, or other area in a park to public use.
25. The Regional District may, by sign or posted notice, limit the speed, weight, size, type or number of motor vehicles operated in a park.
26. No person shall wash, clean, polish, repair, tune up, or do any maintenance or mechanical work, to a motor vehicle in a park, except in an emergency.

#### **Part 7 – Fire**

27. No person shall start or maintain a fire in park, except in facilities provided by the Regional District for that purpose.
28. No person shall start or maintain a fire in a park when a fire ban or restriction is in place contrary to such restrictions.

29. No person shall use any vegetation to start or maintain a fire in a park, except for firewood that is either brought on-site or provided by the Regional District for fire purposes.
30. No person shall leave a fire in a park unattended for any amount of time until the fire is extinguished such that it has no embers and all ashes are cold to the touch.
31. No person shall burn any unsuitable materials in any park, including organic yard waste, household waste, plastic, rubber, flammable or combustible liquid, or any treated lumber or construction debris, or toxic waste.
32. No person shall cause or permit a fire in a park to exceed 0.5m in height or 0.5m in width.
33. Every person who lights or keeps a fire in a park shall ensure there is at all times a 3m fuel break surrounding the fire that is cleared of all combustible materials.

#### **Part 8 - Off-Road Vehicles (ORVs)**

34. No person shall drive, propel, park or otherwise operate an ORV in a park except where ORV use is designated by signs posted in the park.
35. No person shall operate in a park an ORV that is not registered and licenced in accordance with applicable enactments.
36. A ORV may be towed away at the expense of the owner if;
  - a) parked in an area prohibited by a sign, posted notice or by this bylaw;
  - b) left unattended after the closing hours of the park.
37. No person shall operate an ORV except on designated roadways, trails and parking areas.
38. No person shall operate in a park an ORV through a water course or in such a manner as to disturb natural features or the enjoyment of the park by others.
39. No person shall clean, repair or carry out maintenance on an ORV in a park except in an emergency.

#### **Part 9 - Litter and Pollution**

40. No person shall deposit or leave litter in a park except in containers provided for such purpose.
41. No person shall deposit or leave in a park any litter that does not result from the person's use of the park, including household, commercial or industrial waste, construction debris, toxic or hazardous substances, furniture, appliances, or yard cuttings.
42. No person shall release the contents of a holding tank in a park except at a facility provided by the Regional District for that purpose.
43. No person shall foul any body of water in a park, including by washing, contaminating or

polluting a body of water.

44. No person shall urinate or defecate in or on any park except in a public or private toilet facility.

### **Part 10 – Firearms, Hunting and Fireworks**

45. No person shall:

- a) injure, disturb, trap or kill any raptor or other animal; or
- b) destroy any raptor or other animal habitat.

46. No person shall harass wildlife in a park or permit an animal in their custody or control to harass wildlife in a park.

47. No person shall carry any firearm in any park except in those park areas designated for firearm use in Schedule A – Regional Parks - Overnight Parks – Staging Area.

48. No person shall discharge any fireworks or other explosive device in a park.

### **Part 11 - Alcohol and Cannabis**

49. No person shall consume any alcohol or cannabis in a park except at a campsite in respect of which they hold a valid or subsisting campsite permit or as authorized under a Special Event Permit.

50. No person shall sell cannabis products or alcoholic beverages in a park, except as may be authorized by a Special Event Permit.

### **Part 12 - Responsibility for Minors**

51. No parent, guardian or other person responsible for a minor in a park shall permit such minor to violate any of the provisions of this bylaw.

### **Part 13 – Camping**

52. No person may camp or place any camping unit in a park except at a designated campsite.

53. A person who holds a campsite permit, and other persons identified as occupants under that permit, may occupy a campsite from noon of the permit commencement date until noon of the permit expiry date.

54. Persons who are not registered as occupants of a designated campsite are not permitted to occupy, visit or frequent any campsite between the hours of 11:00 pm and 7:00 am.

55. All persons occupying a campsite must keep all equipment and camping units within the boundaries of the campsite.

56. A camping unit may be towed away at the expense of the owner if;  
a) parked in contravention of any provision of this bylaw; or

- b) left unattended after the closing hours of the park.
- 57. No more than 8 people are permitted to camp on a designated campsite and at least one member of the party must be 19 years of age or older.
- 58. All campsites must be kept clean and free of attractants for wildlife (e.g., bears, wolves) at all times.
- 59. Every person must leave campsites in a neat, clean and tidy condition upon the expiration of a camping permit.
- 60. No person shall camp in a park for more than fourteen (14) consecutive nights. Following the 14 nights, no person shall return to that campsite until they have remained outside that campsite for a minimum of 72 hours.
- 61. No person shall in a park wash, clean, polish, repair or tune up, or do any maintenance or mechanical work to, a camping unit, except in an emergency.

#### **Part 14 - Camping Permits**

- 62. A person wishing to use or occupy a campsite in a park shall apply for a campsite permit using the form established from time to time by the General Manager and pay the applicable fee identified in Schedule B – Parks Fees.
- 63. Camping permits must be displayed at the applicable campsite and remain visible.
- 64. On receiving an application for a camping permit, the General Manager or Authorized Personnel may:
  - a) grant, refuse, renew, or refuse to renew a permit;
  - b) impose terms, requirements, restrictions and conditions on obtaining, holding or renewing a camping permit, as considered appropriate for the safe and convenient use of the campsite and to ensure the requirements of this bylaw are met.

#### **Part 15 - Special Event Permits**

- 65. A special event permit must be issued for any special use of a park.
- 66. A person or organization may apply for a special event permit to carry out a special use in a park by;
  - a) submitting a completed application form and fee, with all required attachments, including proof of insurance, not less than 30 days prior to the proposed event.
  - b) agreeing in writing to all terms, requirements, restrictions and conditions of special use established by the Regional District;
  - c) showing evidence of compliance with the requirements of other relevant bylaws as well as regulations of other government bodies and local authorities that may apply in the circumstances.
- 67. On receiving an application for a special event permit, the General Manager may:

- a) issue, refuse, renew, or refuse to renew a special event permit;
  - b) impose terms, requirements, restrictions and conditions on obtaining, holding or renewing a special event permit, including specific exemptions from provisions of this bylaw where it is noted in this bylaw that an activity is prohibited except as authorized under a special event permit; and
  - c) require a damage deposit.
68. Without limiting the authority of the General Manager to refuse to issue or renew a special event permit, the General Manager may refuse to issue a special events permit if the General Manager considers that the special event could:
- a) pose an unreasonable risk to the health and safety of the public;
  - b) be in conflict with existing reservations or events.
69. No person, unless authorized under a special event permit or by written permission of the Regional District, shall do any of the following in a park:
- a) sell or display for sale any refreshments, goods, articles or things, or offer any service for a fee;
  - b) post, paint or affix any advertisement, bill, poster or picture, or any similar matter or thing, including on any tree, post, pole, building or other structure or thing park;
  - c) conduct any organized activity that prohibits other persons from using or enjoying the park.

#### **Part 16 - Authorized Personnel Authority and Exemptions**

70. Authorized Personnel are exempt from all provisions of this bylaw when performing their duties and acting on behalf of the Regional District.
71. When Authorized Personnel believes, on reasonable grounds, that a person in a park is contravening any provision of this bylaw they may require that person to do any of the following:
- a) provide immediately upon request, that person's correct name, address, and information about their proposed or actual activities in the park;
  - b) provide within a reasonable time, identification verifying that person's correct name and address;
  - c) provide evidence, where applicable, that the person possesses a valid and subsisting camping permit or special event permit for the activity;
  - d) stop contravening the bylaw immediately;
  - e) leave the park immediately and not re-enter the park for a period up to 72 hours.

#### **Part 17 – Fees and Charges**

72. Fees applicable in Peace River Regional District Parks are as set out in Schedule B – Regional Parks Fees and Charges.

#### **Part 18 – General Administrative Provisions**

73. The headings used in this bylaw are for convenience only and do not form part of this bylaw, and are not to be used in the interpretation of this bylaw.



74. 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.

75. The following schedules are attached to and form part of this bylaw:

- a) Schedule A – Regional Parks List by Category
- b) Schedule B – Regional Park Fees and Charges

76. Peace River Regional District Parks Regulation Bylaw No. 860, 1994” and all amendments thereto, are hereby repealed.

READ A FIRST TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2021.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

(Corporate Seal has been  
affixed to the original bylaw)

\_\_\_\_\_  
Chair

(Schedules A & B attached)

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

I hereby certify this to be a true and correct copy of  
“Regional Parks Regulation and Fees Bylaw No. 2450, 2021,  
as adopted by the Peace River Regional District  
Board on \_\_\_\_\_, 20\_\_\_\_.

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

**Schedule A - Regional Parks List****Overnight Parks****Parks Requiring Camping Permit**

Blackfoot Regional Park

**Parks with Staging Area**

Minaker River Regional Park

**Day Use Parks**

Spencer Tuck Regional Park

Sundance Lake Regional Park

Montney Centennial Regional Park

### Schedule B - Regional Park Fees and Charges

The following are the fees payable for a camping permit, additional vehicles in campsite, special events permit, and special event permit damage deposit:

Item	Fees
<b>Camping Permit</b>	
Tent Sites	\$10 per night
Camp Sites without power	\$20 per night
Camp Sites with power	\$25 per night
Additional Vehicle Charge (each vehicle over two vehicles allowed per site)	\$5 per night per vehicle
<b>Special Event Permit</b>	\$250 per day
<b>Special Event Permit – Damage Deposit</b>	
50 people or less	\$500
51 people or more	\$750



# REPORT

To: Regional Parks Committee

Report Number: CS-RPC-014

From: Trish Morgan, General Manager of Community Services

Date: April 26, 2021

Subject: **Park Reservation Policy**

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## **RECOMMENDATION:**

That the Regional Parks Committee recommend that the Regional Board adopt the Park Reservation Policy, which defines mandatory requirements for application and approval of a camp site reservation at a Peace River Regional District Regional Park.

## **BACKGROUND/RATIONALE:**

The Park Reservation Policy outlines the conditions under which a person can reserve a campsite in a Regional District Regional Park. Reservations are currently available only at Blackfoot Regional Park.

The proposed policy dictates that up to 50% of campsites may be reserved, and that 50% of campsites remain as a 'first-come-first-serve' which is best practice at other campsites in the province. Further, the policy confirms that a campsite may only be booked for 14 nights consecutively, that reservations are non-transferrable, that the camping permit holder must be 19 years of age or older, and that no more than 8 people are permitted to camp at a designated campsite. The proposed policy also states that if a reservation holder does not arrive to the park prior to 10:00PM on the first night of the reservation that the site will become first-come-first-serve and reservation will be cancelled.

In addition, the also policy outlines the timeframe in which reservations may be made; starting as early as April 1<sup>st</sup> of each season for up to 30 days in advance of arrival date. For example, on April 23, you can make a reservation starting on May 23.

At this time, reservations from outside of the Northern and Interior Health regions will not be accepted until Public Health Orders no longer restrict travel within health authorities.

Other local government operated campsites in the Region and Province charge fees for reservation services and for camping. Until an online reservation system can be developed a reservation fee will not be charged.

In 2021, if approved, reservations will be accepted by phone or in person with the park caretaker at Blackfoot Regional Park, and fees will be paid with cash at the time of check-in. Internet service could not be established to Blackfoot Regional Park in 2021, but may be available through Starlink in 2022. Internet service at the park could allow an online reservation system to be set up.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Parks Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

This policy will be referenced in any communications for Blackfoot Regional Park Reservation System.

**OTHER CONSIDERATION(S):**

None at this time.

Attachments:

Park Reservation Policy (DRAFT)

**PARK RESERVATION**

Department	Community Services	Policy No.	
Section	Parks and Rural Recreation	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 this policy is to outline the conditions under which a person may:
- Reserve a campsite in a Peace River Regional District Park.

**2. Scope**

- 2.1 This policy applies to:
- Camping permit applicants.

**3. Definitions**

- 3.1 **Camping Fee** means the fees established under Schedule B of Bylaw No. 2450, 2021.
- 3.2 **Camping Permit** means a permit issued to authorize occupancy of a space in a PRRD Regional Park issued by authorized personnel under Bylaw No. 2450, 2021.
- 3.3 **Campsite** means a site in a Peace River Regional District Park designated for overnight camping.

**4. Policy**

- 4.1 50% of campsites in each park will be available to be reserved by the public in advance.
- 4.2 A dedicated number of campsites in each park will remain first-come-first-serve.
- 4.3 Camping reservation requests will be subject to the following mandatory requirements:
- A campsite may be booked for no more than 14 consecutive nights.
  - The camping permit applicant must be nineteen (19) years of age or older.
  - Reservations are non-transferrable and cannot be sold.
  - No more than 8 people are permitted to camp at a designated campsite.
- 4.4 Advance Reservations
- Starting on April 1 of each season, reservations for campsites can be made up to 30 days in advance of arrival date.
  - Reservations must be made at least 24 hours in advance.



4.5 Reservation Changes/Cancellation/Refunds

- a. All reservations are held until 10:00pm on the day that the reservation holder is scheduled to check-in. At that time, the site becomes ‘first-come-first serve’ and the site reservation is forfeited.

Affiliated Procedure	
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## Regional Parks Committee

### Diary Items

Item		Status	Notes	Diarized
1.	Blackfoot Boat Launch	Ongoing	Negotiate as part of the Community Measures Agreement, and have a study done to show the dam is going to affect the usage of the river south of the dam.	December 10, 2020
2.	Regional Active Transportation Plan		For the 2022 Budget Discussion.	December 10, 2020





## PRRD Regional Parks Committee Terms of Reference

### 1. Purpose:

- 1.1 The purpose of the PRRD Regional Parks Committee is to provide advice and recommendations on matters relating to Peace River Regional District parks and trails management, operations, and development.

### 2. Membership:

- 2.1 The Parks Committee membership shall consist of at least two elected Board Directors as appointed by the Peace River Regional District Board of Directors, the Manager of Community Services, the Field Services Supervisor, the General Manager of Environmental Services and the General Manager of Development Services and/or their delegates.

### 3. Meetings:

- 3.1 The Parks Committee will meet to address regional parks and trails issues.  
3.2 Meetings will be open to the public.  
3.3 The Parks Committee meetings will be chaired by a Director appointed by the Committee.  
3.4 Agenda items for the Parks Committee meetings will include items that are:  
a. referred to the meeting by resolution of the Regional Board; or,  
b. pertaining to regional parks and trails.  
3.5 Items for the regular agenda must be provided to the Manager of Community Services by noon Friday prior to the scheduled meeting.  
3.6 All recommendations of the Committee shall be determined by majority consensus of the Committee.  
3.7 Staff will take minutes and forward recommendations to the Regional Board for consideration and action.  
3.8 Committee recommendations for major capital or planning projects will be ratified by the Regional Board prior to staff action being undertaken, unless previously authorized by a referring Board resolution.

Date Committee Established		Board Resolution #	
Date TOR Approved by Board	November 24, 2011	Board Resolution #	RD/11/11/09 (24)
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	