



**PEACE RIVER REGIONAL DISTRICT**  
**NORTH PEACE RURAL ROADS MEETING**  
**MINUTES**

DATE: May 22, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors Present**  
Director Goodings, Meeting Chair  
Director Heiberg

**Directors Absent**  
Director Bumstead  
Director Fraser

**Staff**  
Tyra Henderson, Corporate Officer  
Hunter Rainwater, Recording Secretary

**Others**  
Jackie Kjos, JK Solutions

1. **CALL TO ORDER:** The Chair called the meeting to order at 9:03 am.

2. **ELECTION OF CHAIR:** The Corporate Officer called for nominations for the position of Chair of the North Peace Rural Roads Committee.

Director Heiberg nominated Director Karen Goodings.

The Corporate Officer called a second and third time for nominations. No other nominations were received.

Director Goodings accepted the nomination and the Corporate Officer declared Karen Goodings Chair of the North Peace Rural Roads Committee.

3. **DIRECTORS' NOTICE OF NEW BUSINESS:** None.

**4. ADOPTION OF AGENDA:**

MOVED by Director Heiberg, SECONDED by Director Goodings,  
That the North Peace Rural Roads Committee adopt the May 22, 2020 Committee Meeting Agenda:

- 1. Call to Order**
- 2. Election of Chair**
- 3. Directors' Notice of New Business**
- 4. Adoption of Agenda**
- 5. Gallery Comments or Questions**
- 6. Adoption of Minutes**
  - 6.1 North Peace Rural Roads Committee Draft Meeting Minutes of May 1, 2020
- 7. Business Arising from the Minutes**
- 8. Delegations**
- 9. Correspondence**
- 10. Reports**
  - 10.1 Video Feedback - Verbal Report
  - 10.2 Lobbyist Registration/Reporting - Verbal Report
  - 10.3 Communications - Verbal Report
  - 10.4 Finance Committee Presentation - Verbal Report
- 11. Discussion Items**
  - 11.1 Budget/Workplan Approval
  - 11.2 Terms of Reference
- 12. New Business**
- 13. Diary**
- 14. Item(s) for Information**
- 15. Adjournment**

**CARRIED**

**5. GALLERY COMMENTS OR QUESTIONS:**

As PRRD offices are closed to the public, gallery comments are not possible. No enquiries were received from the public in response to the meeting agenda posted on the PRRD website.

**6. ADOPTION OF MINUTES:**

6.1 May 1/20 NPRCC Minutes  
MOVED by Director Heiberg, SECONDED by Director Goodings,  
That the North Peace Rural Roads Committee adopt the Committee Meeting Minutes of May 22, 2020.

**CARRIED**

**7. BUSINESS ARISING FROM THE MINUTES:**

Director Heiberg noted that he has heard positive feedback regarding the Committee and its Task Force.

**8. DELEGATIONS:** None.

**9. CORRESPONDENCE:** None.

**10. REPORTS:**

- 10.1 Video Feedback - Verbal Report  
Ms. Kjos advised that she had done a few minor tweaks to the short and long videos, based on feedback from the test audience(s), and that the PRRD branding remains only on the first and last pages of the slide show/video presentation - as per staff request. Director Goodings and Director Heiberg indicated their satisfaction with the videos.
- 10.2 Lobbyist Registration / Reporting - Verbal Report  
The deadline is June 15, 2020. Ms. Kjos is looking for feedback from the PRRD's Corporate Officer and Chief Administrative Officer so that it can be circulated to the Committee before being submitted for approval. The Corporate Officer and Chief Administrative Officer are to provide client information.
- 10.3 Communications - Verbal Report  
Rayna Gibson is working at the Ministry of Transportation and Infrastructure now and she is looking forward to meeting and working with the Committee. Ms. Kjos talked to her about the Task Force. Canfor is running low on wood at the mill. It will be 7-10 days before that road will be able to be driven on. All this rain has been helping pull all the frost from the roads
- 10.4 Finance Committee Presentation - Verbal Report  
This year will require video or audio presentations. The Committee is looking at taking the content of the short video and adding some pictures to submit as an online presentation, which will take 100 hours or cost \$1,000. Director Goodings suggested taking some of those pictures and talking about them as a written submission.

Due to COVID-19 the Committee is having to adapt to doing most things digitally. If the Committee is not selected for the verbal presentation, they will have to amp up the written submission.

**11. DISCUSSION ITEMS:**

- 11.1 Budget/Workplan Approval  
The Committee discussed the June activities:
- Road evaluations on the Lower Cache and Stoddart should be done at least once a year.
  - Ms. Kjos would like to do evaluations once the rain stops, while she is up here (May 23-24, 2020), on the Beryl and Farrell roads.
  - Continue to refine pullout information to prioritize with the task force.
  - The task force will be meeting at the Regional District for the June 25<sup>th</sup> Board Meeting.
  - The Committee would like to have a task force meeting in June if they are able to do it face to face, if not, they will need to postpone it, as they will need a board room that is large enough to allow for social distancing. The Corporate Officer advised that the Committee would be able to use the PRRD Board Room if needed.
  - Director Goodings suggested having another meeting to talk strictly about the Workplan.
- 11.2 Terms of Reference  
The Terms of Reference were acknowledged.

**12. NEW BUSINESS:**

None.

**13. DIARY:** No items were added to the Diary.

**14. ADJOURNMENT** The Chair adjourned the meeting at 9:36 am.

The next meeting is scheduled for June 5, 2020.

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Director Goodings, Meeting Chair

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Hunter Rainwater, Recording Secretary