



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	MOVED by Director Heiberg, SECONDED by Director Goodings,
May 1/20 NPRCC	That the North Peace Rural Roads Committee adopt the Committee Meeting Minutes
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 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 for the first lobbyist report under the process 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
Rena Gibson is the new Acting District Manager at the Ministry of Transportation and Infrastructure and she is looking forward to meeting and working with the Committee. Ms. Kjos talked to her about the Task Force. Ms. Kjos has had discussions with Ken Namislo regarding road user concerns on the Lower/North Cache and Graham roads. Canfor is concerned about the road ban duration, as they are running low on wood at the mill. It will be at least 7-10 days before road bans may be able to come off the Graham.
- 10.4 Finance Committee Presentation - Verbal Report
Ms. Kjos has applied to present to the Select Standing Committee on Finance and Government Services. This year the format will be video or audio online presentation only. Director Goodings suggested taking some pictures from the video and short comments as written submission which will take an estimated 10 hours and cost \$1,000.
- 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 should be done at least once a year.
 - As previously discussed, the Lower/North Cache and Stoddart should be done this year based on road user feedback
 - Ms. Kjos would like to do evaluations once the rain stops, while she is up here (May23-24, 2020) on the Beryl Prairie and Farrell Creek 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 25th 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 was 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.

Director Goodings, Meeting Chair

Hunter Rainwater, Recording Secretary