



# PEACE RIVER REGIONAL DISTRICT

## REGIONAL BOARD MINUTES

**September 14, 2023, 10:00 a.m.**  
Pomeroy Hotel and Conference Centre  
**11308 Alaska Road, Fort St. John, BC**

Directors Present: Chair Hiebert, Electoral Area D  
Vice-Chair Rose, Electoral Area E  
Director Courtoreille, District of Chetwynd  
Director Hansen, City of Fort St. John  
Director Kealy, Electoral Area B  
Director Krakowka, District of Tumbler Ridge  
Director Sperling, Electoral Area C  
Director Taillefer, District of Taylor  
Alternate Director Veach, Village of Pouce Coupe  
Director Zabinsky, City of Fort St. John  
Director Dober, City of Dawson Creek  
Director Quibell, District of Hudson's Hope

Directors Absent: Director Woodill, Village of Pouce Coupe

Staff Present: Shawn Dahlen, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Kari Barber, Finance Services Manager  
Crystal Brown, Electoral Area Manager  
Ashley Murphey, Planning Services Manager  
Trevor Ouellette, IT Manager  
Kari Bondaroff, General Manager of Environmental Services  
Daris Gillis, Environmental Services Manager  
Suzanne Garrett, Recorder

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**1. CALL TO ORDER**

The Chair called the meeting to order at 10:49 am.

**2. ADOPTION OF AGENDA**

RD/23/09/01

MOVED

Director Sperling

SECONDED

Director Zabinsky

That the September 14, 2023, Board Meeting Agenda be adopted as follows:

**1. Call to Order**

**2. Adoption of Agenda**

**3. Gallery Comments or Questions**

**4. Adoption of Minutes**

4.1 Committee of the Whole Draft Meeting Minutes of August 17, 2023

4.2 Regional Board Draft Meeting Minutes of August 17, 2023

**(Continued on next page)**



**5. Business Arising from The Minutes**

**6. Delegations**

**7. Correspondence**

- 7.1 District of Hudson's Hope – Solid Waste & Recycling Plan Request
- 7.2 North Peace Fall Fair Society concerns regarding RFP 32-2023
- 7.3 The District of Barriere – 2023 Wildfire Response – Request for 3<sup>rd</sup> Party Review

**8. Reports**

- 8.1 Authorization to Attend – 2023 Community Futures BC Provincial Conference, DR-BRD-070
- 8.2 NCLGA Membership 2024 (June 8, 2023 Deferred Resolution), ADM-BRD-059
- 8.3 Kelly Lake Community Centre – Use, Occupancy and Funding Agreement, CS-BRD-240
- 8.4 Development Variance Permit No. 23-004, DS-BRD-339
- 8.5 Development Variance Permit No. 23-005, DS-BRD-338
- 8.6 Subdivision within the ALR, PRRD File No. 23-004 SUB, ALC ID 68838, DS-BRD-334
- 8.7 Temporary Use Permit No. 23-002, DS-BRD-335
- 8.8 Development Variance Permit No. 23-002, PRRD File No. 23-002, DS-BRD-333
- 8.9 Award of Contracts Respecting Finance Software and Finance Consulting for ARO's, FN-BRD-229

**9. Bylaws**

- 9.1 Zoning Amendment Bylaw No. 2505, 2023, PRRD File No. 23-001 ZN, DS-BRD-337, Consideration of 3<sup>rd</sup> Reading and Adoption
- 9.2 Zoning Amendment Bylaw No. 2524, 2023, PRRD File No. 23-006 ZN, DS-BRD-331, Consideration of 3<sup>rd</sup> Reading and Adoption
- 9.3 Zoning Amendment Bylaw No. 2526, PRRD File No. 23-007 ZN, DS-BRD-332, Consideration of 3<sup>rd</sup> Reading and Adoption

**10. New Business**

**11. Appointments**

- 11.1 Board Appointment Update, ADM-BRD-436

**12. Consent Calendar**

- 12.1 Chetwynd Public Library Regular Meeting Minutes of June 6, 2023
- 12.2 Chetwynd Civic Properties Commission Meeting Minutes of June 6, 2023
- 12.3 PRRD Resolution to UBCM re: BC Wildfire Service Fire Fighting Equipment
  - a. Letter of Support from Village of Pouce Coupe
  - b. Letter of Support from Harrison Hot Springs
- 12.4 UBCM – 2023 / 2024 C2C Program – Final Payment Letter
- 12.5 2023 Calendar of Events
- 12.6 Peace Region Motus Project (Avian Research at Blackfoot Park) – 2023 Field Season
- 12.7 Items Previously Released from Closed Meeting – September 14, 2023, ADM-BRD-437

**13. Strategic Plan**

- 13.1 2023 - 2026 Strategic Plan
  - a. Strategic Plan Staff Update – August 21, 2023

**14. Communications Update**

**15. Chair's Report**

- 15.1 Chairs Update Report

**16. Notice of Motion**

**17. Media Questions**

**18. Recess to Closed Session**

**19. Adjournment**

**CARRIED**



**3. GALLERY COMMENTS OR QUESTIONS**

The Chair noted that Gallery Comments would not be accepted for any land use matter that had been or could in future be subject to a public hearing.

3.1 Karen Goodings, Agenda Item 7.2

Ms. Goodings spoke regarding the North Peace Fall Fair Society’s concerns regarding Request for Proposal (RFP) 32-2023, which members of the Society were unable to access unless registered on the procurement platform, ‘Bonfire”. She stated that the issuance of the RFP threatened the future of the fair, to which volunteers give much of their time to make happen every year.

3.2 Lita Powell, Director, North Peace Fall Fair Society, Agenda Item 7.2

Ms. Powell noted that the statement in the Request for Proposal that the Regional District owns the Fair was upsetting to the Society, and that the grounds were designated as park with public access. She stated that the PRRD had operated with a lack of transparency and cooperation with the Society.

RD/23/09/02

MOVED Director Rose

SECONDED Director Krakowka

That the Regional Board authorize the extension of the Gallery Comment time limit of two minutes per person to allow Ms. Powell to continue.

**CARRIED**

3.2 Ms. Powell also noted that she had submitted a formal letter regarding the RFP and its damaging effect on the Society and its relationship with the PRRD, and asked the Board to do their due diligence and ensure that incorrect information is not shared publicly.

3.3 Melanie Magaton, Agenda Item 8.7

Ms. Magaton advised that she currently operates a lodge in the Pink Mountain area and voiced her opposition to Temporary Use Permit No. 23-002. She stated that her business operates 24/7 and caters to industry, tourists, and locals, with no power source necessitating reliance on generators at a cost of \$2,000 per day to operate. She noted that there are many camps not operating or abandoned in the area already due to the sporadic nature of the oil and gas industry. Ms. Magaton stated that while residents are trying desperately to keep their camp businesses open, and local staff employed, there is no need for additional camps in the area.

3.4 Jon Warren, Agenda Item 8.7

Mr. Warren spoke in opposition to Temporary Use Permit 23-002 and noted that there are already several camps all along the highway varying in size from 100 to 750 beds, and that peak usage is 50%, and many camps are closed. He stated his concerns with the size of the camp, and the need to ensure proper sewage handling for such a large camp.

RD/23/09/03

MOVED Director Krakowka

SECONDED Director Kealy

That the Regional Board authorize an extension of the Gallery Comment time limit of 15 minutes to allow additional comments from members of the gallery wishing to speak.

**CARRIED**



**3. GALLERY COMMENTS OR QUESTIONS (Cont'd)**

3.5 Greg Wilson, Agenda Item 8.7

Mr. Wilson spoke in opposition to Temporary Use Permit 23-002 stating that there is no need for another work camp in the area.

3.6 Doug Petersen, Agenda Item 8.7

Mr. Petersen, as agent, spoke in favor of Temporary Use Permit 23-002 and noted that the proposed work camp will be of a higher caliber and there will be no competition between the proposed work camp and other existing camps as it will cater to a different type of clientele.

3.7 Cathy York, Agenda Item 8.8

Ms. York spoke regarding her application for a Development Variance Permit to enable construction of an oversized shop for storage of recreational vehicles and stressed that the building will be used for personal use only, not business use as their business is located in the nearby industrial park and includes a 16,000 square foot shop for business purposes.

**4. ADOPTION OF MINUTES**

**4.1 Committee of the Whole Meeting Minutes of August 17, 2023**

RD/23/09/04

MOVED

Director Krakowka

SECONDED

Alternate Director Veach

That Committee of the Whole Meeting Minutes of August 17, 2023 be adopted.

**CARRIED**

**4.2 Regional Board Draft Meeting Minutes of July 20, 2023**

RD/23/09/05

MOVED

Director Taillefer

SECONDED

Director Krakowka

That the Regional Board Meeting Minutes of August 17, 2023 be adopted.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DELEGATIONS**

**7. CORRESPONDENCE**

**7.1 District of Hudson's Hope – Solid Waste & Recycling Plan Request**

RD/23/09/06

MOVED

Director Zabinsky

SECONDED

Director Sperling

That the Regional Board receive the correspondence dated August 16, 2023 from the District of Hudson's Hope, regarding Solid Waste and Recycling Plan, for discussion.

**CARRIED**



**7.1 District of Hudson’s Hope – Solid Waste & Recycling Plan Request (cont’d)**

RD/23/09/07

MOVED Director Sperling

SECONDED Director Dober

That the Regional Board authorize the Solid Waste Manager to attend a future District of Hudson’s Hope Committee of the Whole Council Meeting, to provide an update to Council on upcoming changes to the Regional Solid Waste and Recycling Programs in 2024.

**CARRIED**

**7.2 North Peace Fall Society Concerns Regarding RFP 32-2023**

RD/23/09/08

MOVED Director Sperling

SECONDED Director Dober

That the Regional Board receive the correspondence from the North Peace Fall Fair Society, regarding concerns on Request for Proposal 32-2023, for discussion.

**CARRIED**

The Chief Administrative Officer confirmed for the Regional Board that an Addendum was issued on August 24, 2023, clarifying that any reference to the North Peace Fall Fair was in reference to the North Peace Fall Fair Grounds and not the event. He further confirmed for Director Hansen and the Regional Board that the grounds had been purchased by the Regional District.

**7.3 District of Barriere – 2023 Wildfire Response – Request for a Third Party Review**

RD/23/09/09

MOVED Director Hansen

SECONDED Director Quibell

That the Regional Board receive the correspondence dated August 28, 2023 from the District of Barriere, regarding 2023 Wildfire Response – Request for a Third Party Review, for information.

**CARRIED**

**8. REPORTS**

**8.1 Authorization to Attend – 2023 Community Futures BC Provincial Conference, DR-BRD-070**

RD/23/09/10

MOVED Director Krakowka

SECONDED Director Zabinsky

That the Regional Board authorize Chair Hiebert to attend the 2023 Community Futures BC Provincial Conference in Fort St. John from September 26-29, 2023, with all costs paid from Function 110 – Legislative Regional.

**Amendment:**

RD/23/09/11

MOVED Director Krakowka

SECONDED Director Zabinsky

That the Regional Board amend the motion to add after Chair Hiebert, “or any other Director”.

**CARRIED**

**OPPOSED:** Director Rose



**8.1 Authorization to Attend – 2023 Community Futures BC Conference (Cont'd)**

**The Chair called the Question on the Motion as Amended:**

RD/23/09/10

MOVED Director Krakowka

SECONDED Director Zabinsky

That the Regional Board authorize Chair Hiebert, or any other Director, to attend the 2023 Community Futures BC Provincial Conference in Fort St. John from September 26-29, 2023, with all costs paid from Function 110 – Legislative Regional.

**CARRIED**

**8.2 NCLGA Membership 2024 (June 8, 2023 Deferred Resolution), ADM-BRD-069**

RD/23/09/12

MOVED Director Sperling

SECONDED Director Krakowka

That the Regional Board defer consideration of the report titled "NCLGA Membership 2024, ADM-BRD-069" to the October 5, 2023 Board meeting.

**CARRIED**

**8.3 Kelly Lake Community Centre – Use, Occupancy, and Funding Agreement, CS-BRD-240**

RD/23/09/13

MOVED Chair Hiebert

SECONDED Director Sperling

That the Regional Board enter into a Use, Occupancy, and Funding Agreement with the Kelly Lake Community Centre Society for a period of 5 years for the operation of the facility known as the Kelly Lake Community Centre; further; that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

**DEALT WITH BY THE FOLLOWING**

RD/23/09/14

MOVED Director Rose

SECONDED Director Sperling

That the Regional Board defer consideration of resolution No. RD/23/09/13

"That the Regional Board enter into a Use, Occupancy, and Funding Agreement with the Kelly Lake Community Centre Society for a period of 5 years for the operation of the facility known as the Kelly Lake Community Centre; further; that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District" until the October 26, 2023 Board meeting; further, that confirmation of representation from all community groups in the area to ensure all parties are represented and have access to the facility be provided to the Directors.

**CARRIED**



**8.4 Development Variance Permit No. 23-004, DS-BRD-339**

RD/23/09/15

MOVED Director Sperling

SECONDED Director Rose

That the Regional Board respectfully refuse the issuance of Development Variance Permit No. 23-004, to increase the maximum permitted accessory building floor area from 232 m<sup>2</sup> to 302 m<sup>2</sup> (a difference of ±70 m<sup>2</sup>) to build an extension to the existing shop, on the subject property identified as PID: 026-653-044, as the proposal is not consistent with zoning.

**DEFEATED**

**OPPOSED** Directors Courtoreille, Dober, Krakowka, Quibell, Taillefer, and Zabinsky

RD/23/09/16

MOVED Director Taillefer

SECONDED Director Krakowka

That the Regional Board authorize the issuance of Development Variance Permit No. 23-004, to increase the maximum permitted accessory building floor area from 232 m<sup>2</sup> to 302 m<sup>2</sup> (a difference of ±70 m<sup>2</sup>) to build an extension to the existing shop, on the subject property identified as PID: 026-653-044.

**CARRIED**

**OPPOSED:** Directors Rose, Hansen, Kealy, and Sperling

**Vary Agenda**

RD/23/09/17

MOVED Director Krakowka

SECONDED Director Sperling

That the Regional Board vary the agenda to deal with Item 8.7 Development Variance Permit 23-002 and Item 8.5 Development Variance Permit No. 23-005 prior to lunch.

**CARRIED**

**8.7 Temporary Use Permit No. 23-002, DS-BRD-335**

The Corporate Officer read aloud three comments received in opposition to the Temporary Use Permit.

RD/23/09/19

MOVED Director Kealy

SECONDED Director Krakowka

That the Regional Board defer the report titled "Temporary Use Permit No. 23-002, DS-BRD-335", to construct a 200-300 person temporary worker camp on the property identified as PID: 030-430-381, for a three (3) year term, subject to receipt of the required approval from the Ministry of Transportation and Infrastructure, to the November 16, 2023 Board meeting to allow the Area B Director time to gather more information.

**CARRIED**



**8.5 Development Variance Permit No. 23-005, DS-BRD-338**

RD/23/09/20

MOVED Director Sperling

SECONDED Director Dober

That the Regional Board defer the report titled "Development Variance Permit No. 23-005, DS-BRD-338", to increase the maximum permitted accessory building floor area from 232 m<sup>2</sup> to 669 m<sup>2</sup> (a difference of ± 437 m<sup>2</sup>) to construct an additional accessory building, on the subject property identified as PID: 013-551-841, to the October 5, 2023 Board meeting.

**CARRIED**

**Recess**

The Chair recessed the meeting for luncheon at 12:16 pm.

**Reconvene**

The Chair reconvened the meeting at 1:00 pm.

**8.6 Subdivision within the ALR, PRRD File No. 23-004 SUB, ALC ID 68838, DS-BRD-334**

RD/23/09/21

MOVED Director Taillefer

SECONDED Director Sperling

That the Regional Board support Agricultural Land Reserve Subdivision Application No. 23-004 ALR SUB (ALC ID 68838), to subdivide the property identified as PID 014-462-397 into a ±64 ha and a ±65.2 ha lots and authorize the application to proceed to the Agricultural Land Commission.

**CARRIED**

(Item 8.7 was brought forward in the agenda and dealt with earlier in the meeting)

**8.8 Development Variance Permit No. 23-002, PRRD File No 23-002, DS-BRD-333**

The Corporate Officer read aloud six comments received after the agenda was published in opposition to the Development Variance Permit.

RD/23/09/18

MOVED Chair Hiebert

SECONDED Director Rose

That the Regional Board respectfully refuse the issuance of Development Variance Permit 23-002 to build a 353.03 m<sup>2</sup> (3800 ft<sup>2</sup>) accessory building on the property identified as PID: 028-324-200, as it is not consistent with zoning.

**CARRIED**

**OPPOSED:** Director Dober and Director Taillefer





**8.9 Award of Contracts - Finance Software and Finance Consulting for Asset Retirement Obligations, FN-BRD-229**

RD/23/09/22

MOVED Director Sperling  
SECONDED Director Zabinsky

That the Regional Board authorize an agreement with PSD Citywide Inc., by direct award, to implement the Citywide Asset Manager Tangible Capital Asset and Asset Retirement Obligations Limited Software License to a maximum cost of \$31,300 (excluding taxes), to be paid from Function 100 – Administration.

**CARRIED**

RD/23/09/23

MOVED Director Sperling  
SECONDED Alternate Director Veach

That the Regional Board authorize an agreement with PSD Citywide Inc., by direct award, to complete the 2023 Asset Retirement Obligation Compliance Project to a maximum cost of \$32,250 (excluding taxes), to be paid from Function 100 – Administration.

**CARRIED**

**9. BYLAWS**

**9.1 Zoning Amendment Bylaw No. 2505, 2023 PRRD File No. 23-001, DS-BRD-337; 3rd and Adoption**

RD/23/09/24

MOVED Director Kealy  
SECONDED Director Zabinsky

That the Regional Board give Peace River Regional District Zoning Amendment Bylaw No. 2505, 2023, to permit a 144-person closed work camp and card lock fueling station on a ±2.43 ha portion of the property identified as PID 012- 686-263 third reading.

**CARRIED**

**9.1 Zoning Amendment Bylaw No. 2505, 2023 PRRD File No. 23-001, DS-BRD-337; 3rd and Adoption (Cont'd)**

RD/23/09/25

MOVED Director Kealy  
SECONDED Director Zabinsky

That the Regional Board adopt Peace River Regional District Zoning Amendment Bylaw No. 2505, 2023.

**CARRIED**

**9.2 Zoning Amendment Bylaw No. 2524, 2023, PRRD File No. 23-006 ZN; 3<sup>rd</sup> and adoption, DS-BRD-331**

RD/23/09/26

MOVED Director Sperling  
SECONDED Director Rose

That the Regional Board give Peace River Regional District Zoning Amendment Bylaw No. 2524, 2023, to rezone a ±4.35 ha portion of a ±28.43 ha property identified as PID: 030-260-795 from Large Agricultural Holdings Zone (A-2) to Residential 2 Zone (R-2), third reading.

**CARRIED**



**9.2 Zoning Amendment Bylaw No. 2524, 2023, PRRD File No. 23-006 ZN; 3<sup>rd</sup> and adoption, DS-BRD-331 (Cont'd)**

RD/23/09/27

MOVED Director Sperling  
SECONDED Director Rose

That the Regional Board defer adoption of Zoning Amendment Bylaw No. 2524, 2023 to rezone a ±4.35 ha portion of a ±28.43 ha property identified as PID: 030-260-795 from Large Agricultural Holdings Zone (A-2) to Residential 2 Zone (R-2), until the Capital Plan for the Charlie Lake Sewer System is complete.

**CARRIED**

**9.3 Zoning Amendment Bylaw No. 2526, 2023, PRRD File No. 23-007 ZN; 3<sup>rd</sup> and adoption, DS-BRD-332**

RD/23/09/28

MOVED Director Sperling  
SECONDED Director Rose

That the Regional Board give Peace River Regional District Zoning Amendment Bylaw No. 2526, 2023, to rezone the property identified as PID: 025-200-811 from Small Agricultural Holdings Zone (A-1) to Residential 5 Zone (R-5) third reading.

**CARRIED**

RD/23/09/29

MOVED Director Sperling  
SECONDED Director Rose

That the Regional Board adopt Peace River Regional District Zoning Amendment Bylaw No. 2526, 2023.

**CARRIED**

**10. NEW BUSINESS**

RD/23/09/30

MOVED Director Krakowka  
SECONDED Director Courtoreille

That the Director Krakowka be authorized to introduce a time sensitive new business item, regarding the Tumbler Ridge Jump Park and Downhill Trails Grand opening event.

**CARRIED**

Director Krakowka invited all Regional Directors to attend the Grand Opening of the Tumbler Ridge Jump Park and Downhill Trails event scheduled for October 2, 2023 from 12:00 to 4:00 pm in Tumbler Ridge.

**11. APPOINTMENTS**

**11.1 Board Appointments Update, ADM-BRD-436**

RD/23/09/31

MOVED Director Zabinsky  
SECONDED Director Sperling

That the Regional Board receive for information the Chair's appointment of Director Quibell (District of Hudson's Hope) to the Solid Waste Committee, as the North Peace small municipality representative, and to the Broadband Internet and Mobility Committee.

**CARRIED**



**12. CONSENT CALENDAR**

RD/23/09/32

MOVED

Director Taillefer

SECONDED

Director Sperling

That the Regional Board receive the September 14, 2023 Consent Calendar for information.

**CARRIED**

**13. STRATEGIC PLAN**

The Strategic Plan was included for the Regional Board's information.

**14. COMMUNICATIONS UPDATE**

**15. CHAIR'S REPORT**

**15.1 Chair's Report Update**

The Chair provided the Regional Board with an update on his activities from August 9 to August 31, 2023.

**16. NOTICE OF MOTION**

Director Sperling provided notice of his intent to propose a motion that the Regional Board revisit PRRD Zoning Bylaws to address the increase in Development Variance Permits.

**17. MEDIA QUESTIONS**

**18. RECESS TO CLOSED SESSION**

**19. ADJOURNMENT**

The Chair adjourned the meeting at 1:44 pm.

CERTIFIED a true and correct copy of the Minutes of the Regional Board of the Peace River Regional District from a meeting held on September 14, 2023, in the Pomeroy Hotel and Conference Centre, 11308 Alaska Road, Fort St. John, BC.

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Leonard Hiebert, Chair

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Tyra Henderson, Corporate Officer