



# PEACE RIVER REGIONAL DISTRICT

## REGIONAL PARKS COMMITTEE MEETING

### MINUTES

**December 12, 2024, 11:00 a.m.**  
**1981 Alaska Avenue, Dawson Creek, BC**

Directors Present: Chair Rose, Electoral Area E  
Vice-Chair Krakowka, District of Tumbler Ridge (via Zoom)  
Alternate Director Graham, Electoral Area B (via Zoom)  
Director Hiebert, Electoral Area D

Staff Present: Shawn Dahlen, Chief Administrative Officer  
Roxanne Shepherd, Chief Financial Officer  
Tyra Henderson, Corporate Officer  
Joanne Caldecott, Deputy Corporate Officer  
Kevin Clarkson, General Manager of Community Services  
Bryna Casey, Community Services Manager  
Jennifer Bell, Parks & Rural Recreation Coordinator  
Kari Bondaroff, General Manager of Environmental Services  
Daris Gillis, Environmental Services Manager  
Ashley Murphey, General Manager of Development Services  
Katherine Lovino, Administrative Clerk/Recorder  
Kyla Traichevich, Community Services Clerk/Recorder

---

**1. ELECTION OF CHAIR AND VICE- CHAIR**

Before calling the Regional Parks Committee meeting to order, the Chief Administrative Officer explained that an Election was held preceding the December 12, 2024, Committee meeting for the positions of Chair and Vice-Chair of the Committee for 2024/25 and announced that Director Rose had been elected as Chair and Director Krakowka had been elected Vice-Chair.

**2. CALL TO ORDER**

Chair Rose called the meeting to order at 11:46 a.m. and asked those present to introduce themselves.

**3. ADOPTION OF AGENDA**

MOVED Director Hiebert

SECONDED Alternate Director Graham

That the Regional Parks Committee Agenda for December 12, 2024, be adopted:

- 1. ELECTION OF CHAIR AND VICE- CHAIR**
- 2. CALL TO ORDER**
- 3. ADOPTION OF AGENDA**
- 4. GALLERY COMMENTS OR QUESTIONS**

(Cont'd on next page)



**5. ADOPTION OF MINUTES**

5.1. Regional Parks Committee DRAFT Meeting Minutes of December 7, 2023

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS**

**8. CORRESPONDENCE**

8.1. Memo from Tetra Tech Re: North Peace Fall Fairgrounds Well Construction Deficiencies

**9. REPORTS**

9.1. 2025 Recreational Trails Grant-in-Aid – Application, FN-RPC-007

9.2. Sundance Lake Park Agreement Renewal, CS-RPC-036

9.3. Red Creek Community Park – Discontinuation of Project, CS-RPC-037

9.4. 2025 Function 200 – Regional Parks Draft Budget, CS-RPC-040

**10. NEW BUSINESS**

**11. CONSENT CALENDAR**

11.1 Blackfoot Regional Park Updates 2024, CS-RPC-038

11.2 Blackfoot Regional Park Detailed Trail Design Study 2024, CS-RPC-039

**12. DIARY**

12.1 Regional Parks Committee Diary Items

**13. ITEM(S) FOR INFORMATION**

13.1 Regional Parks Committee Terms of Reference

**14. ADJOURNMENT**

**CARRIED**

**4. GALLERY COMMENTS OR QUESTIONS**

**5. ADOPTION OF MINUTES**

**5.1 Regional Parks Committee DRAFT Meeting Minutes of December 7, 2023**

MOVED Director Hiebert

SECONDED Alternate Director Graham

That the Regional Parks Committee Meeting Minutes of December 7, 2023 be adopted.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS**

**8. CORRESPONDENCE**

**8.1 Memo from Tetra Tech Re: North Peace Fall Fairgrounds Well Construction Deficiencies**

MOVED Alternate Director Graham

SECONDED Director Hiebert

That the Regional Parks Committee receive the Technical Memo from Tetra Tech regarding ‘North Peace Fall Fairgrounds - Well Construction Deficiencies’ for discussion.

**CARRIED**

Directors referenced the Report titled ‘North Peace Fall Fairgrounds Well Deficiencies - ENV-EADC-035’ from the Electoral Area Directors Committee Meeting held on November 23, 2023. Directors discussed what the Technical Memo entailed, what was required of the Regional District and how to move forward. Staff confirmed the Technical Memo described water source completion details and the associated well construction deficiencies at the North Peace Fall Fairgrounds. The Committee decided to add the item to the Regional Parks Committee Diary until the Regional Board reached a decision regarding the status of the Park, and to ensure that the information forms part of the feasibility study.



**8.1 Memo from Tetra Tech Re: North Peace Fall Fairgrounds Well Construction Deficiencies (Cont'd)**

MOVED Director Rose  
SECONDED Alternate Director Graham

The Regional Parks Committee recommends that the Technical Memo from Tetra Tech regarding the 'North Peace Fall Fairgrounds - Well Construction Deficiencies' be added to the Regional Parks Committee Diary.

**CARRIED**

**9. REPORTS**

**9.1 2025 Recreational Trails Grant-in-Aid – Application, FN-RPC-007**

MOVED Alternate Director Graham  
SECONDED Director Hiebert

That the Regional Parks Committee recommend that the Regional Board authorize a 2025 Recreational Trails Grant in the amount of \$14,584 to be issued to Northland Trailblazers Snowmobile Club to assist with Stewart Lake Trail maintenance and tow behind groomer upgrades, pending receipt of their updated land tenure agreement; further, that a financial commitment of \$14,584 be included as part of the 2025 annual budget amount for General Grants-in-Aid in Function 200 – Regional Parks.

**CARRIED**

MOVED Alternate Director Graham  
SECONDED Director Hiebert

That the Regional Parks Committee recommend that the Regional Board authorize a 2025 Recreational Trails Grant in the amount of \$10,000 to be issued to Whiskey Jack Nordic Ski Club to assist with constructing a second outhouse; further, that a financial commitment of \$10,000 be included as part of the 2025 annual budget amount for General Grants-in-Aid in Function 200 – Regional Parks.

**CARRIED**

**9.2 Sundance Lake Park Agreement Renewal, CS-RPC-036**

MOVED Director Hiebert  
SECONDED Alternate Director Graham

That the Regional Parks Committee recommend that the Regional Board authorize renewal of the "Recreation Sites and Trails BC Partnership Agreement" between the Peace River Regional District and the Province of British Columbia for management and maintenance of Sundance Lake Park for the purpose of recreation and/or conservation activities from January 8, 2025 to January 8, 2035; further, that the Chair and Chief Administrative Officer be authorized to sign the renewal agreement on behalf of the Peace River Regional District.

**CARRIED**

**9.3 Red Creek Community Park – Discontinuation of Project, CS-RPC-037**

MOVED Director Hiebert  
SECONDED Alternate Director Graham

That the Regional Parks Committee recommend that the Regional Board authorize the discontinuation of the Red Creek Community Park project.

**CARRIED**



**9.4 2025 Function 200 – Regional Parks Draft Budget, CS-RPC-040**

MOVED Director Hiebert  
SECONDED Alternate Director Graham

That the Regional Parks Committee recommend that the Regional Board approve the draft 2025 budget totalling \$852,374 for Function 200 – Regional Parks, with a total requisition of \$536,625 and an estimated tax rate of \$0.0169.

**DEFEATED**

MOVED Director Rose  
SECONDED Alternate Director Graham

That the Regional Parks Committee authorize an amendment to the draft 2025 budget totalling \$852,374 for Function 200 Regional Parks, with a total requisition of \$536,625 and an estimated tax rate of \$0.0169 as follows:

1. Change the funding source of the Blackfoot traffic flow study (\$30,000) to Growing Communities (and move to capital)
  2. Reduce the funding to the operating reserve from \$60,278 to \$21,625 resulting in a budget totalling \$813,721 with a total requisition of \$467,972 and an estimated tax rate of \$0.0147;
- further, that the resulting budget as amended be recommended to the Regional Board.

**CARRIED**

**10. NEW BUSINESS**

**11. CONSENT CALENDAR**

**11.1 Blackfoot Regional Park Updates 2024, CS-RPC-038**

**11.2 Blackfoot Regional Park Detailed Trail Design Study 2024, CS-RPC-039**

MOVED Director Hiebert  
SECONDED Alternate Director Graham

That the Regional Parks Committee receive the December 12, 2024 Consent Calendar.

**CARRIED**

**12. DIARY**

**12.1 Regional Parks Committee Diary Items**

MOVED Director Hiebert  
SECONDED Alternate Director Graham

That the Regional Parks Committee removed Item 2, Spencer Tuck Regional Park - Request for Upgrades, from the Regional Parks Committee Diary.

**CARRIED**

**13. ITEMS FOR INFORMATION**

**13.1 Regional Parks Committee Terms of Reference**

**14. ADJOURNMENT**

The Chair adjourned the meeting at 12:22 p.m.



CERTIFIED a true and correct copy of the Minutes of the Peace River Regional District Regional Parks Committee meeting held on December 12, 2024 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

---

Dan Rose, Chair

---

Kyla Traichevich, Regional Parks  
Committee Clerk/ Recorder

DRAFT