



# PEACE RIVER REGIONAL DISTRICT

## Regional Board Meeting Revised Agenda

November 21, 2024, 10:00 a.m.  
1981 Alaska Avenue, Dawson Creek, BC

Pages

<b>1.</b>	<b>CALL TO ORDER</b>	
<b>2.</b>	<b>ADOPTION OF AGENDA</b>	
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<b>4.</b>	<b>ADOPTION OF MINUTES</b>	
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## 10. NEW BUSINESS

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# PEACE RIVER REGIONAL DISTRICT

## REGIONAL BOARD MEETING MINUTES

**November 7, 2024, 10:00 a.m.**  
**1981 Alaska Avenue, Dawson Creek, BC**

**Directors Present:**

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

**Staff Present:**

Shawn Dahlen, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Joanne Caldecott, Deputy Corporate Officer  
Roxanne Shepherd, Chief Financial Officer  
Kari Bondaroff, General Manager of Environmental Services  
Kevin Clarkson, General Manager of Community Services  
Ashley Murphey, General Manager of Development Services  
Daris Gillis, Environmental Services Manager  
Gerritt Lacey, Solid Waste Services Manager  
Bryna Casey, Community Services Manager  
Trevor Ouellette, IT Manager  
Annette Andrews, Communications Manager  
Becky Gelsthorpe, Executive Assistant  
Olivia Lundahl, Electoral Area Officer  
Carmen Willms, Legislative Services Clerk/Recorder

**Delegation:**

**Jet Boat Racing Canada**  
Alana Bergeron, Marketing Coordinator (via Zoom)

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**1. ELECTION OF 2024/2025 CHAIR AND VICE-CHAIR**

Before calling the Regular Board meeting to order, the Chief Administrative Officer explained that an Election was held preceding the November 7, 2024 Board meetings to appoint Board members to the positions of Chair and Vice-Chair of the Regional Board for 2024/25. He announced that Director Hiebert had been elected as Chair and Director Dober had been elected Vice-Chair and invited Director Hiebert to take the Chair.



**2. CALL TO ORDER**

As the newly appointed Board Chair for 2024/25 Director Hiebert took the chair and called the meeting to order at 11:09 a.m.

**3. ADOPTION OF AGENDA**

RD/24/11/01

MOVED Alternate Director Graham

SECONDED Director Krakowka

That the Regional Board adopt the November 7, 2024 Board Meeting Agenda:

**\*1. ELECTION OF 2024/2025 CHAIR AND VICE-CHAIR**

**2. CALL TO ORDER**

**3. ADOPTION OF AGENDA**

**4. GALLERY COMMENTS OR QUESTIONS**

**5. ADOPTION OF MINUTES**

\*5.1 Committee of the Whole Draft Meeting Minutes for October 17, 2024

\*5.2 Regional Board Draft Meeting Minutes for October 17, 2024

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS**

7.1 Jet Boat Racing Canada Re: 2025 World Jet Boat Championship

**8. CORRESPONDENCE**

8.1 Letter from Community Futures Re: Letter of Support Request (NDIT)

8.2 Letter from Community Futures Re: Letter of Support Request (REDIP)

8.3 Letter from Young Life Dawson Creek Re: Letter of Support Request

8.4 Letter from North Central Local Government Association Re: Mental Health and Addictions Accord

**9. REPORTS**

9.1 Members of the Legislative Assembly, DR-BRD-087

9.2 Solid Waste Committee – Recommendations from Meeting held on October 24, 2024, ENV-BRD-212

9.3 Seniors Aging in Place Support Services Contract Extension 2025-2027, FN-BRD-306

9.4 North Peace Regional Park – Feasibility Study Recommendations, CS-BRD-352

9.5 Contract Amendment – RFP 42-2021 Rolla Dike Decommissioning Design and Plan, ENV-BRD-214

9.6 Contract Award – ITT 14-2024 Charlie Lake Lift Station Repairs, ENV-BRD-213

9.7 2024 Updating Municipal Waste Hauling Agreements, ENV-BRD-211

9.8 Development Variance Permit No. 24-010, DS-BRD-438

9.9 Contract Extension – RFP 57-2023 Regional Climate Resiliency Plan, DS-BRD-436

**10. BYLAWS**

10.1 Emergency Management Bylaw Amendment – Removal of Maximum Requisition, ADM-BRD-545

10.2 Revenue Anticipation Borrowing Bylaw No. 2564, 2024, FN-BRD-305

**11. NEW BUSINESS**

**12. APPOINTMENTS**

12.1 2024 Board Appointments List

**13. CONSENT CALENDAR**

13.1 Regional Growth Strategy – Project Update, DS-BRD-437

13.2 Items Previously Release from Closed Board Meeting- October 17, 2024, ADM-BRD-540

13.3 Solid Waste Committee Draft Meeting Minutes of October 24, 2024

13.4 Chetwynd Public Library Regular Board Meeting Minutes of September 24, 2024

13.5 Letter from RCMP Dawson Creek Detachment Re: Policing Report for September 2024

13.6 Northern Health Think Tank Event

**14. STRATEGIC PLAN**

14.1 2023 - 2026 Strategic Plan

**15. COMMUNICATIONS UPDATES**

(Cont'd on next page)



15.1 Spencer Tuck Regional Park Re: Public Engagement

15.2 Days of Remembrance - Statement from the Chair

**16. CHAIR'S REPORT**

16.1 Chair's Report

**17. NOTICE OF MOTION**

**18. MEDIA QUESTIONS**

**19. RECESS TO CLOSED SESSION**

19.1 Notice of Closed Board Meeting – November 7, 2024, ADM-BRD-542

**20. ADJOURNMENT**

**CARRIED**

**4. GALLERY COMMENTS OR QUESTIONS**

**5. ADOPTION OF MINUTES**

**5.1 Committee of the Whole Draft Meeting Minutes for October 17, 2024**

RD/24/11/02

MOVED

Director Dober

SECONDED

Director Quibell

That the Regional Board adopt the Committee of the Whole meeting minutes of October 17, 2024.

**CARRIED**

**5.2 Regional Board Draft Meeting Minutes for October 17, 2024**

RD/24/11/03

MOVED

Director Dober

SECONDED

Director Krakowka

That the Regional Board adopt the Board meeting minutes of October 17, 2024.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS**

**7.1 Jet Boat Racing Canada Re: 2025 World Jet Boat Championship**

Alana Bergeron, Marketing Coordinator of Jet Boat Racing Canada delivered a presentation titled "2025 World Jet Boat Championship" which included the following information:

- Jet Boat Racing in Canada
- The 2025 World Jet Boat Championship
- Economic Impacts of Jet Boat Racing events

RD/24/11/04

MOVED

Director Zabinsky

SECONDED

Director Krakowka

That the Regional Board authorize that the Delegation time limit be extended.

**CARRIED**

- Jet Boat Racing Canada’s Website

A question-and-answer period ensued and included:

- The different funding and sponsorship opportunities available. The presenter explained that Jet Boat Racing Canada had applied for the Sports & Cultural Events



**7.1 Jet Boat Racing Canada Re: 2025 World Jet Boat Championship (Cont'd)**

Grant, and the Sponsorship Package would be sent to the Peace River Regional District following the meeting.

The Chair thanked the Jet Boat Racing Canada Delegation for their presentation, and they left the meeting.

**8. CORRESPONDENCE**

**8.1 Letter from Community Futures Re: Letter of Support Request (NDIT)**

RD/24/11/05

MOVED Director Zabinsky

SECONDED Director Veach

That the Regional Board send a letter of support to Community Futures Peace Liard regarding their grant application to the Northern Development Initiative Trust Healthy Northern Communities Fund towards the Business Development Liaison Program.

**CARRIED**

Directors discussed sending letters of support after the stipulated deadline and noted that some letters of support could be sent without Board approval. Directors were advised that in this case, the Board representative of the Northern Development Initiative Trust had confirmed that the letter of support could be accepted after the deadline.

**8.2 Letter from Community Futures Re: Letter of Support Request (REDIP)**

RD/24/11/06

MOVED Director Zabinsky

SECONDED Director Quibell

That the Regional Board send a letter of support to Community Futures Peace Liard regarding their grant application to the Rural Economic Diversification and Infrastructure Program Fund towards the Business Development Liaison Program.

**CARRIED**

**8.3 Letter from Young Life Dawson Creek Re: Letter of Support Request**

Director Veach declared a conflict of interest being the current President of Young Life Dawson Creek and subsequently recused herself from the meeting at 11:31 a.m.

RD/24/11/07

MOVED Director Zabinsky

SECONDED Director Courtoreille

That the Regional Board send a letter of support to Young Life Dawson Creek regarding their grant applications focused on teens, youth, social services, and community groups.

Directors discussed the generality of the request and received confirmation that Young Life Dawson Creek could apply to the BC Hydro Go Fund however noted that funding was limited to \$10,000.

**8.3 Letter from Young Life Dawson Creek Re: Letter of Support Request (Cont'd)**

**Amendment:**

RD/24/11/08

MOVED Director Rose  
SECONDED Director Hansen

That the Regional Board amend Motion RD/24/11/07 to stipulate that the letter of support pertain to the BC Hydro Go Fund for an amount limited to \$10,000. **CARRIED**

Directors noted that the last installment of the BC Hydro Go Fund had been released and that any groups who wished to receive grants should apply soon.

**Motion as Amended:**

RD/24/11/07

MOVED Director Zabinsky  
SECONDED Director Courtoreille

That the Regional Board send a letter of support to Young Life Dawson Creek specifying that the support pertains to a BC Hydro Go Fund grant application for funding limited to \$10,000 for programs focused on teens, youth, social services, and community groups.

**CARRIED**

Director Veach returned to the meeting at 11:36 a.m.

**8.4 Letter from North Central Local Government Association Re: Mental Health and Addictions Accord**

RD/24/11/09

MOVED Director Zabinsky  
SECONDED Director Veach

That the Regional Board receive the letter from the North Central Local Government Association regarding the Mental Health and Addictions Accord for discussion.

**CARRIED**

Directors discussed their support for the Mental Health and Addictions Accord and noted the opportunities created for collaboration and development of initiatives to address mental health and addictions issues in the Peace Region. They discussed the signing of the Mental Health and Addictions Accord at the upcoming Mental Health and Addictions Symposium on November 14, 2024 in Prince George, BC.

RD/24/11/10

MOVED Director Veach  
SECONDED Director Krakowka

That the Regional Board endorse the Mental Health and Addictions Accord from the North Central Local Government Association and appoint Chair Hiebert as the representative available to participate in the signing ceremony at the Mental Health and Addictions Symposium on November 14, 2024, in Prince George, BC.

**CARRIED**



**9. REPORTS**

**9.1 Members of the Legislative Assembly, DR-BRD-087**

RD/24/11/11

MOVED Director Veach

SECONDED Director Zabinsky

That the Regional Board authorize that a letter be forwarded to Jordan Kealy to offer congratulations on his election success as the new Member of Legislative Assembly for Peace River North. **CARRIED**

RD/24/11/12

MOVED Director Veach

SECONDED Director Dober

That the Regional Board authorize that a letter be forwarded to Larry Neufeld to offer congratulations on his election success as the new Member of Legislative Assembly for Peace River South. **CARRIED**

RD/24/11/13

MOVED Director Veach

SECONDED Director Courtoreille

That the Regional Board authorize that a letter be forwarded to Dan Davies, thanking him for his service as the former Member of the Legislative Assembly of Peace River North. **CARRIED**

RD/24/11/14

MOVED Director Veach

SECONDED Director Hansen

That the Regional Board authorize that a letter be forwarded to Mike Bernier, thanking him for his service as the former Member of Legislative Assembly for Peace River South. **CARRIED**

RD/24/11/15

MOVED Director Dober

SECONDED Director Veach

That the Regional Board send a letter to the newly elected Members of Legislative Assembly for North Peace and South Peace to attend a future meeting to meet the Board. **CARRIED**

**9.2 Solid Waste Committee – Recommendations from Meeting held on October 24, 2024, ENV-BRD-212**

RD/24/11/16

MOVED Director Zabinsky

SECONDED Director Quibell

That the Regional Board accept the “2025 Solid Waste Department Strategic Plan”, which provides an overview of the services provided through the Solid Waste Function and the 2025 Work Plan, for implementation in 2025. **CARRIED**

**9.2 Solid Waste Committee – Recommendations from Meeting held on October 24, 2024, ENV-BRD-212 (Cont'd)**

RD/24/11/17

MOVED Director Zabinsky

SECONDED Director Courtoreille

That the Regional Board primarily investigate the land adjacent to the existing Chetwynd Landfill (Area B), for the suitability of an expanded landfill location and in the event that the landfill expansion be undesirable, the secondary site (Area A) located 4 km north along Don Phillips Way, past the existing landfill be further investigated.

**CARRIED**

RD/24/11/18

MOVED Director Zabinsky

SECONDED Alternate Director Graham

That the Regional Board approve the addition of a full-time unionized position, Environmental Services Clerk, allocated 100% to the Solid Waste Function within the 2025 Financial Plan; further, that the Regional Board give pre-budget approval for the position so that the position can be posted as soon as possible.

**CARRIED**

Directors noted that while the Environmental Services Clerk position had been dormant for some time, with the expansion of duties within the Solid Waste Function, it had become imperative to fill the position again.

RD/24/11/19

MOVED Director Zabinsky

SECONDED Director Krakowka

That the Regional Board approve an update to the Solid Waste Coupon Program currently consisting of four coupons valued at \$13.75 each in waived fees per residential property to twelve coupons valued at \$3.75, lowering the value of each coupon to the minimum fee charged at attended solid waste sites.

**CARRIED**

Directors asked questions about the pending changes to the Solid Waste Coupon Program and noted that residents would be able to use multiple coupons at one time.

**9.3 Seniors Aging in Place Support Services Contract Extension 2025-2027, FN-BRD-306**

RD/24/11/20

MOVED Director Rose

SECONDED Director Hansen

That the Regional Board authorize a three-year contract extension with the Dawson Creek Society for Community Living for the 'Seniors Aging in Place Support Services Program' at a cost of \$6,253,509 (excluding taxes) from January 1, 2025 to December 31, 2027, further that the Chair and Chief Administrative Officer be authorized to sign the extension on behalf of the Peace River Regional District.

Directors confirmed that the program was currently being financed through Electoral Area D and part of Electoral Area E. They discussed that this important service for seniors was a provincial responsibility, and therefore the Regional Board should continue to press upon the province of the burden these costs place on local taxpayers. Directors



**9.3 Seniors Aging in Place Support Services Contract Extension 2025-2027, FN-BRD-306 (Cont'd)**

noted that the function was run in a business-like manner and delivered reliable services to rural seniors. The Program kept seniors who would otherwise be sent to senior facilities in their homes thus relieving pressure on other facilities and programs. They noted that over 200 seniors were currently utilizing the program, which was expected to rise to 250 in the near future.

The Chair called the Question to the Motion.

**CARRIED**

**9.4 North Peace Regional Park – Feasibility Study Recommendations, CS-BRD-352**

RD/24/11/21

MOVED

Director Sperling

SECONDED

Alternate Director Graham

That the Regional Board defer the report titled 'North Peace Regional Park - Feasibility Study Recommendations - CS-BRD-352' to the second meeting in January 2025 when Staff has had time to update costs.

**CARRIED**

Directors discussed their preference in delaying decision-making on the proposed recommendations until more was known regarding costs and funding; they agreed that the Board's determinations could be made early in 2025 with the advantage of further information being available by then.

**Recess**

The Chair recessed the meeting for luncheon at 12:02 p.m.

**Reconvene**

The Chair reconvened the meeting at 1:00 p.m.

**9.5 Contract Amendment – RFP 42-2021 Rolla Dike Decommissioning Design and Plan, ENV-BRD-214**

RD/24/11/22

MOVED

Chair Hiebert

SECONDED

Director Courtoreille

That the Regional Board extend contract 'RFP 42-2021 Rolla Dike Decommissioning Design and Plan' with BBA Field Services for an additional one-year term from December 31, 2024, to December 31, 2025, and authorize a \$50,000 increase in the total contract value, from \$130,000 to \$180,000 to account for changes in contract scope related to increased flood modelling and decommissioning plan requirements; further, that the Chair and Chief Administrative Officer be authorized to sign the contract extension on behalf of the Peace River Regional District.

**CARRIED**

**9.6 Contract Award – ITT 14-2024 Charlie Lake Lift Station Repairs, ENV-BRD-213**

RD/24/11/23

MOVED

Director Sperling

SECONDED

Director Zabinsky



**9.6 Contract Award – ITT 14-2024 Charlie Lake Lift Station Repairs, ENV-BRD-213 (Cont'd)**  
That the Regional Board award Invitation to Tender 14-2024, “Charlie Lake Lift Station Repairs”, to Big League Utilities Ltd. at a cost of \$938,000 (excluding taxes) to utilize previously committed Area C Community Gas Works funds; further, that the Chair and Chief Administration Officer be authorized to sign the contract on behalf of the Peace River Regional District.

**CARRIED**

**9.7 2024 Updating Municipal Waste Hauling Agreements, ENV-BRD-211**

RD/24/11/24

MOVED Director Veach

SECONDED Alternate Director Ponto

That the Regional Board approve the Waste Haulage Payment Agreement with the District of Taylor for a three-year term, starting January 1, 2025, and expiring December 31, 2027, at an estimated total cost of \$28,917.

**CARRIED**

RD/24/11/25

MOVED Director Veach

SECONDED Director Courtoreille

That the Regional Board approve the Waste Haulage Payment Agreement with the Village of Pouce Coupe for a three-year term, starting January 1, 2025, and expiring December 31, 2027, at an estimated total cost of \$48,885.

**CARRIED**

**9.8 Development Variance Permit No. 24-010, DS-BRD-438**

RD/24/11/26

MOVED Director Sperling

SECONDED Director Rose

That the Regional Board authorize the issuance of Development Variance Permit No. 24-010, to vary the parcel line setbacks for the property identified as PID 012-626-210 as follows:

- a) Reduce the interior parcel line setback from 3.0 m to 2.75 m; and
  - b) Reduce the rear parcel line setback from 5.0 m to 2.5m
- to allow a standard size manufactured home to be placed on the property.

**CARRIED**

**9.9 Contract Extension – RFP 57-2023 Regional Climate Resiliency Plan, DS-BRD-436**

RD/24/11/27

MOVED Director Veach

SECONDED Director Hansen

That the Regional Board extend the Regional Climate Resiliency Plan Contract RFP 57-2023 with Pinna Sustainability Inc. for an additional year from February 1, 2025 to February 1, 2026, at no additional cost, in order to complete the project; further, that the Chair and Chief Administrative Officer be authorized to sign the contract extension on behalf of the Peace River Regional District.

**CARRIED**

**9.9 Contract Extension – RFP 57-2023 Regional Climate Resiliency Plan, DS-BRD-436 (Cont'd)**

Directors confirmed that there were no maintenance costs associated with keeping the Regional Climate Resiliency Plan current. It would be added to the list of documents to review and update, which would occur as actions were implemented through the plan.

**10. BYLAWS**

**10.1 Emergency Management Bylaw Amendment – Removal of Maximum Requisition, ADM-BRD-545**

RD/24/11/28

MOVED Director Zabinsky

SECONDED Alternate Director Ponto

That the Regional Board give Emergency and Disaster Management Service Establishment Amendment Bylaw No. 2563, 2024, which removes the maximum requisition permissible for the service from the bylaw, first three readings.

Directors discussed the possibility of adding a cap to the Emergency Management Bylaw Amendment. They noted that the provincial government had stated that they would fund the *Emergency and Disaster Act* Regulations, however funds are yet to be made available. Directors confirmed that the Emergency Management Bylaw Amendment was created primarily to facilitate the two new Emergency Management positions approved by the Regional Board in 2024 which had been funded by grants until now. Directors noted that the Province should be made aware of the burden this places on taxpayers due to increased costs associated with the recent legislation. As Directors asked further questions, they noted that the topic of discussion related to labor relations which required that discussions be continued in a Closed Regional Board Meeting.

RD/24/11/29

MOVED Director Zabinsky

SECONDED Director Veach

That the Regional Board defer consideration of Resolution No. RD/24/11/28 until after the November 7, 2024 Closed Board Meeting. **CARRIED**

**10.2 Revenue Anticipation Borrowing Bylaw No. 2564, 2024, FN-BRD-305**

RD/24/11/30

MOVED Director Rose

SECONDED Director Hansen

That the Regional Board give Revenue Anticipation Borrowing Bylaw No. 2564, 2024, which provides the Regional District the authority to borrow funds prior to receipt of taxation revenue for the 2025 year, first, second, and third readings. **CARRIED**

RD/24/11/31

MOVED Director Rose

SECONDED Director Veach

That the Regional Board adopt Revenue Anticipation Borrowing Bylaw No. 2564, 2024. **CARRIED**



**11. NEW BUSINESS**

**12. APPOINTMENTS**

**12.1 2024 Board Appointments List**

**13. CONSENT CALENDAR**

RD/24/11/32

MOVED Director Quibell

SECONDED Director Veach

That the Regional Board receive the November 7, 2024 Consent Calendar.

**CARRIED**

**14. STRATEGIC PLAN**

**14.1 2023 - 2026 Strategic Plan**

The 2023-2026 Strategic Plan was included for the Regional Board's information.

**15. COMMUNICATIONS UPDATES**

**15.1 Spencer Tuck Regional Park Re: Public Engagement**

**15.2 Days of Remembrance - Statement from the Chair**

The Chair read aloud a Statement regarding Remembrance Day and National Indigenous Veterans Day.

**16. CHAIR'S REPORT**

**16.1 Chair's Report**

Director Sperling provided updates to the Regional Board regarding meetings that he had attended as Chair during October 2024.

**17. NOTICE OF MOTION**

**18. MEDIA QUESTIONS**

**19. RECESS TO CLOSED SESSION**

**19.1 Notice of Closed Board Meeting – November 7, 2024, ADM-BRD-542**

RD/24/11/33

MOVED Chair Hiebert

SECONDED Director Veach

That the Regional Board recess to a Closed Meeting at 1:25 p.m. for the purpose of discussing the following items:

<b>Agenda Item</b>	<b>Description</b>	<b>Authority</b>
3.1	Minutes	CC Section 97(1)(b) Closed Minutes, Access to Records
5.1	Proposed Service	CC 90(1)(j)(k) Information that is prohibited, Negotiations
6.1	Labour	CC Section 90(1)(c) Labour relations
7.1	Land	CC Section 90(1)(e) Acquisition, disposition or expropriation of land or improvements.

**CARRIED**



**Reconvene**

The Chair reconvened the open meeting at 3:24 p.m.

**Vary Agenda**

The Chair varied the agenda to return to Item 10.1 – Emergency Management Bylaw Amendment to vote on Motion No. RD/24/11/28.

**10. BYLAWS**

**10.1 Emergency Management Bylaw Amendment – Removal of Maximum Requisition, ADM-BRD-545**

RD/24/11/28

MOVED

Director Zabinsky

SECONDED

Alternate Director Ponto

That the Regional Board give Emergency and Disaster Management Service Establishment Amendment Bylaw No. 2563, 2024, which removes the maximum requisition permissible for the service from the bylaw, first three readings.

**DEFEATED**

**IN FAVOUR:** Director Krakowka

RD/24/11/34

MOVED

Director Veach

SECONDED

Director Quibell

That the Regional Board authorize staff to bring back an Emergency and Disaster Management Service Establishment Amendment Bylaw with a cap of \$625,000 to the November 21, 2024 Board meeting.

**CARRIED**

**OPPOSED:** Director Rose

**20. ADJOURNMENT**

The Chair adjourned the meeting at 3:29 p.m.

CERTIFIED a true and correct copy of the Minutes of the Regional Board of the Peace River Regional District from a meeting held on November 7, 2024 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

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Leonard Hiebert, Chair

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Tyra Henderson, Corporate Officer



# PEACE RIVER REGIONAL DISTRICT

## COMMITTEE OF THE WHOLE MEETING MINUTES

**November 7, 2024, 10:00 a.m.**  
**1981 Alaska Avenue, Dawson Creek, BC**

**Directors Present:**

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

**Staff Present:**

Shawn Dahlen, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Roxanne Shepherd, Chief Financial Officer  
Kari Bondaroff, General Manager of Environmental Services  
Kevin Clarkson, General Manager of Community Services  
Ashley Murphey, General Manager of Development Services  
Bryna Casey, Community Services Manager  
Daris Gillis, Environmental Services Manager  
Gerritt Lacey, Solid Waste Services Manager  
Joanne Caldecott, Deputy Corporate Officer  
Trevor Ouellette, IT Manager  
Annette Andrews, Communications Manager  
Becky Gelsthorpe, Executive Assistant  
Olivia Lundahl, Electoral Area Officer  
Carmen Willms, Legislative Services Clerk/Recorder

**Delegations:**

**Expedition Consulting**

Justin Rousseau, Managing Director (via Zoom)

**EcoPlan International**

John Ingram, Principal & Senior Planner (via Zoom)

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**1. CALL TO ORDER**

The Chair called the meeting to order at 10:23 a.m.



**2. ADOPTION OF AGENDA**

CW/24/11/01

MOVED Director Krakowka

SECONDED Director Quibell

That the Committee of the Whole adopt the November 7, 2024 meeting agenda:

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. GALLERY COMMENTS OR QUESTIONS**

**4. DELEGATIONS**

4.1 Expedition Consulting Re: North Peace Regional Park Master Plan

4.2 Planning Department and EcoPlan International Re: Regional Growth Strategy "What We Heard" Report

**5. REPORTS**

**6. MEDIA QUESTIONS**

**7. ADJOURNMENT**

**CARRIED**

**3. GALLERY COMMENTS OR QUESTIONS**

**4. DELEGATIONS**

**4.1 Expedition Consulting Re: North Peace Regional Park Master Plan**

Justin Rousseau, Managing Director of Expedition Management Consulting Ltd. delivered a presentation titled "North Peace Regional Park Master Plan" which included the following information:

- Project Deliverable
- Project Process
- Community Engagement Activities
- Case for Change
- Vision
- Operating Scenario Options
- Recommended Operating Scenario
- Roles
  - PRRD's Role
  - Society's Role
- Funding Model
- Focus Areas
- Facility Development Legend
- Facility Development Priorities
- Program Development Priorities
- Service Delivery Priorities
- Conclusion

A question-and-answer period ensued and included:

- Clarification that the Open House with attendees was in Fort St. John rather than Dawson Creek.
- How the three categories for the Focus Areas were chosen. The presenter explained that they arose from an initial assessment from community input and were

#### 4.1 Expedition Consulting Re: North Peace Regional Park Master Plan (Cont'd)

recommended by the consultant team. They noted that the categories were approved by the Regional Parks Committee (Committee).

- How the suggestion of funding for a part-time Coordinator had arisen considering the North Peace Regional Park would only be operated for three days in a year. The presenter explained that expanded programming, hours of use, and fundraising had been suggested, and that consideration of a part-time Coordinator arose due to a lack of capacity within the North Peace Fall Fair Society (Society). He explained that it was recommended by Expedition Consulting to the Committee and the Society.
- The difference between a Regional Park and a Community Park classification. Staff explained that a Regional Park would be funded regionally, whereas a Community Park would be funded specifically by Electoral Area B.
- Whether the recommendation was the preferred option of the Society. The presenter explained that the Society indicated a preference to capitalize on partnership opportunities.
- The difficulty of deciding on the recommended operating scenario without knowing the costs. Staff explained that some cost information was included in the Regional Board meeting with the report on Agenda Item 9.4.

The Chair thanked the Expedition Consulting Delegation for their presentation, and they left the meeting.

#### 4.2 Planning Department and EcoPlan International Re: Regional Growth Strategy "What We Heard" Report

Ashley Murphey, General Manager of Development Services of PRRD, and John Ingram, Principal & Senior Planner of EcoPlan International delivered a presentation titled "Regional Growth Strategy 'What We Heard' Report" which included the following information:

- Overview and Update
  - Timeline
  - Approach
- What We Heard
  - Round 1
  - Round 2
  - Feedback Themes
- Draft Regional Growth Strategy
  - Vision
  - Goals
- What's Next?
  - Next Steps

A question-and-answer period ensued and included:

- Acknowledgement of the amount of time staff spent during the engagement portion of the Regional Growth Strategy.
- The average turnout of the open houses. The presenter explained that attendance varied depending on location, but the open houses were not as well attended as the pop ups, which gathered approximately 100 interactions.



**4.2 Planning Department and EcoPlan International Re: Regional Growth Strategy "What We Heard" Report (Cont'd)**

- A simple explanation of the Regional Growth Strategy was requested. The presenter defined the Regional Growth Strategy as a long term, high level, strategic plan to help guide growth in the region and coordinate regional planning between the municipalities and the regional district.
- Where the forestry industry fits into the Regional Growth Strategy vision. The presenter explained that while forestry was not mentioned specifically, it did figure prominently in the Regional Growth Strategy and in the policy areas of the emerging draft document.
- The impact of the Regional Growth Strategy on the Official Community Plans (OCP) of the member municipalities. The presenter explained that a steering committee which consisted of staff representatives from all the municipalities were working together to craft the development of regional contact statements.

The Chair thanked the EcoPlan International and Planning Department Delegation for their presentation.

**7. ADJOURNMENT**

The Chair adjourned the meeting at 11:09 a.m.

CERTIFIED a true and correct copy of the Minutes of the Peace River Regional District's Committee of the Whole meeting held on November 7, 2024 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

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Leonard Hiebert, Chair

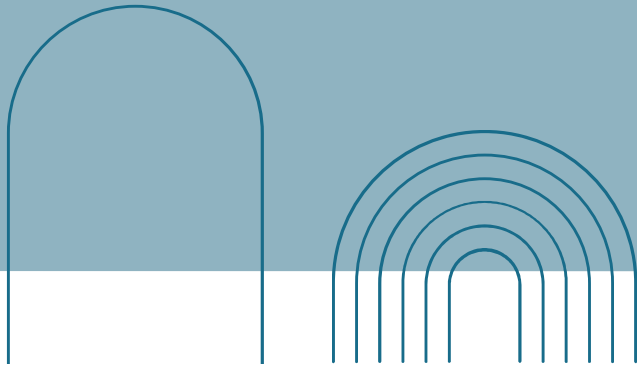
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Tyra Henderson, Corporate Officer



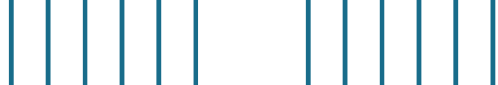
# STRENGTHENING HEALTHCARE IN THE SOUTH PEACE REGION

*For: The Peace River  
 Regional District*



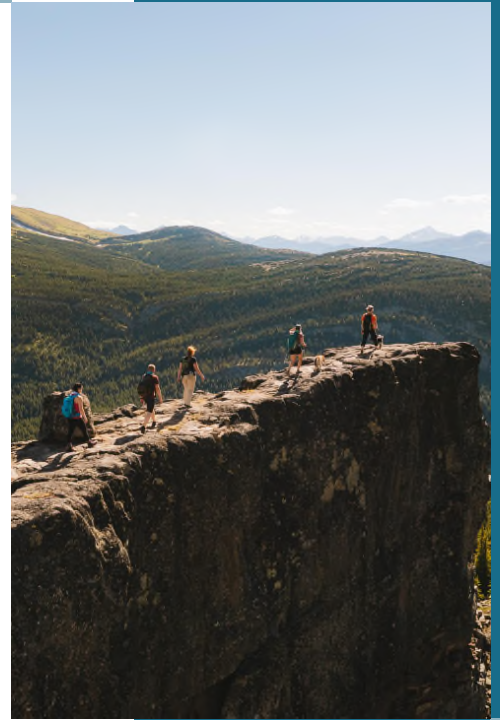
## LAND ACKNOWLEDGEMENT

We acknowledge with great respect, our gratitude for the opportunity to support members and patients located on the traditional territory of Treaty 8 First Nations.



# ABOUT US

The South Peace Division of Family Practice supports the communities of Chetwynd, Tumbler Ridge and Dawson Creek and is a platform for innovation in health care. Divisions of Family Practice are part of a province-wide initiative designed to strengthen health care in BC. We operate as a not for profit society & our membership encompasses all family physicians & nurse practitioners across the region. Together, the members work to improve patient access to local primary care, increase local physicians' influence on health care delivery and policy, and provide professional support for providers. The Division gives local providers an opportunity to work collaboratively with Northern Health Authority, the Family Practice Services Committee (FPSC), First Nations Health Authority and the Ministry of Health to identify health care needs in the local community and develop solutions to meet those needs



## 2024/2025 BOARD OF DIRECTORS

Belinda Trail, Secretary

Brian Downie, Treasurer

Dr. Bron Finkelsetin, Board Director

Dr. Charles Helm, Co-Chair

Dr. Daniel Obaseki, Board Director

Dr. Magda Du Plessis, Co-Chair

Dr. Rafal Banas, Board Director

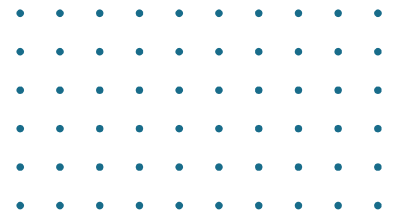
Sarah Howes, Board Director

Dr. Tamara Pacholuk, Board Director

Executive Director: Charleigh Rudy



# PRIORITIES & HIGHLIGHTS

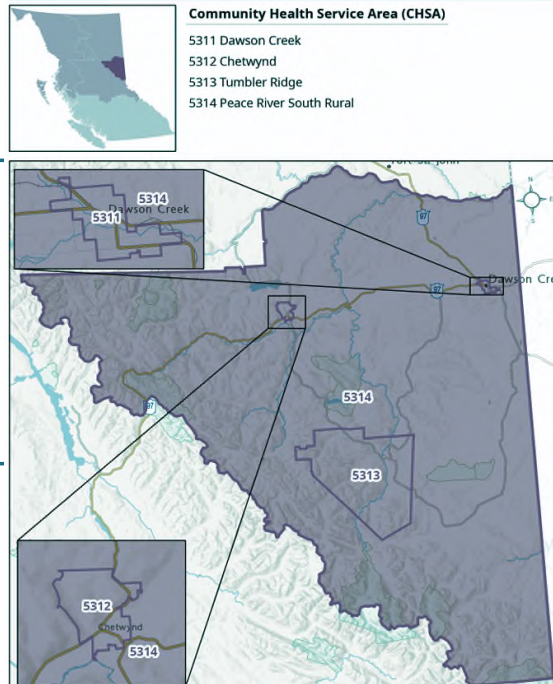


## OPERATIONALIZE THE SOUTH PEACE DIVISION OF FAMILY PRACTICE

- Officially a Division – November, 2023
- Executive Leadership and Board Governance
- Establishing Organizational Structures

## OPERATIONALIZE THE SOUTH PEACE PRIMARY CARE NETWORK

- Approval of South Peace PCN Service Plan – August 2024
- Juniper Health Collaborative
- PCN Governance & Leadership
- Human Resources



## ENHANCE TEAM BASED CARE

- Rural Community of the Year
- Diabetes initiative, and engagement and partnership with local First Nation Communities, and Tumbler Ridge UNESCO Global Geopark

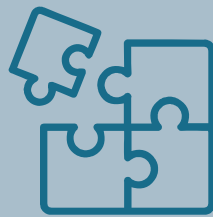
## SUPPORT RECRUITMENT & RETENTION OF PRIMARY CARE PROVIDERS

- Formation of the Provider Recruitment and Retention Committee
- Locum House in Dawson Creek with support of the SPHSS
- Addressing Health Human Resource Challenges in Partnership

## Partnering for Recruitment Success in the South Peace



Current State

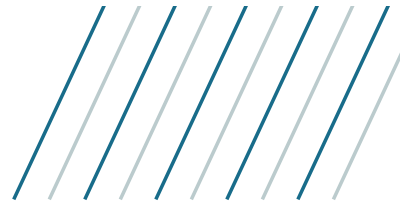


Strategy

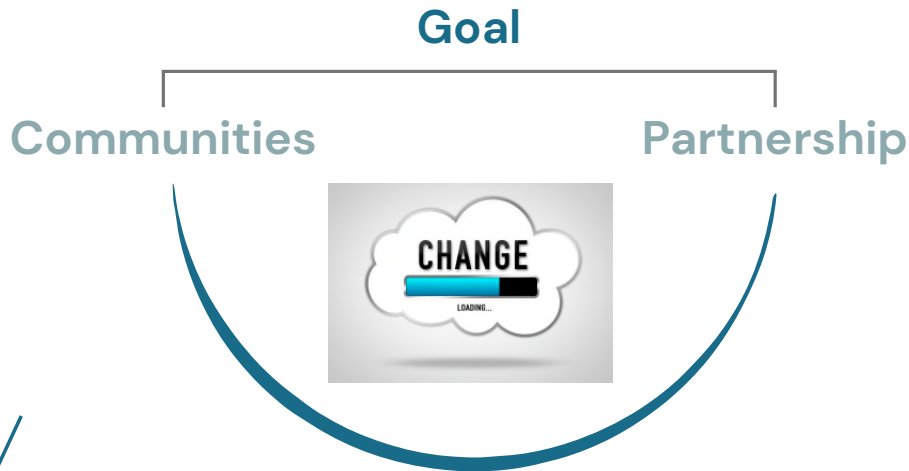


Desired Future State

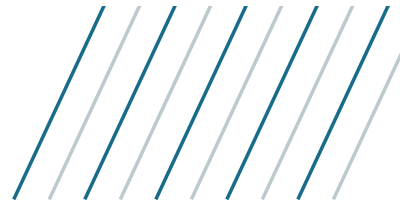
# RECRUITMENT STRATEGY



Communities keep providers - not by just bringing them to the South Peace, but by making them feel at home. It's about how we welcome them, support their families, and build connections around them. Recruitment is not the work of one, but of many. Together we create a community they want to stay in.



# FUNDING REQUEST OBJECTIVE



To secure funding to support targeted recruitment, retention, and integration efforts for healthcare providers in the South Peace Region in partnership with the Peace River Regional District.

## COLLABORATIVE IMPACT:

With this funding the Peace River Regional District will play a vital role in addressing the regional healthcare provider shortage ensuring accessible, high-quality care for residents of the South Peace.



# Funding Request for Recruitment & Retention: Building a Sustainable Healthcare Community in the South Peace

## Key Funding Areas

### Recruitment Initiatives:

- Residency Program
- Recruitment Events
- Local Conferences
- Locum Opportunities

### Retention and Recognition:

- Recognition Events and Platforms
- Retention Programs
- Locum Housing

### Recruitment Support:

- Recruitment Coordinator

### Provider Integration:

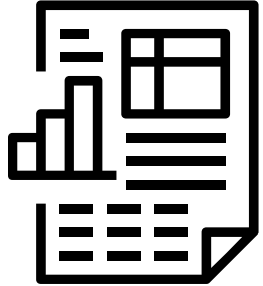
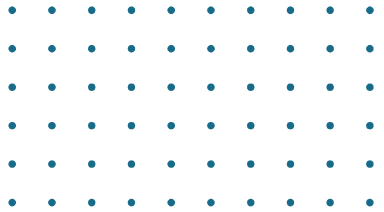
- Welcome Baskets
- Meet and Greets
- Buddy Initiative

# TUMBLER RIDGE MEDICAL CONFERENCE



# PROPOSED BUDGET

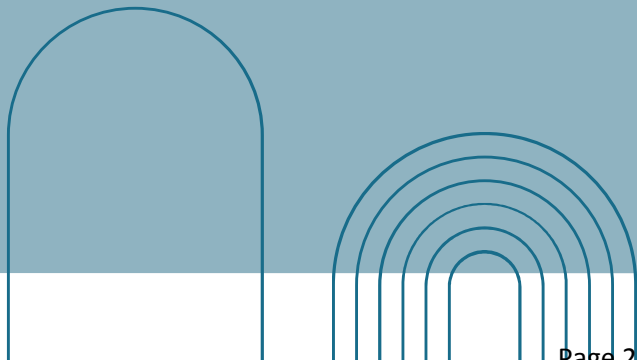
CATEGORY	PROPOSED BUDGET
Physician Welcome Baskets	\$2,000.00
Physician/Provider Recognition Events	\$5,000.00
Resident Funding	\$15,000.00
Physician/Provider Recognition Program (Retention)	\$5,000.00
Recruitment Events/Conference Fees	\$30,000.00
Recruitment Events Travel	\$20,000.00
Recruitment Events Swag and Booth	\$6,000.00
Physician Compensation for Time	\$12,000.00
Supplies and Advertising	\$2,000.00
Recruitment Coordinator	\$12,000.00
<b>Total expenses</b>	<b>109,000.00</b>



The South Peace Division of Family Practice is committed to reporting back on our various initiatives and we believe it is essential to share our progress including successes, challenges, and emerging opportunities to keep our stakeholders informed and involved.



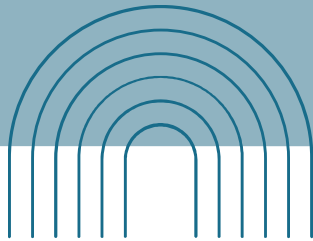
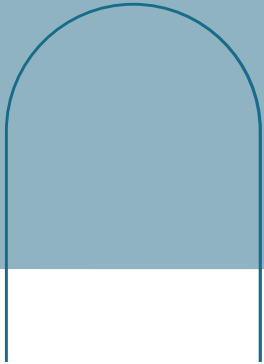
# QUESTIONS?





**South Peace**  
Division of Family Practice  
An FPSC initiative

# THANK YOU





1



2



## 2025 Performer Lineup



3



## 2025 Performer Lineup – To be Confirmed



4



## 2022 Attendance

Saturday 3671 sold; scanned at gate 3013

- 1919 Adult
- 201 Senior
- 1165 Child 12 and under
- 74 VIP
- 98 Corporate Chalet
- 214 Complimentary (Sponsors)

Sunday 2088 sold; scanned at gate 1398

- 883 Adult
- 115 Senior
- 477 Child 12 and under
- 74 VIP
- 98 Corporate Chalet
- 441 Complimentary (Sponsors)



5



### Revenue

Category	Budget Amount
Ticket Sales	\$59,500.00
Sponsorships	\$135,000.00
Concession	\$1,500.00
Parking	\$10,000.00
Grants	\$55,000.00
Memberships	\$50.00
<b>Total Revenue</b>	<b>\$261,050.00</b>

6



## Regional Opportunities

- Northern Lights College will bring their helicopter display
- Bailey Helicopters will have static display if available
- Discussing with turbine companies to have a display



7



## Partnerships

Cars parked by North Peace Search and Rescue

821 Saturday  
323 Sunday

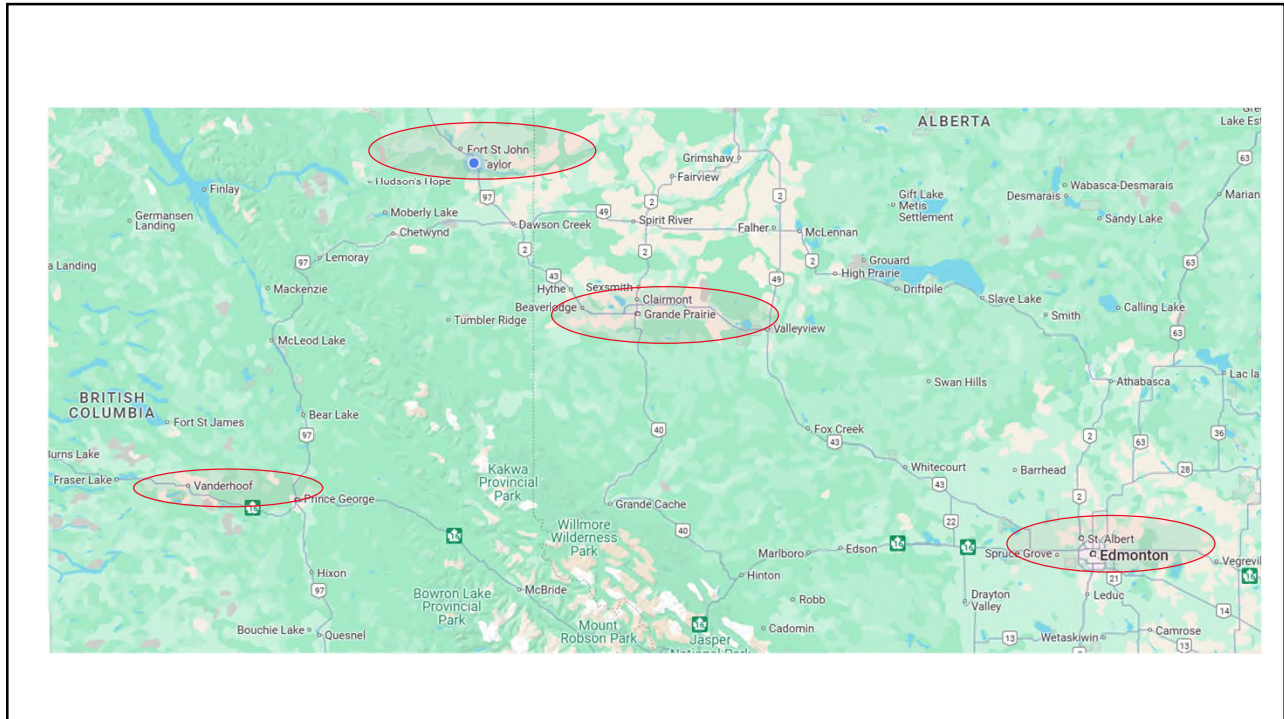
Resulted in \$12,000 donation to North Peace Search and Rescue.

Figure skating group collected all the bottles and cans from the event, plus donation for helping distribute parking passes

PEP Air and the Civil Air Search and Rescue Association held a 50/50 draw each day



8



9

**FORT ST. JOHN INTERNATIONAL  
AIR SHOW**

## Moving Forward

New Board of Directors elected on  
November 4th at AGM

Continue to recruit volunteers

Pursue sponsorship opportunities

A photograph showing a person from behind, wearing a high-visibility safety vest and a cap, standing on a metal scaffolding or tower. They are looking up at a cloudy sky where an airplane is performing a stunt, leaving a long, white smoke trail.

10



11



## CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0  
Telephone: (250) 786-5794 Fax: (250) 786-5257  
www.poucecoupe.ca

Shawn Dahlen, PRRD  
PO Box 810, Dawson Creek, BC

### RE: Trail Development of CN Property in Pouce Coupe

Please see attached documentation regarding the CN Property in Pouce Coupe. The municipality is currently interested in entering a tri-party MOU with CN and the PRRD regarding the property (PID 143-322-196).

The Council has expressed interest in turning the subject area into a green space with a trail network that arrives at the trestle bridge, includes a lookout, a boardwalk with safety railings and a connector for future trail projects to connect the region. This project has not only been identified in the Village's OCP and Strat Plan but in the Regional Connecting Communities Study.

The Village of Pouce Coupe is interested in working with the PRRD (Area D director Leonard Hiebert) and CN regarding the trestle bridge in hopes of this developing into a future "Rails to Trails" project.

I have attached the original offer presented to the council by CN. At this point the Council has not counter-offered as they would like to work with the PRRD regarding the trestle portion of this project and include them in any agreements or offers.

CN's original offer was regarding the coverage of property taxes as well as \$2,500. + tax/ Per year. If CN was interested in the same kind of agreement with the PRRD it would most likely be the cost of property taxes. I have attached the PRRD property taxes pertaining to the CN property.

At this point, the Council has accepted this project "in principle" but has not officially formalized, nor formed an agreement with CN to date.

We look forward to hearing from you regarding this project and your interest in the collaboration.

Thank you

  
Mayor Danielle Veach  
Village of Pouce Coupe

**Mayor Danielle Veach**

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**From:** Paul Stiles <Paul.Stiles@cn.ca>  
**Sent:** Tuesday, July 23, 2024 8:45 AM  
**To:** Danielle Veach  
**Cc:** Sandy Stokes; Tyler Banick; Calvin Leung  
**Subject:** RE: CN Property  
**Attachments:** Pouce Coupe Lease.pdf; Pouce Coupe BC Sale.pdf

Good morning. I have completed an internal review and can propose the two options below.

Option 1 - Sale

- CN currently is not in a position to sell all the lands within the Village. CN can only offer the 15.56 Acs. shown on the attached sale.pdf I have searched for some comparable sales in the area and have some rough numbers, but the true value of lands will need to be reviewed by way of appraisal. CN is willing to review an offer if you would wish to provide. As part of the sales agreement CN would than lease the additional lands outside of the sale area, for a nominal or nil rent fee, subject to manager approval.

Option 2 – Lease

- CN to lease 34.95 Acs as shown on attached lease.pdf. Suggested rental fee of \$2,500.00+tax/ per year plus property taxes. This fee is negotiable. Can you confirm the intended use of these lands.

I look forward to your response, a virtual meeting can be arranged if you desire.

Thank you



**Paul Stiles**

Real Estate Asset manager AB & BC, Real Estate | Treasury  
T: 905-760-5326 | C: 416-998-6113

[What's New at CN](#) | [Quoi de neuf au CN](#)

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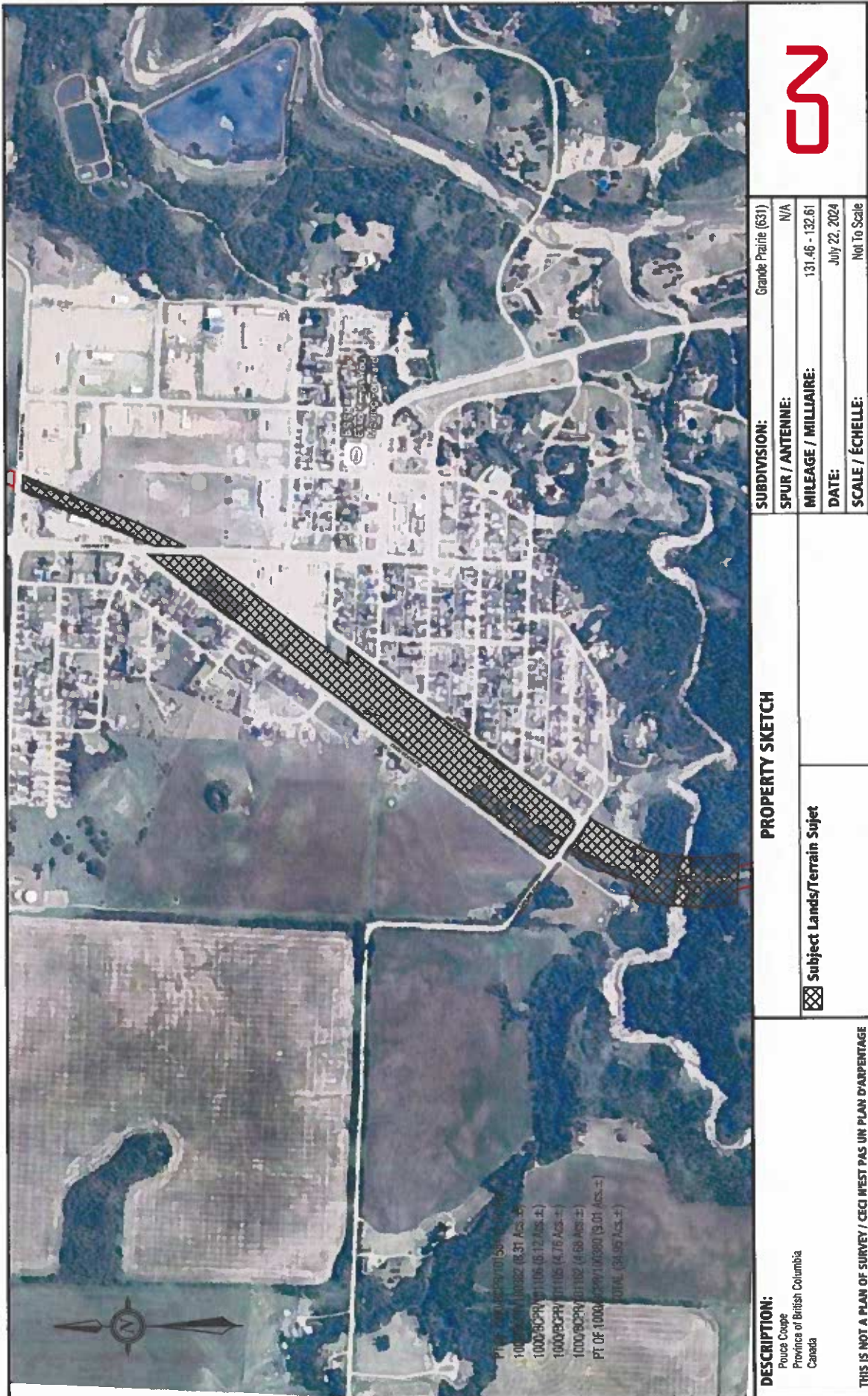
**From:** Danielle Veach <dveach@poucecoupe.ca>  
**Sent:** Monday, July 22, 2024 2:15 PM  
**To:** Paul Stiles <Paul.Stiles@cn.ca>  
**Cc:** Sandy Stokes <sstokes@poucecoupe.ca>; Tyler Banick <Tyler.Banick@cn.ca>  
**Subject:** CN Property

**CAUTION: This email originated from outside CN: DO NOT click links or open attachments unless you recognize the sender AND KNOW the content is safe**  
**AVERTISSEMENT : ce courriel provient d'une source externe au CN : NE CLIQUEZ SUR AUCUN lien ou pièce jointe à moins de reconnaître l'expéditeur e**

Good Morning Paul

I am reaching out to you today regarding the CN property in Pouce Coupe, BC. PID 014322196.

# SCHEDULE 'A'



**SUBDIVISION:** Grande Prairie (631)  
**SPUR / ANTENNE:** N/A  
**MILEAGE / MILLIAIRE:** 131.46 - 132.61  
**DATE:** July 22, 2024  
**SCALE / ÉCHELLE:** Not To Scale

**PROPERTY SKETCH**

 Subject Lands/Terrain Sujet

**DESCRIPTION:**  
 Pouce Coupe  
 Province of British Columbia  
 Canada

**THIS IS NOT A PLAN OF SURVEY / CECI NEST PAS UN PLAN D'ARPERTEMENT**

PT OF 1000 ACRES (2497100900) (3.01 ACS.±)  
 TOTAL (31.05 ACS.±)  
 1000/BCPR/011102 (4.68 ACS.±)  
 1000/BCPR/011105 (4.76 ACS.±)  
 1000/BCPR/011106 (5.12 ACS.±)  
 1000/BCPR/011108 (8.31 ACS.±)

48 ST

2	UTILITIES	* Basic School	223,041	12.1100	2,701.03	2,701.03	2,701.03
		* Total School			2,701.03	2,701.03	2,701.03
2	UTILITIES	* Police Tax	134,805	1.2108	163.22	163.22	163.22
2	UTILITIES	Gen Munic Tax	134,805	47.1997	6,362.75	6,362.75	6,362.75
2	UTILITIES	* Mun Fin Auth T	134,805	0.0007	0.09	0.09	0.09
2	UTILITIES	* Reg District T	134,805	1.6499	222.41	222.41	222.41
2	UTILITIES	* Reg Hospital T	134,805	2.0104	271.01	271.01	271.01
2	UTILITIES	* Assessm Auth T	134,805	0.4359	58.76	58.76	58.76
2	UTILITIES	PRRD-Imprv Only	16,555	1.3229	21.90	21.90	21.90
		Water Frontage			837.33	837.33	837.33
		Sewer Frontage			719.26	719.26	719.26
		Gross Gen/Other			8,656.73	8,656.73	8,656.73
		Net Gen/Other			8,656.73	8,656.73	8,656.73

11,357.76	11,357.76	11,357.76
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
11,357.76-	11,357.76-	11,357.76-
0.00	0.00	0.00

00005020

CANADIAN NATIONAL RAILWAY COMPANY  
 C/O PROPERTY TAX GROUP - 13 FLOOR  
 PO BOX 8100, DOWNTOWN STATION  
 MONTREAL QC H3C 3N4

VILLAGE OF POUCE COUPE

48 ST

6	BUSINESS/OTHE	* Basic School	274,000	3.3900	928.86	928.86	928.86
		* Total School			928.86	928.86	928.86
6	BUSINESS/OTHE	* Police Tax	274,000	0.8476	232.24	232.24	232.24
6	BUSINESS/OTHE	Gen Munic Tax	274,000	9.4358	2,585.40	2,585.40	2,585.40
6	BUSINESS/OTHE	* Mun Fin Auth T	274,000	0.0005	0.14	0.14	0.14
6	BUSINESS/OTHE	* Reg District T	274,000	1.1549	316.45	316.45	316.45
6	BUSINESS/OTHE	* Reg Hospital T	274,000	1.4073	385.60	385.60	385.60
6	BUSINESS/OTHE	* Assessm Auth T	274,000	0.0963	26.39	26.39	26.39
		Gross Gen/Other			3,546.22	3,546.22	3,546.22
		Net Gen/Other			3,546.22	3,546.22	3,546.22

4,475.08	4,475.08	4,475.08
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
4,475.08-	4,475.08-	4,475.08-
0.00	0.00	0.00

00005022

Plan A754  
 Section 32

	Land Value	Rate	Tax Amount
School Tax	83,530	12.11	1,011.55
Police Tax	83,530	0.4072	34.01
<b>Provincial Rural Tax</b>			
Provincial Rural Tax	83,530	3.62	302.38
Peace River Infrastru	83,530	0.3	25.06
			<b>327.44</b>
<b>Local Services</b>			
Area D Peace River	83,530	0.74781	62.46
Dawson/Pouce Fire	83,530	3.80041	317.45
Peace River Hospita	83,530	2.01043	167.93
BC Assessment	83,530	0.4359	36.41
Municipal Finance A	83,530	0.0007	0.06
			<b>584.31</b>
<b>Total Taxes</b>			<b>1,957.31</b>

Thanks,

**Kari Barber, CPA | Financial Services Manager**

Direct: 250-784-3221 | [kari.barber@prrd.bc.ca](mailto:kari.barber@prrd.bc.ca)

PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Highway Avenue, Dawson Creek, BC V1G 4H8

Toll Free: (24 hrs): 1-800-670-7773 | Office: 250-784-3200 | Fax: 250-784-3201 | [www.prrd.bc.ca](http://www.prrd.bc.ca)



PEACE RIVER  
REGIONAL DISTRICT

diverse. vast. abundant.



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**From:** Pynn, Lisa BCA:EX <[lisa.pynn@bcassessment.ca](mailto:lisa.pynn@bcassessment.ca)>  
**Sent:** Friday, September 6, 2024 2:17 PM  
**To:** Kari Barber <[kari.barber@prrd.bc.ca](mailto:kari.barber@prrd.bc.ca)>  
**Cc:** Roxanne Shepherd <[Roxanne.Shepherd@prrd.bc.ca](mailto:Roxanne.Shepherd@prrd.bc.ca)>  
**Subject:** RE: Assessment for PID 014-322-196

Hi Kari

Railway folios for right of way land typically include multiple PIDs within a jurisdiction. They are broken down between statutory rates for "basic corridor" and "safe operation". It's very difficult to accurately separate out a single PID from a folio valuing all the railway right of way land in a jurisdiction.



**HUDSON'S  
HOPE**  
PLAYGROUND OF THE PEACE

9904 Dudley Drive  
Hudson's Hope BC  
Telephone: 250-783-9901  
Fax:250-783-5741

November 6, 2024

Brad Sperling  
Chair of Peace River Regional District  
Box 810, 1981 Alaska Avenue  
Dawson Creek, BC V1G 4H8

Sent Via Email: brad.sperling@prrd.bc.ca

**Re: Cardboard Collection at Hudson's Hope Transfer Station**

The District of Hudson's Hope (District) currently provides cardboard collection within the municipality and at Hudson's Hope Transfer Station and is solely responsible for all costs associated with the collection and transportation of the cardboard collected.

As of October 1, 2024, the Peace River Regional District (PRRD) has taken over the day-to-day management functions necessary to operate the Hudson's Hope Transfer Station. This responsibility includes collecting, storing, and transporting recyclable materials, including paper, plastic containers, flexible plastics, tin, and glass materials collected at the Transfer Station.

Throughout the Peace Region, the PRRD covers the costs associated with cardboard collection from recycling depots, municipal curbside collection programs, and all other transfer stations located within the Peace River Region. The District is the only member municipality still responsible for covering this cost. On behalf of the District of Hudson's Hope, I request that the PRRD take over full responsibility for the collection of cardboard located at the Hudson's Hope Transfer Station, ensuring a uniform approach to cardboard collection in the Peace Region.

Transitioning this responsibility to the PRRD would not only streamline cardboard collection efforts in our municipality but also align our practices with those of other member municipalities in the Peace Region. This uniform approach would enhance operational efficiency, promote better recycling practices, and reflect the cooperative spirit of our regional initiatives.

Thank you for your attention to this important issue. We look forward to your positive response.

Sincerely,



Mayor



**Arras Volunteer Fire Brigade**

Box 2596 Dawson Creek, BC V1G 5A1

arrasfirebrigade@outlook.com

12 November 2024

Peace River Regional District Board

The Arras Fire Brigade is requesting the PRRD's assistance in mailing our annual general meeting notice to residents within our fire protection area.

Our current mailing list includes 127 of the 336 residents within the protection area. PRRD support with this task would allow us to notify new residents within the area that the service is available to them.

The Arras Fire Brigade will provide our meeting notice inside an envelope with postage already applied for the PRRD to address and post. We will pay for any cost incurred by the PRRD in doing so.

Thank you for your attention on this matter.

Sincerely,

Craig Fossum

Arras Volunteer Fire Brigade President

**From:** Dale Bumstead [REDACTED]  
**Sent:** Tuesday, November 12, 2024 4:40 PM  
**Subject:** Re: Leaders Table - October meeting

Good afternoon to everyone,

The direction from the last Leaders Table was to forward a letter onto Premier Eby and John Rustad, Leader of the Opposition, signed by each of the respective leaders of the North expressing the concern about the racism and anti indigenous comments that were expressed during the recent Provincial election.

I have attached the draft of the letter which I am asking that you have placed on your council agendas in the hopes that we can have it supported by way of a motion or support according to your council procedures and returned to me signed by yourself or a designate. I will then go about consolidating all of the signatures onto a single letter and have it sent off appropriately.

The process of having approx. 18 signatures makes it difficult to try and facilitate any type of further discussion or input into the wording of the letter. It is my hope that you will find it acceptable to place in front of your councils and obtain their support to sign it. I am asking if you can please try and expedite the process of obtaining approval so we can get it sent off to the Premier and Mr. Rustad.

Thank you everyone and please feel free to call me if you have any questions.

Thank you

Dale

November 12, 2024

VIA EMAIL

**The Honourable David Eby**  
Premier of British Columbia  
[premier@gov.bc.ca](mailto:premier@gov.bc.ca)

**John Rustad**  
Leader of the Opposition  
[John.Rustad.MLA@leg.bc.ca](mailto:John.Rustad.MLA@leg.bc.ca)

Dear Premier and Leader of the Opposition,

Congratulations on your re-election as members of the Legislative Assembly in the 43<sup>rd</sup> Parliament of British Columbia.

We, the undersigned Chiefs, Mayors and Directors of the Peace River Regional District and the Northern Rockies Regional Municipality, write as the elected leaders of First Nations and municipal governments in northeast BC, Treaty 8 territory, to express our united condemnation of the racism and anti-Indigenous rhetoric recently displayed in the course of the 2024 Provincial Election campaign by some candidates for public office. It is our steadfast belief that such statements have no place in our province and that they must be met with firm and immediate opposition from leaders at every level.

As leaders in the northeast, we are committed to fostering a society rooted in mutual respect, inclusivity, and reconciliation. Racism and anti-Indigenous sentiment damage these efforts, creating division and harm within our communities. We stand united in our expectation that, when such sentiments surface, the leadership of this province will act decisively, condemning them unequivocally and setting a clear example.

We are firmly united in our message that it will never be acceptable to not speak up at any point when these kinds of discriminatory sentiments are expressed publicly, and we expect leaders at the provincial level to do the same.

We urge you, as the Premier and the Leader of the Opposition, to take every opportunity to reinforce the message that racism and intolerance have no place in British Columbia. Our communities are watching, and our citizens expect nothing less than strong, unwavering leadership on this critical matter.

We thank you in advance for your commitment to anti-racism and creating a safe, inclusive, and respectful British Columbia for everyone.

Yours sincerely,



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City of Dawson Creek



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City of Fort St. John



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District of Chetwynd



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District of Hudson's Hope



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District of Taylor



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District of Tumbler Ridge



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Doig River First Nation



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Fort Nelson First Nation



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Halfway River First Nation



---

Saulteau First Nations



---

Northern Rockies Regional Municipality



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West Moberly First Nations



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Prophet River First Nation



---

Village of Pouce Coupe



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Peace River Regional District

- cc. Jordan Kealy, Member of the Legislative Assembly for Peace River North  
Larry Neufeld, Member of the Legislative Assembly for Peace River South



November 12, 2024

Dear Chair Hiebert and Directors,

**Re: Letter of Support for City of Dawson Creek Conditional Water Licence Application**

The City of Dawson Creek is seeking the support of neighbouring First Nations and municipalities in its application for a Conditional Water Licence on the Peace River.

The historic and pervasive drought of the past several years, combined with the effects of climate change, have had a significant and detrimental impact on the Kiskatinaw watershed which currently, and historically, has supplied the city's water. Over the past 18 months, the Kiskatinaw River flow has steadily diminished until January 20 of this year when it all but stopped. A period of extreme cold weather in January caused the river to freeze off reducing flows to almost zero.

Water conservation measures were enacted to limit industrial use and preserve as much water as possible in the reservoirs. The city was unable to pump water from the Kiskatinaw until March 15, by which time storage reservoirs had been substantially depleted. Currently, the city is replenishing its reservoirs which, when refilled, provide approximately 200 days of water supply. The concern is that available forecasts indicate another hot, dry summer exacerbated by a changing climate which will make these types of events more frequent.

To ensure the city can meet the current and future needs of the community, access to an alternative water source is crucial. Therefore, the City of Dawson Creek proposes in its application to access the Peace River downstream of the Highway 97 North crossing. The diversion would allow for a maximum daily withdrawal of 40,000 cubic meters, less than 0.05% of daily flow in the Peace River, or 14,600,000 cubic meters annually. The implementation of this plan will allow the Kiskatinaw watershed and its ecosystem the necessary time to recover and be restored to a healthy state.

It is important to note the success of this application will be beneficial for residents of Dawson Creek, Pouce Coupe, and the South Peace, local industry and organizations including, but not limited to, agriculture, oil and gas, and wildfire mitigation.

The City of Dawson Creek asks that you support their application to the Ministry of Water, Lands, and Resource Stewardship by providing a letter of support on behalf of your organization.

If approved, please forward your letter of support to [admin@dawsoncreek.ca](mailto:admin@dawsoncreek.ca).

We look forward to, and appreciate, your support on this matter.

Sincerely,

Darcy Dober  
Mayor

Date

The Ministry of Water, Land and Resource Stewardship  
Attn: Marianne Johnson  
Director, Authorizations  
Northeast Region Authorizations  
Permitting Transformation Division

Email: [Marianne.Johnson@gov.bc.ca](mailto:Marianne.Johnson@gov.bc.ca)

Dear Ms. Johnson:

**Re: Letter of Support for City of Dawson Creek Conditional Water Licence Application**

The *(First Nation / Local Government)* fully supports the City of Dawson Creek in their application for a Conditional Water Licence on the Peace River.

The historic and pervasive drought of the past several years, combined with the effects of climate change, have had a significant and detrimental impact on the Kiskatinaw watershed which currently, and historically, has supplied water to the City of Dawson Creek. Over the past 18 months, the Kiskatinaw River flow has steadily diminished until January 20 of this year when it all but stopped. A period of extreme cold weather in January caused the river to freeze off reducing flows to almost zero.

Water conservation measures were enacted to limit industrial use and preserve as much water as possible in the reservoirs. The City of Dawson Creek was unable to pump water from the Kiskatinaw until March 15, by which time storage reservoirs had been substantially depleted. Currently, the City of Dawson Creek is replenishing its reservoirs which, when refilled, provide approximately 200 days of water supply. The concern is that available forecasts indicate another hot, dry summer exacerbated by a changing climate will make these types of events more frequent. Securing an alternate source of water is crucial to the health of the city, its economy, and to ensuring the long-term health of the Kiskatinaw watershed for generations to come.

We understand the proposed point of diversion to be downstream of the Highway 97 North crossing and support this location. We understand the City of Dawson Creek is looking for maximum daily withdrawals of 40,000 cubic meters, less than 0.05% of daily flow in the Peace River, or 14,600,000 cubic meters annually. However, withdrawals are expected to be significantly lower based on recent demands and these values have been chosen to allow for future growth, and we support this.

We understand the proposed project will be beneficial for residents of Dawson Creek, Pouce Coupe, and the South Peace, local industry and organizations which may include but are not limited to agriculture, oil and gas, and wildfire mitigation.

We are pleased to offer this letter of support for the City of Dawson Creek, and we encourage you to consider granting their application.

Sincerely,

*Name*

*Position/Organization*

**TUMBLER  
RIDGE  
MUSEUM  
FOUNDATION**

Registered charity number  
863295853 RR0001



Box 1348  
Tumbler Ridge, BC  
V0C 2W0

[www.tmf.ca](http://www.tmf.ca)

email [galler@tmf.ca](mailto:galler@tmf.ca)

phone (250) 242 3466

November 13, 2024

Dear Chair Hiebert, and Electoral Area and Municipal Directors,


The Tumbler Ridge Museum Foundation (TRMF) is applying to Digital Museums Canada (DMC) for a grant to develop a digital exhibition to be used as an educational and tourism related resource. We will be utilizing our impressive fossil collection, spanning 500 million years of geological time, and the expertise of our and the Tumbler Ridge UNESCO Geopark staff, and volunteers, to enrich classroom experiences, encourage curiosity, and to provide an accessible way for people to engage with and better understand the landscapes we love.

By means of a generous donation from a private family foundation, we were fortunate to engage Red Rock Creative and Substrate Studios to create a development plan, project budget, and schedule in anticipation of applying to DMC. Collectively they have over 40 years of experience in museum exhibit design, interpretation, and web design and development. The plan, for your interest, is attached as a supplement to this letter.

This is a major project with a budget of \$365,900 which includes cash and in-kind contributions. The DMC contribution is set at a maximum of \$250,000 of eligible expenses. If successful, work will begin in June of 2025 with an official exhibition launch toward the end of 2027. The board of the TRMF has approved a financial (matching) contribution of \$70,000 over the lifetime of the project to cover the remaining cash requirements.

Thank you in advance for your consideration. With the DMC application closing date looming, we request your letter of support by November 26<sup>th</sup>, 2024.

Sincerely,

  
Zena Conlin  
Executive Director  
Tumbler Ridge Museum Foundation  
250-242-3466

# Tumbler Ridge Museum Foundation

## Digital Exhibit Development Plan

September 20, 2024

Supporting Partners:



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# #1 Introduction

This development plan is for the purpose of applying to Digital Museums Canada (DMC) for funding to develop and implement a digital exhibit that shares the story of the paleontology, geology, biodiversity and anthropology of Tumbler Ridge. Development began in June 2024, with the grant application deadline on December 1, 2024. This plan outlines many of the aspects required to complete the grant application, while also creating a foundation on which to build budget and schedule and to begin exhibit development should funding be successfully awarded.

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## Development Process

Red Rock Creative and Substrate Studios (collectively the consulting team) worked in collaboration with the Tumbler Ridge Museum Foundation (TRMF) and the Tumbler Ridge Geopark (TRG) to identify the audience and narrative for the exhibit, along with the budget and schedule required for the application. VentureWeb Design collaborated with the consulting team to develop the user experience and consult on accessibility and technical requirements.

The consulting team conducted brainstorming meetings with the Tumbler Ridge team and visited the area in July 2024 to better appreciate the sense of place as well as see the museum collections. From the information gathered, the consulting team digested the information gathered and developed proposed ideas for the TRMF to review, along with input from the TRG and VentureWeb Design. This plan is the result of that work. Though the original goal was to share paleontology, geology, biodiversity and anthropology, the Indigenous component remains undetermined owing to the TRG not being able to engage their Indigenous Advisory Group during the development process. However, should this happen before or during successful funding, Indigenous narratives could be integrated then.

## #2 Goals

### The following goals were identified for the website.

- Make Tumbler Ridge more accessible to those who cannot visit its rural/remote location
- Provide accessible learning opportunities for geology and paleontology, as well as encourage responsible/respectful visitation and fossil etiquette
- Promote appreciation, understanding and protection of the site
- Highlight the research sites to help protect them to promote geological conservation
- Build greater awareness about Tumbler Ridge as a place to visit to further lifelong learning and attract ideal visitors

There is a desire to put Tumbler Ridge and its paleontology in the context of a larger geological story.

More specifically, it aims to improve understanding of where the region fits into the wider geochronology and paleogeography of western Canada, including how geological timelines and the strata of sites contribute to the greater understanding of a sense of place and significance in Earth's history.

The website will achieve these goals by providing good science and trustworthy tools and resources and by becoming a hub of accurate information, which is backed by scientific evidence and academic research (in turn combatting misinformation or misunderstandings about geology/paleontology). Through achieving these goals, the website can position the TRMF and TRG as an authority on credible, reliable sources of information and demonstrate the role that museums have in advancing science. In addition to enhancing understanding of the science, there is a significant desire to encourage people to be responsible and respectful when out on the land, both as recreationists and citizen scientists. This also speaks to and leads to wider societal impacts and goals such as climate change, human impacts and the United Nations' Sustainable Development Goals (SDGs). This message can also be enhanced by weaving together the threads of past and present, e.g. leaving footprints through time as a personal way to contribute to the future.

## #3 Audience

### Audience Considerations

In developing a project that aligns with the Digital Museums Canada grant, as well as a project that meets the wider needs of the TRMF and TRG, certain factors were taken into consideration.

**Canadian Focus** – Though the geology and paleontology of the region are internationally significant, the Canadian Museums Association, as funders of the DMC, can be anticipated to favour Canadian over international audiences. If funding is successful, international audiences can be taken into account as website development proceeds. However, for the grant application, the focus should be on Canadian audiences.

**Local and Non-local** – Locals are an important target audience as they are the people out on the land who may find new fossils. However, to be more appealing to the grant adjudicators, the website should have more reach and be of relevance to a wider audience, i.e. include information transferrable to other places, e.g. what to do if finding fossils.

### Target Audience

For the application, the following questions must be answered:

1. Who is the target audience for the online project? How will they benefit?
2. Why is the target audience interested or invested in the subject? Define specific outcomes or benefits.

#### Who is the Target Audience?

The primary audience are those who are inspired by the natural world and are keen to learn more about the world around them. They are motivated by wanting to contribute to a better world, whether through sharing knowledge with friends or family, treating the land with respect, benefitting from connecting to nature or participating in citizen science. They may or may not have a science background, but are curious and open-minded, enjoy learning/lifelong learning, and are critical thinkers.

Demographically, these people will include youth (under 30), citizen scientists/hobbyists, lifelong learners, educators, museum-goers, naturalists and hikers or other outdoor enthusiasts etc. This audience may be local to Tumbler Ridge, visitors/potential visitors, or even those who are unable to visit. The secondary audience are those beyond the primary audience who are seeking reliable and trusted sources of information. They may be parents/caregivers, academics/researchers or local tour guides as examples.

### **How will they benefit?**

The audience will benefit by accessing a reliable and credible resource, which will take interesting, but often difficult-to-comprehend scientific information, and make it accessible to the layperson.

Through video, animations, interactivity, high-quality photos and content designed specifically to interpret the science, it will both provide a sense of place for Tumbler Ridge (a place many in BC have heard of but know little about other perhaps than its connection to dinosaurs), as well as opening up an understanding of geological time, ancient life and connections to our own futures. For those with a particular interest in geology or paleontology, the site will give the chance to “nerd out” to some fascinating and cool science.

For those interested in paleontological citizen science, regardless of their location, the website will also give them the resources to take their fossil hunting from bashing rocks with a hammer to thoughtful data collection, which can be of use to researchers.

### **Why is the target audience interested or invested in the subject? Define specific outcomes or benefits.**

For its population size, Tumbler Ridge is a community that is more well known than many other similarly-sized towns in Canada. It gets media coverage for its paleontological findings, is an outdoor recreation draw, is a key part of Northern BC’s regional tourism strategy, and is known internationally in the geological/paleontological communities. In other words, there are many people who know about Tumbler Ridge, and are intrigued, but who lack a solid foundation of its sense of place. This website will help build that foundation using one of its key assets, the museum’s fossil collection.

As individuals will come to the website with different backgrounds, skills, values and motivations, the Inspiring Learning for All framework (developed in the early 2000s by the UK’s Museums, Libraries and Archives organization) was chosen for defining “specific outcomes or benefits” as it places no one benefit over another, e.g. knowledge is as important as skills etc. This will help ensure a website is developed where users can pick the elements relevant and meaningful to them.



### **Knowledge & Understanding:**

- An understanding of the geological significance of the Tumbler Ridge region.
- An understanding of the scale of geological time and how/where specific eras of life/biodiversity fit in that scale.
- An understanding of the interconnectedness between ecosystems and changing environments in the geological record (e.g. fossil formation, climate change, mountain building).
- An understanding of our impact and what our current actions may leave behind for future generations to discover.



### **Skills:**

- New or enhanced critical thinking skills by making connections between the features observed in a fossil or rock and modern equivalents that can give clues to events in the past.
- New or enhanced ability to recognize and/or identify fossil material through developing observation and classification skills.
- Knowing how to collect useful data for interpretation and identification by museum staff.



### **Behaviour & Progression:**

- A commitment to sustainable practices (e.g. leave no trace).
- The development of a citizen scientist mindset (recording and reporting).
- A commitment to report discoveries to the museum.



### **Enjoyment, Inspiration & Creativity:**

- A new or enhanced sense of curiosity and wonder about the planet's history.
- An increase in citizen science activity locally and with individuals excited at the possibility of making a discovery.
- A new or enhanced sense of place for those living regionally.
- Inspired to visit the Geopark and its sites (as a tourist or local).



### **Attitudes & Values:**

- A deeper, personal connection to the land.
- Enhanced respect for the land.
- Valuing the desire to contribute to global sustainability goals through regional contributions.

# #4 Thematic Approach

## Overall Theme & Main Topics

For the application, the following question must be answered:

1. What is the online project about?

### Individual actions are what shape and share the immensity of our planet's past, present and future.

This website will share the relationship between a community museum, citizen scientists and the ancient life, including dinosaurs, for which BC's northern town of Tumbler Ridge is/was home. These individuals, whether ancient animal or person today, leave their mark on Earth. Ancient life left traces of their journeys and body parts in fossils. Humans today also leave traces but with far wider-reaching impacts. Humans also help uncover and piece together the immense puzzle of Earth's history, solved incrementally over time with new discoveries.

The TRMF punches above its weight in academia, challenging internationally accepted views on ancient life and owes many significant findings to citizen scientists. This website will make the immensity of our planet's story more digestible through the impressive museum collections and will inspire individuals to think critically about how everyday activities can have long-lasting impacts on the planet, including anthropogenically, and how anyone has the potential to contribute to our understanding of the Earth, our home.

The website will cover four main topics outlined below. See [Appendix A](#) for a proposed content matrix with an outline of key messages.

This is a mock-up of the homepage. Each quadrant will have a unique illustrative element that represents its topic.



**Discover Fossils** – Using the museum’s fossil collection, with a focus on plants, fish (coelacanth, shark teeth), trackways/bones (dinosaurs, marine reptiles including crocodilian) and other trace fossils (burrows), Holocene fossils (bison, horse, mammoth) to show the diversity of ancient life, including the huge, tiny, surprising and significant. Also, this page is intended to share what fossils can tell us about how the Earth’s environments may change in the future.

**Fossil Timeline** – Tumbler Ridge has a unique claim to fame of having rocks from a span of over 500 million years, and through the time when most evolution occurred in life on Earth. Using the fossils as touchpoints to tell this story, this topic will tell the story of how ancient life, landscapes and climates in the region changed through time. In addition, the section will touch on the traces we all leave behind in our lives and in turn contribute to the lasting legacy of humans on Earth.

**Tumbler Ridge Map** – To support locals and visitors, an interactive map and supporting media will let visitors explore key sites of interest, with an appreciation and understanding of how they (landscape, flora, fauna) help tell the geological/paleontological story.

**Get Involved** – To encourage effective and active citizen science in paleontology, and to support fossil hunters in any location, this section will share stories of how individuals have unearthed fossils in the Tumbler Ridge region, including internationally significant specimens.

---

Tools and resources will also be provided to encourage the responsible collection of fossils or data to avoid provenance or scientific information being lost before it reaches a museum or researcher.

Two secondary sections on the website will include the following.

**Tumbler Ridge Research** – providing access to a repository of research-quality information for those looking for a deeper dive into the science along with content that reflects the value of museums to scientific research.

**Glossary** – providing a resource for users who do not know the technical terms, but who are interested in learning more. Note that this should not be an excuse to employ jargon in the website body copy, but to use it for words like species names.

back to all topics

## DISCOVER FOSSILS

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**What exactly are fossils**

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## FOSSILS AT TUMBLER RIDGE

Paleozoic
Mesozoic

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## WHAT FOSSILS CAN TELL US



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**Understanding the future through the pass**

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## BECOME A FOSSIL DETECTIVE

**Now it's your turn. What can you see and detect?**

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A \_\_\_\_\_

B \_\_\_\_\_

C \_\_\_\_\_

This is a mock-up of the Discover Fossils Page. Further design refinement will be required, based on the evolution of the User Experience design process.

## Relevancy

The relevancy of the website is a critical piece to define. When consuming information, a reader/user/viewer will only make meaning from the content and engage more fully if they feel it is relevant to them. When seeking a change in attitude or behaviour (e.g. respect on the land or citizen science participation), it is even more important to engage the person as much as possible.

For the application, the following question must be answered:

1. Why is the online project subject important?

### **Why is the online project subject important?**

Given that every user will come to the website with their own perspective on what is relevant, finding common ground is rarely easy when defining themes. Using universal concepts that we can all relate to (e.g. community, love, struggle, perseverance) is a recommended tactic in interpretive planning. However, when dealing with geological or paleontological concepts, this is harder to do as the places, times and lifeforms are hard to visualize or conceptualize, making it harder to build empathy or connection. The common ground in the theme has therefore been selected as “you”, the user. The main tangible element is fossils, much-loved or appreciated by many in the population. By weaving the user into the narrative, it can encourage engagement by helping them see themselves in the exhibit.

This will be done both on an individual and societal scale. With climate change and biodiversity loss as the two biggest natural threats to life on Earth today, the time is now to support regional, national and international efforts to encourage more informed citizens who also reflect on their own actions and their wider place in the world.

Understanding how Earth has changed in the past as well as how individual animals left behind traces that we find millions of years later can help us put our own ‘geological blink of an eye’ into a wider perspective. Tumbler Ridge, with its 500 million years of history, offers a unique opportunity to share the ebb and flow of life, climate and topography and encourage users to reflect on both the permanence of what we leave behind in our daily lives, but also the ultimate impermanence of the nature of things over hundreds of millions and even billions of years. The website will also encourage community participation. The museum and Geopark are two important organizations (e.g. economic/tourism drivers, employers, collaborators) in Tumbler Ridge, and the community is proud of its status as the ‘Dinosaur Capital of BC’. However, as both the community and organizations lack many decades of relationship (all being relatively new), there is room to promote a better understanding or appreciation of why the organizations and science are internationally significant and what locals can do to support and enjoy that scientific importance and its advancement.

As fossil collection can be done a right way and a wrong way, and as much of the region remains paleontologically unexplored, the website will become a resource for locals (or visitors) who may find fossils. By knowing how to properly record their finding and report it to the museum (or any museum if they are fossil hunting elsewhere), the science can be preserved, the research can be done, and the finder can have their name associated with the find in perpetuity, potentially even becoming one of the new stories of significant finds. The website also supports the message about the importance of museums. As museums today can struggle for relevancy in a time of internet-consumed media, soundbytes and decreased funding, this story highlights the value and worth of this small, community museum that advances science and even challenges long-held beliefs on ancient life.

## Evaluation

For the application, the following question must be answered:

1. What aspects of the project will be evaluated with the target audience(s), and how?

### **What aspects of the project will be evaluated with the target audience(s), and how?**

To ensure that website development will keep on track, a range of evaluations will be conducted through the project phases. These are anticipated to be as follows.

- ✓ **Phase 1** – No formal evaluation anticipated, unless Treat 8 Nations have by then expressed interest in participating. However, any informal feedback on the development plan can be integrated into the revised concept that the DMC require at this time.
- ✓ **Phase 2** – This would be a key time for evaluation. A focus group would be established, including citizen scientists, community members, educators, scientific advisors, Board members, accessibility specialists and any other interested parties. The aim would be to work through the proposed UX design, visual design and key messages to gather feedback. Wireframe and visual ID components along with sample texts would be presented via in-person meetings.

GeoPark and Wolverine Nordic Mountain Society would be consulted on the final list of sites for the map, what features to highlight and what assets are available/needed. Regional tourism organizations could also be approached to solicit feedback on any gaps, which may support tourism strategies if filled.

✓ **Phase 3** – During the second part of this phase (DMC identify parts 1 and 2), the existing focus group would engage in user testing. They would review the test preview site as individuals, with feedback solicited via survey and virtual meeting(s). Subsequent testing would be repeated as required as enhancements are made. Though not target audience evaluation, the translator/editor and curator/scientific advisors will also be engaged at this time to ensure content is accurate and has clarity, and to resolve any anticipated challenges when translating to French.

✓ **Phase 4** – Before final content is uploaded to the site, a content review will be conducted with the museum, Geopark and other stakeholders as necessary. Though ‘editing by committee’ is not advantageous for content development, it will be beneficial to recruit 1-2 focus group members with a layperson’s knowledge of the content to provide a ‘temperature check’ on whether content is meeting needs on intellectual accessibility and clarity. This feedback will be sought via Word documents and will include video scripts.

After the content is uploaded to the site, the preview site can then be distributed to the focus group for further review for clarity and interest. There is also scope to bring in the user testing experience of VentureWeb at this stage. Before the final content is complete, a wider user testing audience will be engaged, e.g. high school students, teachers, Tumbler Ridge visitor centre staff, accessibility specialists, and other citizen scientists etc.

✓ **Phase 5** – Before the final version is complete, user testers will be asked to do a final review. Insights will be used to revise the communications plan to help promote the exhibit. This would be done by providing a feedback form for them to complete.

✓ **Post-launch** – At this time, digital measurement platform Google Analytics and digital marketing platforms such as Meta will be used to determine aspects such as referral sources, time on site or most visited pages. This information can be used to determine any future tweaks or enhancements to the site, e.g. addition of new sites on the map, or new fossils to add. Teachers can also be engaged to discuss opportunities for educator resources that would support their needs by using the website.

## #5 Assets Assessment

The grant application requires a description of the media assets and/or collections used in the project and an explanation of how these items support the storyline.

The following is therefore an assessment of the assets available or to be acquired.

### Archives

Though the TRMF holds archival material, it is not expected to be significant for the website. However, assuming web development occurs, a review by the Collections Manager and Content Developer should be done in case any prove to be pertinent to supporting the narrative.

### Images & Video

Circumstances at the museum mean that the image and video collection can essentially be considered minimal. The following categories of photos would be required for the exhibit.

- High-quality photos of specimens, including large and small-scale
- Photos/videos of sites, both paleo sites and points of interest (for map)
- Photos/videos of research and/or specimen preparation
- Photos/videos of fieldwork/specimen recovery
- Photos/video of citizen scientists, either in the field or with specimens in the museum

### Collections Assessment

The impressive fossil collection at the TRMF will be the feature of the exhibit. This is also expected to align with the funder's focus and therefore improve the evaluation score.

The following outlines an assessment of the collections.

### Highlights

- Dinosaur and marine reptile trackways and fossils with 2D photogrammetry images of key specimens
- Type specimens, including ceolocanth
- Unique specimens, including lobster and turtle
- Surprising specimens, including giant clams and large plant fronds/leaves
- Holocene fossils
- Fish and plant fossils

## Limitations

- Many trackways are replicas, which can lessen the appeal for those with an interest in objects more than narrative.
- Many fish fossils are incomplete, e.g. missing heads, which may limit engagement for those without a keen interest in fossils and who may have seen complete specimens elsewhere, e.g. gift shops, national museums, documentaries.
- When photographed, some fossils are harder to identify; care will need to be taken to use best lighting when photographing specimens for the website.
- The larger specimens will also be difficult to photograph effectively and will need planning to execute well so that they can act as ‘hero’ photos for the website
- Some smaller specimens are best observed in macro mode and may need a microscopic camera setup to bring out the best in them.
- Some specimens, particularly the hadrosaur fossil, have not yet been prepared
- There are no petrology specimens that can be used to support the landscape/ climatic story; consider options for acquiring specimens (e.g. for teaching collection, if not to be acquisitioned) to support this narrative, otherwise, photos will have to be taken of rocks in-situ.

For a breakdown of suitable/engaging fossils that may be used, see [Appendix B](#).

## Sites

The scale of the interactive points of interest map will most likely be determined by budget given that there are many potential sites. Though they help to tell the narrative and can be considered assets, from the grant perspective, they will not be as key as the collections.

The existence of existing, good-quality photographs from the TRG can support this component of the site, to keep costs down. However, existing photos may not show desired features and may not be optimized for the digital experience (such as for small screens). To avoid duplication of the TRG Geosites content, this section should include sites that can be tied to collections, e.g. contemporary connections such as birds at Bullmoose Marsh and bird fossils, or plant fossils compared with vegetation at The Stone Corral. Otherwise, highlighting species from the sites/time periods can further the story shared on the TRG site.

Potential sites for inclusion are as follows (list not exhaustive).

- Flatbed Cabin Pool Dinosaur Tracks
- Bullmoose Marsh bird reserve; can be tied to bird fossils
- Windfall Lake; tropical marine fossils at high elevation
- The Stone Corral; possible tie to plant fossils
- Bergeron Cliffs; various, including pine forest and pine fossils
- Teepee Falls; giant inoceramid fossils
- Bootski Lake; marine fossils at high elevation and excellent folding

## #6 Visual ID & Materials

### Visual ID

Information on the visual look and feel of the exhibit is not required for the grant application, however, can be used in conjunction with the plan to help gain support from stakeholders for financial/in-kind support or letters of support, i.e. it helps bring the plan to life.

Tumbler Ridge is a vast and wild place that is rich with geodiversity and biodiversity. From dense forests to rugged rock formations to layers upon layers of strata containing fossilized organic matter and other traces of life, every element found in the lands and waters tells a fascinating evolutionary story that spans more than 500 million years. The lands are filled with colour, texture, and patterns unique to the area and we want to bring this to life through design.

The team at Substrate Studios has developed a Visual ID for the Tumbler Ridge Digital Exhibit that is grounded in a sense of place and inspired by the visually stunning landscapes that exist within the Tumbler Ridge area. The look and feel of the exhibit features a wordmark and vector graphic elements that have an organic and earthy feel while maintaining a contemporary look for relevancy and accessibility. Below is a rough overview of the various components of the design:

**Wordmark** – The working exhibit name, Deep Time Discoveries, has been turned into a wordmark that is emphasized using a contemporary typeface. It is customized with a distressed treatment and offset letters to create visual interest.

**Colour Ways** – A pallet of primary and secondary earth tone colours has been developed, inspired by real-life colours that can be found in the array of flora, fauna, and natural features in Tumbler Ridge.

**Graphic Elements** – A selection of textured background patterns and custom icons adds dimension and visual interest to the user’s journey through the website. We have also created a silhouette boilerplate element, inspired by the Shipyard Titanic rock formations to rest at the bottom of the website and other collateral.



View the Visual ID [Presentation](#)

# DEEP TIME DISCOVERIES

Fossil Puzzles for the Past, Present and Future

# DEEP TIME DISCOVERIES

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Fossil Puzzles for the Past, Present and Future

# DEEP TIME DISCOVERIES

Fossil Puzzles for the Past, Present and Future



## Materials

The grant application requires a full description of the media assets and/or collections used in the project and an explanation of how these items support the storyline. For a breakdown of anticipated materials, which can be used for budgeting purposes, see [Appendix C](#).

Based on our assets assessment, we have identified a variety of new materials that will help us shape the storytelling for our digital exhibit in compelling and accessible ways for the online audience. These include:

**Photography** – In addition to sourced imagery from TRG and Destination BC’s digital asset library, we will require new assets. We recommend commissioning photography specifically linked with the Tumbler Ridge Museum collection, to complement the few images that do exist. This includes photos of the sites where specimens were collected, photogrammetry image captures of certain fossils, enabling close-up views that will render best in a digital format, and photos of the people behind the research (such as active sites that are currently being researched or museum staff engaged in specimen preparation or collections management). The specific number of photos required is dependent on the final selection of sites and fossils that will be included.

**Video** – Video is a powerful storytelling tool for visual learners and can help break down complex information into snackable tidbits. Video will be developed using b-roll, new footage, interviews and animations and should ensure a Tumbler Ridge focus or lens to avoid comments by the grant adjudicators that videos like this already exist in many places. Any video with audio will be accompanied by transcriptions in English and French. Although the specific number of videos is not fully finalized, the breakdown of topics includes:

<b>Title</b>	Teaser Video: An Introduction to the Exhibit
<b>Section:</b>	Home, or for communications plan - TBD
<b>Length:</b>	45 seconds or less
<b>Description:</b>	A teaser video that introduces the general theme for the exhibit and introduces the user to the relationship between a community museum, citizen scientists and the ancient life, including dinosaurs

<b>Title</b>	Timelapse
<b>Section:</b>	Tumbler Ridge Map
<b>Length:</b>	30 seconds or less
<b>Description:</b>	A timelapse video that depicts well-documented species found fossilized in Tumber Ridge and how our understanding of their physical appearance and behaviour has shifted through the evolution of new scientific discoveries made at the museum.

<b>Title</b>	The Journey of a Fossil
<b>Section:</b>	Discover Fossils
<b>Length:</b>	1 minute or less
<b>Description:</b>	A piece that describes the ways in which a dinosaur or reptile from the Triassic Period left behind traces of its life as fossils with later discovery of the fossil by citizen scientists and research on the animal's life.

<b>Title</b>	The Present and Future
<b>Section:</b>	Timeline
<b>Length:</b>	1 minute or less
<b>Description:</b>	A piece that brings viewers to the present relating current actions to future outcomes



<b>Title</b>	Citizen Scientists
<b>Section:</b>	Get Involved
<b>Length:</b>	30 seconds or less
<b>Description:</b>	A piece that inspires citizen science through real examples

**Paleoenvironmental Reconstruction** – This form of illustration brings the past to life through realistic art renderings that help us breathe life into ancient species and habitats that no longer exist. This would be key to visualizing how the lands (and, at times, the sea) around Tumbler Ridge have evolved over 500+ million years and what species were supported by these changing environments over time. Examples of this type of work include:

**Physical appearance** - Renderings of species that existed during the Cretaceous Period in the Tumbler Ridge area, such as the hadrosaur. This brings the fossils that we have in the collection to life. This might also include new physical features of the hadrosaur that scientists have recently discovered, which is unique to Tumbler Ridge.

**Behavioural traits** - Showcasing how scientific discoveries made in Tumbler Ridge have led to new understandings about how certain species behaved. For example: once thought to be lone hunters, Tyrannosaurs may instead have hunted in pairs or packs, thanks to new trackway discoveries made near Tumbler Ridge.

### **Collections**

The collections will be the highlight of the exhibit and the key focus for the adjudicators. For an assessment of the collections, see the Assets Assessment section.



## #7 Accessibility

For the application, the following question must be answered:

1. Which digital tools and technologies will be used to create the user experience?

### **Which digital tools and technologies will be used to create the user experience?**

The approach of VentureWeb, the web development agency engaged for this development process, would prioritize inclusivity and accessibility, adhering to WCAG AA standards and the Inclusive & Accessible Design Guidelines provided by the Museum of Human Rights. They are committed to ensuring that the website is accessible to all users, regardless of their abilities, device, or internet bandwidth. More specifically, they would govern the project according to the following guidelines.

**Adherence to WCAG AA Standards** – The design and development process will strictly follow WCAG AA guidelines, ensuring that the site is perceivable, operable, understandable, and robust. This includes:

- **Text Alternatives** – Providing text descriptions for non-text content like images, videos, and interactive elements, ensuring that users with visual impairments can access the information.
- **Keyboard Navigation** – Designing the website to be fully navigable using a keyboard, accommodating users with mobility impairments who may not use a mouse.
- **Colour Contrast and Text Size** – Ensuring sufficient colour contrast between text and background and providing options to adjust text size for users with visual impairments.

**Device Responsiveness** – The website will employ a responsive design approach, adapting seamlessly to various screen sizes and devices, including desktops, tablets, and smartphones. This ensures that users have a consistent and functional experience regardless of the device they are using.

**Optimized for Low Bandwidth** – To accommodate users with varying internet speeds, they will:

- **Optimize Media** – Compress images and videos to reduce load times without compromising quality. Implementing adaptive streaming for video content will ensure smoother playback.
- **Efficient Code** – Use clean, efficient coding practices to minimize data usage and improve page load times.

**Inclusive Design Principles** – In addition to technical compliance, they will apply inclusive design principles that align with the Human Rights exhibition design standards. This includes:

- **Clear Navigation** – Designing intuitive and easy-to-navigate interfaces that support users with cognitive and learning disabilities.
- **Flexible Interaction** – Offering multiple ways to interact with content, such as text-based alternatives for video and audio, and ensuring that interactive elements are easily accessible.

**Web Content Accessibility** – We will also ensure that any video content and animations will be developed with mobile handsets (small screens) in mind. All video with voiceovers will be accompanied by transcriptions. Any video with text overlay will be developed according to accessibility best practices. All images embedded on the site will have the appropriate alt tags to ensure screen readers can utilize this information effectively.

By integrating these strategies, we aim to create a website that is welcoming and functional for everyone, ensuring equal access to the museum’s rich resources and content.

## #8 User Experience

For the application, the following question must be answered:

1. How will the online project be organized?
2. What experiences will the users of the project have?

Through workshops with the TRMF and the TRG team, we established the following framework to guide our User Experience journey planning:

### How will the online project be organized?

#### User Story

We must take an audience-centric approach to our website and never lose sight of their desires, motivations, and needs. We have developed a user story to use as a North Star in this process:

- **Type of User** – As a curious critical thinker who wants to learn about geology and paleontology, connect with the land, and contribute to a better future.
- **Action** – I want to visit a trusted virtual space to delve into fascinating ancient history while gaining clues to present day.
- **Benefit** – So that I can gain a greater understanding of a place that inspires me to make a difference in the world and share my new knowledge about Tumbler Ridge and citizen science with my friends and family.

#### Goal Statement

Our digital exhibit will let users discover fascinating stories of people, science, and place spanning 500+ million years, which will affect curious, critical thinkers who want to learn, connect with the land, and become informed and respectful global citizens by learning from trusted resources that distill complex information, connect deep time with present day, and inspire stewardship. We will measure effectiveness by website visitation and site engagement.

#### The User Experience Journey

The user experience will be divided into four specific areas that allow users to learn about fossils, explore the geological timeline of Tumbler Ridge, gain a greater sense of place, and get involved as a citizen scientist. These experiences will be accented by mixed media modules, such as video (with transcript), photos, animations, and interactive timelines.

## What experiences will the users of the project have?

Visitors to the website will begin their journey on the homepage, which will contain four main navigational options, allowing them to “choose your own adventure” in a category that most interests them:

**Discover Fossils** – Getting up-close and personal with the Tumbler Ridge Museum collection of fossilized animals, trackways and other specimens.

**Explore the Fossil Timeline** – A journey through deep time with stops along the way at key eras relevant to Tumbler Ridge’s paleontological and geological history.

**Tumbler Ridge Map** – Interactive journey through the Tumbler Ridge area that orients the user with iconic landmarks and locations of scientific importance.

**Get Involved** – Inspiration about the importance of everyday citizens when it comes to citizen scientists, and tips for how to become one yourself, while doing it mindfully and respectfully.

A secondary menu will link to the following options:

- TRMF Research – a more in-depth look at the academic research of the TRMF
- Glossary

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## Describe how the project will engage online users.

Users are presented with content in different media formats to keep them engaged. The content contains audio, interactive galleries, videos, expandable text blocks and interactive maps and timeline. The content will be atomized, or broken down into smaller sections with options to dive deeper, so each user can choose their own path.

## Do certain aspects of this experience take advantage of the digital environment to present elements that cannot be realized in the physical world?

The website is designed to offer an experience that does not exist in the physical world. In the digital space, users can not only zoom in on fossils of interest (which they cannot do so easily in real life, either because of the preservation needs of the museum specimens or because they are fossils in situ in inaccessible sites), they can find supporting stories, facts, and information that is not available in the physical exhibit.

Additional enhancements in the digital realm include:

- **Wayfinding and navigation** – Users can explore content in the order they prefer based on their key topics of interest. For example, users who have a keen interest in the fossils themselves can begin there, while those interested in understanding the history of the planet and its species can explore that information.
- **Level of detail and customization** – Users can decide if they want to see more or fewer details for certain topics, which in a physical location is not possible.
- **Variety of senses** – Content can be accessed in different formats (reading, listening, visual format) which makes this complex information accessible to people with many different learning styles.
- **Interactions** – Users can select elements to learn more and are in control of what they access and how they get to it.

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### **What is the anticipated organizational structure of the online project? Why will it be organized this way?**

We have opted to develop the site structure using several organizational components. The content will be organized thematically with an atomized substructure (detailed content can be presented around specific places, objects, and people).

### **Describe the anticipated user journey and how the target audience will interact with the online product, including any preliminary ideas on design, navigation and flow. Describe what they will see, hear, do, think, feel, etc. as they engage with the online project.**

The user will first be greeted with a visually enticing and simplified design option with beautiful illustrations that depict each of the four journey options. Each selection will take them to a different multi-media experience:

**Discover Fossils** – A portal into the exciting collections of the Tumbler Ridge Museum, including interactive elements to zoom in on and interact with the specimens, learn interesting facts and stats about them and even test their own knowledge by answering simple quiz questions. Users will be able to sort fossils based on various species, including dinosaurs, reptiles, fish, plants and shells.

**Explore the Fossil Timeline** – An interactive module where visitors can use their mouse to navigate more than 500 million years of geological time that is broken down into a digestible visual format. This experience will emphasize important moments in time as they relate to Tumbler Ridge, such as geological periods when species lived, as well as extinction events and major geological or climatic events. These elements will also be clickable, linking users to different parts of the website for more information.

**Tumbler Ridge Map** – This will be an interactive map of Tumbler Ridge, with a stratified cross-section that shows the very unique landscape and geographic features of the area. It will shine a spotlight on locations of significance, such as where dinosaur trackways were discovered or where important areas, like the Shipyard Titanic rock formations, are located in the area.

**Get Involved** – This page will contain stories about citizen scientists, their discoveries, as well as tools and resources for how to get started with your own fossil finding mission.

## What storytelling elements will be utilized?

We have identified the following storytelling modules or elements to be incorporated into the website:

**Gallery/carousel** – These elements will be utilized for Discover Fossils, as well as for storytelling vignette on the Get Involved page.

**Audio** – This will be used to bring information to life in various sections of the site, including the Get Involved, Discover Fossils, and the Explore the Fossil Timeline.

**Video** – Video has been identified as a useful tool to distill complex information and tell human stories about fossil discoveries. Video will appear on the following pages: Tumbler Ridge Map, Discover Fossils, Explore the Fossil Timeline, and Get Involved.

**Animations** – We will use animations on the above pages to help demonstrate how scientific discoveries have led to greater understandings of both physical and behavioural attributes of species.

**Interactive maps** – Maps with hot spots and overlays will be used for the Tumbler Ridge Map page to bring various points of interest to life.

**Interactive timeline** – This feature will contain a zoom feature or filter and has been identified to help bring the Explore the Fossil Timeline page to life.

**Quiz or games** – These engaging elements will be used as a supporting tool on the Discover Fossils page to test user knowledge and continue to engage them during their journey.

## #9 Technology

Selecting the right digital tools and technologies is crucial for delivering an outstanding user experience, and VentureWeb takes this responsibility very seriously. Although this project is still in its preliminary stages and lacks final budget and wireframe details, they have outlined the typical technology stack they employ based on similar projects and their expertise.

### UX and Design Phase: Figma

For the user experience (UX) and design phase, they will use Figma. Figma is a powerful, cloud-based design tool that facilitates real-time collaboration among team members. Its versatility allows for seamless transitions between design and development. They selected Figma for several reasons:

**Real-time Collaboration** – Figma enables multiple stakeholders to work on the design simultaneously, providing instant feedback and fostering a collaborative environment.

**Design Precision** – With Figma, they can ensure that designs are pixel-perfect, as it allows developers to inspect design elements and access detailed specifications directly.

**Component Management** – The ability to create reusable components and design systems in Figma ensures consistency across the website and accelerates the design process.

**Prototyping Capabilities** – Figma's prototyping features allow them to create interactive mockups that can be tested and refined based on user feedback before development begins.

## Development Phase: ProcessWire CMS

For the development phase, they will utilize the ProcessWire content management system (CMS). ProcessWire is an open-source CMS that has proven its reliability and efficiency in numerous VentureWeb projects, including Tourism Tofino, Tourism Kamloops, Mountain Bike BC, the Wickaninnish Inn, and Sonora Resort. They chose ProcessWire for the following reasons:

**Ease of Development** – ProcessWire’s flexible and intuitive API makes it easy for their developers to build and customize functionalities according to project needs. Its architecture supports rapid development without compromising on quality.

**User-Friendly Management** – The backend interface of ProcessWire is straightforward and easy to use, allowing content managers to efficiently handle website content without requiring technical expertise.

**Security and Stability** – As a stable and secure CMS, ProcessWire ensures that the website will have robust protection against vulnerabilities. This is critical for safeguarding user data and maintaining the integrity of the website.

**Extensibility** – ProcessWire’s modular architecture allows for easy integration of additional features and functionalities. Whether it is video galleries, interactive maps, or advanced search capabilities, ProcessWire supports extensive customization.

**Content Translation** – For museums that often cater to diverse audiences, ProcessWire’s built-in content translation features facilitate the creation of multilingual websites, ensuring accessibility for international visitors.

## Interactive Elements: Custom Solutions and Integrations

When it comes to specific interactive elements such as interactive maps or media galleries, they will use a combination of custom solutions and third-party integrations based on the project's requirements:

**Interactive Maps** – To develop interactive maps, they typically employ JavaScript libraries like React.js or Google Maps API. These tools were chosen due to their extensive documentation, ease of use, and ability to integrate various data layers and interactive features seamlessly.

**Media Galleries** – For dynamic image and video galleries, they use plugins or custom-built solutions that ensure smooth performance and a rich user experience. Technologies such as React or Vue.js may be employed to create responsive and interactive galleries.

## Testing and Optimization: Various Tools

Throughout the development process, they will use a variety of testing and optimization tools to ensure the website performs optimally across different devices and browsers. Tools such as Google Lighthouse, BrowserStack, and GTmetrix will help them analyze performance, accessibility, and cross-browser compatibility.

In summary, the selected tools and technologies have been chosen to ensure a high-quality user experience, effective collaboration, and robust development. As the project evolves and specific needs become clearer, they are prepared to adapt their approach and incorporate the most suitable technologies to meet the project's goals.

## #10 Project Team

The grant requires that there is an identification of roles, assigned person/group, and credentials. The team should align with schedule and budget development.

Role	Person or Group Name, job title and place of work	Relevant expertise/experience
<b>Co-Project manager (DMC liaison, budget management, decision-maker) *</b>	Zena Conlin (Executive Director, Tumbler Ridge Museum Foundation)	7 years in the museum sector, 5 in a senior leadership position. 15 years experience in business and marketing for small business.
<b>Co-Project manager (co-ordination of tasks, schedule, budget collaboration)</b>	Amber Turnau (Substrate Studios)	17 Years of Marketing Communications and Project Management experience, with experience managing website, graphic design, communications, and content projects for a variety of sectors.
<b>Interpretive planner, writer/editor</b>	Diane Mitchell (Red Rock Creative)	26 years in museum sector (including 20 years developing exhibits and programming content, largely for geoscience-related topics). Current role: 3 years as freelance full time interpretive planner and writer; and content developer/editor for non-profits. Also, BSc in geology.
<b>Curator/researcher</b>	Eamon Drysdale	Master's of Science in Dinosaur Palaeontology from the University of Calgary, with several papers and awards to his name. Early career museum professional.
<b>Web development agency, UX designer and accessibility consultants</b>	VentureWeb	Full service web agency with 17 years experience; worked with Canada's leading attractions, resort towns and tourist spots. In-house UX design and website engineering.
<b>Professional translator</b>	Louise Saint-André	Editor and proofreader since 2001, specializing in bilingual interpretive text, with her trusted team of language professionals. Works closely with museums and heritage organizations including Canadian Museum of Nature, Ingenium and Canadian Heritage.
<b>Graphic design, content development and motion graphics agency (including animation and illustration and photographer/videographer liaison)</b>	Substrate Studios	10 years of graphic design experience with a focus on corporate branding and production design. Substrate Studios also has nearly two decades of content development experience with a specialty in coordinating video and photo projects.
<b>Photography</b>	Brandon Broderick	Tumbler Ridge-based nature photographer. 2023 Canadian Geographic Photographer of the Year with over 25 years of photography experience

<b>Videography</b>	MacWood Productions	Dawson Creek-based Videography/ Music Production Company with award-winning owners and offering services including studio photography, on-set filming, aerial property photos, and more.
<b>Scientific illustrator/paleoartist</b>	Danielle Dufault	In-house paleontological illustrator with the Royal Ontario Museum, using both traditional and digital resources. Work published in many scientific journals, including illustration of newly named dinosaur genera and species.
<b>Stakeholder engagement lead/co-decision maker</b>	Zena Conlin (Executive Director, Tumbler Ridge Museum Foundation)	7 years in the museum sector, 5 in a senior leadership position. 15 years experience in business and marketing for small business.
<b>Stakeholder engagement lead/co-decision maker</b>	Manda Maggs (Executive Director, Tumbler Ridge Geopark)	12 years in the museum sector and 4 years at Geopark. Archival Management accreditation from Archives Association of BC.
<b>Marketing/communications specialist</b>	Amber Turnau (Substrate Studios)	A Journalism Diploma with experience working in the media. Plus, an additional 17 years of marketing communications experience with a specialty in digital mediums.
<b>Scientific advisor</b>	Dr. Charles Helm	Semi-retired family physician, with a Ph.D. in ichnology (trace fossils) from Nelson Mandela University, South Africa. Founding member of the Tumbler Ridge Museum and 20+ years volunteer Research Associate.
<b>Scientific advisor</b>	Dr. Roy Rule	Science coordinator and research geologist at Tumbler Ridge Global Geopark. Ph.D. from University of Saskatchewan on sedimentology and geomicrobiology of the Precambrian of the Rocky Mountains in Waterton and Glacier National Parks; Masters thesis on the sedimentology of the Permo-Triassic of southwest England.
<b>Test audience 1 (if budget allows)</b>	VentureWeb Design user-testers	
<b>Test audience 2 - students</b>	Local high school students	We will recruit students with interest in topics
<b>Test audience 3 - EDI</b>	TBD	We will recruit accessibility mentors or advisors from regional or museum sector
<b>Test audience 4 - focus group</b>	Evaluation focus group	Individuals TBD but will recruit people from a spectrum of interests and experiences

\* The DMC states that their main point of contact will only be with someone from the lead organization. Given the TRMF's lack of capacity to manage or contribute to this project in-house, a co-project management model is proposed.

## Communications Plan

A communications plan is not required for the grant application but was requested as a deliverable for this development phase. It will also help identify budget, though no promotional costs are eligible for the DMC portion of the grant.

Given the potential for external resources to augment the DMC funding, we have identified a communications road map to help drive visitation to the digital exhibit. In this plan, we have considered marketing and communications channels, potential partners, promotional budget, measurement approaches, and human resources required to implement the plan based on anticipated TRMF organizational needs.

Please refer to [Appendix D](#) for the communications plan.

## #11 Next Steps

This plan outlines the components of the proposed project and provides much of the information required to apply for the DMC grant. The following steps are required to complete the information required for the grant.

### Budget

A fulsome budget is required with as many quotes or details as possible, i.e. not estimates. Quotes should be itemized where possible and can be uploaded along with the letters of support. DMC has provided a set of cost categories and sub-categories to help budget development. The following outlines eligible and non-eligible categories.

**Eligible** – content development, equipment rental, project management, travel, media production, text editing/translation, and web development.

**Ineligible** – equipment purchase, evaluations, indirect costs (e.g. insurance, taxes), post-launch (e.g. maintenance), and promotion.

The maximum awarded is \$250,000 from the DMC. This is not a matched grant, however in-kind or financial contributions from lead or support organizations are recommended, i.e. to cover the ineligible expenses. DMC states that they do not look on lower valued projects more favourably.

The budget must be completed using their budget template.

## Schedule

The schedule presented for the grant must include the following:

- A start date no earlier than mid-June 2025
- A launch date no later than June 30, 2029
- All steps involved from kick-off to launch
- Itemized detail of all steps involved, including which team member is responsible and duration
- Indication of which tasks are dependent on others or can take place concurrently
- Consideration of DMC review periods (phase 1 =10 business days; phase 2 = 20 business days with at least 2 review cycles plus revision time, however DMC may request “multiple rounds” of review cycles)

### **DMC expect five phases:**

**Phase 1** - production plan

**Phase 2** - user experience approach (content, design, technical)

**Phase 3** - preliminary version

**Phase 4** - final version first language

**Phase 5** - final version all languages

### **DMC deliverables to consider for schedule development**

**Phase 1** - Revised budget, project team, schedule and concept

**Phase 2** - Interpretive plan, information architecture, list of enhancements, written accessibility approach, sample texts and design approach

**Phase 3** - Final design with accessibility accommodations, user testing report, and fully functional preliminary version in first language

**Phase 4** - Final version in one language and translation sample

**Phase 5** - Final version in English and French, DMC launch form with promotional images and report of expenditures

The schedule can be built using any format of your choosing.

# Appendix A – Proposed Content Matrix

Section	Overall Narrative	Assets - Existing or New	Messages
<b>Discover Fossils</b>	<p>Using the collections to show the diversity of ancient life, including the huge, tiny, surprising and significant.</p> <p>Also, sharing what fossils can tell us about how Earth's environments may change in the future.</p>	<p>Fossil collection, with a focus on plants, fish (coelacanth, shark teeth), trackways/ bones (dinosaurs, marine reptiles including crocodilian) and other trace fossils (burrows), Holocene fossils (bison, horse, mammoth)</p>	<p>Individual lifeforms often leave behind traces of their daily lives and impacts, which can become a permanent part of our planet's history. The fossils found at Tumbler Ridge span from the Cambrian to the Pleistocene.</p> <p>Discovering ancient evidence of our planet's history can help predict how Earth's environments may change in the future. Some fossils can be surprising, either in scale, morphology or the behaviour of an animal.</p> <p>We often need to use our observation skills, imagination or critical thinking skills to work out what ancient life was like.</p>
<b>Explore the Fossil Timeline</b>	<p>Using the diversity of ancient life and Tumbler's 500 Ma span to share how Earth, life and the region have changed.</p> <p>Also encouraging a reflection on what we leave behind in our lives.</p>	<p>Fossil collection.</p> <p>Scope for adding rocks to show climatic or landscape conditions, e.g. rippled sandstone.</p> <p>Animations/video options.</p>	<p>The Tumbler Ridge region has a unique assemblage of fossils and rocks dating back over 500 million years that help tell the story of the formation of Western Canada's landscape and the species that lived there.</p> <p>We are all part of this giant puzzle as we leave behind the traces of our own lives and the environments we impact.</p>
<b>Tumbler Ridge Map</b>	<p>Sharing points of interest.</p>	<p>Interactive map.</p> <p>High-quality photos of sites, fossils, flora or fauna.</p> <p>Video options.</p>	<p>TBD based on sites selected, but will aim to tie present life/landscapes to past, e.g. birds at Bullmoose Marshes to bird fossils.</p> <p>Possible Treaty 8 content, e.g. interpreting ancient events has appeared in Indigenous stories and is now understood to relate to real events. (if engagement occurs)</p>
<b>Get Involved</b>	<p>Encouraging active and effective citizen science.</p>	<p>Stories of citizen science successes.</p> <p>Video options.</p>	<p>Anyone can discover fossils and contribute to new science by sharing findings with a local museum in the way that preserves the information.</p> <p>Many significant findings from Tumbler Ridge were found by citizen scientists.</p>
<b>Tumbler Ridge Research</b>	<p>Museums add value to new understandings of our planet's history through the research they do.</p> <p>The TRMF is reaching international academic audiences for its research.</p>	<p>Type specimens and other academically interesting specimens.</p> <p>Peer-reviewed papers and other resources.</p>	<p>The Triassic and Cretaceous fossils of Tumbler Ridge are unique and challenge some accepted views in academia (some type specimens also in collections).</p> <p>TRMF adds value to new understandings of the Triassic/Cretaceous life through the research they do on the objects they study.</p>

## Appendix B – Potential Fossils to Use

Time	Fossil Specimens	Petrology Potential	Notes (e.g. comments on size or condition)
<b>Holocene</b>	Mammoth Tusk Fabrik pit, near east brine bridge		Currently wrapped up in prep lab. Not sure how good the locality would be for photography
<b>Holocene</b>	Mammoth Tooth from a gravel bank- no further information given		Nearly complete tooth
<b>Holocene</b>	Bison Skull- Rolla Pub donation Peace river area- no further info available		Nearly complete bison skull, missing the lower jaw. Was adonation from the Rolla pub, so we have no reliable locality information
<b>Holocene</b>		TBD	
<b>Cretaceous</b>	Coal Fern Block Unknown currently		Large fern specimens found within a block of coal. Currently the locality of this specimen is unknown
<b>Cretaceous</b>	Trend mine plant site specimens Gates Formation (trend mine plant site)		Specimens contain a variety of plant material, mainly ferns etc. Many of the plant fossils are an orangy red colour in dark rock
<b>Cretaceous</b>	Tyrannosaur trackway Red willow creek		Cast of tyrannosaur trackway
<b>Cretaceous</b>	Ankylosaur trackway Basal Kaskapau (wolverine/ babcock sites)		We have various nice looking ankylosaur trackways, lots to choose from
<b>Cretaceous</b>	Large inoceramid bivalves specimens Currently unknown		Large bivalve specimens
<b>Cretaceous</b>	Pterosaur hand track Basal kaskapau (babcock creek)		Large pterosaur track, relatively rare specimen
<b>Cretaceous</b>		TBD	
<b>Cretaceous</b>	Lobster specimen		
<b>Jurassic</b>			
<b>Triassic</b>	Nautiloid block Sulphur Mountain (Cirque B)		Well defined nautiloid specimen in gallery
<b>Triassic</b>	Thalattosaur premaxilla Sulphur Mountain (Mt. Palsson)		One of the most distinctive specimens of marine reptiles we have
<b>Triassic</b>	Bobastrania fish Sulphur Mountain		One of our more complete fish specimens

## Appendix B continued

Time	Fossil Specimens	Petrology Potential	Notes (e.g. comments on size or condition)
<b>Triassic</b>	Rebelletrix specimen Sulphur Mountain		Partial specimen of a coelacanth, one of the specimens unique to Tumbler Ridge)
<b>Triassic</b>		TBD	
<b>Permian</b>			
<b>Carboniferous</b>	Crushing shark tooth Petitiot river Quarry		Isolated shark tooth, large and rounded - could also do tiny shark tooth if that interests people
<b>Carboniferous</b>	Trilobites Rundle Formation		Specimen with multiple preserved trilobites in gallery
<b>Carboniferous</b>	Colonial Tabulate Coral Stone Corral		Large block containing colonial coral
<b>Carboniferous</b>	Gastropod block Rundle Group (Windfall lake)		Block with imprints of several gastropod specimens
<b>Carboniferous</b>		TBD	
<b>Devonian</b>	Crinoid blocks Unknown		Blocks of Crinoid Ossicles, could compare to modern versions
<b>Devonian</b>	Bryozoan specimen Unknown		Bryozoan specimen showing their distinctive net like structure- could compare to modern versions
<b>Devonian</b>	Coral blocks Unknown		Colonial coral showing nice honeycomb like structure
<b>Devonian</b>		TBD	
<b>Silurian</b>			
<b>Ordovician</b>	TRMF 2020.02.001 (cave gastropod block) Cave (Skoki Formation)		Block from Cave locality located in Gallery. Is currently the only Ordovician specimen we have recorded in our collections
<b>Ordovician</b>		TBD	
<b>Cambrian</b>	TRMF 2023.08.005 (stromatolite) Bulley Glacier (Lynx Group)		This is the only Cambrian-aged specimen we have in collections currently
<b>Cambrian</b>		TBD	
<b>Neoproterozoic</b>		TBD	I don't have as much information on what PreCambrian material is in the area, if any. This would be a Roy or Kevin question

# Appendix C – Anticipated Materials

Material Type	Description	Quantity Est	Source(s)	Pre-existing	To Be Created	Notes
<b>Photo</b>	Fossil photos - large specimens		TRMF	No	Yes	
<b>Photo</b>	Fossil/rock photos - small/medium specimens		TRMF	No	Yes	
<b>Photo</b>	Fossil specimens - macro		TRMF	No	Yes	
<b>Photo or video</b>	Fossils or rocks in-situ		TRMF	No	Yes	
<b>Photo or video</b>	Geo sites or points of interest		TRG and Destination BC	Yes	Yes	
<b>Photo or video</b>	Research or specimen preparation		TRMF	No	Yes	
<b>Photo or video</b>	Citizen scientists in the field or in museum		TRMF	No	Yes	
<b>Video</b>	Teaser video	1	Video production company	No	Yes	
<b>Video/animation</b>	Discoveries lead to new science	1	Video production company	No	Yes	
<b>Animation</b>	From fossilization to discovery and research	1	Animation/video production company	No	Yes	
<b>Video or video/animation</b>	What we leave behind	1	Animation/video production company	No	Yes	
<b>Video</b>	Citizen scientists, interviews and/or summaries of their finds/stories	1	Video production company	No	Yes	
<b>Photogrammetry</b>	2D photogrammetry images of trackways		TRMF	Yes		
<b>Photogrammetry</b>	3D photogrammetry images of trackways			No		
<b>Paleo-reconstructions</b>	Illustrations of key species			No	Yes	
<b>Digital scan</b>	Archives					
<b>B-roll</b>	General footage of museum, Geopark, Tumbler Ridge area, hikers, fossil hunters, research/preparation etc					

# Appendix D – Communications Plan

## Overview

While Digital Museums Canada does not provide funding to promote the digital exhibit, it is important to understand the long-term implications of resources required to drive online traffic to the site. We have outlined a brief roadmap of activities aimed at fuelling digital activities in a two-phased approach. This includes identifying desired outcomes from a communications standpoint, as well as the specific tactics and resources required to achieve them.

## Background

### Challenges

For a small organization with limited staff and no in-house communications personnel, the task of launching and sustaining a communications campaign can be overwhelming. Without dedicated resources, the organization faces the challenge of effectively translating its scientific expertise into accessible, engaging content for a broad audience; which can, in turn, be utilized to promote the exhibit. Relying solely on external vendors for communications also presents a challenge in maintaining consistency and coherence in messaging, especially when these vendors may lack an intimate understanding of the organization's mission and scientific background. Additionally, limited budgets make it difficult to compete with larger organizations, which have more robust marketing resources, potentially reducing the reach and impact of the campaign.

### Opportunities

Despite the above-mentioned challenges, the organization has significant opportunities to leverage its strengths and partnerships to amplify its communications efforts. Its scientific expertise and collection provide a rich foundation for creating compelling content, particularly in educational and scientific communities. Partnerships within the Tumbler Ridge community, the Peace Region, and the UNESCO Global Geopark network offer valuable platforms for collaboration, co-promotion, and resource sharing, which can extend the reach of communications. By tapping into Canada's network of science-based museums and utilizing existing relationships, the organization can create meaningful connections that resonate with audiences passionate about science, education, and nature, even with limited internal resources.

The best solution to address challenges is to leverage a combination of in-house and external resources. External resources would support predominantly in Phase 1 of the plan, with maintenance-level support in Phase 2. The TRM team would need to take on some of the sustained engagement (such as partner outreach and social media posts) in the ongoing communications for the museum site.

The following is a high-level summary of proposed activities, which can be fine-tuned upon receiving guaranteed funding.

## Communications Goals for the Digital Exhibit

- Drive awareness about the digital exhibit with the desired target audience
- Inspire web users to visit and explore the digital museum
- Sustain and grow website engagement over time



### Phase 1 – Launching the Digital Exhibit

This is our first opportunity to introduce the digital exhibit to the world and we want to take advantage of the newsworthiness. In this phase, TRM can bring in outside expertise to support the launch of the exhibit across all channels.

**Objective:** Create excitement and awareness around the digital exhibit launch

#### Tactics

**Public Relations** – Media relations is a powerful tool to make a splash in a short amount of time. This is especially true when it comes to major accomplishments.

- **Press release** – Announce the exhibit’s launch in national and regional media, especially those focused on science, education, and outdoor/nature publications. Tailor the story to highlight the uniqueness of Tumbler Ridge’s connection to dinosaurs, geology, deep time, and the vital role of citizen scientists in understanding the world around us.
- **Media outreach and interviews** – Target local and niche science/nature reporters, bloggers, and podcasts for interviews with curators, researchers, or citizen scientists involved in the project.
- **Press kit** – Provide communications teams for key partners, including DMC, Northern BC Tourism Association, Destination BC, and Destination Canada, with a press kit containing information about the exhibit to add to their media outreach initiatives.

## Digital Campaign

- **Teasers** – Share behind-the-scenes snippets leading up to the launch, like previews of fossils or video clips of Tumbler Ridge’s landscape. Use Instagram, Facebook, and TikTok for visual storytelling.
- **Creator collaboration** – Partner with a small handful of Northern BC nature bloggers, outdoor enthusiasts, and science communicators to generate buzz by sharing their own experiences or knowledge related to fossils, geology, and ancient history.
- **Launch day social event** – Host a virtual event (e.g., Instagram Live or YouTube livestream) with an expert panel discussing the significance of the exhibit. Offer interactive Q&A opportunities to engage the audience.
- **Launch video** – As mentioned in the plan, we will be developing a captivating video that tells the story of Tumbler Ridge’s ancient past and its connection to the present through citizen science. This video will not only be on the website, but it can also launch across digital platforms YouTube, Instagram, and Facebook, directing users to the exhibit landing page.

## Outdoor and Print Advertising

- **Print ads** – Purchase a series of print ads in select major community papers across Canada from one of the larger media companies (such as Black Press)
- **Onsite communications** – Although they are not the primary audience, it is important to promote the exhibit directly to visitors at the physical museum and Tumbler Ridge Global Geopark with posters, brochures, or QR codes leading to the digital exhibit. Include exhibit information in tour guide scripts and Geopark educational talks.
- **Geotargeted campaign** – While this is a platform for all Canadians, ambassadorship and endorsement starts at home. Use posters, banners, or digital screens in key areas around Tumbler Ridge, regional tourism centers, visitor centres, and popular hiking trails near key sites featured on the exhibit to encourage physical and digital engagement with the exhibit.

## Partner & Stakeholder Engagement to Amplify the Message

- **Partner tool kit package** – As an extension of the above-mentioned press kit, create a tool kit for partners and stakeholders to use to share the message about the exhibit. This includes key messaging, social media posts and graphics, as well any other information relevant to this project.
- **Stakeholder and partner outreach** – Coordinate with museums, academic institutions, travel industry, naturalist organizations, and other partners and for cross-promotion.
- **Outreach to schools and educators** – Develop an information package about the digital exhibit targeted to our secondary audience, which is parents/caregivers, academics/ researchers
- **Engage tourism sector** – Partner with local and regional tourism boards to amplify the message through their channels, particularly to attract those planning trips to Tumbler Ridge.

## ✓ **Phase 2 – Sustaining Engagement Over Time**

In this phase of the project, it is about maintaining a steady stream of visitors to the website for the long-term. From a communications standpoint, it is about maintaining and optimizing existing systems and approaches. If resources allow, TRM can take on more of an ongoing role, with external support for digital ads management, which takes a specialty approach.

**Objective** – Maintain momentum and deepen engagement with the audience, fostering ongoing interest and interaction with the digital museum.

### **Tactics**

#### **Web & Search Engine Optimization**

- **Existing web property integration** – Ensure the digital exhibit is promoted heavily onto TRM and TRG websites to gain traction on well-established sites
- **Search Engine Optimization** – This is also part of the general strategy for web development, but special attention can be paid to ensure that SEO keywords are integrated into digital exhibit copy and also into all promotional content (including through social media) to ensure the digital exhibit is ranking to the best of its ability.
- **Referrals** – Increase third party referral links from trusted partners, which can be a fruitful source of web traffic.

#### **Ongoing Social Media Content**

- **Regular content series** – Create a regular content series on TRM and TRG social media channels that profiles the digital exhibit. This can be short Instagram Reels that share educational, bite-sized, fascinating facts about fossils, discoveries in Tumbler Ridge, and the role of citizen science. Use engaging visuals and interactive formats like polls or quizzes to encourage participation. The call to action can drive back to the digital exhibit.
- **Seasonal/thematic content** – Align content with key times in the year (e.g., Earth Day, World Science Day) to reintroduce the exhibit in fresh ways.
- **User-generated content** – Encourage visitors to share their experiences with the exhibit or post their own nature observations, tagging the museum for a chance to be featured on social media.

#### **Email Marketing**

- **Newsletter integration** – Feature exhibit highlights in regular newsletters, encouraging subscribers to revisit the digital museum for new content or updates. This includes both the TRM newsletters, as well as those of partners, such as Travel Industry Association of Canada (TIAC), Destination BC and other broader stakeholders.

## Stakeholder Engagement

- **Engage educational communities** – Partner with schools, universities, and learning institutions for ongoing virtual field trips and lessons. Provide educators with resources or curriculum guides based on the exhibit content.
- **Leverage citizen science networks** – Work with citizen science platforms and outdoor groups to share updates on new discoveries or opportunities for hands-on learning related to the exhibit, using the digital exhibit as a call to action

## Digital Advertising Campaign on Meta and Google

- **Google Ad Grants** – Leverage Google’s grant program for non-profit organizations to generate fixed media funds that can augment annual advertising budgets.
- **Evergreen campaign** – Create a collection of ad assets that can be utilized for the long-term without major refreshes needed. This includes:
  - **Video ads** – Repurposing website content on video ad platforms to generate awareness and garner greater ROI of content development.
  - **Static display ads** – Generating awareness while users are browsing relevant websites
  - **Search ads** – Capturing user intent while they are already searching for relevant keywords and serving up the digital exhibit.
  - **Retargeting Ads** – Utilize platform retargeting capabilities to reach users who have already visited the site but didn’t explore deeply or return. Show them personalized ads encouraging further engagement.

## Key Performance Indicators

Indicator	Goal	Metric	Measurement Tool
<b>Awareness</b>	Drive awareness about the digital exhibit with the desired target audience Inspire web users to visit and explore the digital museum	Media Mentions	Phase 1 media report
		Website Sessions	Google Analytics
		Reach & Impressions	Meta and Google Ad Platforms
		Click Through Rate	Meta and Google Ad Platforms
		Cost Per View	Meta and Google Ad Platforms
<b>Engagement</b>	Sustain and grow website engagement over time	Social Media Engagement Rate	Meta Social Media Platform
		Average Session Duration	Google Analytics
		Scroll Depth	Google Analytics
		Bounce Rate	Google Analytics
		New Vs Returning Visitors	Google Analytics

## Budget

The following budget serves as a sample budget for both launch and post-launch. This is also included in the project budget provided for this plan.

Item	Activities	Budget
<b>Phase 1 (One-Time Fees)</b>		
PR services	Press release writing, media outreach, pitching, wrap report, press kit development	\$5,000
Marketing Support	Digital ads set-up, social media campaign content development and execution.	\$10,000
Promotional Materials Development	Print ads, posters, signage, digital ads, that can be used as evergreen, marketing tool kit development	\$10,000
Creator Collaboration	Paying for content distribution and licensing.	\$5,000
Traditional media spend	Print and out of home.	\$15,000
Digital advertising (fixed)	Media spend	\$15,000
<b>TOTAL</b>		<b>\$60,000</b>
<b>Phase 2 (For Each Fiscal Year)</b>		
Digital marketing services	Digital ads management	\$15,360
Digital advertising (fixed)	Media spend	\$30,000
<b>TOTAL</b>		<b>\$45,360</b>



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**KASKADEENA KENNELS**  
Margaret & Jim Little

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Charlie Lake, B.C. [REDACTED]  
[REDACTED]  
[REDACTED]



Sand & Gravel

GST #866491277RT0001

November 14, 2024

To Brad Sperling PRRD Board Chair.

## **Water is an Essential Commodity for both the Public and Industry!**

The PRRD had initially established a Water Station in the Rose Prairie Area. This source of water proved to be not suitable for public distribution. Several meetings held at Rose Prairie and within Area B indicated strong support for a local water source. The PRRD contracted further research for water in the vicinity of the current Water Station.

At a meeting in Montney October 29<sup>th</sup>, 2024, Kelt provided information on current and future development of their petroleum holdings targeting the Montney Formation. Kelt provided the public that attended that meeting with a meal and information on work that they plan to invest in the area. Kelt gave an opportunity for those in attendance to voice concerns on their operation in the area and to identify issues that needed to be explained and resolved. Water was identified as a common commodity for both Kelt and the Public that needs to be addressed and sources located. A number of new wells have been drilled by a contractor for the PRRD but that information has not yet been shared with the public or Kelt.

Kelt at this meeting indicated they would be open to the idea of undertaking a joint location and development of a water source that could provide water for the area. Kelt suggested that they would be interested in such an agreement and is prepared to work with the PRRD on the location & development of a source of water.

Kelt is currently planning to complete a significant seismic program in the area and information from that program may be able to assist in the location of an aquifer.

We recommend that the PRRD and Kelt meet and discuss how water sourcing could be developed to meet both of the needs of a water source.

Thank you,

Yours sincerely,

Sherri Collins & Jim Little P.Ag.

Pc: Kelt Exploration, Ward Nicholson (wnicholson@keltexploration.com)  
Area B Rep– Reid Graham



# DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-BRD-090

From: Chair Leonard Hiebert

Date: November 21, 2024

**Subject:** Kelly Lake Transfer Station-Bin Placement

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## **PURPOSE/ISSUE:**

To provide temporary waste collection services at the Kelly Lake Transfer Station to service the community of Kelly Lake until the new propane generator is installed and the site can be reopened.

## **RECOMMENDATION/ACTION: [Corporate Unweighted]**

That the Regional Board approve that a bulky waste bin be placed at the Kelly Lake Transfer Station until a new generator can be installed and the site is reopened. Further, that the cost for the delivery and servicing of the bin be paid for from the Electoral Area D Fair Share fund.

## **BACKGROUND/RATIONALE:**

During the April 18, 2024 Regional Board Meeting, the Regional Board passed the following resolution:

*MOVED, SECONDED and CARRIED,*

*That the Regional Board Authorize staff to temporarily close the Kelly Lake Transfer Station due to the numerous break-ins, thefts and costs associated to provide staff time to explore options to mitigate ongoing issues at the facility; further, that staff ensures that messaging regarding the closure is provided to the community.*

During the May 30, 2024 Regional Board Meeting, the Regional Board passed the following resolutions:

*MOVED, SECONDED and CARRIED,*

*That the Regional Board approve the placement of bulk waste bins at the entrance to the Kelly Lake Transfer Station as part of the Spring and Fall Cleanup Program during the temporary closure of the transfer station from June 3 - 16, 2024 and October 7 - 17, 2024, respectively.*

*MOVED, SECONDED and CARRIED,*

*That the Regional Board approve the purchase of a propane generator in 2024 to be installed and utilized at the Kelly Lake Transfer Station; further, that the Regional Board authorize the continued temporary closure of the Kelly Lake Transfer Station until the propane generator is installed.*

*MOVED, SECONDED and CARRIED,  
That the Regional Board authorize the continued investigation of relocating the Kelly Lake Transfer Station and reducing the service level provided from a Tier 1 to a Tier 2 site in addition to finding a permanent solution to remedy site security and safety.*

During the June 20, 2024 Regional Board Meeting, the Regional Board passed the following resolution:

*MOVED, SECONDED and CARRIED  
That the Regional Board amend the 2024 Financial Plan for Function 500 – Regional Solid Waste to:*

- *Increase transfer from Capital Reserve - \$75,000*
- *Increase Capital Expenses - \$75,000*

*to allow for the purchase and installation of a propane generator to be installed at the Kelly Lake Transfer Station in 2024.*

Since May 15, 2024 the Kelly Lake Transfer Station has remained closed. Residents that typically use the site have been directed to the Tomslake or Dawson Creek Transfer Stations during the temporary closure. During both Spring (June 3-16) and Fall (October 7-20) Cleanups, a bulky bin was provided to the site to allow residents to utilize the program during the closure.

The request to place a bulky waste bin at the Kelly Lake Transfer Station came as a result of elders in the community asking for some kind of service until the transfer station is operational again.

**STRATEGIC PLAN RELEVANCE:**

- Not Applicable to Strategic Plan



# DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-BRD-086

From: Brad Sperling, Director

Date: November 21, 2024

**Subject: Community to Community Forums with Local First Nation Communities 2025**

---

## **PURPOSE/ISSUE:**

To authorize Community to Community (C2C) Meetings with local First Nations Communities in the Peace Region.

## **RECOMMENDATION/ACTION: [Corporate Unweighted]**

That the Regional Board authorize Community to Community Forum invitations be sent to the following First Nation Communities:

- a) Saulneau First Nations,
- b) West Moberly First Nations,
- c) Doig River First Nation,
- d) Halfway River First Nation,
- e) Blueberry River First Nations,
- f) Kwadacha Nation, and
- g) Tsay Keh Dene Nation.

## **BACKGROUND/RATIONALE:**

The goal of a C2C Forum is to increase understanding and improve relations between First Nations and local governments. Forum events are intended to provide a time and place for neighboring local governments and First Nations to jointly host forums to discuss common issues, challenges and mutual opportunities for the benefit of their communities. From 2019 - 2024 the Peace River Regional District has participated in nine (9) meetings with the various First Nations.

## **STRATEGIC PLAN RELEVANCE:**

- Collaboration and Cooperation with First Nations
  - Advance the Development of Individual MOU's
  - Share PRRD Strategic Goals with First Nations to Identify Opportunities for Cooperation and Collaboration
  - Investigate Governance Participation Models Under Local Government Act

## Attachments

1. Guide to Community to Community Forums in British Columbia

# Guide to Community to Community Forums in British Columbia

“The spirit of cooperation and willingness to work together was recognized as a necessity for the health of the Central Coast community.”

“Sharing this meal gave the participants the further opportunity to have more casual, personal and informal discussions and it was anything more significant in my career. Building peoples’ relationships is much more satisfying. It was apparent that participants were enjoying themselves.”

... of give and take, compromise, respectfulness and treating

... that creates the framework for successful relationships and

... for future partnerships.” “This forum will be instrumental in cementing the relationships between our respective governments, and discussing sustainable communities.”

**Cover Quotes: Participant comments  
from C2C forum final reports, 2006-07**

# Guide to **Community to Community Forums** in British Columbia

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# Community to Community Forums

Community to Community (C2C) forums are about opening lines of communication and building relationships between neighbours. In this case, the neighbours are local governments and First Nations. Across British Columbia, many of these communities already share schools, stores, recreation areas, roads and highways, and sewer and water services. They have used C2C forums to develop closer working relationships, provide or share services, work jointly on issues and look for opportunities to partner on new projects. Regular communication and cooperation has led to the establishment of formal agreements between communities that cover a range of subjects – from sharing infrastructure and services to long-term economic development.

The C2C Forum program was designed specifically to help local governments and First Nations connect. The first forum was in January 1997, when the Union of British Columbia Municipalities (UBCM) and the First Nations Summit (FNS) organized a province-wide meeting to discuss common goals and opportunities. It was so successful that communities across the province wanted to hold local forums to talk about specific issues and opportunities. Since 1997, more than 170 regional C2C forums have been held in every corner of the province, involving more than 130 local governments and close to 200 First Nations and tribal councils.

The program is based on a simple and effective formula: a small grant, funded jointly by the provincial and federal governments, covers half of the allowable costs of the venue, food and planning for a C2C forum. The program is administered by UBCM and supported by the FNS. Forums are completely led and organized by the communities involved, and give participants the opportunity to get to know each other and work together.

In the decade that the C2C program has existed, it has steadily improved. The application and reporting out processes are straightforward, final reports from previous forums are available on the UBCM website ([www.civicnet.bc.ca](http://www.civicnet.bc.ca)), and organizers who have coordinated forums in the past are generous in sharing their experience, recommendations and advice with colleagues across the province. There is now a wealth of resources and experience for communities to draw on in planning their own forums.

Communities that have held forums are generally very positive about the value and benefits of the program – especially communities that did not have a history of working together prior to their first forum.

## How to use this guide

This guide was developed by interviewing people who have organized and participated in forums across British Columbia. It has two objectives:

- to encourage communities that have never held a forum to consider holding one. The guide explains the benefits of participating in a forum, and describes the process of applying for, planning, holding and reporting out on a C2C forum.
- to give communities that have already held forums new ideas to support local government-First Nation partnerships in the future.

Appendices at the back of the guide provide additional information.

While building a seawall in August 2002, the city of Powell River accidentally damaged an archaeological site, to the dismay of the Sliammon First Nation. But what could have been a disastrous circumstance was overcome by the commitment of both communities to work together and resolve the issue.

“The seawall brought the two communities together,” said then Chief Councillor L. Maynard Harry. “The Mayor stepped up to the plate and faced the issue head on, and we used the C2C forum as a key tool to help make the new relationship work.” The City turned the project over to the First Nation, which built the seawall and succeeded in protecting the site.

This experience helped both communities realize that they needed to open lines of communication and build a stronger relationship to avoid a repeat of the situation. Since then, they’ve held several C2C forums and have signed a number of accords and protocols covering economic development, cultural heritage and communications.

Harry’s advice to communities looking to open a new relationship is simple: “Consistency, leadership, and taking the time to get to know each other on a personal level are important. Identify a project significant enough where you can accomplish things – it may appear to be a negative situation, but don’t be afraid of it. If it can be negotiated, it can turn into an opportunity and a win.”

# a C2C Story

# Applying for a forum

## ELIGIBILITY

All municipal, regional district and First Nation governments (e.g. band or tribal council) in British Columbia are eligible to apply for funding for a C2C forum.

- › Both communities must agree to participate in the forum, but one community will apply for and administer the C2C grant, as the “host” community.
- › The communities must be neighbouring; however, “neighbouring” may mean in the vicinity of, but not necessarily next door, to each other.
- › Forums must include participation by elected officials from both First Nation and local governments.
- › Both first-time and repeat applicants (communities that have held C2C forums in the past) are welcome to apply.
- › Applicants may request up to three separate forums in one application.

## APPLICATIONS

It is recommended that before applying for C2C funding, communities first confirm that everyone involved is committed to working together. This is especially important for communities holding their first forums. A face-to-face meeting to propose the forum to a partner community is a good opportunity to discuss the benefits, expectations and experience of other communities. A copy of this guide can help the discussion. Both communities may also review the Application Guidelines, posted on the UBCM and FNS websites ([www.civicnet.bc.ca](http://www.civicnet.bc.ca) and [www.fns.bc.ca](http://www.fns.bc.ca)), before proceeding with the application. These guidelines are periodically updated. See [Appendix 1](#) for a sample application form.

When both partners agree that they want to hold a forum, the host will fill out and submit the application form to UBCM. The application form requires:

## TIPS:

- ✓ The first step in hosting a forum – even before completing the application form – is for the partner communities to discuss their commitment to the forum. A call from the mayor or chair to the chief, or vice versa, is a good way to open dialogue and launch the process.
- ✓ Choose a tentative date, indicate a budget and identify objectives of the forum as part of the application process. Communities that take the time to discuss these subjects before submitting the application save time at the planning stage.
- ✓ Check out final reports from previous forums on the UBCM website for ideas on what to include in the application, what’s worked for other communities and what to expect from the forum.

- preliminary description of the event
- objectives
- list of proposed participants
- tentative date
- anticipated outcomes and deliverables (for example, a plan for future meetings, the development of a formal agreement, identification of common areas of interest, etc.)
- communications plan
- confirmation of partner community's participation
- a budget

### **BUDGETS**

C2C program grants will cover up to half the costs of a forum. The remainder are covered by the host community. The host's share of the costs are usually covered by a combination of paying for expenses and contributing resources, staff or volunteer time (in-kind services). Some partner communities will reimburse the host for half of those expenses, while others take turns in the role of "host." This way, they share the cost of coordinating and responsibility for organizing a series of forums over several years.

Eligible C2C Forum program costs include:

- rent for a location
- food
- printing costs (invitations, agendas, etc.)
- covering costs of facilitators, special speakers, etc.
- out of town transportation costs, if they are required for attendance of key participants.

Examples of in-kind contributions include:

- free use of local facilities
- staff time to organize event
- office expenses (photocopying, telephone costs etc.).

The budget accompanying the application will fully detail the proposed costs and in-kind expenses. See [Appendix 1](#) for a sample budget.

Once the forum is complete, the host must submit a final report, with an accounting of expenses, to UBCM. The cost of forums varies depending on the size of the communities and location, but averages between \$2,000 and \$4,000. UBCM will write a cheque to the host community for half of the grant upon approval of the application. The remainder will be sent after the forum has been held and the final report has been submitted. See [Appendix 4](#) for a sample financial summary.

### **TIMELINES**

The UBCM and FNS call for applications twice each year, in the spring and in the fall. Visit their websites ([www.civicnet.bc.ca](http://www.civicnet.bc.ca) and [www.fns.bc.ca](http://www.fns.bc.ca)) for details.

- Communities applying in the spring must hold their forum before December 31.
- Communities applying in the fall must hold their forum before March 31.
- The final report is due within 30 days after the forum is held.

For Zeb King, a councillor with Central Saanich, planning the forum was as important as the forum itself.

It can be quite difficult to get the first forum started,” he said. “We had no communication between Mayor and Council, and the Chiefs and Councils of our two neighbouring reserves – the Tsartlip and the Tsawout. It really took going there in person, talking to the Chiefs and Councils, getting to know each other, and making it clear that this wasn’t just a one-off thing.”

King kept the planning stages at a very personal level. “To build buy-in, we held meetings in each others’ houses, not at the municipal hall. I held a meeting at my house and invited people to get to know me. I wasn’t just Zeb the Councillor, but Zeb who lives in that house.”

a C2C Story

## Planning your forum

Once the application is accepted, begin planning the forum. It is important that communities are jointly involved in every decision, from the date, location and menu, to the list of attendees, the format and topics for discussion. This planning stage is an important part of building relationships.

Most communities report that strong political leadership is key to the success of a forum. Direct communication and cooperation between elected officials sends a clear signal of support and a commitment to invest the time required to organize a forum.

Depending on the relationship between communities, getting to know how each others' government operates can be a first step in planning the forum (See [Appendix 6](#)). From election schedules to the make-up of a council, the structure and responsibilities of local government and First Nation governance structures can vary dramatically.

### SET THE DATE

Applications can be approved in principle with a tentative date, but the first portion of the grant money cannot be released until the date of the forum has been confirmed. It is not uncommon for the date to change as communities work together to determine a meeting time; however it is a good idea to try to find a date that will work for everyone as soon as possible. Because both First Nation and local government officials have very demanding schedules, this can be one of the biggest challenges in holding a forum.

Even with a set date, the forum may be cancelled or postponed because of last minute and

## TIPS:

- ✓ Confirm the date as soon as possible. Let UBCM know so it can release the first portion of the funding.
- ✓ Spend time on the early planning stages. Not only will it help ensure a smooth event, but the process of setting the date and working out an agenda can be as important in building a relationship as the actual forum.
- ✓ Almost all communities that have had successful events say face-to-face planning meetings are a key element. Do not rely on email, letters or “official” communications to make decisions around the forum.
- ✓ Be sure to factor in election dates when making your plans (See [Appendix 6](#)). A change in elected officials can affect the plans for a forum.
- ✓ Try to stay in regular contact with participants as the forum moves closer. The time spent building communication links will pay off if the forum has to be postponed or cancelled due to unexpected events.
- ✓ Strong interest in the forum by the community leaders can send the signal that this is a top priority for the communities, councillors and staff, and every effort is being made to make it happen.

Debbie Miller of the Katzie First Nation organized an ambitious forum: a three-day, open ended session that included everyone from mayor, chief and both councils, to planners, CEOs and a range of key bureaucrats, business owners and community representatives from the First Nation, seven municipalities and two regional districts.

“It was a lot of work, but it was worth it,” Miller said. Organizers kept the focus on open ended strategizing, broke the session into chunks of time, including a power networking lunch for mayors and councillors who couldn’t attend the full three days. They wrapped up with a summary of the whole event, and provided a list with everyone’s contact name and phone number.

“It took a lot of work and a lot of people to organize,” Miller said, “but it was a success. People could see that there were lots of things we could undertake together, where we could achieve results.”

a C2C Story

unexpected events – a death in a close-knit First Nation community, an emergency requiring elected officials’ attention, or the sudden availability of federal or provincial officials on an important community issue.

If the forum is cancelled, community partners should not be discouraged. Some of the best forums happened on the second or even third attempt. Focus on finding a new date and there is a good chance the forum can be rescheduled to meet the deadline. Unavoidable delays can be discussed with UBCM or the FNS.

## SET THE AGENDA

The agenda is one of the key tools to help organizers achieve their goals in holding the forum. While discussion items may directly relate to the objectives identified in the application process, there is also value in maintaining flexibility. An agenda can be open ended and rely on momentum at the forum to identify next steps, or it can be tightly scripted to ensure progress on an issue.

Here are some examples of the focus of previous forums:

- First forums have been used for community leaders to get to know each other and share information. For example, First Nations have presented an overview of their history, traditions and land claims, while local governments have presented community plans and long-term economic goals.
- Some communities have used the first C2C forum as a venue to brainstorm a list of topics for future forums.
- A number of C2C forums have been used to help resolve disagreements between communities.
- Recently elected officials have used forums to meet each other for the first time in their new roles.
- Forums have compared local government and First Nation strategic and planning documents, looking for areas of common interest, mutual benefit and opportunities for partnerships.

## TIPS:

- ✓ Check out agendas from other forums for ideas. Ensure partner communities build the agenda together.
- ✓ Set the agenda in accordance with goals and objectives of the forum, and the amount of time participants have available.
- ✓ Be realistic about what can be achieved. Discussions can be spread over several sessions.

- Forums have also been held as a way to acknowledge and celebrate past cooperation and successful relationships.
- Many communities have focused discussion on very specific issues, including:
  - fire protection
  - emergency preparedness
  - shared service provision (water, sewer etc.)
  - education
  - health care
  - youth
  - employment
  - transportation
  - land use, development and zoning
  - forestry
  - recreation opportunities.

## TIPS:

- ✓ Carefully weigh the pros and cons of a short session versus a long session, or an informal reception versus a more structured formal meeting. There are advantages and disadvantages to both.
- ✓ Make sure that the forum doesn't overwhelm the host community. Be realistic about the resources available to coordinate the event, and design a forum that is manageable.
- ✓ Be realistic about scheduling and plan a forum that matches the amount of time participants have available. For example, if elected officials are extremely busy, a short event is more likely to result in a better turnout.
- ✓ If this is the first forum, realize that everything does not have to be accomplished in one meeting. Communities can apply to hold up to three forums a year.

Agenda items are up to the partner communities. Creativity, consultation, and a realistic evaluation of time constraints will help decide what items to concentrate on. The goal is to make sure both communities are active in setting the agenda and are clear about expectations. If there are too many discussion items for one forum, identify some for future sessions. The momentum of a series of meetings may be useful in continuing to build the relationship between communities.

### SET THE FORMAT

There is a wide range of formats for C2C forums, and deciding what works best will depend on participants' schedules and each community's needs.

Here are some examples of approaches that have been taken:

- A three-hour evening session that opens with a dinner provides a manageable time commitment and

is easier to schedule and organize. If participants don't know each other well, it can also be a comfortable way to open a relationship.

- A full, day-long event gives participants the time to share history or information about each other, enjoy a casual meal or reception, generate ideas, address specific items or make plans for future meetings.
- A multi-day brainstorming and planning session is an ambitious undertaking and requires more time and resources. This can work well when there are three or more communities involved with the forum.

If there are many common issues with the hope of resolution on key points, a formal working meeting works well. However, if this is mostly an opportunity for communities to begin sharing information about their history, structure and scope of responsibilities, a casual atmosphere with time for dialogue may be more appropriate. Final reports on the UBCM website indicate that each forum is different, and there is no set formula to follow.

Whether a formal record (minutes) of the forum is taken will depend on the nature of the forum. If the relationship is in the early stages and participants are still getting to know each other, there is likely no need to take formal minutes. The final report can provide a sense of the discussion and content of the forum. However, when communities begin to deal with complex issues, it may be time to draft, circulate and approve minutes from the forum. This helps to clarify expectations and remind participants of follow-up commitments.

C2C forums are designed for communities to begin talking about and exploring common issues. They are not decision-making venues. Both local and First Nation governments must use their respective processes and councils to make decisions about topics discussed at a forum.

#### Common Objectives of C2C Forums, 2006-07

Objective	%
Relationship building	45%
Dialogue/communication	42%
Joint problem solving/projects	36%
Awareness of goals/plans/issues	35%
MOU/agreement/accord	27%
Plan next steps	18%
Ceremony/celebrate	11%
Partnerships/collaboration	7%
Share history/culture	4%

## FACILITATORS

The role of facilitators in C2C forums varies greatly: some communities have hired facilitators to promote discussion, ensure that everyone has an opportunity to speak, and keep participants on topic and on time. Some have asked facilitators to organize the entire event. Others have invited them to share special knowledge or a relevant presentation. Facilitators can also be very useful in helping communities talk about difficult or controversial issues.

However, communities don't need to hire a facilitator to have a successful forum. Active involvement by the communities in planning is as important in building a relationship as the forum itself. In fact, some communities have found that making sure the facilitator understood community history and issues took valuable time away from discussion.

## COMMUNICATIONS

Communities with C2C experience suggest that communicating the benefits of and outcomes from the forum should be part of the planning process. This is an opportunity to build awareness about new C2C relationships, joint projects and protocols, profile the leadership that launched the forum and build community support for future forums.

### TIPS:

- ✓ The facilitator must understand the need to engage both partner communities equally.
- ✓ Facilitators, as a neutral third party, can ensure balance, fairness and support when communities are discussing difficult topics.
- ✓ The facilitator can make sure everyone has equal time to talk, and may be able to help participants listen to new ideas. Having a facilitator lead a meeting allows all participants to concentrate and engage in the process equally.
- ✓ To find a facilitator, review reports from previous C2C forums. They are usually identified by communities that have used them.

### Community

Community audiences can include residents, taxpayers, business owners, service providers and, often, other neighbouring local governments and First Nations. Participants can let them know about the forum and work being done to build a relationship or progress on common issues by:

- writing an article or “Letter to the Editor” for a community newspaper or newsletter, explaining the value of building a relationship, providing an overview of the items of discussion, and outlining plans for future work together
- issuing a news release to local media, especially if there is a tangible outcome from the forum (an

agreement or identification of common issues for action)

- › inviting the media to interview the mayor and chief, so long as the parties are agreeable
- › profiling the forums on local government and First Nation websites and in newsletters
- › referring to the forum in grant applications to other levels of government.

### Other levels of government

Provincial and federal governments interact regularly with local governments and First Nations. Communicating results of forums is valuable, especially for communities looking to leverage funding or support for joint projects from other levels of government.

Ensure federal and provincial governments know about local government-First Nations relationships by distributing copies of any news releases or media articles about the forum to officials. This is especially important if a decision is reached on a common issue that results in a formal agreement.

Some organizers have invited Cabinet Ministers, Members of Parliament and Members of the Legislative Assembly to attend forums when the discussion directly involved other levels of government.

### Neighbouring communities

Another key audience might be the staff and councils of neighbouring communities who were not part of the C2C forum. They may be interested in the themes and outcomes of the session, especially if there is an opportunity to work together in a joint initiative. It might even lead to a new C2C partnership.

## TIPS:

- ✓ Review the agenda before the event with an eye to who needs to know about the forum (e.g. UBCM and FNS, other levels of government, politicians, community members, media).
- ✓ Engaging the media is a decision that both participants must make together. If a news release or article submission is sent to media, both participants should approve the content. The distribution of this material can include a follow up phone call to ensure that it has been received. This call may also encourage the media to publicize the information and seek answers to questions.
- ✓ If the C2C forum results in future action items, a formal record should be kept and circulated for review and approval by the participants.

When Brenda Ireland agreed to facilitate a C2C forum for the Fort Nelson Regional District and the Fort Nelson First Nation, she knew that history and decolonization would be key components of her presentation.

“I focus on facilitating a process which brings an understanding of how colonization affects people today,” Ireland says. “First Nations people need to understand the impact 300 years of colonization has had on their lands, their community, their economies, their lives so that we can make sense of it all and take control of our lives today. When working with non-Indigenous people, I give them the history they didn’t get in school. When we reach a place where we understand and respect each other’s values and beliefs, and appreciate our shared history, we can start building meaningful and mutually beneficial relationships.

“For example, one of the things that came out of the session was the District began to understand why it couldn’t engage the First Nation the way it wanted to. For the Nation, discussions on land use and economic development, although important, take a back seat when issues that strike at the heart of the community - social issues associated with the legacy of colonization: alcohol and drug abuse, suicide, violence and family abuse demand attention. Not knowing these things influences how we perceive each other, how we relate to each other .... History matters!”

a C2C Story

Communications to neighbouring communities can include:

- presentations to staff and elected officials
- distributing a record of the forum, if one was prepared
- setting up a section on participants' websites to explain outcomes from the forum.

## **FINAL REPORTS**

To receive the second half of the forum funding, the host community must submit a final report to UBCM within 30 days of completing the event. These reports provide:

- accountability for the spending of public money
- an opportunity to identify improvements to the C2C program (including funding levels)
- a valuable source of information and inspiration to other communities planning forums.

The reporting process is a short, electronic form with clear and specific questions. The easy-to-use template is on the UBCM website (See [Appendix 4](#)).

Final reports include the following information:


- a description of the forum or forums
- an assessment of whether original forum objectives were met
- complete list of attendees, including name, title and organization
- a summary of the events – speakers, issues, presentations, etc.
- any recommendations, achievements or plans resulting from the forum
- a summary of any communications as a result of the forum
- a detailed financial summary
- additional attachments, if available, such as agenda, session summaries, minutes, media clippings, photos and presentations.

Tom Dall was with the Village of Lytton and Rita McKay with the Lytton First Nation, when they helped develop a complex governance protocol for six communities. Each community was looking to improve various combinations of fire protection, water and service and community health, among other services.

The C2C brought all communities together to talk about their strategic plans and find out what each other was doing.

“Man, did that work!” says Dall. “Right away, it gave us a better understanding of where the duplications were taking place.”

As a result of that forum, the six communities created their own sub-governance model covering those areas of mutual interest.



“The Village applied for C2C funding to host the first forum, and we invited all the chiefs to that meeting,” McKay said. “It was a good orientation because the Village didn’t understand band governance, and we didn’t understand municipal government. We went on to talk about sub-regional governance, how it could be feasible, and how it makes sense to partner. Everyone was gung-ho about it.”

“The key is commitment and determination to make it happen,” McKay said. “The Village is keeping the ball rolling, and the bands are in full participation. And as we make progress, momentum is building. You need consistency, having one group or person keeping the project alive – especially if it’s a complex and ongoing project.”

## a C2C Story

## Building on success: Translating dialogue into action

Over the past 10 years, C2C forums have proven that they can help communities initiate dialogue and develop long-term relationships. Some communities now regularly work together by participating on each other's committees and engaging in joint opportunities.

This progression to a new working relationship can mean:

- › developing a formal process to compare planning documents for areas of common interest
- › identifying opportunities to partner on grant applications from other levels of government
- › drafting a protocol or MOU on issues that are mutually important
- › establishing service agreements
- › determining referral mechanisms for development plans.

MOUs, protocols and accords are not legally binding, but signing these agreements can help communities reach the goals identified in the agreement. They provide direction to staff of both communities, and provide continuity through elections and changes of leadership. A signing ceremony can also be a powerful signal of the commitment both parties are making to each other.

Appendix 5 includes a draft template of an MOU that can be changed to suit the specific needs of local communities.

Service agreements, where one community agrees to provide services to another for a set fee, are legally binding.

### TIPS:

- ✓ MOUs, protocols and accords can be as straightforward as putting a longstanding, informal arrangement into writing.
- ✓ They are a good way to ensure that community relationships are built on agreements as well as the personal relationship between community leaders.
- ✓ Agreements generally include a process to address disputes and describe how the agreement can be changed or terminated.

On her first day as the Chief Administrative Officer for the Village of Hazelton, Helen Koning attended a C2C forum. For the next three years she organized them.

“This cannot be a one-time process,” says Koning, who has since moved to Osoyoos. “You have to be committed to this for a while. If you think it’s a one-shot deal, it’s not. We had some changes with municipal councillors, First Nation councillors, and chiefs. For continuity, we needed a meeting once a year.”

Much of the relationship between the local government and First Nation was informal. For example, one side of the street in Hazelton is municipal, the other side is First Nation, Koning explained.

“You don’t see a distinction, but there is a division, who has authority and responsibility for that land. Our meetings focused on those things. We didn’t do anything grandiose as a result of the C2C forums, but we focused on the things that helped our day-to-day living, like water, sewer and eventually, an emergency plan.

“Every community is different, and the communities need to describe what they need. These forums give communities the chance to identify a common goal, and the opportunity to be real partners.”

a C2C Story

## Conclusion

Local governments and First Nations across British Columbia recognize that there are significant opportunities to partner and prosper. This awareness is reflected in the popularity of the C2C program and the growing trend of communities to hold more than one forum each year.

Most communities that have held forums acknowledge that building an effective working relationship takes time and commitment. Communities that have held a series of forums say they are increasingly able to tackle more complex issues – ones with long timelines or that would have been considered too controversial to discuss at early forums. With a better understanding of each other and a growing history of cooperation and consultation, communities are able to work together for answers to difficult issues.

It is the sincere hope of the partners of this publication, the First Nations Summit, the Union of BC Municipalities, the Ministry of Community Services, the Ministry of Aboriginal Relations and Reconciliation and Indian and Northern Affairs Canada, that this guide will assist communities that have never held a forum and help others to enhance relationships between neighbouring local governments and First Nations.

For more information about the C2C program, please contact:

### **First Nations Summit**

Suite 1200 - 100 Park Royal South  
West Vancouver, BC V7T 1A2  
Tel: (604) 926-9903  
Fax: (604) 926-9923  
Toll Free: (866)990-9939  
[www.fns.bc.ca](http://www.fns.bc.ca)

### **Union of BC Municipalities**

545 Superior Street  
Victoria, B.C., V8V 1T7  
Tel: (250) 356-5134  
Fax: 250 356-5119  
[www.civicnet.bc.ca](http://www.civicnet.bc.ca)

# Appendices

## 1. SAMPLE APPLICATION FORM AND BUDGET

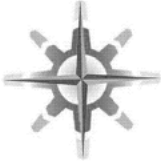
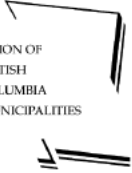
This is an example of a completed application form and budget to hold a C2C event. It is provided to help communities understand how to complete the form.

For further budget information please see the application guidelines and form on either the UBCM or FNS websites:

- › [www.civicnet.bc.ca](http://www.civicnet.bc.ca) (click on Programs and Services/Cmty to Cmty Forum Program)
- › [www.fns.bc.ca](http://www.fns.bc.ca)

Application guidelines and form are also available by calling UBCM (250 356-5134) and the First Nations Summit (604 926-9903).

### Sample Application and Budget Form:

 FIRST NATIONS SUMMIT	<hr/> <b>First Nations Summit &amp; UBCM</b> <b>Community to Community Forums</b> Fax: (250) 356-5119 Mail: 545 Superior Street, Victoria, BC, V8V 1T7 E-mail: <a href="mailto:dwelch@civicnet.bc.ca">dwelch@civicnet.bc.ca</a> <hr/>	 UNION OF BRITISH COLUMBIA MUNICIPALITIES
<b>2007/08 APPLICATION FORM</b>		
<p>Please complete and return this by <b>June 15, 2007</b> for forums to be held before December 31, 2007. Thank you in advance for your cooperation. Questions? Contact Danyta Welch at UBCM at <a href="mailto:dwelch@civicnet.bc.ca">dwelch@civicnet.bc.ca</a> or (250) 356-5134.</p> <p>Please type directly in this form or print and complete. Use additional space or pages wherever required.</p>		
<b>Applicant:</b> Regional District of Beverly Hills, BC	<b>Mailing Address:</b> 123 Beverly Road, Pleasantville, BC, V2V 2V2	
<b>Contact person:</b> John Smith	<b>Position:</b> Councillor	
<b>Phone:</b> (250) 123-1234	<b>E-mail:</b> <a href="mailto:john.smith@rdbh.bc.ca">john.smith@rdbh.bc.ca</a>	

## Sample Application and Budget Form: (continued):

1. **DESCRIPTION** *(Preliminary description of event. If more than one event is proposed a rationale for multiple events and a description of each should be included.)*

As this event will be the first time for local government and First Nations community leaders within the RDBH to meet as one group, an "ice breaker" dinner is proposed. Following this we will break into smaller groups to discuss a series of questions on common concerns, how our organizations operate and how we can communicate better.

2. **OBJECTIVES** *(e.g. what do you hope to achieve?)*

The main objective of the first Community to Community Forum is to establish communication between First Nations and local governments in our region. Included will be discussion on areas of common concern, activities and functions (how we operate), and protocol for effective communications (between both elected officials and staff).

3. **PROPOSED PARTICIPANTS** *(please attach an additional page if required)*

- First Nation(s): Redwood Tribal Council, Fern First Nation, Blackford First Nation
- Local Government(s): RDBH, District of Blackford, City of Pleasantville, District of Elkwood, Town of Beverly
- Other Participants: Blackford Health Authority, Pleasantville Community Association

4. **DATE(S)** *(please note: funding will not be advanced until date is set)*

We have tentatively scheduled the forum for September 24, 2007.

5. **INTENDED OUTCOMES & DELIVERABLES** *(e.g. plans for future meeting dates, projects for future joint action/collaboration, next steps)*

Outcomes that are expected include: a plan for future meetings; identification of common areas of interest and next steps; and a greater understanding of each entity's function, goals and values.

## Sample Application and Budget Form: (continued):

**6. COMMUNICATION PLANS.** Each proposal must identify which of the following strategies will be utilized to meet the Community to Community Forum Program communication requirement:

- Report at meeting of full band council, municipal council and/or regional district board.
- Posting of event materials on respective websites and UBCM website.
- Release of news release and/or reports to the media.
- Other: The proceedings of the event will be recorded in a report, which will be sent to UBCM upon completion. A news release will be sent to our local newspaper, *The Town Crier* after the event.

**7. CONFIRMATION OF PARTNERS.**

Please attach confirmation. Confirmation that the elected leaders of all groups have agreed to be involved in the planned Community to Community Forum is required. This can be in the form of a letter and need not be a council resolution. Confirmations can be submitted after the application, but are needed in order for funds to be released.

**8. BUDGET.** Amount of Request: \$2,812.50

Please review the 'Additional Information on Budgets' in Section 4 of the Application Guidelines and submit a budget in the same format as the sample budget in Appendix A. Attach the completed budget to this application.

**9. REPEAT APPLICANTS ONLY.** Repeat applicants must include all the information required by first time applicants (sections 1 – 7 above) as well as the following information:

**Date of Last Forum:** June 2, 2005

**Progress:** Improvements in the First Nation - local government relationship since previous event and how the proposed event would build on the results of the previous event.

Since our last event in 2003, the RD and the First Nation have continued discussions on servicing. The First Nation participated in the City's annual festival and we set up a joint committee to look at regional recreation needs. Our proposed event will help us identify new opportunities for partnering.

## Sample Application and Budget Form: (continued):

### Sample Budget

<b>A. Cash Expenditures</b>	
Dinner for 75 people at \$25/person	\$1,875
Facilitation services	\$1,500
Guest Speakers	\$500
Facilities Rental	\$800
<b>B. In-Kind Expenditures</b>	
Preparation of materials – printing costs for informational materials	\$250
Final report production and printing	\$550
<b>C. Contingency</b>	\$150
<b>TOTAL</b>	<b>\$5,625.00</b>
<b>TOTAL FUNDING REQUESTED (50%)</b>	<b>\$2,812.50</b>

#### *Please Note:*

Staff at the UBCM and FNS offices are available to provide advice to applicants on their application and event.

## 2. SAMPLE AGENDA

5:00 p.m.

**Opening Prayer**  
**Opening Remarks** – Chief, Mayor  
**Introductions**

5:15 p.m.

**Dinner**

**Presentations** – to be determined by participants.  
Past examples include participants taking turns in sharing histories and administrative processes, as well as identifying issues and opportunities.

**Specific items** – to be determined by participants.  
Experience indicates this usually takes place at second C2C forums. Topics include land issues, service agreements, emergency preparedness, and recreation.

8:45

**Conclusion** – to be determined by participants.  
In many cases, the Chief and Mayor will seek consensus on next steps and provide concluding comments.

### 3. SAMPLE EVENT PLAN

Item	Notes	Deadline	Responsibility	Status
Application approved				
First disbursement of funds from UBCM	One-half of grant, released when date is confirmed by partners			
Meet with partner, begin final planning of event	Begin discussions as soon as application is approved		Host will initiate	
Set date and identify venue options	As soon as possible		Both partners	
Contact possible facilitators, if using one	As soon as date is set			
If there is a meal, discuss, agree on caterer, menu				
Book venue	Number of participants may determine size of venue		Host to book	
Book caterer	Depends on community		Host to book	
Discuss, finalize agenda			Host to book	
Identify potential participants				
Invite participants		1 month prior to forum		
Identify, book special equipment	Projector, screen, microphones, etc.	2 weeks prior to forum		
Confirm participants		1 week prior to forum		
Confirm menu, catering	Based on number of participants who confirm	1 week prior to forum		
Confirm venue	Visit venue, double check seating, serving and meeting spaces	1 week prior to forum		
Send agenda to all participants		1 week prior to forum		
Send media advisory, if appropriate		2 days before forum		
Call media re advisory, if appropriate		1 day before forum		
C2C forum		Event Day		
Media relations, if appropriate	Contact media, send News Release. Both partners to agree on communications messages	On Event Day, or day after		
Draft final report, send for partner approval		+ 20 days		
Submit final report to UBCM		+ 30 days		
Final disbursement of UBCM funds		After receipt of Final Report		

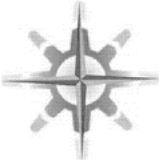

#### 4. SAMPLE FINAL REPORT AND FINANCIAL SUMMARY

This is an example of a typical Final Report and financial summary of a C2C forum. It is provided to help communities understand how to complete the form. The Report is due 30 days after the forum has been completed.

The Final Report form (including Financial Summary form) is available on the UBCM and FNS websites:

- › [www.civicnet.bc.ca](http://www.civicnet.bc.ca) (click on Programs and Services/Cmty to Cmty Forum Program)
- › [www.fns.bc.ca](http://www.fns.bc.ca)

#### Sample Final Report and Financial Summary:

 FIRST NATIONS SUMMIT	<b>First Nations Summit &amp; UBCM</b> <b>Community to Community Forums</b> Fax: (250) 356-5119 Mail: 545 Superior Street, Victoria, BC, V8V 1T7 E-mail: <a href="mailto:dwelch@civicnet.bc.ca">dwelch@civicnet.bc.ca</a>	 UNION OF BRITISH COLUMBIA MUNICIPALITIES
<b>FINAL REPORT</b>		
<p>Please complete and return this form <b><u>within 30 days of the completion of your forum</u></b>. Final disbursement of grant money will only be released after the final report is complete. Thank you in advance for your cooperation. Questions? Contact Danyta Welch at UBCM at <a href="mailto:dwelch@civicnet.bc.ca">dwelch@civicnet.bc.ca</a> or (250) 356-5134.</p> <p>Please type directly in this form or print and complete. Use additional space or pages wherever required.</p>		
<b>Applicant:</b> Regional District of Beverly Hills, BC	<b>Mailing Address:</b> 123 Beverly Road, Beverly, BC, V2V 2V2	
<b>Contact person:</b> John Smith	<b>Position:</b> Councillor	
<b>Phone:</b> (250) 123-1234	<b>E-mail:</b> <a href="mailto:john.smith@rbh.bc.ca">john.smith@rbh.bc.ca</a>	
<b>Date(s) forum was held:</b> September 24, 2007		
<p><b>1. DESCRIPTION</b> (Describe the forum that was held. If than one event was held please attach descriptions of each event.)</p> <p>The forum had two parts: an "ice breaker dinner" followed by facilitated small group discussions. The dinner allowed First Nation, local government and community participants to meet informally and learn more about each other. The small group discussions allowed participants to identify issues of concern and to share ideas for potential solutions and means of working together in the future.</p>		

## Sample Final Report and Financial Summary: (continued):

### 2. OBJECTIVES *(assessment of how the original forum objectives were or were not met)*

The main objective of the forum was to establish communication between First Nations and local governments in our region. The dinner portion of the event was a great way to start this.

During the discussions we talked about common concerns and about how our organizations operate. This helped us learn about each other's roles and values. We didn't have time to discuss communication issues as much as we would like to, but this is now an agenda item for a future meeting.

### 3. PARTICIPANTS.

*Please attach a complete attendance list including name, title and organization.*

### 4. SUMMARY OF FORUM *(e.g. issues discussed and/or presentations made)*

Bob Smith presented his experience in First Nations/local government relations and Jane Doe presented a case study of a land use plan that was developed between a First Nation and local government.

Working together on future development, growth boundaries and environmental management were the most common topics of conversation at the small group discussions.

### 5. NEXT STEPS *(e.g. recommendations, achievements, or plans resulting from the forum)*

Both the First Nation and local government representatives will be reporting back to their Councils in the next month. After this, we are planning a second meeting to continue discussions about a protocol for communications between staff and elected officials across our organizations.

We plan to share the attendance list so notices of future meetings of interest to participants can be shared and to ensure everyone is invited to the next forum.

### 6. COMMUNICATION SUMMARY. *Indicate which of the following strategies were utilized to meet the Community to Community Forum Program communication requirement:*

- Report at meeting of full band council, municipal council and/or regional district board.
- Posting of event materials on respective websites and UBCM website.
- Release of news release and/or reports to the media.
- Other? A full report of the forum was prepared by the facilitator and is being printed.

### 7. FINANCIAL SUMMARY

*Please review sample financial summary in Appendix B of the Application Guidelines and submit a summary in the same format. Attach the completed financial summary to this application.*

**Sample Final Report and Financial Summary: (continued):**

**8. ATTACHMENTS.** *Please attach the following items to this report:*

- Complete attendance list
- Financial summary
- Agenda
- Session summaries or minutes if available and documents or presentations tabled
- Media releases and press coverage and other public communications
- Any other background information that may be relevant (e.g. participants, planning process, context, goals).

**Sample Financial Summary**

<b>A. Cash Expenditures</b>	
Dinner for 59 people at \$25/person	\$1,475
Facilitation services	\$1,500
Guest Speakers	\$500
Facilities Rental	\$800
<b>B. In-Kind Expenditures</b>	
Preparation of materials – printing costs for informational materials	\$250
Final report production and printing	\$550
Staff time organizing RSVPs and catering (10 hours)	\$265
<b>TOTAL SPENT</b>	<b>\$5,340.00</b>
<b>ORIGINAL FUNDING REQUEST*</b>	<b>\$2,812.50</b>
<b>TOTAL FINAL PAYMENT REQUESTED**</b>	<b>\$1,263.75</b>

\* 50% of original request, or \$1,406.25, would have been dispersed prior to the forum

\*\* As this forum came in under budget, the total final payment is 50% of total funds spent minus the first payment (or  $\$5,340/2 = \$2,670 - \$1,406.25 = \$1,263.75$ )

**Please Note:**

***Sending in the minutes and the prepared materials from an event does not constitute a Final Report. The above format must be followed. All minutes and prepared materials should be in an appendix to the Final Report.***

## 5. MOUs, AGREEMENTS AND PROTOCOLS

An MOU, agreement or protocol simply puts in writing the intent of communities to work together on an issue or common interest. This simple template suggests some of the items that can be included in an agreement; it can be amended to meet specific community needs.

Please note: sections in *italics* are intended to be deleted.

### Sample MOU

*Identify the date:*

**This AGREEMENT**      dated for reference the *xx* day of *xxxx*, *20xx*.

*Identify partners:*

**BETWEEN**      *insert name of partner*  
**AND**              *insert name of partner, adding more partners if required*

#### **WHEREAS**

*Describe partner communities and their relationship:*

A: The *xxx* First Nation and the *xxx* local government have distinct governance authorities (*etc.*)

*Describe circumstances*

B: The Parties currently share *xxx services*, (*or have a mutual interest in xxx, etc.*)

*Describe intent of the protocol*

**NOW THEREFORE** the Parties enter into this Protocol Agreement with the intention and desire to *xxx*.

## Sample MOU (continued)

### 1.0 PURPOSE

- 1.1 *Detail the purpose of the protocol (to develop a formal relationship, improve communications, share services, etc.)*
- 1.2 *Describe the format (create new committees, introduce a system of regular communications, etc.)*
- 1.3 *Describe other relevant points*

### 2.0 PRINCIPLES

- 2.1 *Describe the principles of the new process (to meet regularly, to act in accordance with each community's governance structure, etc.)*
- 2.2 *Describe other relevant points*

### 3.0 SHARED VALUES

- 3.1 *Describe the shared values relevant to the agreement (respect for each other's governance structure, focus on a government-to-government relationship, etc.)*
- 3.2 *Describe other relevant points*

### 4.0 KEY INTERESTS

- 4.1 *List any and all specific interests that are relevant to the protocol (existing relationships with other governments, shared services, improving infrastructure, land use planning, economic development, capacity building etc.)*
- 4.2 *Describe other relevant points*

### 5.0 COMMUNICATIONS

- 5.1 *Describe the process around communications (use of joint spokespeople, approval must be given by both councils, etc.)*
- 5.2 *Describe other relevant points*

### 6.0 TERMS OF THE AGREEMENT

- 6.1 *Describe how the agreement will come into being (formal approval by each partner's governance body)*
- 6.2 *Identify how the agreement will be updated and revised to accommodate changes in circumstance*

## Sample MOU (continued)

**6.3** *Identify dispute resolution process*

**6.4** *Identify termination process (Agreement will remain in effect unless terminated by either of the Parties by providing sixty (60) days notice in writing, to be delivered to Council by hand, facsimile or registered mail)*

**6.5** *Describe other relevant points*

### **7.0 ADDRESS FOR SERVICE**

First Nation mailing address, including contact position *(e.g. Chief Administrative Officer)*

Local government mailing address, including contact position *(e.g. Chief Administrative Officer)*

**IN WITNESS WHEREOF** the Parties have hereunto affixed their signatures as of the day and year first written above.

*Insert signature blocks, identifying the First Nation and Local Government, the signatory's name and title.*

## 6. STRUCTURE OF LOCAL GOVERNMENTS AND FIRST NATIONS

One of the primary reasons for the regional Community to Community program is to provide an opportunity for First Nations and local governments to learn about each other's governance structures.

While the local government system of governance is standardized across the province, First Nations systems of governance can vary widely based on the history and cultural practices of a particular First Nation.

Today, the diverse First Nations governance structures include hereditary systems, elected systems and blended models. First Nations administrative models are just as diverse with differences reflecting the size of the First Nation, geographic location and the varied exercise of jurisdiction, among other factors. First Nations operating revenues come from several sources including: economic development operations, taxing authority, federal and provincial funding arrangements, and others.

There are two key types of local governments in B.C.: municipalities and regional districts. Both are created and granted powers by the provincial government under the *Local Government Act* and the *Community Charter*. The exception is the City of Vancouver, which is governed by the *Vancouver Charter*. The B.C. Ministry of Community Services is responsible for the legislative framework under which local governments operate. Day-to-day administration for local government services is done for municipalities and regional districts by professional staff. The provincial and federal governments help local governments with costly infrastructure (roads, sewer and water systems) through special grant programs.

Municipalities include cities, districts, towns and villages. B.C. municipalities are governed by an elected council that is made up of a mayor and several councillors (depending on population size). Services provided by municipalities can be anything the council decides is necessary or desirable. Examples include: land use planning and zoning, fire and police protection, libraries, parks and recreational facilities. Services are primarily paid for through property taxes and fees for services.

Regional districts are unique to B.C. and deliver local services to rural (electoral) areas outside municipalities and provide a way for municipalities and electoral areas to jointly fund services that benefit both areas, or the whole regional district. Services include: regional planning, public transportation, water, sewer, waste management, fire protection, emergency programs, recreation and libraries. Each regional district is managed by a board of directors composed of appointees from municipalities and a director elected in each electoral area. The regional district board selects a chair annually.

Local government elections are held every three years (2008, 2011, 2014, etc.), and always on the third Saturday in November.

## Acknowledgments

The **British Columbia Guide to Community to Community Forums** has been sponsored by:

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### **FIRST NATIONS SUMMIT (FNS)**

The FNS is comprised of a majority of First Nations and Tribal Councils in B.C. It provides a forum for First Nations in British Columbia to address issues related to aboriginal title and rights, treaty negotiations and other issues of common concern.

[www.fns.bc.ca](http://www.fns.bc.ca)

Suite 1200 – 100 Park Royal South, West Vancouver, B.C. V7T 1A2

**phone:** 604.926.9903 **toll-free:** 1.866.990.9939

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### **INDIAN AND NORTHERN AFFAIRS CANADA (INAC) BC Region**

INAC has primary responsibility for meeting the federal government's constitutional, treaty, political and legal responsibilities to First Nations, Inuit and Northerners. In partnership with First Nations, INAC is responsible for delivering services such as education, housing and social support programs on-reserve. First Nations administer 85 per cent of INAC program funds. INAC also negotiates and oversees implementation of land claims and self government agreements on behalf of the federal government.

[www.ainc-inac.gc.ca](http://www.ainc-inac.gc.ca)

Suite 600 – 1138 Melville Street, Vancouver, B.C. V6E 4S3

**phone:** 604.775.5100 **toll-free:** 1.800.665.9320

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### **MINISTRY OF ABORIGINAL RELATIONS AND RECONCILIATION (MARR)**

The Ministry has the primary responsibility of developing new relationships with Aboriginal people founded upon reconciliation, recognition and respect. It negotiates treaties and other agreements with First Nations to create economic certainty over Crown land and resources, and to improve the lives of Aboriginal people.

[www.gov.bc.ca](http://www.gov.bc.ca)

The Ministry of Aboriginal Relations and Reconciliation

PO Box 9100, Stn Prov Govt, Victoria B.C. V8W 9B1

phone Enquiry BC:

**Vancouver** 604.660.2421

**Victoria** 250.387.6121

**Outside Vancouver and Victoria:** 1.800.663.7867

## Acknowledgments (cont'd)

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### **MINISTRY OF COMMUNITY SERVICES (MCS)**

The Ministry is responsible for the legislative framework for local government in British Columbia, providing certain types of financial assistance, advice and assistance to local governments and the general public. In addition, the Ministry facilitates and supports the building of harmonious and productive relationships between local governments and First Nations.

[www.gov.bc.ca](http://www.gov.bc.ca)

P.O. Box 9839 Stn. Prov. Govt., Victoria, B.C. V8W 9T2

**phone:** 250.387.4020    **fax:** 250.387.7979

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### **UNION OF BC MUNICIPALITIES (UBCM)**

UBCM represents the interests of all municipalities and regional districts in BC. Through its Executive, which is composed of mayors, councillors and regional district directors from communities throughout the province, it develops policy on various issues, and works with both provincial and federal governments in an effort to improve upon current legislation, regulations and funding arrangements.

[www.civicnet.bc.ca](http://www.civicnet.bc.ca)

60 – 10551 Shellbridge Way, Richmond, B.C. V6X 2W9

**phone:** 604.270.8226    **fax:** 604.270.9116



**FIRST NATIONS SUMMIT**



Indian and Northern  
Affairs Canada

Affaires indiennes  
et du Nord Canada



Ministry of  
Aboriginal Relations  
and Reconciliation



Ministry of  
Community Services



Participant comments  
from C2C forum final reports, 2006-07

“Each [forum] lessens the distance between communities, which physically are very near to each other, but sometimes socially very distant.”

“I cannot recall being involved in  
futures instead of building ‘things’

“What is necessary to make a relationship successful?  
Communication, trust, cooperation, tolerance,  
dedication, wisdom, honesty, respect.”

“It is the age-old concept  
each other as equals through  
countless opportunities



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-548

From: Broadband Internet and Mobility Committee

Date: November 21, 2024

**Subject: Broadband Internet and Mobility Committee Recommendations from October 23, 2024**

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The following recommendations from the Broadband Internet and Mobility meeting held on October 23, 2024 are presented to the Regional Board for consideration:

**RECOMMENDATION #1: *[Corporate Unweighted]***

That the Regional Board acknowledge receipt of the Planetworks Consulting Corp. Regional Fibre-to-the-Premise and Cellular Connectivity Report 2024.

**RECOMMENDATION #2: *[Corporate Unweighted]***

That the Regional Board authorize staff to identify which Electoral Areas and communities remain in need of Fibre to the Premise upgrades and identify priorities and strategies for service provision going forward.

**RECOMMENDATION #3: *[Corporate Unweighted]***

That the Regional Board authorize staff to work with service providers, BC Hydro, and individual BC government departments (Ministry of Transportation and Infrastructure, Ministry of Water, Land and Resource Stewardship, Ministry of Citizen’s Services, Crown Lands) to identify and reduce permitting delays for Fibre to the Premise infrastructure to advance rapid buildout.

**RECOMMENDATION #4: *[Corporate Unweighted]***

That the Regional Board authorize staff to work with both Provincial and Federal Government departments (Canadian Radio-television and Telecommunications, Innovation, Science and Economic Development Canada in particular) to develop funding incentives – including both capex and opex subsidies for mobility service providers to extend highway service.

**RECOMMENDATION #5: *[Corporate Unweighted]***

That the Regional Board authorize staff to work with Federal Government departments to develop roaming policies for mobility providers in the north.

**RECOMMENDATION #6: *[Corporate Unweighted]***

That the Regional Board authorize staff to work with Service Providers to discuss the best approaches to In-Community coverage – microcells, towers, new technology.

**RECOMMENDATION #7: [Corporate Unweighted]**

That the Regional Board authorize staff to bring forward proposals for Regional District investment in broadband and connectivity infrastructure projects to lower operational cost of new cell sites to encourage improved cellular coverage in the region for consideration by the Broadband Internet and Mobility Committee.

**RECOMMENDATION #8: [Corporate Weighted]**

That the Regional Board authorize staff to include funding up to a maximum of \$45,000, excluding tax, in the 2025 budget under Consulting Services 01-2-1000-5020-135 to update and capture new information for the 2025 Connectivity Plan.

**RECOMMENDATION #9: [Corporate Weighted]**

That the Regional Board establish a maximum cap of \$250,000 for allocations under General Grants (01-2-3350-5800-135), pending further direction from the Committee and/or future staff recommendations on how to utilize the allocated funds within this grant category.

**RECOMMENDATION #10: [Corporate Unweighted]**

That the Regional Board invite Canadian Fibre Optics to present at a future Regional Board meeting.

**BACKGROUND/RATIONALE:**

The draft minutes of the Broadband Internet and Mobility Committee meeting held on October 23, 2024 are provided on the Consent Calendar of this meeting agenda.

Recommendation #1-7

Please [click here](#) to access the Committee Agenda, please see [Item # 8.1 Recommendations 1-6, and 8](#) to review the report.

Recommendation #8

Please [click here](#) to access the Committee Agenda, please see [Item # 8.2](#) to review the report.

Recommendation #9

Please [click here](#) to access the Committee Agenda, please see [Item # 8.3](#) to review the report.

Recommendation #10

Please [click here](#) to access the Committee Agenda, please see [New Business Item #10](#). Additionally, as part of the booking process, staff will confirm with Canadian Fiber Optics whether the presentation will include any private information. This confirmation will determine any need for a closed meeting delegation and allow for appropriate arrangements.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Asset and Infrastructure Management
  - Identify Funding and Investment Strategies
- Collaboration and Cooperation with First Nations
  - Share PRRD Strategic Goals with First Nations to Identify Opportunities for Cooperation and Collaboration
- Interprovincial Collaboration

**FINANCIAL CONSIDERATION(S):**

Approved recommendations will be incorporated into the development of the proposed 2025 budget for Function 135 - Regional Connectivity.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-215

From: Solid Waste Committee

Date: November 21, 2024

**Subject: Solid Waste Committee Meeting Budget Recommendations from October 24, 2024**

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The following recommendations from the Solid Waste Committee meeting held on October 24, 2024 are presented to the Regional Board for consideration:

## **RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board provide capital budget pre-approval for the 2025 supplemental requests/business cases:

1. Construction of Attended Tier 1 Transfer Stations – Groundbirch and Lebell \$4,000,000
2. Tumbler Ridge and Hudson’s Hope Transtor Replacement \$1,125,000

and authorize the inclusion of the expenses in Function 500 – Regional Solid Waste Management draft 2025-2029 PRRD Financial Plan.

## **RECOMMENDATION #2: [Corporate Weighted]**

That the Regional Board provide capital budget approval for the 2025 supplemental requests/business cases:

1. Dawson Creek Closed Landfill Cover Remediation - \$150,000,
2. Starlink Internet Upgrade for Attended Solid Waste Collection Sites \$110,000

and authorize the inclusion of the expenses in Function 500 – Regional Solid Waste Management draft 2025-2029 PRRD Financial Plan.

## **BACKGROUND/RATIONALE:**

The draft minutes of the Solid Waste Committee meeting held on October 24, 2024 are provided on the Consent Calendar of this meeting agenda.

### Recommendation #1 & #2

Please [click here](#) to access the Committee Agenda, please see Item 8.3 to review the report.

This report has been brought forward to provide the Board with an outline of the proposed Capital and Operation projects to be included as part of the draft Solid Waste budget. Business cases are available for viewing through the link. Pre-budget approval allows for dissemination of procurement demands throughout the year. It also allows for construction tenders to be issued early to secure pricing and maximum construction time windows from available construction contractors for the upcoming season.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Asset and Infrastructure Management

**FINANCIAL CONSIDERATION(S):**

The completed 2025 draft Solid Waste Management budget will be presented to the Solid Waste Committee on January 18, 2025 for consideration.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-546

From: Corporate Administration

Date: November 21, 2024

**Subject: Electoral Area B Resignation**

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## **RECOMMENDATION: [Corporate Unweighted]**

That the Regional Board acknowledge receipt of the written resignation of Jordan Kealy as Electoral Area B Director as delivered to the Corporate Officer on November 6, 2024.

## **BACKGROUND/RATIONALE:**

Section 203 of the *Local Government Act* (LGA) specifies that an Electoral Area Director can resign only by submission of their written resignation to the local government Corporate Officer, and also requires the Corporate Officer to report the resignation to the Board at its next meeting. Mr. Kealy resigned from the Peace River Regional District Board in writing on November 6, 2024, and while the Board was verbally advised following the Regular Board meeting held the next day, November 7, this report was prepared to provide the official notification of Mr. Kealy's resignation as required by the LGA.

The LGA S. 201(5) authorizes that the Alternate Director holds the vacant office, if they are willing, until the resigned person's successor takes office following the next election for the office. In this case Alternate Director Reid has agreed to assume the responsibility of representing Electoral Area B as an Alternate Director in the absence of a Director until such time as a by-election can be held (February 22, 2025).

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

Not Applicable to Strategic Plan

## **FINANCIAL CONSIDERATION(S):**

The Remuneration and Expense Bylaw No. 2354, 2019 contains language that at least indirectly suggests that an Alternate Director is not eligible for remuneration other than meeting fees. While this is practical and appropriate when there is an Area Director receiving remuneration, staff does not believe that the situation where an Alternate is pressed into service for an extended period without a Director in place was contemplated or meant to be captured in the ineligibility for remuneration. Staff has drafted a minor amendment to Bylaw 2354 that authorizes payment of remuneration to an Alternate Director when there is no Electoral Area Director in place.

**COMMUNICATIONS CONSIDERATION(S):**

The *Local Government Act* S. 201(5) states that “if the office of an electoral area director becomes vacant through resignation, disqualification, or death

- a) The alternate director *holds the office* until that person’s successor takes office following the next election for the office” ...

Reid Graham is considered to *hold the office* and pursuant to the LGA S. 201(6) “may take the place of, vote and generally act in all matters for the absent electoral area director, including in relation to a matter delegated to that director by the board.”

Mr. Graham will still be referred to as Alternate Director until a by-election can be held.

**OTHER CONSIDERATION(S):**

The Board must appoint a Chief and Deputy Chief Election Officer to conduct a by-election. Once the appointment is made, the election must be held within 80 days. The earliest date election officials can be appointed to hold an election on February 22, 2025, is December 4, 2024. The Board will be asked to appoint election officials at its Regular Meeting on December 6, 2024.



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-541

From: Corporate Administration

Date: November 21, 2024

**Subject: 2025 Board and Committee Meeting Schedule Amendments**

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**RECOMMENDATION #1: [Corporate Unweighted]**

That the Regional Board remove the February 6, 2025 Regional Board Meeting from the 2025 Board and Committee Meeting Schedule.

**RECOMMENDATION #2: [Corporate Unweighted]**

That the Regional Board move the Health Care Scholarship Committee Meeting from October 17, 2025 to October 3, 2025.

**RECOMMENDATION #3: [Corporate Unweighted]**

That the Regional Board add a Public and Technical Stakeholders Committee Meeting on October 3, 2025.

**RECOMMENDATION #4: [Corporate Unweighted]**

That the Regional Board move the Electoral Area Directors Committee Meeting and Rural Budgets Administration Committee Meeting from March 13, 2025 to March 27, 2025.

**BACKGROUND/RATIONALE:**

Recommendation #1:

Following adoption of the 2025 Board and Committee Meeting Schedule on October 3, 2024, staff received updated information regarding the dates of the 2025 Electoral Area (EA) Directors' Forum. The 2025 EA Directors' Forum will now be held from Thursday, February 6 to Friday, February 7, 2025 in Richmond, BC, which conflicts with the scheduled February 6, 2025 Regional Board Meeting.

Recommendation #2:

The Health Care Scholarship Meeting scheduled for October 17, 2025 does not allow sufficient time for Health Care Scholarship Committee recommendations regarding the RN/RPN scholarship awards to receive Board approval prior to October 31, 2025. The policy states that applicants will be advised by October 31.

Recommendation #3:

The Public and Technical Stakeholders Committee date may be added as/when needed so was not previously added to the 2025 Board and Committee Meeting Schedule. A date has now been selected in order to fit something into the busy schedule in advance.

**Recommendation #4:**

Following adoption of the 2025 Board and Committee Meeting Schedule on October 3, 2024, staff received updated information regarding the dates of the 2025 Local Government Leadership Academy (LGLA) Forum. The LGLA Forum will now be held from Wednesday, March 12 to Friday, March 14, 2025 in Richmond, BC, which conflicts with the scheduled March 13, 2025 Electoral Area Directors Committee and Rural Budgets Administration Committee Meetings.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Not Applicable to Strategic Plan

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. 2025 Draft Board and Committee Meeting Schedule Revised November 21, 2024

**2025 PRRD BOARD AND COMMITTEE MEETING SCHEDULE**

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Jan 24 Broadband & EADC/RBAC						
BC Natural Resource Forum Jan 14-16						

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Special Board (Budget) Meeting						
EA Directors Forum Feb 6 - 7						

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
LGLA Forum Mar 12-14						

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
COFI April 2-4						
MFA, RD Chair/CAO Forum April 22-24						

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
NCLGA May 12-15 FCM May 29-June 1						

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Keeping it Rural June 10-12						

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Jul 16 Broadband & Healthcare						











AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
UBCM Sept 22-26						

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Oct 3 Public Technical & Healthcare						

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

LEGEND	
	Board Mtg - Dawson Creek
	Board Mtg - FSJ
	EADC / RBAC
	Solid Waste Committee
	Health Care Scholarship Committee
	Broadband Internet & Mobility Mtgs
	Annual Conference
	Public & Technical Stakeholders Committee
	Special Board Meeting (Budget)
	Statutory Holiday



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-549

From: Administration / IT

Date: November 21, 2024

**Subject: 2025 Function 100 - Administration Information Technology Supplemental Requests**

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## **RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board include the 2025 Supplemental Request for a high-capacity, enterprise-grade network access storage device to enhance disaster recovery and data security totalling \$60,000 (excluding taxes) for Function 100 Administration in the 2025 Financial Plan.

## **RECOMMENDATION #2: [Corporate Weighted]**

That the Regional Board include the 2025 Supplemental Request to enlist a Business Continuity Consultant to identify potential risks or disruptions, develop a response framework, and build an action plan to mitigate risk totalling \$105,000 (excluding taxes) for Function 100 Administration in the 2025 Financial Plan.

## **BACKGROUND/RATIONALE:**

### **Recommendation #1 (Network Access Storage):**

The Peace River Regional District (PRRD) is seeking to acquire a high-capacity, secure Network Access Storage (NAS) solution as part of an enhanced disaster recovery strategy. With the critical role that data storage plays in modern continuity planning, securing a reliable NAS device that meets stringent requirements for redundancy, capacity, and security is vital. The key specifications and considerations in selecting a NAS device will serve as a secure and centralized storage solution for the PRRD's data assets.

To align with the PRRD's objectives for disaster recovery and secure data management, the NAS device will fulfill the following criteria:

- **Capacity Requirements:**

The NAS device must offer a minimum storage capacity of 200+ TB to support the PRRD's growing data demands. This volume ensures sufficient room for both existing data and future data growth while allowing for redundancy and backup files.

- **Disaster Recovery and Data Redundancy:**

This NAS purchase is a crucial capital investment aimed at strengthening the PRRD's disaster recovery capabilities. The device will serve as a redundant, secure storage solution that allows rapid recovery of data and continuity of operations in the event of a disaster or system failure. With offsite replication capabilities, the NAS will be instrumental in maintaining data integrity across multiple office locations, particularly between Fort St. John and Dawson Creek.

- **Secure Housing and Data Encryption:**  
The NAS device will serve as a secure repository for PRRD's critical data. The device will include encrypted data transmission features to protect information during transfers, safeguarding sensitive information from unauthorized access.
- **Offsite Replication and Redundancy:**  
To ensure data redundancy, the NAS will support offsite replication, allowing for synchronized backups from Dawson Creek to Fort St. John. Off-hour replication will minimize operational impact and ensure data remains current across locations.
- **Long-term Data Storage and Security:**  
The NAS will provide a secure, long-term data storage solution. By ensuring robust access controls and encryption, the NAS will meet PRRD's security standards, protecting data confidentiality and integrity. The solution will also accommodate long-term retention requirements, preserving PRRD's data in a secure and structured manner for archival or retrieval purposes.
- **Scalability and Disaster-Preparedness:**  
A NAS device that can support the PRRD's disaster preparedness strategy includes the ability to spin up virtual servers at alternate locations in case of a critical failure. This feature enhances the continuity of operations, as it allows PRRD to promptly recover essential services and infrastructure in a new location, if necessary.

#### **Recommendation #2 (Business Continuity Consulting Services):**

In pursuit of an enhanced and robust approach to regional preparedness, the Peace River Regional District (PRRD) is seeking to bring in a specialized Business Continuity Consultant as part of an overarching disaster recovery and resilience plan. This initiative is aimed at designing a new, comprehensive business continuity plan to ensure effective responses to potential disruptions, thereby safeguarding the Regional District's services and operations.

The PRRD's objective in hiring a Business Continuity Consultant is to leverage specialized expertise in building a resilient and adaptable framework that can effectively manage unexpected disruptions across the region's critical services and operations. This new continuity plan will be in place for 2025, complementing the existing Disaster Recovery efforts by providing a structured, proactive response plan.

#### **Project Scope:**

The new business continuity plan will include the following aspects:

- Risk assessment and analysis for potential disruptions, ensuring the district is prepared for a range of scenarios.
- Development of a response framework to address disruptions while maintaining essential services.
- A clear and concise action plan to mitigate risk and expedite recovery.
- Guidelines for communications and stakeholder engagement during continuity operations.
- An implementation strategy that is adaptable for various departments across PRRD.

The last business continuity plan for the PRRD was developed in 2020 (updated in 2021), led internally by the Emergency Services branch. While this internally developed plan provided valuable insights and

initial strategies, PRRD recognizes the need for a more comprehensive and updated approach to meet evolving risks and requirements.

The consultant is expected to bring in-depth experience with other municipalities and regional districts in business continuity planning and disaster recovery, with a specific focus on public sector resilience. They will work closely with PRRD's internal departments to create a plan that meets the unique needs of the Peace River Regional District, including considerations for the district's geographic and demographic factors.

This initiative reflects PRRD's commitment to proactive risk management and continuity planning. By enlisting the expertise of a Business Continuity Consultant, PRRD aims to establish a thorough and effective continuity plan that will enhance the region's ability to respond swiftly to disruptions and ensure the continued delivery of critical services across the district. The updated plan will play a crucial role in safeguarding PRRD's operations, infrastructure, and communities in 2025 and beyond.

### **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

### **STRATEGIC PLAN RELEVANCE:**

- Asset and Infrastructure Management
- Emergency Management

### **FINANCIAL CONSIDERATION(S):**

The Network Access Storage (NAS) device, budgeted at \$60,000 (excluding taxes), is classified as a one-time Capital expense under GL code 01-2-8500-8508-100 (IT Capital) and will be included in the 2025 Financial Plan, if accepted.

The Business Continuity Consultant Services, budgeted at \$105,000 (excluding taxes), is classified as a one-time Operational expense. \$85,000 will be allocated to GL code 01-2-1400-5020-100 (IT Consulting Services) and \$20,000 will be allocated to 01-2-2510-5060-300 (Studies Plans and Assessments) and will be included in the 2025 Financial Plan, if accepted.

### **COMMUNICATIONS CONSIDERATION(S):**

None at this time.

### **OTHER CONSIDERATION(S):**

A Business Continuity Plan (BCP) must be prepared according to specific requirements. Updating the BCP fulfills legislative requirements and contributes to the broader Emergency Management Plan. It's recommended to note that this aligns with the Emergency and Disaster Management Act's mandate for an updated BCP.

### **Attachments:**

1. Supplemental Request – Network Access Storage.pdf
2. Supplemental Request – Business Continuity Consulting.pdf

## 2025 Budget - Supplemental Request

### Network Access Storage - Offsite Location

<b>Department:</b>	Administration	<b>Supplemental Type:</b>	Capital - New
<b>Division:</b>	IT & GIS	<b>Priority:</b>	Medium
<b>Function:</b>	Administration - 100		

### Description

**Network Access Storage: Spring 2025, IT**

The Peace River Regional District (PRRD) is planning to purchase a high-capacity, enterprise-grade Network Access Storage (NAS) device to enhance disaster recovery and data security. With a minimum storage capacity of 200 TB, the NAS will provide a secure, centralized repository for critical data, housed in the Fort St. John location. This device will support offsite data replication from the Dawson Creek office, ensuring redundancy and allowing for data recovery in case of an outage. Encrypted data transmission and long-term storage capabilities will help protect sensitive information, making this NAS an essential part of PRRD's continuity planning.

This NAS investment aims to strengthen PRRD's resilience against data loss by enabling secure, off-hour backup synchronization across offices. Additionally, it provides disaster-readiness features, such as the ability to spin up virtual servers in alternate locations if needed. This acquisition will not only improve operational efficiency but also secure PRRD's data assets, ensuring business continuity and readiness for future growth.

### Financial Information

#### Capital

Funding Sources		2025	2026	2027	2028	5 Year Total
Requisition		60,000				60,000
						-
						-
	-	60,000	-	-	-	60,000
Expenses		2025	2026	2027	2028	5 Year Total
NAS Hardware		60,000				60,000
						-
						-
	-	60,000	-	-	-	60,000

#### Operating

Funding Sources		2025	2026	2027	2028	5 Year Total
						-
						-
						-
	-	-	-	-	-	-
Expenses		2025	2026	2027	2028	5 Year Total
						-
						-
						-
						-

## 2025 Budget - Supplemental Request

### Business Continuity Consulting Services

<b>Department:</b>	Administration	<b>Supplemental Type:</b>	Operating Supplemental - One-time
<b>Division:</b>	IT & GIS	<b>Priority:</b>	Medium
<b>Function:</b>	Administration - 100		

### Description

**Business Continuity Consulting Services: Fall 2025**

The PRRD's objective in recruiting a Business Continuity Consultant is to leverage specialized expertise in building a resilient and adaptable framework that can effectively manage unexpected disruptions across the region's critical services and operations. This new continuity plan will be in place for 2026, complementing PRRD's existing Disaster Recovery efforts by providing a structured, proactive response plan. The new business continuity plan will include, but is not limited to, the following aspects:

1. Risk assessment and analysis for potential disruptions, ensuring the district is prepared for a range of scenarios.
2. Development of a response framework to address disruptions while maintaining essential services.
3. A clear and concise action plan to mitigate risk and expedite recovery.
4. Guidelines for communications and stakeholder engagement during continuity operations.
5. An implementation strategy that is adaptable for various departments across PRRD.

### Financial Information

#### Capital

Funding Sources	2025	2026	2027	2028	5 Year Total
					-
					-
					-
	-	-	-	-	-

#### Expenses

	2025	2026	2027	2028	5 Year Total
					-
					-
					-
					-
	-	-	-	-	-

#### Operating

Funding Sources	2025	2026	2027	2028	5 Year Total
Requisition	105,000				105,000
					-
					-
	-	105,000	-	-	105,000

#### Expenses

	2025	2026	2027	2028	5 Year Total
BC Consulting Services	85,000				85,000
					-
	20,000				20,000
					-
					-



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-209

From: Environmental Services

Date: November 21, 2024

**Subject: 2025 Function 100 Administration, Warehouse 2 Fire Code Upgrades - Supplemental Req**

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## **RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board include the 2025 Supplemental Request for 52 Collins Road Warehouse 2 Upgrades totalling \$234,430 (excluding taxes) for Function 100 Administration, in the 2025 Financial Plan.

## **BACKGROUND/RATIONALE:**

### **Project Overview**

In 2022, the PRRD purchased 52 Collins Road which includes a main warehouse building with office space, a second warehouse which includes carpentry, welding, and office storage shelves, and a third three-sided storage building. On January 12, 2023, a supplemental request was approved by the Regional Board for addition to the 2023 Budget. This request included upgrading the internet services to the buildings, segregation of the storage area and workshop area in Shop 2, creation of a mezzanine with a staircase to allow for additional storage and maximization of workspace, and the creation of an additional washroom in shop 2. These upgrades were to use the funds obtained through the sale of the original warehouse for \$344,498 and would include engineering/architectural services for design and construction of the works. The original supplemental request is provided as a link at the end of this report titled “2023 Business Case 52 Collins Road ENV-BRD-116”. Works were initiated towards this project in 2023, with upgrades to the internet being completed, procurement of an architectural firm and design being initiated.

On May 30, 2024, following the completion of the architectural/engineering review of the building and design parameters, a report was brought forward to the Regional Board outlining the identified shortcomings of the existing warehouse 2 building. To move forward with the construction of the mezzanine or the addition of a second washroom, increased fire rating protection to the building shell is required. In May 2024, the request for a grant funding allocation towards the Building Code upgrade project was denied with Board direction to bring back a report for consideration during the 2025 budget. Should the building upgrades be approved, funding considerations for the construction of the mezzanine and upgrades to the washrooms will be presented during the 2026 budget process.

### **Problem Statement and Impacts of Problem**

Warehouse 2 Upgrades: As identified by the assessments conducted on warehouse 2 as provided in the report titled “PRRD Warehouse 2 Building Code Upgrades – ENV-BRD-187” (see link provided at the end of this report), to obtain a building permit from the City of Dawson Creek, warehouse 2 must be brought up to the fire protection standards of the Building Code prior to any additional upgrades to the facility being conducted.

**Benefits**

1. Ability to expand the indoor working environments at 52 Collins Road to support the growth of the organization through multiple functions and multiple department requirements and the ability for staff to work in multiple locations supported and provided by the PRRD.
2. Increased fire protection of infrastructure.

**Risks including barriers, policy, non-compliance, approvals**

Currently, for Shop 2, there will not be any opportunities to complete any upgrades to the building without upgrading to Fire Code standards. This restricts the use of space and puts staff at risk of injury.

**Alternatives Reviewed and Reasons for Rejection:**

Alternative Solutions Reviewed	Reasons for Rejection
Do nothing	Too many safety concerns and an inability to complete any changes to the current shell of the building.
Addition of a new building for storage	Space constraints in the yard. Engineering/Architectural costs have already been incurred for the design of the mezzanine. Does not solve the Fire Code upgrade requirements for long-term planning of the existing building use. Cost of construction, design, staff time would be similar in scope.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Organizational Effectiveness
  - Develop a Corporate Asset Management Program
  - Support and Develop Human Resources
  - Health and Safety
  - Accessibility

**FINANCIAL CONSIDERATION(S):**

All prices listed in Table 1 are excluding taxes.

Table 1: 2025 Capital Upgrades for 52 Collins Road

<b>Financial Information</b>						
<b>Capital</b>						
<b>Funding Sources</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>5 Year Total</b>
Sale of Assets (Capital Reserve)	\$234,430					\$234,430
	<b>\$234,430</b>	-	-	-	-	<b>\$234,430</b>
<b>Expenses</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>5 Year Total</b>
Construction Cost Estimate	\$162,000					\$162,000
Construction Contingency	\$24,300					\$24,300
Professional Fees for Construction Administration Services	\$6,000					\$6,000
Additional contingency, permitting, and technical consultation	\$42,130					\$42,130
	<b>\$234,430</b>	-	-	-	-	<b>\$234,430</b>

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

The financial commitment to bring Warehouse 2 closer to compliance with the BC Building Code does not include the addition of a washroom, partition wall, or mezzanine.

Attachment:

1. 2025 Business Case\_52 Collins Rd.pdf

External Links:

1. [January 12, 2023 Regional Board Meeting](#) – See Item 8.12 “2023 Supplemental Request for 52 Collins Road Capital Upgrades – ENV-BRD-116”
2. [May 30, 2024 Regional Board Meeting](#) – See Item 8.16 “PRRD Warehouse 2 Building Code Upgrades – ENV-BRD-187”



## Business Case

### *52 Collins Road – 2025 PRRD Dawson Creek Warehouse 2 Fire Code Upgrades*

#### Executive Summary

##### **Business Need**

To bring the existing Dawson Creek Warehouse 2 into compliance with the 2024 British Columbia Building Code (BCBC) standards.

##### **Expected Outcome**

1. By adding a layer of limited combustible materials under the noncombustible cladding, the combustible wood framing will be provided with substantial protection from heat and flame.
2. The building will be brought into compliance with the 2024 BCBC which will allow for future modifications to the structure through the building permit process.

##### **Recommendation**

That the Regional Board include the 2025 Supplemental Request for 52 Collins Road Warehouse 2 Upgrades totalling \$234,430 (excluding taxes) for Function 100 Administration, in the 2025 Financial Plan.

##### **Justification**

1. Ability to expand the indoor working environments at 52 Collins road to support growth of the organization through multiple functions and multiple department requirements and ability for staff to work in multiple locations supported and provided by the PRRD.
2. Increased fire protection of infrastructure.
3. Future improved utilization of existing space and maximize energy efficiency through the creation of the mezzanine area in shop 2 in 2026.

#### The Team

Team Member	Role
<b>General Manager of Environmental Services</b>	To provide overall program oversight to provide direction and support for implementation and budgetary considerations.
<b>Environmental Services Manager</b>	To provide a project management oversight to the project and oversee the implementation of the project management documents through contract management and operational oversight.
<b>Field Services Foreman</b>	To manage and coordinate on-site contractors, communicate with staff when contractual workers are in the area, construction oversight, and planning for staffing requirements when construction is anticipated to disrupt the existing facility.



<b>Field Services Labourer(s)/Assistant(s)</b>	To support the Field Services Foreman through relocation of equipment/materials/supplies, completion of delegated work tasks, and providing input when requested on potential design implications to ensure maximum efficiencies are obtained through design prior to construction.
<b>Finance Clerk</b>	Process invoices and ensure PO's and GL's are entered correctly.
<b>IT Manager</b>	To manage and coordinate the internet service and to work with the Field Services Foreman to best prepare for the construction requirements for installation.
<b>IT Coordinator</b>	To support the IT Manager and Environmental Services Staff.
<b>Procurement Officer</b>	Assist with contracts and purchases.
<b>Building Inspector</b>	Assist the Environmental Services Manager/Field Services Foreman, with the building permitting requirements with the City of Dawson Creek.
<b>Stakeholders and Partners</b>	Will include contractual agreements with contractors, City of Dawson Creek for Building permits and inspections, CAO, and Regional Board.

## Business Need Definition

### Problem Statement

Warehouse 2 Upgrades: As identified by the assessments conducted on warehouse 2, and as provided in the report attached as titled "PRRD Warehouse 2 Building Code Upgrades – ENV-BRD-187", to obtain a building permit from the City of Dawson Creek, warehouse 2 must be brought up to the fire protection standards of the building code prior to any additional upgrades to the facility being conducted.

### Impacts

1. Currently for Shop 2, there will not be any opportunities to complete any upgrades to the building without upgrading to fire code standards. This restricts use of space and puts staff at risk of injury.
2. Inability to offer safe access to the stored materials without the risk of entering into a work zone.
3. Inability of Field Services Staff to adequately tidy up workspaces as a result of the lack of available storage for tools and materials.



## Project Overview

### Project

#### *52 Collins Road – 2025 PRRD Dawson Creek Warehouse 2 Fire Code Upgrades*

### Project Description

In 2022, the PRRD purchased 52 Collins Rd which includes a main warehouse building with office space, a second warehouse which includes carpentry, welding, and office storage shelves, and a third three-sided storage building. On January 12, 2023, a supplemental request was approved by the Regional Board for addition into the 2023 Budget. This request included upgrading the internet services to the buildings, segregation of the storage area and workshop area in Shop 2, creation of a mezzanine with a staircase to allow for additional storage, and maximization of workspace, and the creation of an additional washroom in shop 2. These upgrades were to use the funds obtained through the sale of the original warehouse at a cost of \$344,498 and would include engineering/architectural services for design and construction of the works. This original supplemental is attached to this report as “2023 Business Case 52 Collins Road ENV-BRD-116”. Works were initiated towards this project in 2023, with upgrades to the internet being completed, procurement of an architectural firm and design being initiated.

On May 30, 2024, following the completion of the architectural/engineering review of the building and design parameters, a report was brought forward to the Regional Board outlining the identified shortcomings of the existing warehouse 2 building. To move forward with the construction of the mezzanine or the addition of a second washroom, increased fire rating protection to the building shell is required. In May, the request for a grant funding allocation towards the building code upgrade project was denied with Board direction to bring back a report for consideration in the 2025 budget. Should the building upgrades be approved, funding considerations for the construction of the mezzanine and upgrades to the washrooms will be presented within the 2026 budget process.

### Project Goals and Objectives

1. To bring the existing Warehouse 2 building up to 2024 BCBC standards.
2. To allow for future improvements to warehouse 2 to be conducted legally through the building permitting process.
3. Segregation of shop 2 into a storage space at the north end of the building with a separate entrance, including a closed in area away from the entrance of dust from the workshop by December 31, 2026.
4. All new construction will ensure accessibility and energy use/conservation practices are considered and implemented where required and achievable.



### **Project Performance Indicators**

1. Obtain Regional Board Approval through the 2025 budgeting process on November 21, 2024.
2. Obtain Regional Board adoption of the 2025 Financial Plan by March 30, 2025.
3. Complete the construction by December 31, 2025.

### **Assumptions**

1. A building permit will be able to be obtained by the City of Dawson Creek.
2. PRRD Field Services Staff will be able to complete 80% of the work.
3. There will be construction companies available to bid on the work and complete the work within the timeframe.
4. Materials will be readily available for the construction.

### **Constraints**

1. The City of Dawson Creek does not permit upgrades.
2. Inflation of construction costs impedes the ability of the PRRD to stay within budget.

### **Project Milestones**

1. Obtain Regional Board Approval for the Work on November 21, 2024.
2. Obtain Regional Board adoption of the 2025 Financial Plan by March 30, 2025.
3. Complete the construction by December 31, 2025.

### **Strategic Fit**

- Organizational Effectiveness
  - Develop a Corporate Asset Management Program
  - Support and Develop Human Resources
  - Health and Safety
  - Accessibility



### Cost Benefits Analysis

The benefits of completing this project are:

1. Ability to expand the working environments at 52 Collins road to support growth of the organization through multiple functions and multiple department requirements and ability for staff to work in multiple locations supported and provided by the PRRD.
2. Increased accessibility for all staff to services equivalent to those provided at the Dawson Creek office and FSJ office.
3. Improved ability to address safety concerns..

Alternatives Reviewed

Alternative Solutions Reviewed	Reasons for Rejection
Do nothing	Too many safety concerns and inability to complete any changes to the current shell of the building.
Addition of a new building for storage	Space constraints in the yard. Engineering/Architectural costs have already been incurred for design of mezzanine. Does not solve the fire code upgrade requirements for long-term planning of the existing building use. Cost of construction, design, staff time would be similar in scope.

### Approvals

Regional Board Approval Resolution



# REPORT

To: Chair and Directors

Report Number: CS-BRD-359

From: Community Services

Date: November 21, 2024

**Subject: Interprovincial Mutual Aid Agreement**

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## **RECOMMENDATION: [Corporate Unweighted]**

That the Regional Board authorize staff to negotiate an Interprovincial Mutual Aid Agreement with the County of Grande Prairie Fire Services.

## **BACKGROUND/RATIONALE:**

At the PRRD Regional Fire Chiefs meeting on March 6, 2024, emergency services representatives from the County of Grande Prairie in Alberta were invited to discuss opportunities for further collaboration, including the benefits of a cross-boundary, inter-jurisdictional response for emergencies. Chief Grant from the County of Grande Prairie in Alberta highlighted several missed opportunities during the 2023 fire season, which were primarily attributed to the absence of a formal mutual aid agreement. It was noted that the geographical border between British Columbia and Alberta hinders efficient emergency response.

Currently, without an inter-provincial agreement in place, fires within 10 km of the border can only be acted upon if they pose a threat to the Province of Alberta. The discussion at the PRRD Regional Fire Chief's meeting emphasized the need for a formalized approach to better inter-provincial response. Similar to the interprovincial agreement between the Tomslake Fire Department and Saddle Hills County which exists for the Gundy Fire Protection Area, a Ministerial Order is required to establish a comprehensive mutual aid agreement across provincial borders. In turn, advocating for an inter-provincial mutual aid agreement through Ministerial Order would also require consent and support from PRRD's jurisdictional fire service providers.

At the May 30, 2024, Regional Board meeting, the Regional Board resolved the following:

*MOVED, SECONDED and CARRIED,*

*That the Regional Board request written support from fire service partner jurisdictions for pursuit of an inter-provincial mutual aid agreement between the PRRD and the County of Grande Prairie.*

Staff approached the fire service partner jurisdictions and received formal letters of support from 81% of the service partners, with the remaining 19% offering verbal support.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Interprovincial Collaboration
- Emergency Management
- Explore Opportunities for New or Enhanced Mutual Aid Agreements

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

Entering into a formal interprovincial mutual aid agreement with the County of Grande Prairie Fire Services will provide further training opportunities for members within the fire service and resource sharing opportunities during emergency response.



# REPORT

To: Chair and Directors

Report Number: CS-BRD-361

From: Chetwynd Civic Properties Commission

Date: November 21, 2024

**Subject: Function 240 - Pre-Budget Approvals - Chetwynd Leisure Centre**

## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board provide capital budget pre-approval for the 2025 supplemental request to install Heat Recovery using a Site-Specific Heat Pump at a cost not to exceed \$176,940 and authorize the inclusion of the expense in Function 240 – Chetwynd Leisure Centre in the draft 2025-2029 PRRD Financial Plan.

## **BACKGROUND/RATIONALE:**

In 2023, Polar Engineering was hired to perform a greenhouse gas (GHG) emissions and energy reductions engineering analysis of the Chetwynd & District Rec Centre, inclusive of both the Arena (Function 255) and the Leisure Centre (Function 240). The intention of this study was to determine the most cost-effective way of reducing GHG emissions, energy usage, energy costs and to recommend projects that would qualify for an implementation incentive from Fortis BC. Through this study, the above capital projects were identified that would meet those criteria.

In May 2024, staff at the Chetwynd Leisure Centre received the attached letter stating that they were eligible for the approved energy conservation incentives. To receive the 75% incentive, the projects must be completed within 18 months. The projects need to be completed during the shutdown period of the Arena Refrigeration Plant as well as the Pool shutdown in August of 2025. To achieve this timeline, the projects must be tendered and awarded no later than January 2025 to be able to secure installation in August.

On October 22, the Chetwynd Civic Properties Commission passed the following draft resolution.

*MOVED, SECONDED and CARRIED,*

*That the Civic Properties Commission recommend pre-budget approval for the following Capital projects:*

<i>Project</i>	<i>Capital Expenditure after incentive</i>
<i>Desuperheater integration with Arena DHW</i>	<i>\$47,870</i>
<i>Dehumidifier Setpoint Optimization</i>	<i>\$4,313</i>
<i>Heat Recovery using SSHP</i>	<i>\$176,940</i>

Pre-budget approval and supplemental requests for the desuperheater integration and the dehumidification setpoint optimization can be found as part of the pre-budget approval requests for Function 255 – Chetwynd Arena.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Asset and Infrastructure Management
  - Identify Funding and Investment Strategies

**FINANCIAL CONSIDERATION(S):**

The value of the supplemental is after the incentive amount. The chart below shows the total cost of the project, the capital expenditure after the incentive program, and the actual value of the grant that Fortis BC has authorized for the project.

Project	Project Cost (\$)	Capital Expenditure after incentive	Implementation Incentive (Grant Amount)
Heat Recovery using SSHP	\$612,950	\$176,940	\$434,010

**COMMUNICATIONS CONSIDERATION(S):**

District of Chetwynd staff will be notified of the Board's decision.

**OTHER CONSIDERATION(S):**

None at this time.

## Attachments:

1. Heat Recovery and Gas Conservation Study – December 22, 2023
2. Chetwynd Civic Properties Commission Staff Report – October 22, 2024
3. Fortis BC Implementation Incentive Letter
4. Supplemental Request – Function 240 – Heat Recovery Using Site Specific Heat Pump



# Chetwynd Recreation Centre

## Heat Recovery and Gas Conservation Study



Site Chetwynd Recreation Centre  
Project Heat Recovery and Gas Conservation Study  
Date December 22, 2023



## Report Author



December 22, 2023

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EGBC Permit to Practice # 1003657

**Site** Chetwynd Recreation Centre  
**Project** Heat Recovery and Gas Conservation Study  
**Date** December 22, 2023



## Disclaimer

This document entitled "Chetwynd Recreation Centre: Heat Recovery and Gas Conservation Study" was prepared by Polar Engineering to investigate efficiency measures at the Chetwynd Recreation Centre on behalf of the District of Chetwynd.

This report is intended solely for the District of Chetwynd. Any use of the report, reliance on the report, or decisions based upon the report, by a third party are the responsibility of those third parties unless authorized in writing by Polar Engineering. In no event will Polar Engineering be liable for any indirect, special incidental, consequential or other similar damages or losses, related to the contents of this report being used for purposes beyond the specific scope and limitations of this report.

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# Executive Summary

This section has been prepared to provide a high-level summary of the Energy Study findings and engineering analysis performed for the Chetwynd Recreation Centre. The information presented below is described in further detail throughout the Report.

The Chetwynd Recreation Centre (CRC) is located in Chetwynd, BC and is owned by the Peace River Regional District and operated by the District of Chetwynd. The facility has one NHL sized ice surface, a six-lane curling sheet, aquatic centre, fitness area, running / walking track, various courts, and a bistro. The District of Chetwynd hired Polar Engineering to conduct a detailed engineering analysis at the CRC to identify energy conservation measures (ECMs) that will achieve utility cost savings and reduce greenhouse gas (GHG) emissions of the facility. This will be achieved through recovering excess heat produced by the refrigeration plant, which is currently released into the atmosphere through using the outdoor condenser.

The following energy saving opportunities were identified and analyzed:

1. **Desuperheater Integration w/ DHW Systems:** Install a desuperheater in the ammonia refrigeration plant which will capture waste energy from the superheated ammonia compressor discharge. This high-temp heat recovered by the desuperheater will be used to preheat the potable, domestic hot water (DHW) on the arena side of the facility. This will significantly reduce the DHW natural gas load of the facility.
2. **Dehumidifier Setpoint Optimization:** Implementation of a floating dewpoint setpoint for the gas-fired dehumidifier which resets based on ambient conditions. This will reduce the natural gas load of the system while ensuring patron & skater comfort year-round.
3. **Heat Recovery using Site-Specific Heat Pump:** Replace the aging Multistack heat pump serving the pool with an industrial grade, low-GWP site-specific heat pump of increased capacity and efficiency. This new system will also be integrated with the ice plant to recover additional free heat, further offsetting the load of natural gas boilers on site.
4. **Low Flow Showerhead Retrofit:** Replace all existing showerheads with low-flow fixtures, therefore reducing the DHW heating load and facility water consumption.



The analyzed ECM outcomes are summarized as follow:

**Table 1: ECM Progression Summary of Benefit and Cost**

ECM	Description	Natural Gas		Capital Cost		GHG	
		(GJ/year)	(CUSUM)	(\$)	(CUSUM)	(tCO2e)	(CUSUM)
#1	Desuperheater	317	3%	\$ 66,200	\$ 66,200	16	3%
#2	Dehum Control	137	4%	\$ 15,000	\$ 81,200	7	4%
#3	Heat Pump	1,919	21%	\$ 498,000	\$ 579,200	95	20%
#4	Showerheads	265	23%	\$ 9,000	\$ 588,200	13	22%
<b>BUNDLE</b>		<b>2,638</b>		<b>\$ 588,200</b>		<b>225</b>	

Estimated capital costs of the ECMs are shown below. It is important to note that an “effective payback” period has been presented which accounts for known and expected escalation of energy rates and carbon taxes. The base case cost for ECM#3 is to replace the existing Multistack unit with an identical unit with no additional integrations.

**Table 2: ECM Financial Summary**

ECM	Description	Total Capital Cost	Base Case Cost	First Year Savings	Effective Payback (years)
#1	Desuperheater	\$ 66,200	\$ -	\$ 4,164	3
#2	Dehum Control	\$ 15,000	\$ -	\$ 1,615	2
#3	Heat Pump	\$ 498,000	\$ 159,000	\$ 18,121	5
#4	Showerheads	\$ 9,000	\$ -	\$ 4,592	<1
<b>ECM 1 - 4 BUNDLE</b>		<b>\$ 579,200</b>	<b>\$ 159,000</b>	<b>\$ 28,492</b>	<b>4</b>

Implementing these mechanical and control measures will reduce natural gas consumption by 23%, GHG emissions by 22%, and save ~\$28,000 annually. Other benefits include water savings of ~2,000,000 L annually, reduced equipment runtime, increased system redundancy, and improved reliability.

Implementing these ECMs will make the Chetwynd Recreation Centre one of the most energy efficient recreational facilities in BC and ensure sustainable recreation for the residents of Chetwynd and surrounding areas for years to come.



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Site Chetwynd Recreation Centre  
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APPENDIX	DESCRIPTION
<b>A</b>	Financial and Carbon Lifecycle Analysis
<b>B</b>	Heat Pump Schematic

Site Chetwynd Recreation Centre  
Project Heat Recovery and Gas Conservation Study  
Date December 22, 2023



## 1. Introduction

### 1.1 Client Contact

Steve McLain  
Chief Administrative Officer  
[smclain@gochetwynd.com](mailto:smclain@gochetwynd.com) , 250-401-4100 ext. 104  
4512 N Access Rd, Chetwynd, BC V0C 1J0



### 1.2 Consultant Info

Polar Engineering Ltd. is a comprehensive design, project management, commissioning, and consulting engineering firm which specializes in obtaining grant funding to install site-specific heat recovery systems at refrigeration plants.

At Polar, we focus on engineering state-of-the-art refrigeration and HVAC systems. This combination has allowed us to become world leaders at recovering waste heat from cooling plants to offset 30% - 100% of a facility's GHG emissions, and substantially reduce utility bills at the same time.

Our primary clients are ice arenas, recreation centers, and industrial applications, though we are also active with other sectors.

To ensure that our clients spend the least to realize the most, Polar has formed strong partnerships with various grant funding programs. This process allows our clients to realize the largest GHG and utility-cost reductions for the smallest capital investments, thereby maximizing financial return on investment.

Legal Name: Polar Engineering LTD.  
Principal: Ian Welle, P.Eng. – [ian@polareng.ca](mailto:ian@polareng.ca)  
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### 1.3 Project Objectives

The purpose of this report is to outline how the District of Chetwynd is a prime candidate for the FortisBC Custom Efficiency Program funding for the implementation of gas conservation measures.

These energy savings will be beneficial to the District of Chetwynd and British Columbia as a whole through the aligned targets of energy conservation and GHG reduction.

Polar met with The City staff on October 4<sup>th</sup>, 2023, to kick-off this Energy Study project. The following objectives and win conditions were noted:

Primary Objectives:

- Reduce natural gas consumption.
- Reduce operating costs.
- Investigate the use of heat pumps and waste heat technologies at Chetwynd.

### 1.4 Methodology Overview

Throughout this study, Polar has analyzed the past, present, and future energy demands of the facility and outlined how the proposed energy conservation measures (ECMs) will result in energy savings and greenhouse gas reductions.

Polar has developed proprietary excel-based energy models to estimate the energy consumption of the base case and proposed system at the facility, as well as relevant key performance indicators for the proposed system. A copy of the site-specific energy model for this study is available as a separate Workbook to accompany this report.

Polar staff visited the facility in-person on October 4<sup>th</sup>, 2023, to gather the following site information.

- Equipment specifications and age
- Overall operations of the site
- Operator feedback on existing systems
- Ice plant compressor runtimes
- DDC screenshots

Site Chetwynd Recreation Centre  
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This study meets the ASHRAE Level 3 grade study quality with Class C cost estimates including major equipment costs estimated by local vendors or contractors.

## 1.5 Grant Program

The FortisBC Custom Efficiency Program (CEP) is designed to help commercial and industrial customers achieve energy-efficiency improvements in their buildings, facilities, or processes. The CEP program helps customers invest in high-efficiency equipment to save energy, costs, and greenhouse gas emissions.

The program will cover 75% of the cost of an energy study, with the remaining 25% covered upon successful completion of at least one recommended energy conservation measure. The implementation incentive offered is the lesser of the following:

- \$6/GJ saved over the measure life.
- 75% of the invoiced project costs.
- \$500,000 per project.



## 1.6 Acknowledgment

Polar Engineering would like to thank Stephen McLain, Robin Langille, and the rest of the staff at the Chetwynd Recreation Centre, for their support and assistance throughout the completion of this project.

Additionally, Polar would like to thank our industry collaborators at Fraser Valley Refrigeration, ClimaChange Solutions, Mayekawa and Bitzer for their technical and budget-costing support to our work.

Finally, we thank FortisBC and the CEP program team for their continued support with these projects.

## 2. Facility Description

### 2.1 Overview and Schedule

**Location:** 4552 North Access Road, Chetwynd, BC V0C 1J0

The Chetwynd Recreation Centre provides recreational, leisure and social activities to the residents of Chetwynd and the entire Peace River Regional District. The facility is operated by the District of Chetwynd and consists of one NHL sized ice sheet, a 6-lane curling sheet, a fitness studio, running/walking tracks, various sporting courts, and a bistro.

The CRC's operational hours are stated below and were obtained from the CRC website and through working with facility staff:

Arena Weekdays (Monday – Friday): 6:30am – 9:00pm

Pool Weekdays (Monday – Friday): 6:30am–9:30pm

Weekends (Saturday, Sunday): 10:00am–5:00pm

The ice rink is operational from September – the last week in March. The pool is operational year-round, shutting down only for three weeks each August.

Figure 1: Arena at Chetwynd Recreation Centre



Figure 2: Aquatic Centre at Chetwynd Recreation Centre



Figure 3: Curling Sheet at Chetwynd Recreation Centre





## 2.2 Utility Rates

The Chetwynd Recreation Centre has one natural gas meter and one electrical meter that tracks the energy consumption for the entire facility.

FortisBC Account #: 4417763

The utility rates used in this energy study are in line with the standard rate structures from the respective supplier of each utility. Known carbon tax increases and estimated utility escalation rates are applied to the project lifecycle analysis. Notable values are shown in the table below and an attached appendix shows the lifecycle rates in annual detail.

**Table 3: Utility Rates**

<b>Discount Rate</b>	6%				
<b>Today Gas Rate</b>	\$	7.030	per GJ	<b>with annual escalation at</b>	3%
<b>Today Elec Rate</b>	\$	0.0614	per kWh	<b>with annual escalation at</b>	3%
<b>Today Power Rate</b>	\$	12.50	per kW	<b>with annual escalation at</b>	3%
<b>Today Water Rate</b>	\$	0.0013	per L	<b>with annual escalation at</b>	3%
<b>Today Sewer Rate</b>	\$	0.0017	per L	<b>with annual escalation at</b>	3%
<b>First Year of Savings</b>		2024	including Carbon Tax of	\$	80 \$/tonne

## 2.3 Mechanical Systems

There are five distinct mechanical heating systems on site pertaining to the heating/hot water (HW), domestic hot water (DHW) and facility energy recovery loop (ER) as presented in the table below.

**Table 4: Oak Bay Recreation Centre Heating Loops**

System	Description
Arena-DHW	The Arena-DHW loop is heated by one gas-fired boiler. This system provides DHW for all the fixtures on the arena side of the facility as well as providing heated Zamboni water.
Arena – HW	The Arena-HW loop is heated by one gas-fired boiler. This system provides hot water to five heat recovery units (HRV's) and multiple fan coil units.

<b>Pool-HW</b>	The Pool-HW loop is heated by two gas-fired boilers. The system provides hot water to AHU-1, AHU-2, leisure pool, swirl pool and unit heaters on the pool side.
<b>Pool - DHW</b>	The Pool-DHW loop is heated by one gas-fired water heater. This system provides DHW for all the fixtures on the pool side of the facility.
<b>Facility-ER Loop</b>	The CHW loop from AHU-1 and AHU-2 feed into the existing Multistack heat pump and are used to offset the natural gas usage of the pool-HW loop.

The following table provides a summary of the relevant gas-fired heating equipment at the facility which was considered in this analysis.

**Table 5: Relevant Gas-Fired Heating Equipment**

Equipment	Description	Heating Output
<b>Modulex Boiler</b>	This is the main boiler on the arena side of the facility. It provides heating to the arena-HW and arena-DHW loop.	1,000 MBH
<b>A.O. Smith Water Heater (x2)</b>	Provides secondary heating to the arena-DHW loop.	400 MBH each
<b>Advanced Thermal Hydronics Boiler</b>	This is the lead boiler on the pool side of the facility. It provides heating to the pool-HW loop.	1,799 MBH
<b>Advanced Thermal Hydronics Boiler</b>	This is the lag boiler on the pool side of the facility. It provides heating to the pool-HW loop.	900 MBH
<b>GSW Water Heater</b>	Provides heating to the pool-DHW loop.	340 MBH
<b>AHU-1</b>	Rooftop gas fired unit which serves the running track and mezzanine.	120MBH
<b>AHU-2</b>	Rooftop gas fired unit which serves the boardroom multipurpose rooms.	84 MBH
<b>AHU-3</b>	Rooftop gas fired unit which serves the squash court.	120 MBH
<b>AHU-4</b>	Rooftop make up air unit which serves the main foyer kitchen makeup.	405 MBH
<b>AHU-5</b>	Rooftop gas fired unit which serves the fitness centre.	123 MBH



## 2.4 Refrigeration Plant

The cooling requirements for the one NHL sized rink and curling sheet are provided by an ammonia refrigeration plant. A detailed list of the existing key components in the refrigeration plant are shown in the table below.

Table 6: Existing Key Refrigeration Equipment

Equipment Name	Description	Important Specifications
C-1	Ammonia Compressor	Model: Mycom N6WB Capacity: 83 TR Motor: 100 HP
C-2	Ammonia Compressor	Model: Mycom N6WB Capacity: 83 TR Motor: 100 HP
EC-1	Evaporative Condenser	Model: BAC VC1-N230 Capacity: 2,213 MBH
HX-1	Chiller	Model: MK15BW-FD Capacity: 900 MBH Warm Side Fluid: Brine Cold Side Fluid: Ammonia
HX2	Underfloor Heat Exchanger	Model: MK15BW-FD Capacity: 130 MBH Warm Side Fluid: Ammonia Cold Side Fluid: Brine

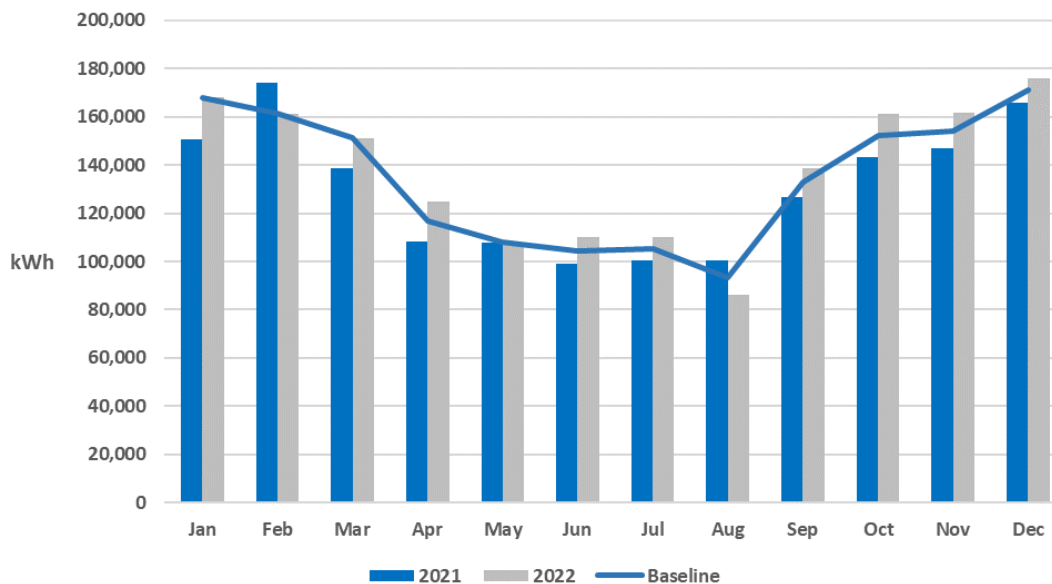


### 3. Baseline Energy Analysis

#### 3.1 Electricity Consumption

The Chetwynd Recreation Centre has one electric meter. The electrical consumption baseline is based on historical data from Jan-2021 through December-2022, with the exclusion of the period January-2021 through March-2021 due to the irregular operations resulting from COVID-19 public health restrictions. The annual baseline electrical consumption is ~1,600,00 kWh.

Figure 4: Historical Electrical Consumption

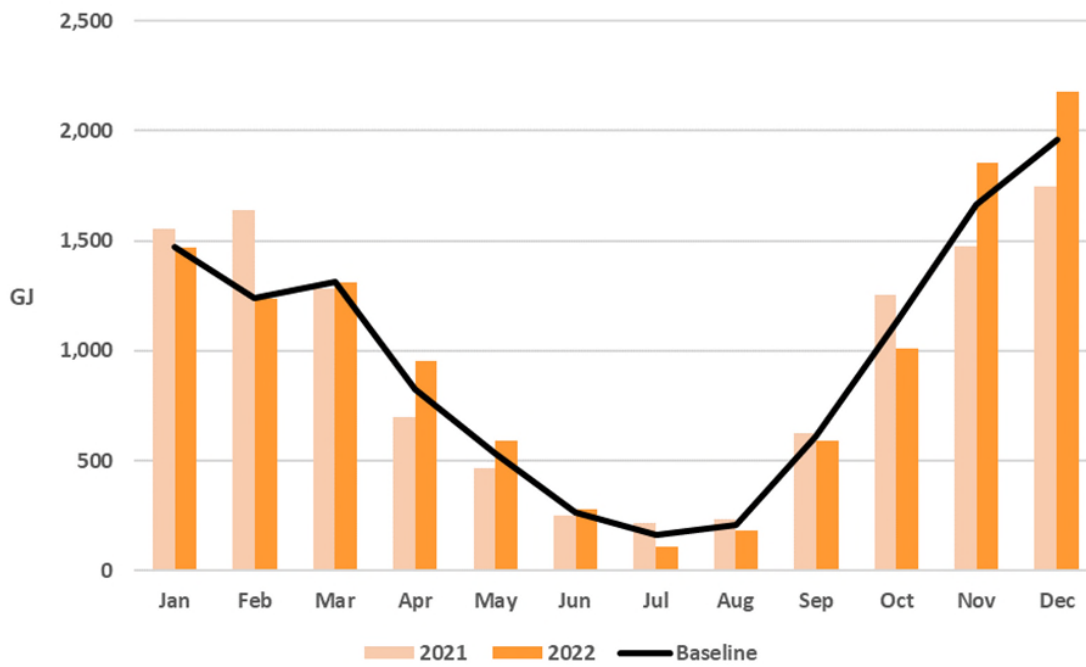


#### 3.2 Natural Gas Consumption

The Chetwynd Recreation Centre has one gas meter. The natural gas consumption baseline is based on historical data from January-2021 through December-2022, with the exclusion of the period January-2021 through March-2021 due to the irregular operations resulting from COVID-19 public health restrictions. The annual baseline natural gas consumption is ~11,300 GJ/year.

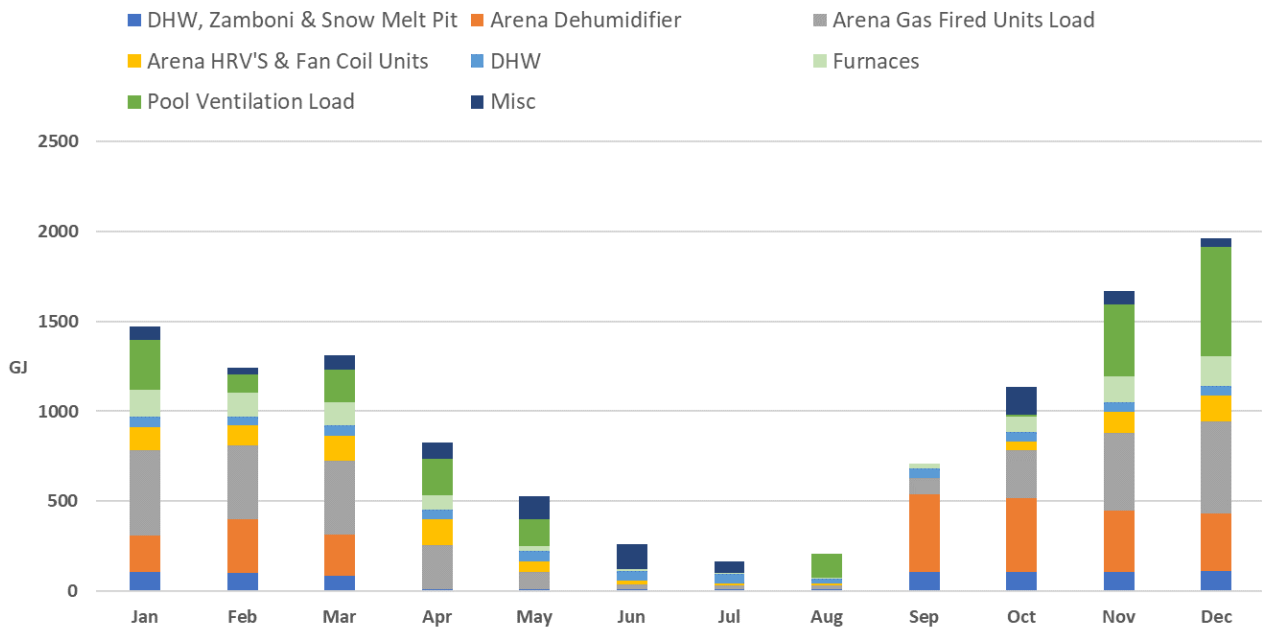


**Figure 5: Historical Natural Gas Consumption**



The annual natural gas consumption is broken down by end uses in the graph below.

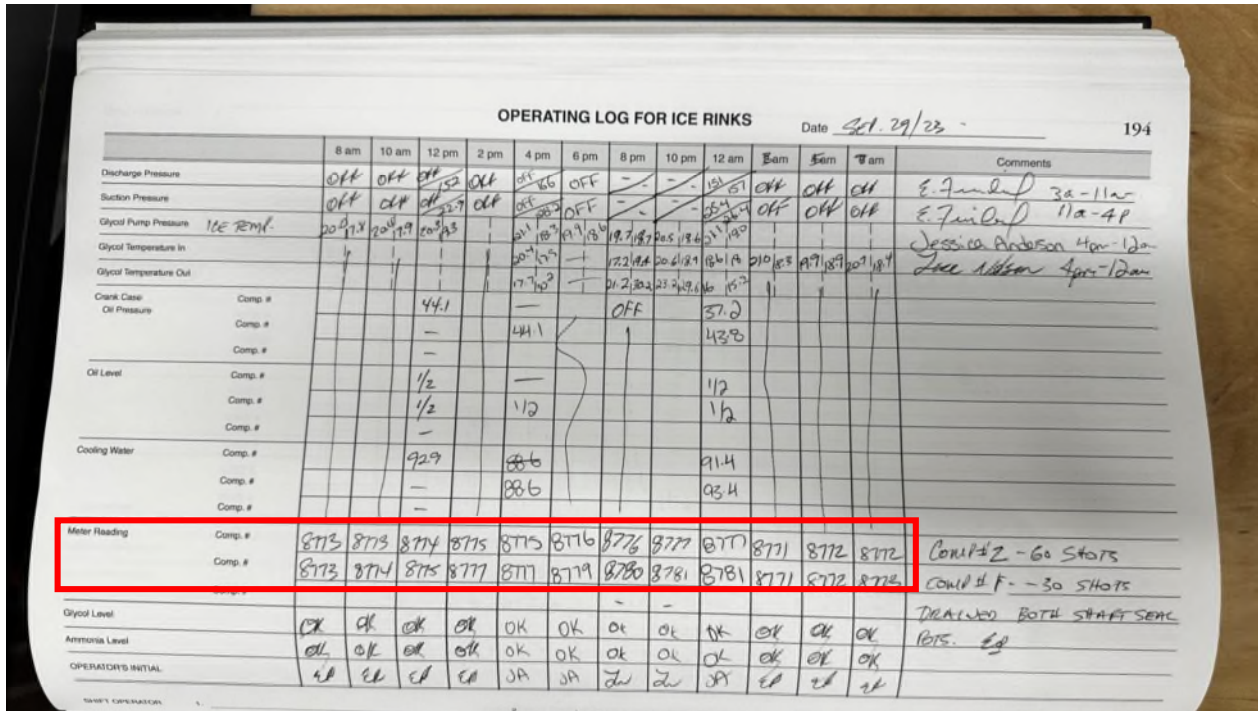
**Figure 6: Natural Gas End Use**



### 3.3 Heat Available from the Ice Plant

The Chetwynd Recreation Centre has one ammonia refrigeration plant, with two compressors. Compressor runtimes used in this analysis were determined through the refrigeration logbooks.

Figure 7: Refrigeration Logbook



OPERATING LOG FOR ICE RINKS												Date	194
	8 am	10 am	12 pm	2 pm	4 pm	6 pm	8 pm	10 pm	12 am	5 am	8 am	Comments	
Discharge Pressure	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	E. Finkel 3a-11a	
Suction Pressure	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	E. Finkel 11a-4p	
Glycol Pump Pressure	ICE REM.	20.9	20.9	20.9	20.9	20.9	20.9	20.9	20.9	20.9	20.9	Jessica Anderson 4am-12a	
Glycol Temperature In												Jace Wilson 4pm-12am	
Glycol Temperature Out													
Crank Case Oil Pressure			44.1			OFF			57.2				
Oil Level			1/2						1/2				
Cooling Water			92.9		88.6				91.4				
Meter Reading												COMP #2 - 60 SHOTS	
												COMP #1 - 30 SHOTS	
Glycol Level	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	DRAINED BOTH SHAF SEAL	
Ammonia Level	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	PTS. EJ	
OPERATOR'S INITIAL	EF	EF	EF	EF	JA	JA	ZW	ZW	JAY	EF	ZW		

The heat of rejection is determined based on actual operating conditions of the plant including the exact compressor model, the system commissioning parameters, cooling jacket design, and the observed monthly runtime gathered from the compressor logbooks on site. It accounts for the heat extracted from the ice surfaces as well as the direct heat from compressor work. The heat produced by the ammonia refrigeration system can be utilized to offset the natural gas usage of various amenities on site. Based on our analysis there is currently ~3,700 GJ of heat which can be recovered from the refrigeration plant.



### 3.4 Existing Heat Recovery

The Chetwynd Recreation Centre ice plant has multiple existing heat recovery systems which have been summarized in the table below.

Table 7: Existing Heat Recovery

Heat Recovery System	Description
Underfloor Heat Exchanger (HX-2)	Heat is extracted from the ammonia and is transferred into a brine loop. Based on our site visit and speaking to operators this condenser is not currently operational.
Multistack Heat Pump	The CHW loop from AHU-1 and AHU-2, which provides dehumidification and space cooling to the natatorium (pool deck) feeds into the evaporator of the Multistack unit. This recovered heat is used to offset the natural gas usage of the pool-HW loop. Amenities on this loop include: <ul style="list-style-type: none"> <li>- AHU-1 OA Preheat Coil</li> <li>- AHU-1 Heating Coil</li> <li>- AHU-2 OA Preheat Coil</li> <li>- AHU-2 Heating Coil</li> <li>- Leisure Pool Heat Exchanger</li> <li>- Swirl Pool Heat Exchanger</li> <li>- One small unit heater</li> </ul>

## 4. Energy Conservation Measures

### 4.1 ECM 1: Desuperheater Integration w/ DHW Systems

#### 4.1.1 Existing Conditions

Domestic hot water for the arena plumbing fixtures system is provided by one Modulex natural gas boiler. This system also provides DHW to the Zamboni system on site. There are two A.O. Smith water heaters that provide downstream secondary heating for the DHW system. There are currently no energy recovery measures implemented to reduce the arena-DHW natural gas load.

Figure 8: A.O. Smith Water Heaters for Arena-DHW Heating



#### 4.1.2 Base-Case

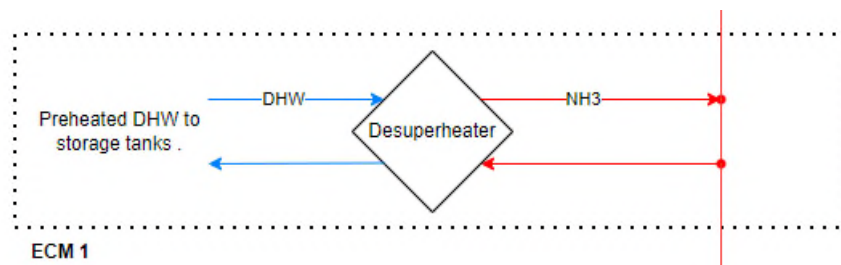
The base case for this system is business as usual.

#### 4.1.3 Proposed System

The ammonia refrigeration plant at Chetwynd Recreation Centre generates a significant amount of heat each month while providing adequate cooling for the facility's two ice surfaces. The only refrigeration plant energy recovery measure installed at the facility is an underfloor heat exchanger (HX2), which is currently not operational.

Polar is proposing the installation of an ammonia desuperheater that can recover high-grade heat from the refrigeration plant and send it to the arena DHW system. Please refer to the figure below for a schematic of the desuperheater integration.

Figure 9: ECM#1 Integration Schematic

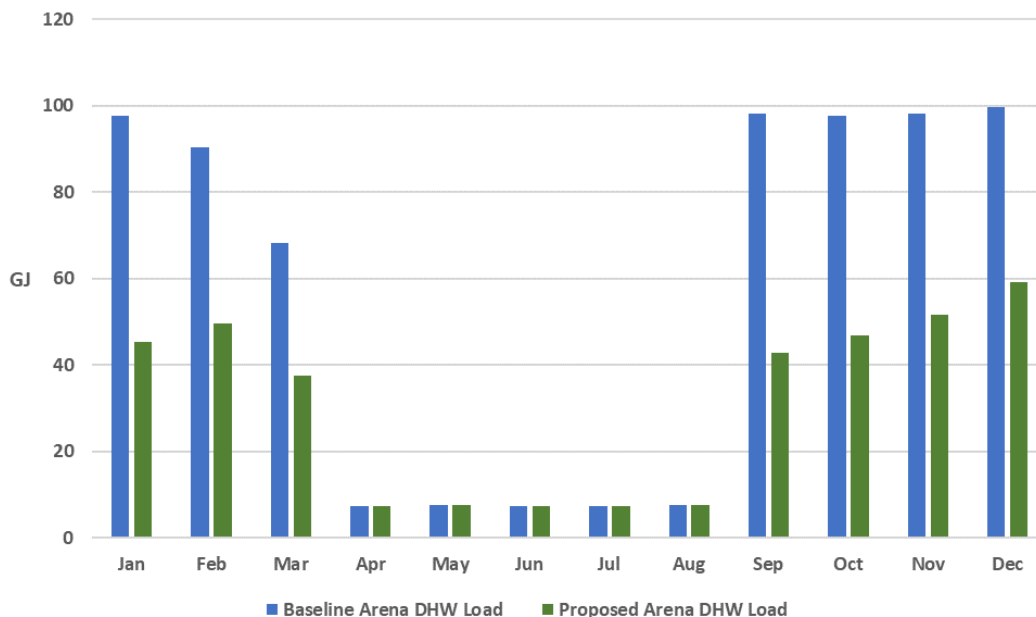




The desuperheater will extract energy from the superheated ammonia at the compressor discharge, cooling but not condensing it before it reaches the existing evaporative condenser. The recovered heat will be used to preheat the domestic cold water, therefore reducing the load on the existing evaporative condenser as well as the natural gas boiler which provides DHW to the arena and Zamboni system on site.

The graph below shows the baseline vs. proposed DHW natural gas consumption on the arena side of the facility. The baseline values (blue) will be reduced to the proposed values (green) shown, saving roughly half of the system's natural gas consumption.

**Figure 10: Baseline vs. Proposed Arena DHW Gas Consumption**



#### 4.1.4 Energy Savings Estimate

The energy savings for this measure are summarized in the table below. The water and electrical savings come from the evaporative condenser on site operating less because energy will be recovered through the desuperheater.

**Table 8: ECM#1 Energy Savings Estimate**

Subcomponent	Gas Savings (GJ)	Elec Savings (kWh)	Water Savings (L)
Arena DHW	317	3,147	170,056
<b>SUM</b>	<b>317</b>	<b>3,147</b>	<b>170,056</b>

### 4.1.5 Capital Cost Budgeting

The cost estimate for ECM#1 comes from Polar Engineering’s previous experiences installing desuperheaters at refrigeration plants across Western Canada. The key capital cost metrics are shown in the table below. Please note that professional fees and contingency are not included in this estimate.

Table 9: ECM#1 Costing Summary

Item	Cost	Estimate Source
Desuperheater	\$ 28,152	Doucette List Price
Ammonia Side Work	\$ 15,000	Polar Estimate
Storage Tanks	\$ 11,000	Polar Estimate
Mechanical Installation	\$ 12,000	Polar Estimate
<b>ECM Subtotal</b>	<b>\$ 66,200</b>	

## 4.2 ECM 2: Dehumidifier Setpoint Optimization

### 4.2.1 Existing Conditions

One Munters A30 desiccant dehumidification unit serves the arena, maintaining temperature and humidity setpoints within the arena. Doing this ensures that the arena has great ice conditions while also being comfortable for patrons. The dehumidifier heating requirements are met through a direct fired gas burner.

Figure 11: Munters Dehumidification Unit





#### 4.2.2 Proposed System

ECM #2 pertains to optimizing the control logic of the desiccant dehumidifier serving the arena controlling to a dynamic dewpoint (DP) differential rather than the static relative humidity (RH) setpoint as existing. The control setpoint will have a minimum and maximum range. The DP will float in this range based on outdoor conditions in order to optimize the energy consumption while maintaining optimal ice conditions for skaters & spectators. The table below provides key system parameters:

Parameter	Baseline	Proposed	Comment
<b>Dew Point Range</b>	0.4°C (32.8°F)	3.1 – 5.2°C (36.7 – 40.6°F)	Controlled reset of the dew point setpoint based on NHL-acceptable ice conditions and fog avoidance.
<b>Relative Humidity Range</b>	45%, static.	53 – 61%, floating	Allows the RH to float up to a defined maximum.

#### 4.2.3 Energy Savings Estimate

Please refer to the table below for a summary of the measure’s energy savings.

Table 10: ECM#2 Energy Savings Estimate

Subcomponent	Gas Savings (GJ)
Arena Dehumidifier	137
<b>SUM</b>	<b>137</b>

Currently the dehumidifier is only serving the arena, but it was sized to provide dehumidification to the curling sheet as well. The facility is planning on expanding the existing dehumidifier ducting to the curling rink. Since the dehumidifier setpoints will be optimized and the unit will be operating more efficiently further energy savings will be noticed in the future.

#### 4.2.4 Capital Cost Budgeting

The cost estimate for ECM#2 comes from Polar Engineering’s previous experiences completing similar control optimizations on arena dehumidifiers across British Columbia. The key capital cost metrics are shown in the table below. Please note that professional fees and contingency are not included in this estimate.

Table II: ECM#2 Costing Summary

Item	Cost	Estimate Source
Control Optimization	\$ 15,000	Polar Estimate
<b>ECM Subtotal</b>	<b>\$ 15,000</b>	

### 4.1 ECM 3: Site-Specific Heat Pump

#### 4.1.1 Existing Conditions

The natural gas load of the pool-HW loop is met through two Advanced Thermal Hydronics gas fired boilers, described in section 2.3 of this report. The CHW loop from AHU-1 and AHU-2, which provide dehumidification and space cooling to the natatorium (pool deck) feeds into the evaporator of an existing Multistack unit and offsets the pool-HW loop load. The existing Multistack unit is shown in the figure below.

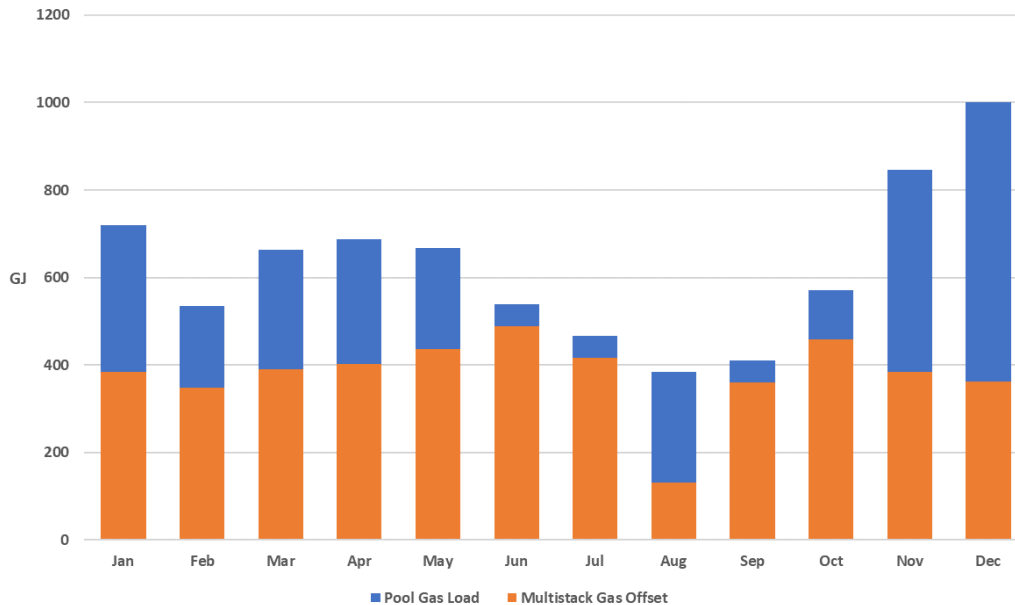
Figure 12: Existing Multistack Unit





The baseline natural gas offset through the Multistack unit is shown in the graph below.

**Figure 13: Baseline Gas Offset due to Multistack Unit**



Since there is a substantial amount of heat available from the refrigeration plant annually, ~3,700 GJ, this excess heat can be recovered to further offset the natural gas requirements of the pool-HW loop which serves various amenities described in section 2.4 of this report.

#### 4.1.2 Base-Case

The base-case for this measure is replacing the existing Multistack unit with an identical unit which has the same capacity. The refrigerant used in the existing Multistack heat pump is R-410A which has a GWP of 1,890. Based on new refrigerant regulations and laws coming into effect there is a mandate to use refrigerants which have a GWP of 750 or less. Therefore, the replacement Multistack unit would use R-454B as a refrigerant which has a GWP of 467. The cost for the base case is \$159,000 and was obtained through working with ClimaChange Solutions.

#### 4.1.3 Proposed System

The proposed system for this measure includes replacing the existing Multistack unit with a site-specific heat pump (SSHP) which operates using a low-GWP refrigerant at condensing temperatures high enough to meet the boiler loop setpoint at the facility.



This new unit will have increased capacity and efficiency compared to the Multistack unit.

The heat pump will recover heat from the CHW loop from AHU-1 & AHU-2 as well as recovering heat from the refrigeration plant. Preliminary unit specifications and performance are described below:

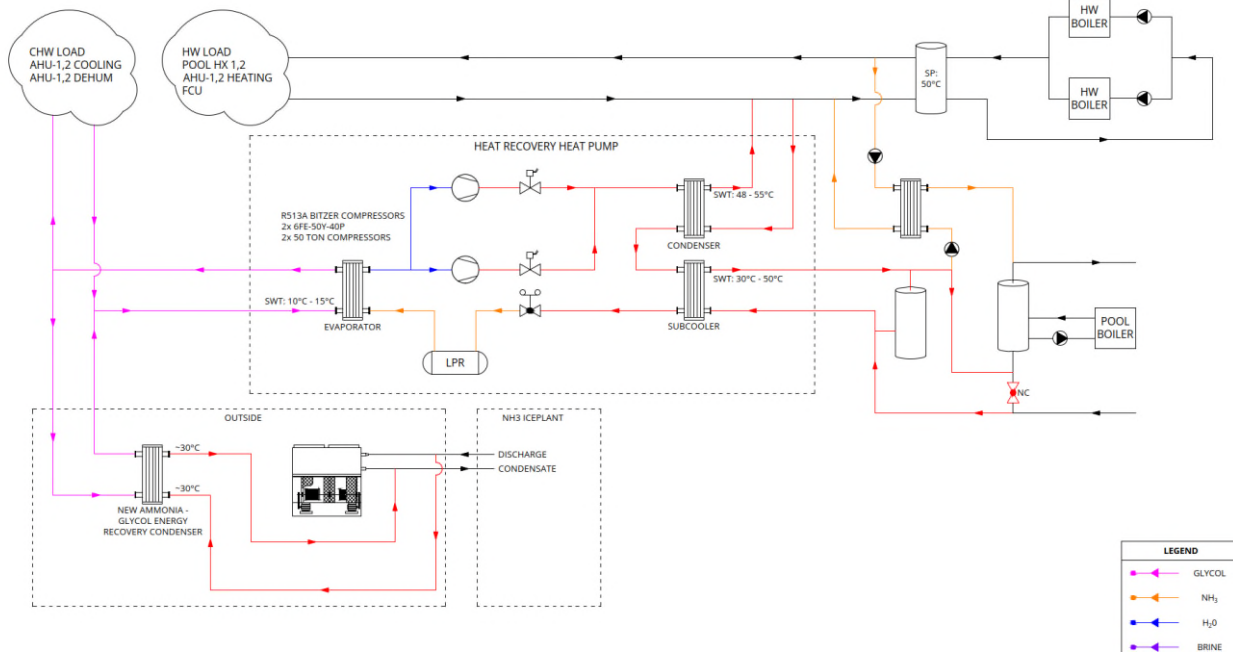
**Table 12: SSHP Specifications**

Item	Description
Compressor	2 x Bitzer 6FEH-50Y-40P
Condenser	370 kW
Subcooler	72 kW
Refrigerant	R513A
Coefficient of Performance (COP)	5.4

Approx 85% of the heat available from the heat pump will be provided by the condenser, with temperatures ranging between 48–55°C. The condenser of the heat pump will offset the pool-HW loop requirements. The remaining 15% of the heat is provided by the subcooler with temperatures ranging between 30–50°C. The subcooler will offset the pool-DHW requirements by providing DHW preheat. An integration schematic is shown below.

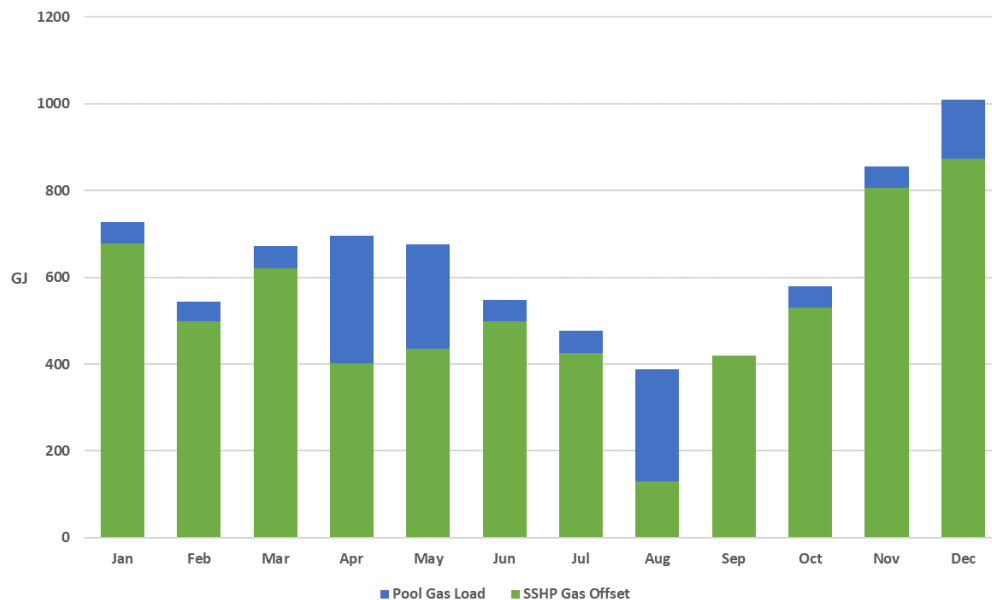


Table 13: ECM Integration Schematic



The proposed natural gas offset through the proposed SSHP is shown in the graph below. We expect the vast majority of the pool heating and pool ventilation load to be offset by the new system.

Figure 14: Proposed Gas Offset due to Proposed SSHP



Polar Engineering designs SSHPs in-house. This is an entirely custom and industrial approach to heat pump design using industrial equipment and practices. As the design engineers, we provide detailed engineering drawings and specifications for the heat pump and associated integration work; refrigeration and mechanical, which can then be tendered or direct awarded to a local refrigeration contractor to be built and supplied. An example of a site-specific heat pump is shown below.

Figure 15: Example of Site-Specific Heat Pump designed by Polar



#### 4.1.4 Refrigerant Selection

As part of this energy study, careful consideration was placed on the ideal refrigerant for the facility's load profile and performance requirements.

Based on the load profiles of the facility and the operational requirements of the site, **we recommend a low-GWP synthetic refrigerant such as R513A**. This specific refrigerant product is new to the Canadian market and offers performance advantages aligned with this application. R513A has an A1 classification, thus requiring no special conditions beyond familiar alternatives. This refrigerant is not flammable, has a low toxicity.

#### 4.1.5 Energy Savings Estimate

The energy savings and electricity savings for this measure are summarized in the table below. The increased electrical load to power the heat pump compressor is



partially offset by the reduced runtime of the evaporative condenser, as less energy will be rejected to the atmosphere. The water savings come from the evaporative condenser operating less since a substantial amount of energy will be recovered from the refrigeration plant.

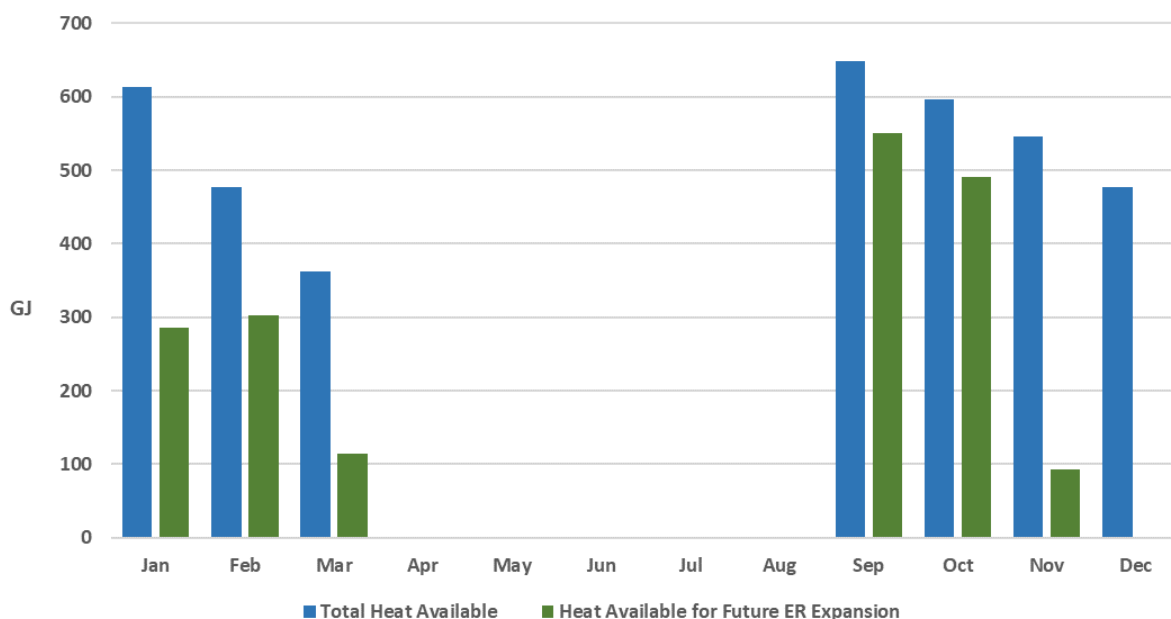
**Table 14: ECM#3 Energy Savings Estimate**

Subcomponent	Gas Savings (GJ)	Elec Savings (kWh)	Water Savings (L)
Pool HW Load	1,482		
Pool DHW Load	437		
Site-Specific Heat Pump	-	105,634	
Evaporative Condenser		19,063	1,030,077
<b>SUM</b>	<b>1,919</b>	<b>-</b>	<b>1,030,077</b>

#### 4.1.6 Co-Benefits

The SSHP adds redundancy to the heating systems, as the existing boilers and water heaters will remain in place for backup heating. The SSHP will also allow the facility to expand upon the energy recovery loop in the future. There will still be ~1,800 GJ of energy left annually to recover from the refrigeration plant to further offset loads on the pool-HW loop. The graph below shows the monthly amount of heat still available.

**Figure 16: Future Heat Recovery Potential**





#### 4.1.7 Capital Cost Budgeting

The cost estimate for ECM#3 comes from Fraser Valley Refrigeration. The key capital cost metrics are shown in the table below. Please note that professional fees and contingency are not included in this estimate.

Table 15: ECM#3 Costing Summary

Item	Cost	Note
Heat Pump Costing	\$ 290,000	Fraser Valley Estimate
Heat Pump Installation	\$ 48,000	Polar Estimate
Evaporator Hydronic Integration	\$ 75,000	Polar Estimate
Condenser Hydronic Integration	\$ 15,000	Polar Estimate
Subcooler Hydronic Integration	\$ 35,000	Polar Estimate
Electrical	\$ 20,000	Polar Estimate
Controls	\$ 15,000	Polar Estimate
<b>ECM Subtotal</b>	<b>\$ 498,000</b>	
Base Case Subtotal	\$ 159,000	
<b>Incremental Costs</b>	<b>\$ 339,000</b>	

### 4.1 ECM 4: Install Low Flow Shower Head Fixtures

#### 4.1.1 Existing Conditions

All the showerheads at the Chetwynd Recreation Centre have a shower fixture specification of 2.5 GPM.

#### 4.1.2 Base-Case

The base-case for this measure is business as usual.

#### 4.1.3 Proposed System

Polar proposes to replace all the high-flow showerheads (2.5GPM) with low-flow fixtures which are rated at 1.5 GPM. This will lead to a reduction in water consumption as well as a reduction in the DHW heating load. The measurement and adjustment of water pressure, along with quality showerhead selection, will yield good occupant experience.

#### 4.1.4 Energy Savings Estimate

The energy savings for this measure are summarized in the table below:



Table 16: ECM#4 Energy Savings Estimate

Subcomponent	Gas Savings (GJ)	Water Savings (L)
Arena DHW	105	401,866
Pool DHW	159	684,651
<b>SUM</b>	<b>265</b>	<b>1,086,517</b>

#### 4.1.5 Co-Benefits

Implementing this energy conservation measure will not only lead to natural gas savings but will also substantially reduce water consumption. This is especially important for the District of Chetwynd since they are currently in a severe drought.

#### 4.1.6 Capital Cost Budgeting

The cost estimate for ECM#4 stems from Polar Engineering’s previous experience completing showerhead replacements at various facilities across British Columbia. The key capital cost metrics are shown in the table below. Please note that professional fees and contingency are not included in this estimate.

Table 17: ECM#4 Costing Summary

Item	Qty/Rate	Cost	Estimate Source
Low-Flow Showerheads - 1.5 GPM	<b>18</b>	\$ 9,000	Polar Estimate
<b>ECM Subtotal</b>		<b>\$ 9,000</b>	

## 5. Measure Summary and Recommendations

Polar Engineering recommends that the Chetwynd Recreation Centre implement all of the evaluated ECMs in this report. The recommended order of implementation is shown in the table below. This strategy will first prioritize demand load reductions followed by waste heat recovery.

Table 18: Recommended Order of Implementation

ECM	Description
<b>#4</b>	Ice Plant Desuperheater
<b>#2</b>	Dehumidifier Setpoint Optimization
<b>#1</b>	Heat Pump Upgrade
<b>#3</b>	Low Flow Showerheads



As a bundle, these measures will have a major impact on the natural gas consumption and GHG emissions at the CRC, while having a slight impact on the electrical consumption. The measures will also result in significant water savings for the facility. These energy results are summarized below.

**Table 19: ECM Bundled Energy Savings**

ECM	Description	Natural Gas (GJ/year)	Electricity (kWh/year)	Water (L/year)	Measure Life (years)	Lifetime GHG Reductions (tCO2e)
#4	Showerheads	265	0	1,086,517	10	119
#2	Dehum Control	137	0	0	15	96
#1	Desuperheater	317	3,147	170,056	25	379
#3	Heat Pump	1,919	-86,571	1,030,077	20	1,818
<b>ECM 1 - 4</b>	<b>BUNDLE</b>	2,638	-83,424	2,286,650	18	2,412

The detailed financial metrics for each measure can be seen in the table below.

**Table 20: Financial Performance Summary**

ECM	Description	Total Capital Cost	Base Case Cost	First Year Savings	Effective Payback (years)
#4	Showerheads	\$ 9,000	\$ -	\$ 4,592	<1
#2	Dehum Control	\$ 15,000	\$ -	\$ 1,615	2
#1	Desuperheater	\$ 66,200	\$ -	\$ 4,164	3
#3	Heat Pump	\$ 498,000	\$ 159,000	\$ 18,121	5
<b>ECM 1-4</b>	<b>BUNDLE</b>	\$ 588,200	\$ 159,000	\$ 28,492	4

Please note that the capital cost values shown above are Class C (+/-30%) and do not include professional fees or budget contingency. For budgetary purposes, it is recommended that the following financial factors are applied to the capital costs shown above:

- 10% annual escalation of all equipment costs from the date of this report.
- 10% of capital costs for engineering fees.
- 5% of capital costs for construction management
- 15-30% of capital costs for contingency

Additionally, the effective payback periods shown account for the estimated CEP incentive from FortisBC, as well as relevant utility costs, utility rate escalations, escalating carbon tax, and carbon purchasing throughout the lifetime of the measures. The detailed annual breakout of these factors is appended.



The cumulative-sum table below shows the progression of costs and key savings in the recommended order of implementation.

Table 21: Gas, GHG, and Cost Progression

ECM	Description	Natural Gas		Capital Cost		GHG	
		(GJ/year)	(CUSUM)	(\$)	(CUSUM)	(tCO2e)	(CUSUM)
#4	Showerheads	265	2%	\$ 9,000	\$ 9,000	13	2%
#2	Dehum Control	137	4%	\$ 15,000	\$ 24,000	7	3%
#1	Desuperheater	317	6%	\$ 66,200	\$ 90,200	16	6%
#3	Heat Pump	1,919	23%	\$ 498,000	\$ 588,200	95	22%
<b>BUNDLE</b>		<b>2,638</b>		<b>\$ 588,200</b>		<b>131</b>	

## 6. Conclusion


Polar Engineering recommends the implementation of all ECMs described in this report. These measures will help reduce the overall energy demand of the Chetwynd Recreation Centre and improve the efficiency of the mechanical systems on site without compromising optimal indoor conditions for facility longevity and patron comfort. Implementing these energy projects will **reduce the facility's annual natural gas consumption by 23%** and GHG emissions by 22%.

Polar Engineering would like to thank the District of Chetwynd and the FortisBC team for the opportunity to provide this Energy Study Report. If you have any questions or require further information presented in this report, please don't hesitate to contact us. We are happy to help.

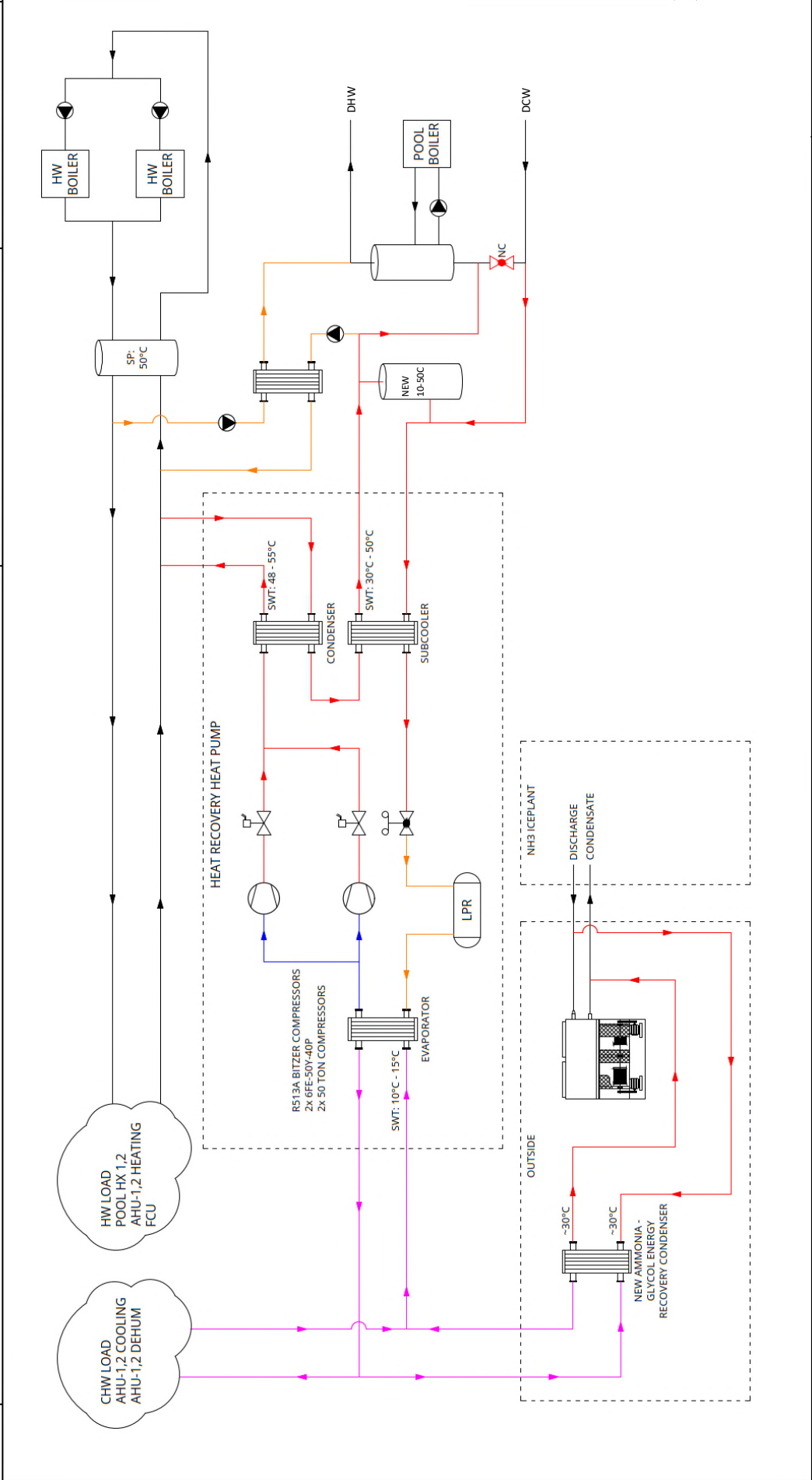
# Appendix A: Financial and Carbon Lifecycle Analysis

Discount Rate		6%		7%		8%		9%		10%		11%		12%		13%		14%		15%		16%		17%		18%		19%		20%		21%		22%		23%		24%		25%		26%		27%		28%		29%		30%	
Project Year	Calendar Year	Carbon Tax \$/tonne	Carbon Purchase \$/tonne	Carbon Cost \$/tonne	Gas Carbon tonne/GJ	Elec Carbon tonne/kWh	RNG Carbon tonne/kWh	Escalation Rate	Gas Cost \$/GJ	Carbon Tax \$/GJ	Carbon Purchase \$/GJ	Total w PST+ICE \$/GJ	Escalation Rate	Gas Cost \$/GJ	Carbon Tax \$/GJ	Carbon Purchase \$/GJ	Total w PST+ICE \$/GJ	Escalation Rate	Gas Cost \$/GJ	Carbon Tax \$/GJ	Carbon Purchase \$/GJ	Total w PST+ICE \$/GJ	Escalation Rate	Elec Cost \$/kWh	Carbon Cost \$/kWh	Total w tax +levi \$/kWh	Demand Rate \$/kW	Escalation Rate	Water Rate \$/L	Sewer Rate \$/L																					
1	2024	80	0	80	0.04987	0.00001	0.00029	3%	7.24	3.99	-	11.77	3%	7.24	3.99	-	11.77	3%	7.24	3.99	-	11.77	3%	0.0632	0.0009	0.0673	12.88	3%	0.0013	0.0018																					
2	2025	95	0	95	0.04987	0.00001	0.00029	3%	7.46	4.74	-	12.75	3%	7.46	4.74	-	12.75	3%	7.46	4.74	-	12.75	3%	0.0651	0.0010	0.0694	13.26	3%	0.0014	0.0018																					
3	2026	110	0	110	0.04987	0.00001	0.00029	3%	7.68	5.49	-	13.74	3%	7.68	5.49	-	13.74	3%	7.68	5.49	-	13.74	3%	0.0671	0.0012	0.0716	13.66	3%	0.0014	0.0019																					
4	2027	125	0	125	0.04987	0.00001	0.00029	3%	7.91	6.23	-	14.73	3%	7.91	6.23	-	14.73	3%	7.91	6.23	-	14.73	3%	0.0691	0.0013	0.0739	14.07	3%	0.0014	0.0019																					
5	2028	140	0	140	0.04987	0.00001	0.00029	3%	8.15	6.98	-	15.73	3%	8.15	6.98	-	15.73	3%	8.15	6.98	-	15.73	3%	0.0712	0.0015	0.0762	14.49	3%	0.0015	0.0020																					
6	2029	155	0	155	0.04987	0.00001	0.00029	3%	8.39	7.73	-	16.75	3%	8.39	7.73	-	16.75	3%	8.39	7.73	-	16.75	3%	0.0733	0.0017	0.0786	14.93	3%	0.0015	0.0020																					
7	2030	170	0	170	0.04987	0.00001	0.00029	3%	8.65	8.48	-	17.76	3%	8.65	8.48	-	17.76	3%	8.65	8.48	-	17.76	3%	0.0755	0.0018	0.0811	15.37	3%	0.0016	0.0021																					
8	2031	170	0	170	0.04987	0.00001	0.00029	3%	8.91	8.48	-	18.04	3%	8.91	8.48	-	18.04	3%	8.91	8.48	-	18.04	3%	0.0778	0.0018	0.0835	15.83	3%	0.0016	0.0022																					
9	2032	170	0	170	0.04987	0.00001	0.00029	3%	9.17	8.48	-	18.33	3%	9.17	8.48	-	18.33	3%	9.17	8.48	-	18.33	3%	0.0801	0.0018	0.0859	16.31	3%	0.0017	0.0022																					
10	2033	170	0	170	0.04987	0.00001	0.00029	3%	9.45	8.48	-	18.62	3%	9.45	8.48	-	18.62	3%	9.45	8.48	-	18.62	3%	0.0825	0.0018	0.0885	16.80	3%	0.0017	0.0023																					
11	2034	170	0	170	0.04987	0.00001	0.00029	3%	9.73	8.48	-	18.93	3%	9.73	8.48	-	18.93	3%	9.73	8.48	-	18.93	3%	0.0850	0.0018	0.0911	17.30	3%	0.0018	0.0024																					
12	2035	170	0	170	0.04987	0.00001	0.00029	3%	10.02	8.48	-	19.24	3%	10.02	8.48	-	19.24	3%	10.02	8.48	-	19.24	3%	0.0875	0.0018	0.0937	17.82	3%	0.0018	0.0024																					
13	2036	170	0	170	0.04987	0.00001	0.00029	3%	10.32	8.48	-	19.57	3%	10.32	8.48	-	19.57	3%	10.32	8.48	-	19.57	3%	0.0902	0.0018	0.0965	18.36	3%	0.0019	0.0025																					
14	2037	170	0	170	0.04987	0.00001	0.00029	3%	10.63	8.48	-	19.90	3%	10.63	8.48	-	19.90	3%	10.63	8.48	-	19.90	3%	0.0929	0.0018	0.0993	18.91	3%	0.0019	0.0026																					
15	2038	170	0	170	0.04987	0.00001	0.00029	3%	10.95	8.48	-	20.24	3%	10.95	8.48	-	20.24	3%	10.95	8.48	-	20.24	3%	0.0957	0.0018	0.1023	19.47	3%	0.0020	0.0027																					
16	2039	170	0	170	0.04987	0.00001	0.00029	3%	11.28	8.48	-	20.59	3%	11.28	8.48	-	20.59	3%	11.28	8.48	-	20.59	3%	0.0985	0.0018	0.1053	20.06	3%	0.0021	0.0027																					
17	2040	170	0	170	0.04987	0.00001	0.00029	3%	11.62	8.48	-	20.96	3%	11.62	8.48	-	20.96	3%	11.62	8.48	-	20.96	3%	0.1015	0.0018	0.1084	20.66	3%	0.0021	0.0028																					
18	2041	170	0	170	0.04987	0.00001	0.00029	3%	11.97	8.48	-	21.33	3%	11.97	8.48	-	21.33	3%	11.97	8.48	-	21.33	3%	0.1045	0.0018	0.1116	21.28	3%	0.0022	0.0029																					
19	2042	170	0	170	0.04987	0.00001	0.00029	3%	12.33	8.48	-	22.11	3%	12.33	8.48	-	22.11	3%	12.33	8.48	-	22.11	3%	0.1109	0.0018	0.1183	22.58	3%	0.0023	0.0030																					
20	2043	170	0	170	0.04987	0.00001	0.00029	3%	12.70	8.48	-	22.52	3%	12.70	8.48	-	22.52	3%	12.70	8.48	-	22.52	3%	0.1142	0.0018	0.1217	23.25	3%	0.0023	0.0031																					
21	2044	170	0	170	0.04987	0.00001	0.00029	3%	13.08	8.48	-	22.94	3%	13.08	8.48	-	22.94	3%	13.08	8.48	-	22.94	3%	0.1176	0.0018	0.1253	23.95	3%	0.0024	0.0033																					
22	2045	170	0	170	0.04987	0.00001	0.00029	3%	13.47	8.48	-	23.38	3%	13.47	8.48	-	23.38	3%	13.47	8.48	-	23.38	3%	0.1212	0.0018	0.1291	24.67	3%	0.0025	0.0034																					
23	2046	170	0	170	0.04987	0.00001	0.00029	3%	13.87	8.48	-	23.83	3%	13.87	8.48	-	23.83	3%	13.87	8.48	-	23.83	3%	0.1248	0.0018	0.1329	25.41	3%	0.0025	0.0034																					
24	2047	170	0	170	0.04987	0.00001	0.00029	3%	14.29	8.48	-	24.29	3%	14.29	8.48	-	24.29	3%	14.29	8.48	-	24.29	3%	0.1286	0.0018	0.1368	26.17	3%	0.0026	0.0036																					
25	2048	170	0	170	0.04987	0.00001	0.00029	3%	14.72	8.48	-	24.76	3%	14.72	8.48	-	24.76	3%	14.72	8.48	-	24.76	3%	0.1324	0.0018	0.1408	26.96	3%	0.0027	0.0037																					
26	2049	170	0	170	0.04987	0.00001	0.00029	3%	15.16	8.48	-	25.25	3%	15.16	8.48	-	25.25	3%	15.16	8.48	-	25.25	3%	0.1364	0.0018	0.1450	27.77	3%	0.0028	0.0038																					
27	2050	170	0	170	0.04987	0.00001	0.00029	3%	15.62	8.48	-	25.75	3%	15.62	8.48	-	25.75	3%	15.62	8.48	-	25.75	3%	0.1403	0.0018	0.1493	28.60	3%	0.0029	0.0038																					
28	2051	170	0	170	0.04987	0.00001	0.00029	3%	16.08	8.48	-	26.27	3%	16.08	8.48	-	26.27	3%	16.08	8.48	-	26.27	3%	0.1447	0.0018	0.1557	29.46	3%	0.0030	0.0040																					
29	2052	170	0	170	0.04987	0.00001	0.00029	3%	16.57	8.48	-	26.80	3%	16.57	8.48	-	26.80	3%	16.57	8.48	-	26.80	3%	0.1490	0.0018	0.1583	30.34	3%	0.0031	0.0041																					
30	2053	170	0	170	0.04987	0.00001	0.00029	3%	17.06	8.48	-	-	3%	17.06	8.48	-	-	3%	17.06	8.48	-	-	3%	0.1533	0.0018	0.1631	31.25	3%	0.0031	0.0041																					

# Appendix B: Heat Pump Schematic

<b>SITE:</b>	CITY OF CHETWYND - CHETWYND REC CENTRE	 <p><b>POLAR</b> ENGINEERING</p>
<b>PROJECT:</b>	FORTIS ENERGY STUDY (Polar P#2332)	
<b>SKETCH:</b>	SK-1 , HEAT PUMP SCHEMATIC	
<b>BY:</b>	Steffen Trangeled, P. Eng., 2023-12-19	

THIS SKETCH REPRESENTS A HIGHLY SIMPLIFIED SYSTEM SCHEMATIC INTENDED ONLY TO COMMUNICATE PROJECT CONCEPTS. MANY EXISTING AND PROPOSED SYSTEM DETAILS ARE EXCLUDED.  
NOT FOR CONSTRUCTION. NOT FOR RELIANCE BY OTHERS.



**CIVIC PROPERTIES COMMISSION**

To: Civic Properties Commission  
From: Robin Langille, Director of Recreation  
Date: October 22, 2024

---

**Request for Decision**

Explanation:

In 2023, Polar Engineering was hired to do an energy study at the Chetwynd Rec Centre with the intention of suggesting energy saving project that would qualify for the implementation incentive (“the Program”) from Fortis BC. The implementation of these Capital Projects would also save on energy expenditures and reduce the greenhouse gas produced at the Rec Centre.

The application was submitted to Fortis for their consideration. On May 24, 2024 Steve McLain was sent a letter by Fortis advising the projects are eligible for an implementation incentive.

See the attached document for the Fortis BC Funded Measures. The timeline to receive this funding is 18 months from the time the agreement was signed. The projects need to be completed during the shutdown period of the Arena Refrigeration Plant as well as the Pool shutdown. These projects will need to be completed by mid-August 2025. To achieve this timeline the projects must be tendered and awarded no later than January 2025 to be able to secure installation by mid-August 2025. Delivery time on the pressure vessels associated with this project have a 4 to 6 month delivery date. The Storage source heat pump has a build time of 5 to 6 months. The only way to achieve the proper timeline is for the 3 projects to be given Pre Budget Approval.

Recommended motions: THAT the Civic Properties Commission recommend pre- budget approval for the following Capital projects:

Project	Capital expenditure after incentive
Desuperheater integration with Arena DHW	\$47,870
Dehumidifer Setpoint Optimization	\$4,313
Heat Recovery using SSHP	\$176,940

OR

THAT the Civic Properties Commission recommend that the above three project follow the normal budget approval process.

Submitted By: Robin Langille  
Director of Recreation.



# Implementation incentive letter

CEP-225699  
May 24<sup>th</sup>, 2024

Chetwynd Recreation Centre  
c/o Steve McInain  
4554 N Access Road  
Chetwynd, BC, V0C 1J0

RE: Custom Efficiency Program Implementation Incentive Approval Letter, Chetwynd Recreation Centre, 4554 N Access Road (the “Building”)

FortisBC Inc. and FortisBC Energy Inc. (collectively, “FortisBC”) are pleased to advise that you are eligible for an implementation incentive (“the Program”). The incentives for approved energy conservation measures (ECMs) are set out in the table below to support your energy efficiency and/or greenhouse gas reduction project, subject to the measures being installed and to compliance with the attached terms and conditions.

## Implementation Incentive Funding

FortisBC Funded Measures (must be installed and operational within 18 months of the date of the Implementation Incentive Letter) <sup>1</sup>							
Approved Energy Conservation Measures		Estimates				Implementation Incentive <sup>3</sup>	Indicate Intention to Implement
		Project Cost (\$)	Annual Natural Gas Savings (GJ/y)	Annual Electricity Savings (kWh/y)	Annual Greenhouse Gas Savings (t CO <sub>2</sub> e/y)		
ECM 1	Desuperheater integration with Arena DHW	\$76,130	314	2,891	15.56	\$28,260.00	<input type="checkbox"/>
ECM 2	Dehumidifier Setpoint Optimization	\$17,250	264	-	13.09	\$12,937.50	<input type="checkbox"/>
ECM 3	Heat Recovery using SSHP	\$612,950	3,145	(114,052)	155.93	\$434,010.00	<input type="checkbox"/>
ECM 4	Low Flow Showerheads	\$10,350	271	-	13.44	\$7,762.50	<input type="checkbox"/>
<b>TOTAL</b>		<b>\$716,680</b>	<b>3,994</b>	<b>(111,161)</b>	<b>198.02</b>	<b>\$482,970.00</b>	

*These measures are classified as Advanced DSM, and are eligible for the increased \$6/GJ incentive to a maximum of 75% of project costs*

<sup>1</sup> Please see section 1(d)(iii) of the Terms and Conditions.

<sup>2</sup> Please refer to the implementation Incentive Funding Terms and Conditions for further information on Minimum Savings requirements.

<sup>3</sup> Subject to the attached Implementation Incentive Funding Terms and Conditions. Note that Implementation Incentive cannot exceed 75% of the invoiced cost of the measure.

## 2025 Budget - Supplemental Request

### HEAT RECOVERY USING SITE SPECIFIC HEAT PUMP (SSHP) - CHETWYND ARENA

<b>Department:</b>	Community Services	<b>Supplemental Type:</b>	Capital - New
<b>Division:</b>	Recreation	<b>Priority:</b>	High
<b>Function:</b>	Chetwynd Leisure Centre - 240		

#### Description

This is one of the projects that was identified in the implementation Incentive Program through Fortis BC. This project will see the replacement of the aging multi-stack heat pump serving the pool with an industrial grade, low-GWP-site-specific heat pump of increased capacity and efficiency. This new system will also be integrated with the ice plant to recover additional free heat, further offsetting the load of natural gas boilers on site.

#### Financial Information

##### Capital

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
Requisition	176,940					176,940
						-
	176,940	-	-	-	-	176,940

##### Expenses

Expenses	2025	2026	2027	2028	2029	5 Year Total
Heat recovery using SS Heat Pump	176,940					176,940
						-
						-
	176,940	-	-	-	-	176,940

##### Operating

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
	-	-	-	-	-	-

##### Expenses

Expenses	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
						-



# REPORT

To: Chair and Directors

Report Number: CS-BRD-358

From: Chetwynd Civic Properties Commission

Date: November 21, 2024

**Subject: Function 255 – Pre-Budget Approvals - Chetwynd Arena**

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## **RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board provide capital budget pre-approval for the 2025 supplemental request to install desuperheater integration with arena DHW at a cost not to exceed \$47,870 and authorize the inclusion of the expense in Function 255 – Chetwynd Arena in the draft 2025-2029 PRRD Financial Plan.

## **RECOMMENDATION #2: [Corporate Weighted]**

That the Regional Board provide capital budget pre-approval for the 2025 supplemental request to implement dehumidifier setpoint optimization at a cost not to exceed \$4,313 and authorize the inclusion of the expense in Function 255 – Chetwynd Arena in the draft 2025-2029 PRRD Financial Plan.

## **BACKGROUND/RATIONALE:**

In 2023, Polar Engineering was hired to perform a greenhouse gas (GHG) emissions and energy reductions engineering analysis of the Chetwynd & District Rec Centre, inclusive of both the Arena (Function 255) and the Leisure Centre (Function 240). The intention of this study was to determine the most cost-effective way of reducing GHG emissions, energy usage, energy costs and to recommend projects that would qualify for an implementation incentive from Fortis BC. Through this study, the above capital projects were identified that would meet those criteria.

In May 2024, staff at the Centre received the attached letter stating that they were eligible for the approved energy conservation incentives. To receive the 75% incentive, the projects must be completed within 18 months. The projects need to be completed during the shutdown period of the Arena Refrigeration Plant as well as the Pool shutdown in August of 2025. To achieve this timeline, the projects must be tendered and awarded no later than January, 2025 to be able to secure installation in August.

On October 22, the Chetwynd Civic Properties Commission passed the following draft resolution.

*MOVED, SECONDED and CARRIED,*

*That the Civic Properties Commission recommend pre-budget approval for the following Capital projects:*

<i>Project</i>	<i>Capital Expenditure after incentive</i>
<i>Desuperheater integration with Arena DHW</i>	<i>\$47,870</i>
<i>Dehumidifier Setpoint Optimization</i>	<i>\$4,313</i>
<i>Heat Recovery using SSHP</i>	<i>\$178,940</i>

Pre-budget approval and supplemental requests for the heat recovery using site specific heat pump can be found as part of the pre-budget approval requests for Function 240 – Chetwynd Leisure Centre.

### ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

### STRATEGIC PLAN RELEVANCE:

- Asset and Infrastructure Management
- Identify Funding and Investment Strategies

### FINANCIAL CONSIDERATION(S):

The value of the supplemental is after the incentive amount. The chart below shows the total cost of the project, the capital expenditure after the incentive program, and the actual value of the grant that Fortis BC has authorized for the project.

Project	Project Cost (\$)	Capital Expenditure after incentive	Implementation Incentive (Grant Amount)
Desuperheater integration with Arena DHW	\$76,130	\$47,870	\$28,260
Dehumidifier Setpoint Optimization	\$17,250	\$4,313	\$12,938.50
Total Pre-Approval Supplemental Amount Function 240		\$52,183	

### COMMUNICATIONS CONSIDERATION(S):

District of Chetwynd staff will be notified as to the Board's decision.

### OTHER CONSIDERATION(S):

None at this time.

### Attachments:

1. Heat Recovery and Gas Conservation Study – December 22, 2023
2. Chetwynd Civic Properties Commission Staff Report – October 22, 2024
3. Fortis BC Implementation Incentive Letter
4. Supplemental Request – Function 255 – Desuperheater Integration with Arena DWH
5. Supplemental Request – Function 255 – Dehumidifier Setpoint Optimization



# Chetwynd Recreation Centre

## Heat Recovery and Gas Conservation Study



Site Chetwynd Recreation Centre  
Project Heat Recovery and Gas Conservation Study  
Date December 22, 2023



## Report Author



December 22, 2023

---

Kashmira Kaushik, Jr. Engineer  
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## Engineer of Record

Steffen Trangeled, P.Eng., Sr. Engineer  
[steffen@polareng.ca](mailto:steffen@polareng.ca), 778-700-1086 ext. 4



EGBC Permit to Practice # 1003657

**Site** Chetwynd Recreation Centre  
**Project** Heat Recovery and Gas Conservation Study  
**Date** December 22, 2023



## **Disclaimer**

This document entitled “Chetwynd Recreation Centre: Heat Recovery and Gas Conservation Study” was prepared by Polar Engineering to investigate efficiency measures at the Chetwynd Recreation Centre on behalf of the District of Chetwynd.

This report is intended solely for the District of Chetwynd. Any use of the report, reliance on the report, or decisions based upon the report, by a third party are the responsibility of those third parties unless authorized in writing by Polar Engineering. In no event will Polar Engineering be liable for any indirect, special incidental, consequential or other similar damages or losses, related to the contents of this report being used for purposes beyond the specific scope and limitations of this report.

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# Executive Summary

This section has been prepared to provide a high-level summary of the Energy Study findings and engineering analysis performed for the Chetwynd Recreation Centre. The information presented below is described in further detail throughout the Report.

The Chetwynd Recreation Centre (CRC) is located in Chetwynd, BC and is owned by the Peace River Regional District and operated by the District of Chetwynd. The facility has one NHL sized ice surface, a six-lane curling sheet, aquatic centre, fitness area, running / walking track, various courts, and a bistro. The District of Chetwynd hired Polar Engineering to conduct a detailed engineering analysis at the CRC to identify energy conservation measures (ECMs) that will achieve utility cost savings and reduce greenhouse gas (GHG) emissions of the facility. This will be achieved through recovering excess heat produced by the refrigeration plant, which is currently released into the atmosphere through using the outdoor condenser.

The following energy saving opportunities were identified and analyzed:

1. **Desuperheater Integration w/ DHW Systems:** Install a desuperheater in the ammonia refrigeration plant which will capture waste energy from the superheated ammonia compressor discharge. This high-temp heat recovered by the desuperheater will be used to preheat the potable, domestic hot water (DHW) on the arena side of the facility. This will significantly reduce the DHW natural gas load of the facility.
2. **Dehumidifier Setpoint Optimization:** Implementation of a floating dewpoint setpoint for the gas-fired dehumidifier which resets based on ambient conditions. This will reduce the natural gas load of the system while ensuring patron & skater comfort year-round.
3. **Heat Recovery using Site-Specific Heat Pump:** Replace the aging Multistack heat pump serving the pool with an industrial grade, low-GWP site-specific heat pump of increased capacity and efficiency. This new system will also be integrated with the ice plant to recover additional free heat, further offsetting the load of natural gas boilers on site.
4. **Low Flow Showerhead Retrofit:** Replace all existing showerheads with low-flow fixtures, therefore reducing the DHW heating load and facility water consumption.



The analyzed ECM outcomes are summarized as follow:

**Table 1: ECM Progression Summary of Benefit and Cost**

ECM	Description	Natural Gas		Capital Cost		GHG	
		(GJ/year)	(CUSUM)	(\$)	(CUSUM)	(tCO2e)	(CUSUM)
#1	Desuperheater	317	3%	\$ 66,200	\$ 66,200	16	3%
#2	Dehum Control	137	4%	\$ 15,000	\$ 81,200	7	4%
#3	Heat Pump	1,919	21%	\$ 498,000	\$ 579,200	95	20%
#4	Showerheads	265	23%	\$ 9,000	\$ 588,200	13	22%
<b>BUNDLE</b>		<b>2,638</b>		<b>\$ 588,200</b>		<b>225</b>	

Estimated capital costs of the ECMs are shown below. It is important to note that an “effective payback” period has been presented which accounts for known and expected escalation of energy rates and carbon taxes. The base case cost for ECM#3 is to replace the existing Multistack unit with an identical unit with no additional integrations.

**Table 2: ECM Financial Summary**

ECM	Description	Total Capital Cost	Base Case Cost	First Year Savings	Effective Payback (years)
#1	Desuperheater	\$ 66,200	\$ -	\$ 4,164	3
#2	Dehum Control	\$ 15,000	\$ -	\$ 1,615	2
#3	Heat Pump	\$ 498,000	\$ 159,000	\$ 18,121	5
#4	Showerheads	\$ 9,000	\$ -	\$ 4,592	<1
<b>ECM 1 - 4 BUNDLE</b>		<b>\$ 579,200</b>	<b>\$ 159,000</b>	<b>\$ 28,492</b>	<b>4</b>

Implementing these mechanical and control measures will reduce natural gas consumption by 23%, GHG emissions by 22%, and save ~\$28,000 annually. Other benefits include water savings of ~2,000,000 L annually, reduced equipment runtime, increased system redundancy, and improved reliability.

Implementing these ECMs will make the Chetwynd Recreation Centre one of the most energy efficient recreational facilities in BC and ensure sustainable recreation for the residents of Chetwynd and surrounding areas for years to come.



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Site Chetwynd Recreation Centre  
Project Heat Recovery and Gas Conservation Study  
Date December 22, 2023



APPENDIX	DESCRIPTION
<b>A</b>	Financial and Carbon Lifecycle Analysis
<b>B</b>	Heat Pump Schematic

Site Chetwynd Recreation Centre  
Project Heat Recovery and Gas Conservation Study  
Date December 22, 2023



## 1. Introduction

### 1.1 Client Contact

Steve McLain  
Chief Administrative Officer  
[smclain@gochetwynd.com](mailto:smclain@gochetwynd.com) , 250-401-4100 ext. 104  
4512 N Access Rd, Chetwynd, BC V0C 1J0



### 1.2 Consultant Info

Polar Engineering Ltd. is a comprehensive design, project management, commissioning, and consulting engineering firm which specializes in obtaining grant funding to install site-specific heat recovery systems at refrigeration plants.

At Polar, we focus on engineering state-of-the-art refrigeration and HVAC systems. This combination has allowed us to become world leaders at recovering waste heat from cooling plants to offset 30% - 100% of a facility's GHG emissions, and substantially reduce utility bills at the same time.

Our primary clients are ice arenas, recreation centers, and industrial applications, though we are also active with other sectors.

To ensure that our clients spend the least to realize the most, Polar has formed strong partnerships with various grant funding programs. This process allows our clients to realize the largest GHG and utility-cost reductions for the smallest capital investments, thereby maximizing financial return on investment.

Legal Name: Polar Engineering LTD.  
Principal: Ian Welle, P.Eng. – [ian@polareng.ca](mailto:ian@polareng.ca)  
Address: 300-722 Cormorant St. Victoria, BC V8W 1P8  
Phone Number: 778-700-1086  
Work Safe BC #: 794442533BW0001

### 1.3 Project Objectives

The purpose of this report is to outline how the District of Chetwynd is a prime candidate for the FortisBC Custom Efficiency Program funding for the implementation of gas conservation measures.

These energy savings will be beneficial to the District of Chetwynd and British Columbia as a whole through the aligned targets of energy conservation and GHG reduction.

Polar met with The City staff on October 4<sup>th</sup>, 2023, to kick-off this Energy Study project. The following objectives and win conditions were noted:

Primary Objectives:

- Reduce natural gas consumption.
- Reduce operating costs.
- Investigate the use of heat pumps and waste heat technologies at Chetwynd.

### 1.4 Methodology Overview

Throughout this study, Polar has analyzed the past, present, and future energy demands of the facility and outlined how the proposed energy conservation measures (ECMs) will result in energy savings and greenhouse gas reductions.

Polar has developed proprietary excel-based energy models to estimate the energy consumption of the base case and proposed system at the facility, as well as relevant key performance indicators for the proposed system. A copy of the site-specific energy model for this study is available as a separate Workbook to accompany this report.

Polar staff visited the facility in-person on October 4<sup>th</sup>, 2023, to gather the following site information.

- Equipment specifications and age
- Overall operations of the site
- Operator feedback on existing systems
- Ice plant compressor runtimes
- DDC screenshots

Site Chetwynd Recreation Centre  
Project Heat Recovery and Gas Conservation Study  
Date December 22, 2023



This study meets the ASHRAE Level 3 grade study quality with Class C cost estimates including major equipment costs estimated by local vendors or contractors.

## 1.5 Grant Program

The FortisBC Custom Efficiency Program (CEP) is designed to help commercial and industrial customers achieve energy-efficiency improvements in their buildings, facilities, or processes. The CEP program helps customers invest in high-efficiency equipment to save energy, costs, and greenhouse gas emissions.

The program will cover 75% of the cost of an energy study, with the remaining 25% covered upon successful completion of at least one recommended energy conservation measure. The implementation incentive offered is the lesser of the following:

- \$6/GJ saved over the measure life.
- 75% of the invoiced project costs.
- \$500,000 per project.



## 1.6 Acknowledgment

Polar Engineering would like to thank Stephen McLain, Robin Langille, and the rest of the staff at the Chetwynd Recreation Centre, for their support and assistance throughout the completion of this project.

Additionally, Polar would like to thank our industry collaborators at Fraser Valley Refrigeration, ClimaChange Solutions, Mayekawa and Bitzer for their technical and budget-costing support to our work.

Finally, we thank FortisBC and the CEP program team for their continued support with these projects.

## 2. Facility Description

### 2.1 Overview and Schedule

**Location:** 4552 North Access Road, Chetwynd, BC V0C 1J0

The Chetwynd Recreation Centre provides recreational, leisure and social activities to the residents of Chetwynd and the entire Peace River Regional District. The facility is operated by the District of Chetwynd and consists of one NHL sized ice sheet, a 6-lane curling sheet, a fitness studio, running/walking tracks, various sporting courts, and a bistro.

The CRC's operational hours are stated below and were obtained from the CRC website and through working with facility staff:

Arena Weekdays (Monday – Friday): 6:30am – 9:00pm

Pool Weekdays (Monday – Friday): 6:30am–9:30pm

Weekends (Saturday, Sunday): 10:00am–5:00pm

The ice rink is operational from September – the last week in March. The pool is operational year-round, shutting down only for three weeks each August.

Figure 1: Arena at Chetwynd Recreation Centre



Figure 2: Aquatic Centre at Chetwynd Recreation Centre



Figure 3: Curling Sheet at Chetwynd Recreation Centre





## 2.2 Utility Rates

The Chetwynd Recreation Centre has one natural gas meter and one electrical meter that tracks the energy consumption for the entire facility.

FortisBC Account #: 4417763

The utility rates used in this energy study are in line with the standard rate structures from the respective supplier of each utility. Known carbon tax increases and estimated utility escalation rates are applied to the project lifecycle analysis. Notable values are shown in the table below and an attached appendix shows the lifecycle rates in annual detail.

**Table 3: Utility Rates**

<b>Discount Rate</b>	6%				
<b>Today Gas Rate</b>	\$	7.030	per GJ	<b>with annual escalation at</b>	3%
<b>Today Elec Rate</b>	\$	0.0614	per kWh	<b>with annual escalation at</b>	3%
<b>Today Power Rate</b>	\$	12.50	per kW	<b>with annual escalation at</b>	3%
<b>Today Water Rate</b>	\$	0.0013	per L	<b>with annual escalation at</b>	3%
<b>Today Sewer Rate</b>	\$	0.0017	per L	<b>with annual escalation at</b>	3%
<b>First Year of Savings</b>		2024	including Carbon Tax of	\$	80 \$/tonne

## 2.3 Mechanical Systems

There are five distinct mechanical heating systems on site pertaining to the heating/hot water (HW), domestic hot water (DHW) and facility energy recovery loop (ER) as presented in the table below.

**Table 4: Oak Bay Recreation Centre Heating Loops**

System	Description
Arena-DHW	The Arena-DHW loop is heated by one gas-fired boiler. This system provides DHW for all the fixtures on the arena side of the facility as well as providing heated Zamboni water.
Arena – HW	The Arena-HW loop is heated by one gas-fired boiler. This system provides hot water to five heat recovery units (HRV's) and multiple fan coil units.



<b>Pool-HW</b>	The Pool-HW loop is heated by two gas-fired boilers. The system provides hot water to AHU-1, AHU-2, leisure pool, swirl pool and unit heaters on the pool side.
<b>Pool - DHW</b>	The Pool-DHW loop is heated by one gas-fired water heater. This system provides DHW for all the fixtures on the pool side of the facility.
<b>Facility-ER Loop</b>	The CHW loop from AHU-1 and AHU-2 feed into the existing Multistack heat pump and are used to offset the natural gas usage of the pool-HW loop.

The following table provides a summary of the relevant gas-fired heating equipment at the facility which was considered in this analysis.

**Table 5: Relevant Gas-Fired Heating Equipment**

Equipment	Description	Heating Output
<b>Modulex Boiler</b>	This is the main boiler on the arena side of the facility. It provides heating to the arena-HW and arena-DHW loop.	1,000 MBH
<b>A.O. Smith Water Heater (x2)</b>	Provides secondary heating to the arena-DHW loop.	400 MBH each
<b>Advanced Thermal Hydronics Boiler</b>	This is the lead boiler on the pool side of the facility. It provides heating to the pool-HW loop.	1,799 MBH
<b>Advanced Thermal Hydronics Boiler</b>	This is the lag boiler on the pool side of the facility. It provides heating to the pool-HW loop.	900 MBH
<b>GSW Water Heater</b>	Provides heating to the pool-DHW loop.	340 MBH
<b>AHU-1</b>	Rooftop gas fired unit which serves the running track and mezzanine.	120MBH
<b>AHU-2</b>	Rooftop gas fired unit which serves the boardroom multipurpose rooms.	84 MBH
<b>AHU-3</b>	Rooftop gas fired unit which serves the squash court.	120 MBH
<b>AHU-4</b>	Rooftop make up air unit which serves the main foyer kitchen makeup.	405 MBH
<b>AHU-5</b>	Rooftop gas fired unit which serves the fitness centre.	123 MBH

## 2.4 Refrigeration Plant

The cooling requirements for the one NHL sized rink and curling sheet are provided by an ammonia refrigeration plant. A detailed list of the existing key components in the refrigeration plant are shown in the table below.

**Table 6: Existing Key Refrigeration Equipment**

Equipment Name	Description	Important Specifications
C-1	Ammonia Compressor	Model: Mycom N6WB Capacity: 83 TR Motor: 100 HP
C-2	Ammonia Compressor	Model: Mycom N6WB Capacity: 83 TR Motor: 100 HP
EC-1	Evaporative Condenser	Model: BAC VC1-N230 Capacity: 2,213 MBH
HX-1	Chiller	Model: MK15BW-FD Capacity: 900 MBH Warm Side Fluid: Brine Cold Side Fluid: Ammonia
HX2	Underfloor Heat Exchanger	Model: MK15BW-FD Capacity: 130 MBH Warm Side Fluid: Ammonia Cold Side Fluid: Brine

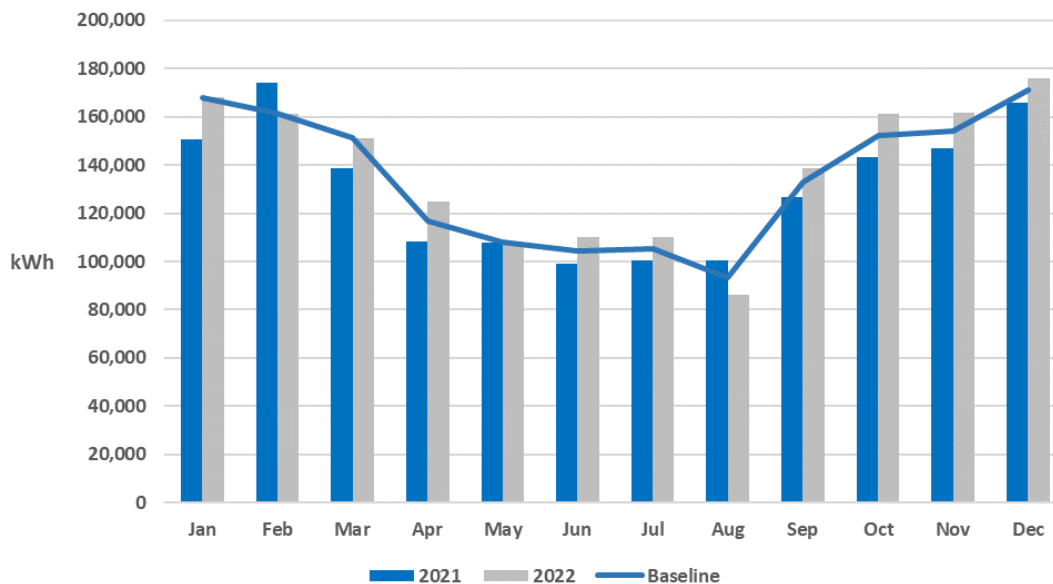


### 3. Baseline Energy Analysis

#### 3.1 Electricity Consumption

The Chetwynd Recreation Centre has one electric meter. The electrical consumption baseline is based on historical data from Jan-2021 through December-2022, with the exclusion of the period January-2021 through March-2021 due to the irregular operations resulting from COVID-19 public health restrictions. The annual baseline electrical consumption is ~1,600,00 kWh.

Figure 4: Historical Electrical Consumption

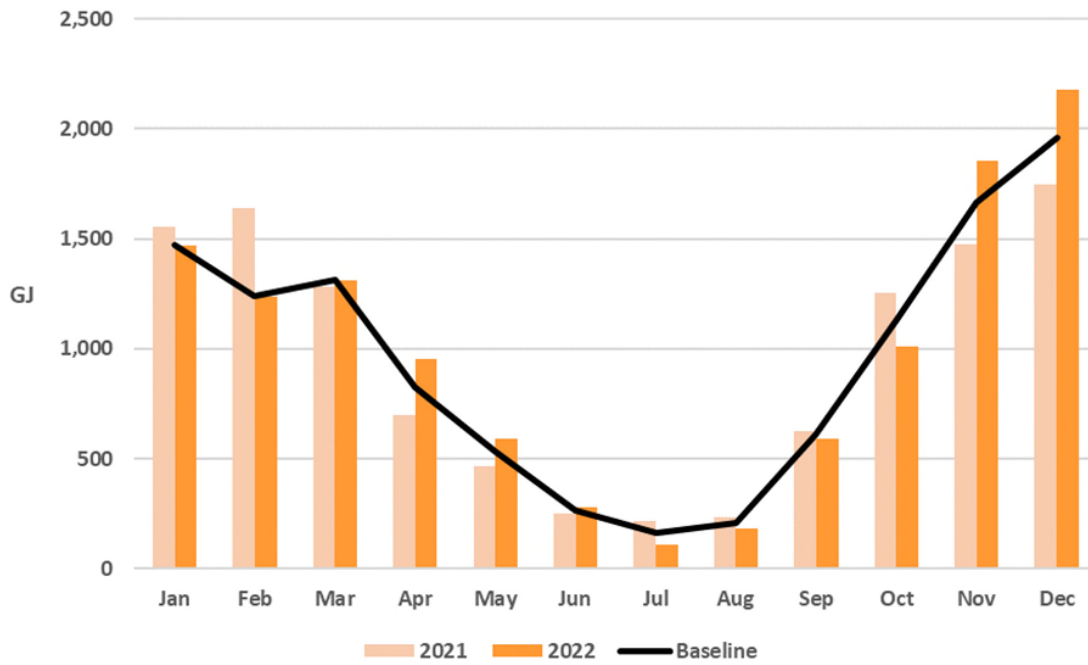


#### 3.2 Natural Gas Consumption

The Chetwynd Recreation Centre has one gas meter. The natural gas consumption baseline is based on historical data from January-2021 through December-2022, with the exclusion of the period January-2021 through March-2021 due to the irregular operations resulting from COVID-19 public health restrictions. The annual baseline natural gas consumption is ~11,300 GJ/year.

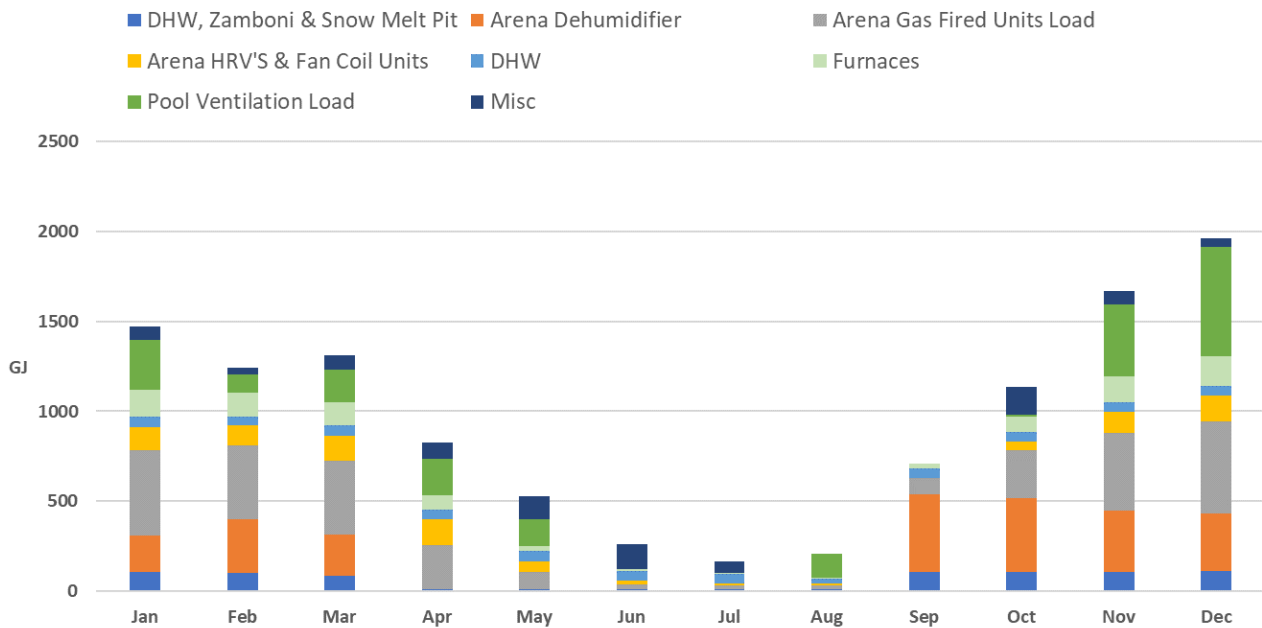


**Figure 5: Historical Natural Gas Consumption**



The annual natural gas consumption is broken down by end uses in the graph below.

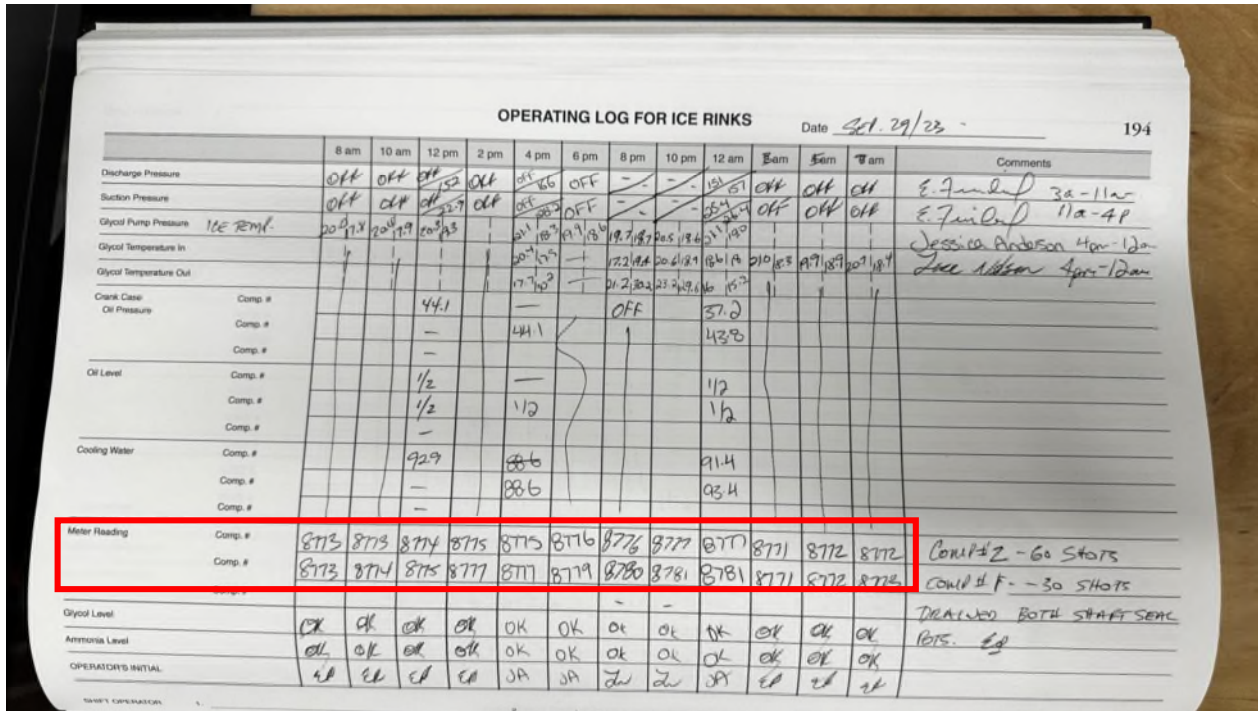
**Figure 6: Natural Gas End Use**



### 3.3 Heat Available from the Ice Plant

The Chetwynd Recreation Centre has one ammonia refrigeration plant, with two compressors. Compressor runtimes used in this analysis were determined through the refrigeration logbooks.

Figure 7: Refrigeration Logbook



OPERATING LOG FOR ICE RINKS												Date	194
	8 am	10 am	12 pm	2 pm	4 pm	6 pm	8 pm	10 pm	12 am	5 am	7 am	Comments	
Discharge Pressure	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	E. Finkel 3a-11a	
Suction Pressure	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	E. Finkel 11a-4P	
Glycol Pump Pressure	ICE REM.	20.9	20.9	20.9	20.9	20.9	20.9	20.9	20.9	20.9	20.9	Jessica Anderson 4am-12am	
Glycol Temperature In												Jessica Anderson 4am-12am	
Glycol Temperature Out												Jessica Anderson 4am-12am	
Crank Case Oil Pressure			44.1				OFF		57.2				
Oil Level			1/2						1/2				
Cooling Water			92.9						91.4				
Meter Reading												COMP #2 - 60 SHOTS	
												COMP #1 - 30 SHOTS	
Glycol Level	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	DRAWN BOTH SHAF SEAL	
Ammonia Level	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	105. 4P	
OPERATOR'S INITIAL	EF	EF	EF	EF	JA	JA	ZW	ZW	JAY	EF	ZW		

The heat of rejection is determined based on actual operating conditions of the plant including the exact compressor model, the system commissioning parameters, cooling jacket design, and the observed monthly runtime gathered from the compressor logbooks on site. It accounts for the heat extracted from the ice surfaces as well as the direct heat from compressor work. The heat produced by the ammonia refrigeration system can be utilized to offset the natural gas usage of various amenities on site. Based on our analysis there is currently ~3,700 GJ of heat which can be recovered from the refrigeration plant.



### 3.4 Existing Heat Recovery

The Chetwynd Recreation Centre ice plant has multiple existing heat recovery systems which have been summarized in the table below.

Table 7: Existing Heat Recovery

Heat Recovery System	Description
Underfloor Heat Exchanger (HX-2)	Heat is extracted from the ammonia and is transferred into a brine loop. Based on our site visit and speaking to operators this condenser is not currently operational.
Multistack Heat Pump	The CHW loop from AHU-1 and AHU-2, which provides dehumidification and space cooling to the natatorium (pool deck) feeds into the evaporator of the Multistack unit. This recovered heat is used to offset the natural gas usage of the pool-HW loop. Amenities on this loop include: <ul style="list-style-type: none"> <li>- AHU-1 OA Preheat Coil</li> <li>- AHU-1 Heating Coil</li> <li>- AHU-2 OA Preheat Coil</li> <li>- AHU-2 Heating Coil</li> <li>- Leisure Pool Heat Exchanger</li> <li>- Swirl Pool Heat Exchanger</li> <li>- One small unit heater</li> </ul>

## 4. Energy Conservation Measures

### 4.1 ECM 1: Desuperheater Integration w/ DHW Systems

#### 4.1.1 Existing Conditions

Domestic hot water for the arena plumbing fixtures system is provided by one Modulex natural gas boiler. This system also provides DHW to the Zamboni system on site. There are two A.O. Smith water heaters that provide downstream secondary heating for the DHW system. There are currently no energy recovery measures implemented to reduce the arena-DHW natural gas load.

Figure 8: A.O. Smith Water Heaters for Arena-DHW Heating



#### 4.1.2 Base-Case

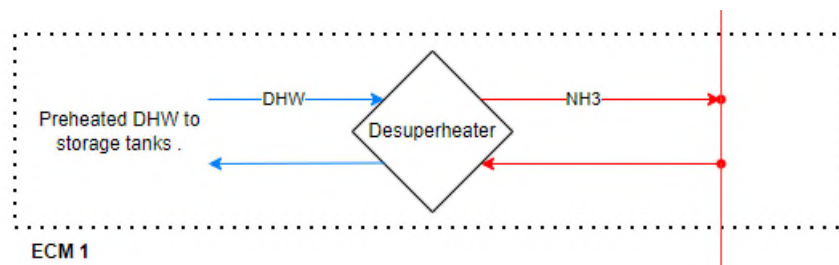
The base case for this system is business as usual.

#### 4.1.3 Proposed System

The ammonia refrigeration plant at Chetwynd Recreation Centre generates a significant amount of heat each month while providing adequate cooling for the facility's two ice surfaces. The only refrigeration plant energy recovery measure installed at the facility is an underfloor heat exchanger (HX2), which is currently not operational.

Polar is proposing the installation of an ammonia desuperheater that can recover high-grade heat from the refrigeration plant and send it to the arena DHW system. Please refer to the figure below for a schematic of the desuperheater integration.

Figure 9: ECM#1 Integration Schematic

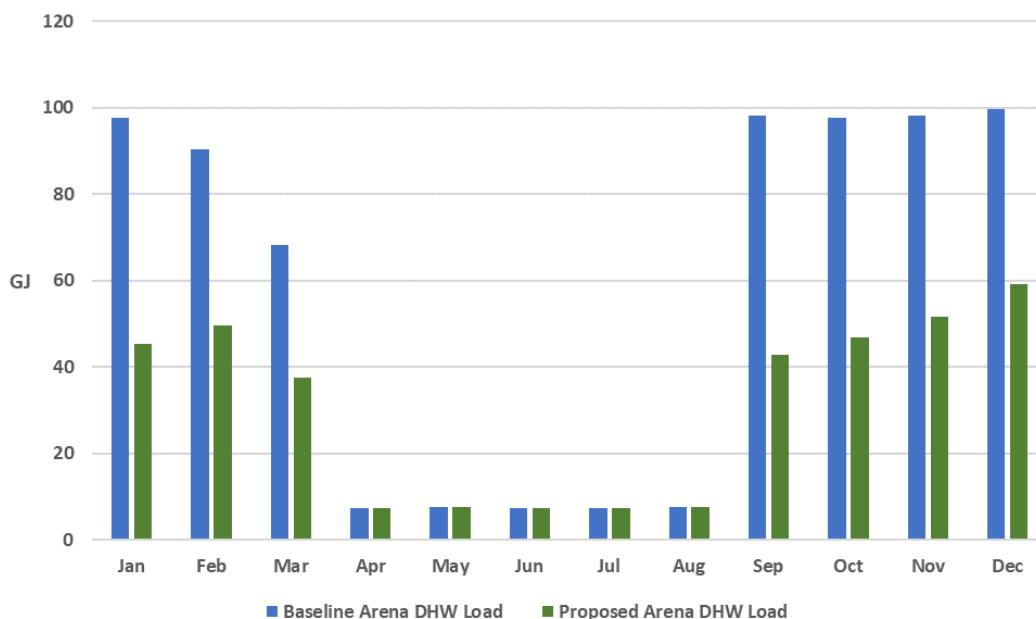




The desuperheater will extract energy from the superheated ammonia at the compressor discharge, cooling but not condensing it before it reaches the existing evaporative condenser. The recovered heat will be used to preheat the domestic cold water, therefore reducing the load on the existing evaporative condenser as well as the natural gas boiler which provides DHW to the arena and Zamboni system on site.

The graph below shows the baseline vs. proposed DHW natural gas consumption on the arena side of the facility. The baseline values (blue) will be reduced to the proposed values (green) shown, saving roughly half of the system's natural gas consumption.

**Figure 10: Baseline vs. Proposed Arena DHW Gas Consumption**



#### 4.1.4 Energy Savings Estimate

The energy savings for this measure are summarized in the table below. The water and electrical savings come from the evaporative condenser on site operating less because energy will be recovered through the desuperheater.

**Table 8: ECM#1 Energy Savings Estimate**

Subcomponent	Gas Savings (GJ)	Elec Savings (kWh)	Water Savings (L)
Arena DHW	317	3,147	170,056
<b>SUM</b>	<b>317</b>	<b>3,147</b>	<b>170,056</b>

### 4.1.5 Capital Cost Budgeting

The cost estimate for ECM#1 comes from Polar Engineering’s previous experiences installing desuperheaters at refrigeration plants across Western Canada. The key capital cost metrics are shown in the table below. Please note that professional fees and contingency are not included in this estimate.

Table 9: ECM#1 Costing Summary

Item	Cost	Estimate Source
Desuperheater	\$ 28,152	Doucette List Price
Ammonia Side Work	\$ 15,000	Polar Estimate
Storage Tanks	\$ 11,000	Polar Estimate
Mechanical Installation	\$ 12,000	Polar Estimate
<b>ECM Subtotal</b>	<b>\$ 66,200</b>	

## 4.2 ECM 2: Dehumidifier Setpoint Optimization

### 4.2.1 Existing Conditions

One Munters A30 desiccant dehumidification unit serves the arena, maintaining temperature and humidity setpoints within the arena. Doing this ensures that the arena has great ice conditions while also being comfortable for patrons. The dehumidifier heating requirements are met through a direct fired gas burner.

Figure 11: Munters Dehumidification Unit





### 4.2.2 Proposed System

ECM #2 pertains to optimizing the control logic of the desiccant dehumidifier serving the arena controlling to a dynamic dewpoint (DP) differential rather than the static relative humidity (RH) setpoint as existing. The control setpoint will have a minimum and maximum range. The DP will float in this range based on outdoor conditions in order to optimize the energy consumption while maintaining optimal ice conditions for skaters & spectators. The table below provides key system parameters:

Parameter	Baseline	Proposed	Comment
<b>Dew Point Range</b>	0.4°C (32.8°F)	3.1 – 5.2°C (36.7 – 40.6°F)	Controlled reset of the dew point setpoint based on NHL-acceptable ice conditions and fog avoidance.
<b>Relative Humidity Range</b>	45%, static.	53 – 61%, floating	Allows the RH to float up to a defined maximum.

### 4.2.3 Energy Savings Estimate

Please refer to the table below for a summary of the measure’s energy savings.

Table 10: ECM#2 Energy Savings Estimate

Subcomponent	Gas Savings (GJ)
Arena Dehumidifier	137
<b>SUM</b>	<b>137</b>

Currently the dehumidifier is only serving the arena, but it was sized to provide dehumidification to the curling sheet as well. The facility is planning on expanding the existing dehumidifier ducting to the curling rink. Since the dehumidifier setpoints will be optimized and the unit will be operating more efficiently further energy savings will be noticed in the future.

#### 4.2.4 Capital Cost Budgeting

The cost estimate for ECM#2 comes from Polar Engineering’s previous experiences completing similar control optimizations on arena dehumidifiers across British Columbia. The key capital cost metrics are shown in the table below. Please note that professional fees and contingency are not included in this estimate.

Table II: ECM#2 Costing Summary

Item	Cost	Estimate Source
Control Optimization	\$ 15,000	Polar Estimate
<b>ECM Subtotal</b>	<b>\$ 15,000</b>	

### 4.1 ECM 3: Site-Specific Heat Pump

#### 4.1.1 Existing Conditions

The natural gas load of the pool-HW loop is met through two Advanced Thermal Hydronics gas fired boilers, described in section 2.3 of this report. The CHW loop from AHU-1 and AHU-2, which provide dehumidification and space cooling to the natatorium (pool deck) feeds into the evaporator of an existing Multistack unit and offsets the pool-HW loop load. The existing Multistack unit is shown in the figure below.

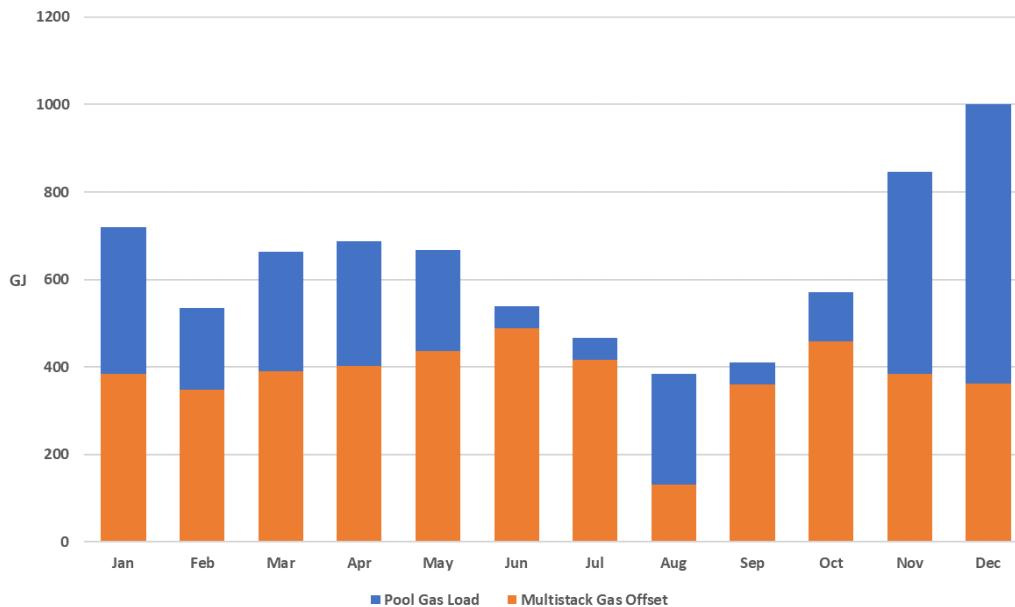
Figure 12: Existing Multistack Unit





The baseline natural gas offset through the Multistack unit is shown in the graph below.

**Figure 13: Baseline Gas Offset due to Multistack Unit**



Since there is a substantial amount of heat available from the refrigeration plant annually, ~3,700 GJ, this excess heat can be recovered to further offset the natural gas requirements of the pool-HW loop which serves various amenities described in section 2.4 of this report.

#### 4.1.2 Base-Case

The base-case for this measure is replacing the existing Multistack unit with an identical unit which has the same capacity. The refrigerant used in the existing Multistack heat pump is R-410A which has a GWP of 1,890. Based on new refrigerant regulations and laws coming into effect there is a mandate to use refrigerants which have a GWP of 750 or less. Therefore, the replacement Multistack unit would use R-454B as a refrigerant which has a GWP of 467. The cost for the base case is \$159,000 and was obtained through working with ClimaChange Solutions.

#### 4.1.3 Proposed System

The proposed system for this measure includes replacing the existing Multistack unit with a site-specific heat pump (SSHP) which operates using a low-GWP refrigerant at condensing temperatures high enough to meet the boiler loop setpoint at the facility.



This new unit will have increased capacity and efficiency compared to the Multistack unit.

The heat pump will recover heat from the CHW loop from AHU-1 & AHU-2 as well as recovering heat from the refrigeration plant. Preliminary unit specifications and performance are described below:

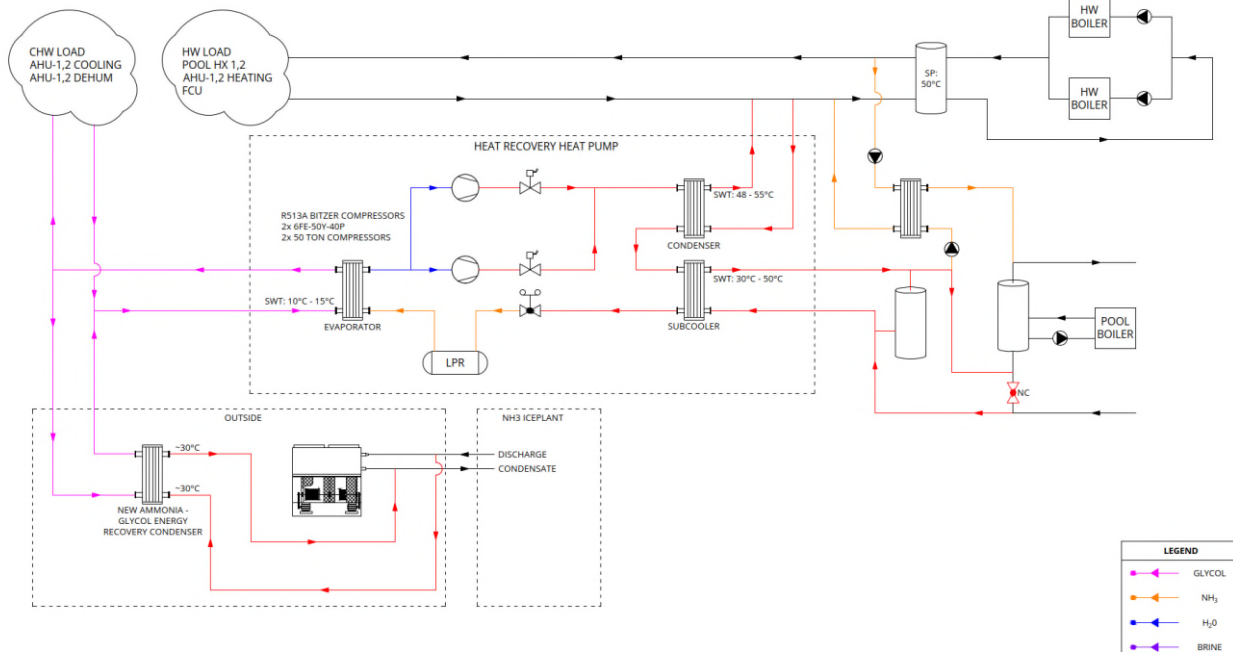
**Table 12: SSHP Specifications**

Item	Description
Compressor	2 x Bitzer 6FEH-50Y-40P
Condenser	370 kW
Subcooler	72 kW
Refrigerant	R513A
Coefficient of Performance (COP)	5.4

Approx 85% of the heat available from the heat pump will be provided by the condenser, with temperatures ranging between 48–55°C. The condenser of the heat pump will offset the pool-HW loop requirements. The remaining 15% of the heat is provided by the subcooler with temperatures ranging between 30–50°C. The subcooler will offset the pool-DHW requirements by providing DHW preheat. An integration schematic is shown below.

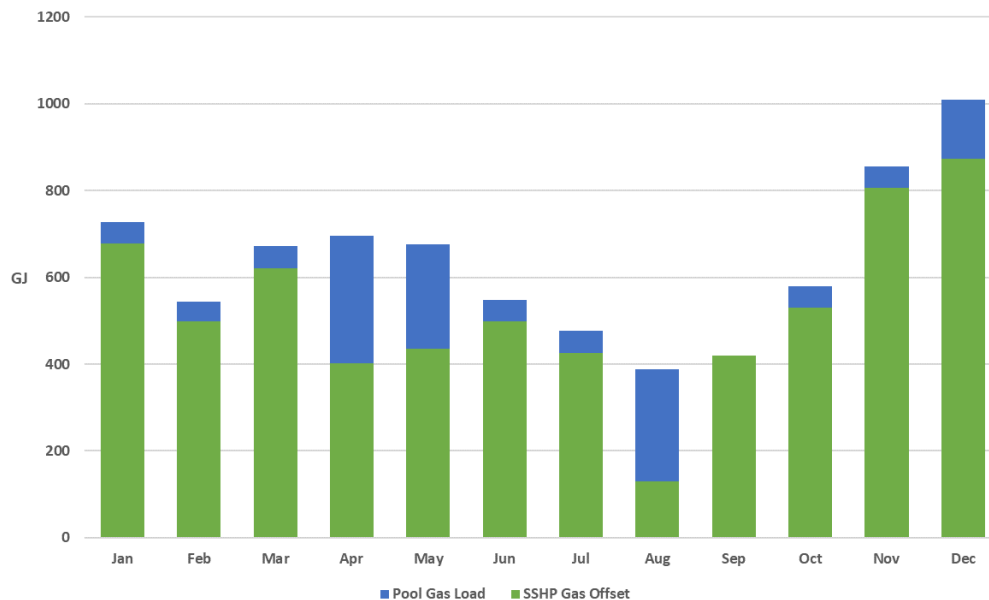


Table 13: ECM Integration Schematic



The proposed natural gas offset through the proposed SSHP is shown in the graph below. We expect the vast majority of the pool heating and pool ventilation load to be offset by the new system.

Figure 14: Proposed Gas Offset due to Proposed SSHP



Polar Engineering designs SSHPs in-house. This is an entirely custom and industrial approach to heat pump design using industrial equipment and practices. As the design engineers, we provide detailed engineering drawings and specifications for the heat pump and associated integration work; refrigeration and mechanical, which can then be tendered or direct awarded to a local refrigeration contractor to be built and supplied. An example of a site-specific heat pump is shown below.

Figure 15: Example of Site-Specific Heat Pump designed by Polar



#### 4.1.4 Refrigerant Selection

As part of this energy study, careful consideration was placed on the ideal refrigerant for the facility's load profile and performance requirements.

Based on the load profiles of the facility and the operational requirements of the site, **we recommend a low-GWP synthetic refrigerant such as R513A**. This specific refrigerant product is new to the Canadian market and offers performance advantages aligned with this application. R513A has an A1 classification, thus requiring no special conditions beyond familiar alternatives. This refrigerant is not flammable, has a low toxicity.

#### 4.1.5 Energy Savings Estimate

The energy savings and electricity savings for this measure are summarized in the table below. The increased electrical load to power the heat pump compressor is



partially offset by the reduced runtime of the evaporative condenser, as less energy will be rejected to the atmosphere. The water savings come from the evaporative condenser operating less since a substantial amount of energy will be recovered from the refrigeration plant.

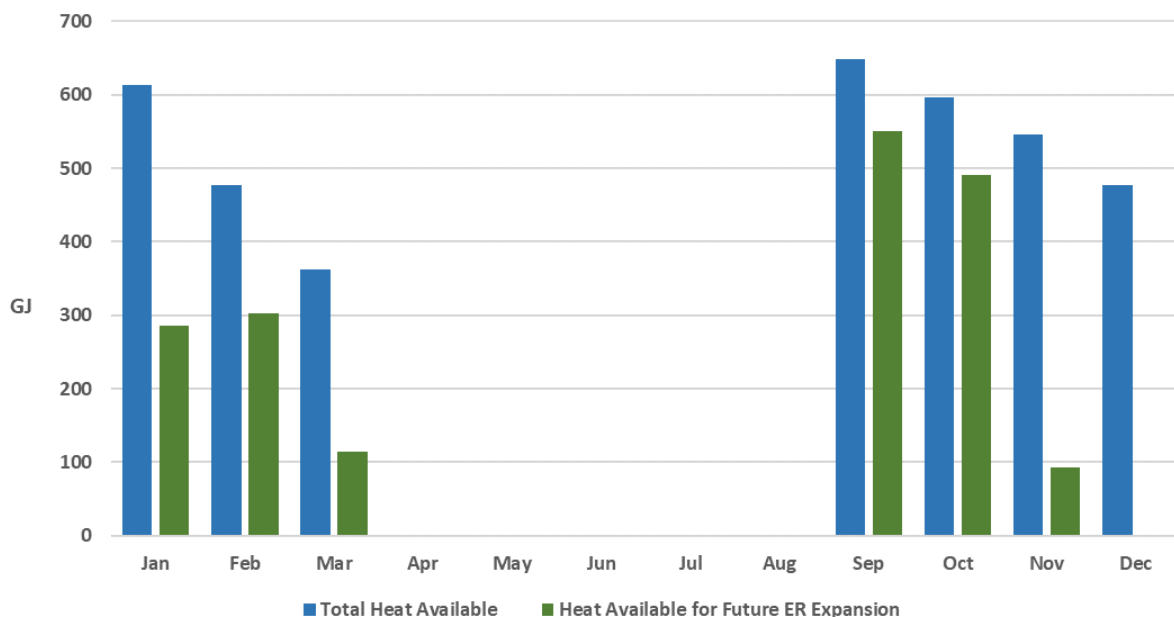
**Table 14: ECM#3 Energy Savings Estimate**

Subcomponent	Gas Savings (GJ)	Elec Savings (kWh)	Water Savings (L)
Pool HW Load	1,482		
Pool DHW Load	437		
Site-Specific Heat Pump	-	105,634	
Evaporative Condenser		19,063	1,030,077
<b>SUM</b>	<b>1,919</b>	<b>-</b>	<b>1,030,077</b>

#### 4.1.6 Co-Benefits

The SSHP adds redundancy to the heating systems, as the existing boilers and water heaters will remain in place for backup heating. The SSHP will also allow the facility to expand upon the energy recovery loop in the future. There will still be ~1,800 GJ of energy left annually to recover from the refrigeration plant to further offset loads on the pool-HW loop. The graph below shows the monthly amount of heat still available.

**Figure 16: Future Heat Recovery Potential**





#### 4.1.7 Capital Cost Budgeting

The cost estimate for ECM#3 comes from Fraser Valley Refrigeration. The key capital cost metrics are shown in the table below. Please note that professional fees and contingency are not included in this estimate.

Table 15: ECM#3 Costing Summary

Item	Cost	Note
Heat Pump Costing	\$ 290,000	Fraser Valley Estimate
Heat Pump Installation	\$ 48,000	Polar Estimate
Evaporator Hydronic Integration	\$ 75,000	Polar Estimate
Condenser Hydronic Integration	\$ 15,000	Polar Estimate
Subcooler Hydronic Integration	\$ 35,000	Polar Estimate
Electrical	\$ 20,000	Polar Estimate
Controls	\$ 15,000	Polar Estimate
<b>ECM Subtotal</b>	<b>\$ 498,000</b>	
Base Case Subtotal	\$ 159,000	
<b>Incremental Costs</b>	<b>\$ 339,000</b>	

### 4.1 ECM 4: Install Low Flow Shower Head Fixtures

#### 4.1.1 Existing Conditions

All the showerheads at the Chetwynd Recreation Centre have a shower fixture specification of 2.5 GPM.

#### 4.1.2 Base-Case

The base-case for this measure is business as usual.

#### 4.1.3 Proposed System

Polar proposes to replace all the high-flow showerheads (2.5GPM) with low-flow fixtures which are rated at 1.5 GPM. This will lead to a reduction in water consumption as well as a reduction in the DHW heating load. The measurement and adjustment of water pressure, along with quality showerhead selection, will yield good occupant experience.

#### 4.1.4 Energy Savings Estimate

The energy savings for this measure are summarized in the table below:



Table 16: ECM#4 Energy Savings Estimate

Subcomponent	Gas Savings (GJ)	Water Savings (L)
Arena DHW	105	401,866
Pool DHW	159	684,651
<b>SUM</b>	<b>265</b>	<b>1,086,517</b>

#### 4.1.5 Co-Benefits

Implementing this energy conservation measure will not only lead to natural gas savings but will also substantially reduce water consumption. This is especially important for the District of Chetwynd since they are currently in a severe drought.

#### 4.1.6 Capital Cost Budgeting

The cost estimate for ECM#4 stems from Polar Engineering’s previous experience completing showerhead replacements at various facilities across British Columbia. The key capital cost metrics are shown in the table below. Please note that professional fees and contingency are not included in this estimate.

Table 17: ECM#4 Costing Summary

Item	Qty/Rate	Cost	Estimate Source
Low-Flow Showerheads - 1.5 GPM	<b>18</b>	\$ 9,000	Polar Estimate
<b>ECM Subtotal</b>		<b>\$ 9,000</b>	

## 5. Measure Summary and Recommendations

Polar Engineering recommends that the Chetwynd Recreation Centre implement all of the evaluated ECMs in this report. The recommended order of implementation is shown in the table below. This strategy will first prioritize demand load reductions followed by waste heat recovery.

Table 18: Recommended Order of Implementation

ECM	Description
<b>#4</b>	Ice Plant Desuperheater
<b>#2</b>	Dehumidifier Setpoint Optimization
<b>#1</b>	Heat Pump Upgrade
<b>#3</b>	Low Flow Showerheads



As a bundle, these measures will have a major impact on the natural gas consumption and GHG emissions at the CRC, while having a slight impact on the electrical consumption. The measures will also result in significant water savings for the facility. These energy results are summarized below.

**Table 19: ECM Bundled Energy Savings**

ECM	Description	Natural Gas (GJ/year)	Electricity (kWh/year)	Water (L/year)	Measure Life (years)	Lifetime GHG Reductions (tCO2e)
#4	Showerheads	265	0	1,086,517	10	119
#2	Dehum Control	137	0	0	15	96
#1	Desuperheater	317	3,147	170,056	25	379
#3	Heat Pump	1,919	-86,571	1,030,077	20	1,818
<b>ECM 1 - 4</b>	<b>BUNDLE</b>	2,638	-83,424	2,286,650	18	2,412

The detailed financial metrics for each measure can be seen in the table below.

**Table 20: Financial Performance Summary**

ECM	Description	Total Capital Cost	Base Case Cost	First Year Savings	Effective Payback (years)
#4	Showerheads	\$ 9,000	\$ -	\$ 4,592	<1
#2	Dehum Control	\$ 15,000	\$ -	\$ 1,615	2
#1	Desuperheater	\$ 66,200	\$ -	\$ 4,164	3
#3	Heat Pump	\$ 498,000	\$ 159,000	\$ 18,121	5
<b>ECM 1-4</b>	<b>BUNDLE</b>	\$ 588,200	\$ 159,000	\$ 28,492	4

Please note that the capital cost values shown above are Class C (+/-30%) and do not include professional fees or budget contingency. For budgetary purposes, it is recommended that the following financial factors are applied to the capital costs shown above:

- 10% annual escalation of all equipment costs from the date of this report.
- 10% of capital costs for engineering fees.
- 5% of capital costs for construction management
- 15-30% of capital costs for contingency

Additionally, the effective payback periods shown account for the estimated CEP incentive from FortisBC, as well as relevant utility costs, utility rate escalations, escalating carbon tax, and carbon purchasing throughout the lifetime of the measures. The detailed annual breakout of these factors is appended.



The cumulative-sum table below shows the progression of costs and key savings in the recommended order of implementation.

Table 21: Gas, GHG, and Cost Progression

ECM	Description	Natural Gas		Capital Cost		GHG	
		(GJ/year)	(CUSUM)	(\$)	(CUSUM)	(tCO <sub>2</sub> e)	(CUSUM)
#4	Showerheads	265	2%	\$ 9,000	\$ 9,000	13	2%
#2	Dehum Control	137	4%	\$ 15,000	\$ 24,000	7	3%
#1	Desuperheater	317	6%	\$ 66,200	\$ 90,200	16	6%
#3	Heat Pump	1,919	23%	\$ 498,000	\$ 588,200	95	22%
<b>BUNDLE</b>		<b>2,638</b>		<b>\$ 588,200</b>		<b>131</b>	

## 6. Conclusion

Polar Engineering recommends the implementation of all ECMs described in this report. These measures will help reduce the overall energy demand of the Chetwynd Recreation Centre and improve the efficiency of the mechanical systems on site without compromising optimal indoor conditions for facility longevity and patron comfort. Implementing these energy projects will **reduce the facility's annual natural gas consumption by 23%** and GHG emissions by 22%.

Polar Engineering would like to thank the District of Chetwynd and the FortisBC team for the opportunity to provide this Energy Study Report. If you have any questions or require further information presented in this report, please don't hesitate to contact us. We are happy to help.

# Appendix A: Financial and Carbon Lifecycle Analysis

Discount Rate		6%		8%		\$/tonne	
Project Year	Calendar Year	Carbon Tax \$/tonne	Carbon Purchase \$/tonne	Carbon Cost \$/tonne	Gas Carbon tonne/GJ	Elec Carbon tonne/kWh	RMG Carbon tonne/kWh
1	2024	80	0	80	0.04987	0.00001	0.00029
2	2025	95	0	95	0.04987	0.00001	0.00029
3	2026	110	0	110	0.04987	0.00001	0.00029
4	2027	125	0	125	0.04987	0.00001	0.00029
5	2028	140	0	140	0.04987	0.00001	0.00029
6	2029	155	0	155	0.04987	0.00001	0.00029
7	2030	170	0	170	0.04987	0.00001	0.00029
8	2031	170	0	170	0.04987	0.00001	0.00029
9	2032	170	0	170	0.04987	0.00001	0.00029
10	2033	170	0	170	0.04987	0.00001	0.00029
11	2034	170	0	170	0.04987	0.00001	0.00029
12	2035	170	0	170	0.04987	0.00001	0.00029
13	2036	170	0	170	0.04987	0.00001	0.00029
14	2037	170	0	170	0.04987	0.00001	0.00029
15	2038	170	0	170	0.04987	0.00001	0.00029
16	2039	170	0	170	0.04987	0.00001	0.00029
17	2040	170	0	170	0.04987	0.00001	0.00029
18	2041	170	0	170	0.04987	0.00001	0.00029
19	2042	170	0	170	0.04987	0.00001	0.00029
20	2043	170	0	170	0.04987	0.00001	0.00029
21	2044	170	0	170	0.04987	0.00001	0.00029
22	2045	170	0	170	0.04987	0.00001	0.00029
23	2046	170	0	170	0.04987	0.00001	0.00029
24	2047	170	0	170	0.04987	0.00001	0.00029
25	2048	170	0	170	0.04987	0.00001	0.00029
26	2049	170	0	170	0.04987	0.00001	0.00029
27	2050	170	0	170	0.04987	0.00001	0.00029
28	2051	170	0	170	0.04987	0.00001	0.00029
29	2052	170	0	170	0.04987	0.00001	0.00029
30	2053	170	0	170	0.04987	0.00001	0.00029


  

Rate Summary		2024 including Carbon Tax of \$		80		\$/tonne	
Utility:	FortisBC Rate 3	Gas Cost \$/GJ	Carbon Tax \$/GJ	Carbon Purchase \$/GJ	Total w PST+ICE \$/GJ	Escalation Rate	Total w tax +levi \$/kWh
Schedule:	0%	\$ 7.24	\$ 3.99	\$ -	\$ 11.77	3%	\$ 0.0632
GST	7%	\$ 7.46	\$ 4.74	\$ -	\$ 12.75	3%	\$ 0.0651
PST	0%	\$ 7.68	\$ 5.49	\$ -	\$ 13.74	3%	\$ 0.0671
ICE	0.40%	\$ 7.91	\$ 6.23	\$ -	\$ 14.73	3%	\$ 0.0691
Net	7.4%	\$ 8.15	\$ 6.98	\$ -	\$ 15.73	3%	\$ 0.0712
		\$ 8.39	\$ 7.73	\$ -	\$ 16.75	3%	\$ 0.0733
		\$ 8.65	\$ 8.48	\$ -	\$ 17.76	3%	\$ 0.0755
		\$ 8.91	\$ 8.48	\$ -	\$ 18.04	3%	\$ 0.0778
		\$ 9.17	\$ 8.48	\$ -	\$ 18.33	3%	\$ 0.0801
		\$ 9.45	\$ 8.48	\$ -	\$ 18.62	3%	\$ 0.0825
		\$ 9.73	\$ 8.48	\$ -	\$ 18.93	3%	\$ 0.0850
		\$ 10.02	\$ 8.48	\$ -	\$ 19.24	3%	\$ 0.0875
		\$ 10.32	\$ 8.48	\$ -	\$ 19.57	3%	\$ 0.0902
		\$ 10.63	\$ 8.48	\$ -	\$ 19.90	3%	\$ 0.0929
		\$ 10.95	\$ 8.48	\$ -	\$ 20.24	3%	\$ 0.0957
		\$ 11.28	\$ 8.48	\$ -	\$ 20.59	3%	\$ 0.0985
		\$ 11.62	\$ 8.48	\$ -	\$ 20.96	3%	\$ 0.1015
		\$ 11.97	\$ 8.48	\$ -	\$ 21.33	3%	\$ 0.1045
		\$ 12.33	\$ 8.48	\$ -	\$ 21.72	3%	\$ 0.1077
		\$ 12.70	\$ 8.48	\$ -	\$ 22.11	3%	\$ 0.1109
		\$ 13.08	\$ 8.48	\$ -	\$ 22.52	3%	\$ 0.1142
		\$ 13.47	\$ 8.48	\$ -	\$ 22.94	3%	\$ 0.1176
		\$ 13.87	\$ 8.48	\$ -	\$ 23.38	3%	\$ 0.1212
		\$ 14.29	\$ 8.48	\$ -	\$ 23.83	3%	\$ 0.1248
		\$ 14.72	\$ 8.48	\$ -	\$ 24.29	3%	\$ 0.1286
		\$ 15.16	\$ 8.48	\$ -	\$ 24.76	3%	\$ 0.1324
		\$ 15.62	\$ 8.48	\$ -	\$ 25.25	3%	\$ 0.1364
		\$ 16.08	\$ 8.48	\$ -	\$ 25.75	3%	\$ 0.1405
		\$ 16.57	\$ 8.48	\$ -	\$ 26.27	3%	\$ 0.1447
		\$ 17.06	\$ 8.48	\$ -	\$ 26.80	3%	\$ 0.1490

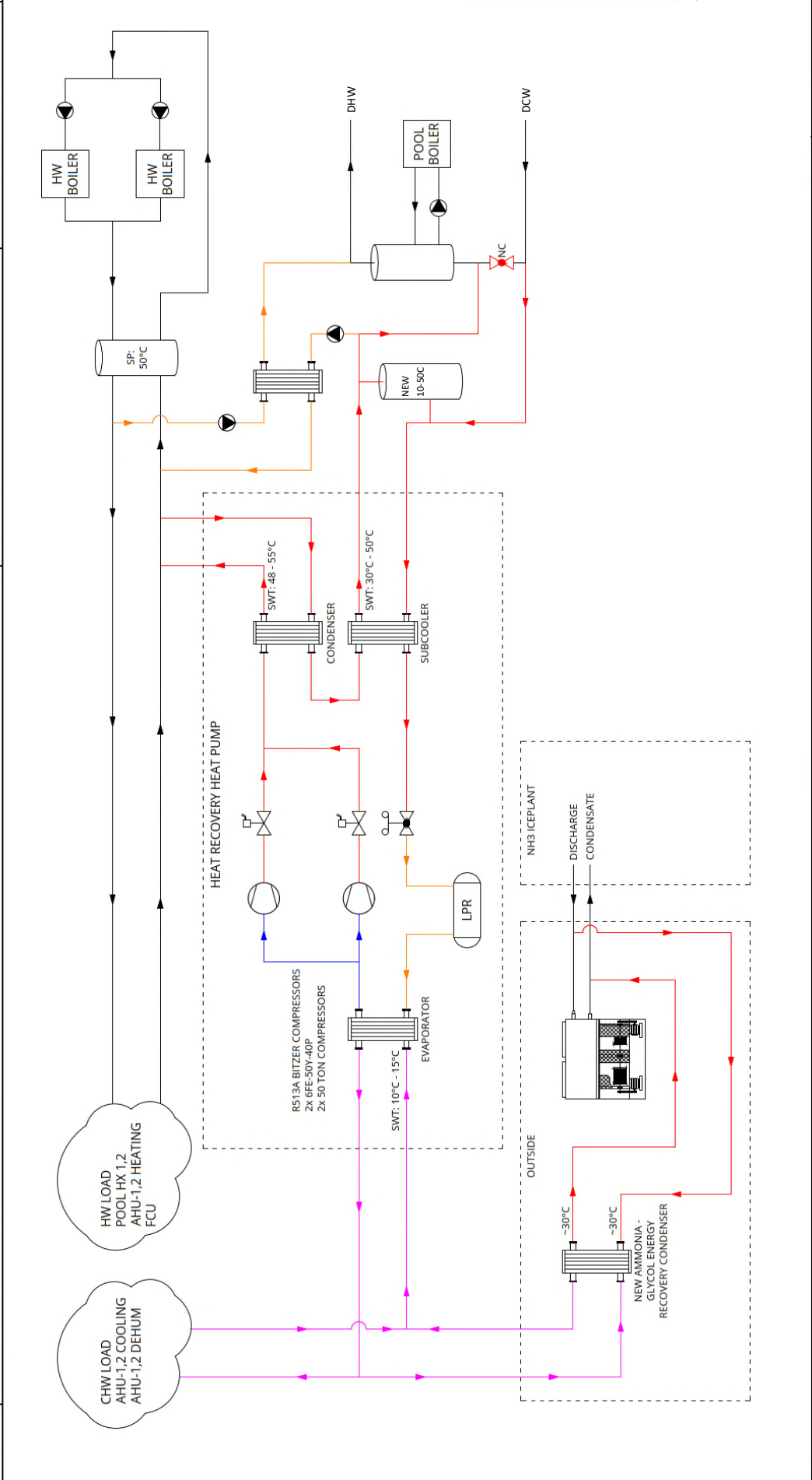
  

Natural Gas		FortisBC Rate 3		0%		7%		0.40%		7.4%		Net		5.0%	
Utility:	BC Hydro	Gas Cost \$/kWh	Carbon Cost \$/kWh	Total w tax +levi \$/kWh	Escalation Rate	Elec Cost \$/kWh	Carbon Cost \$/kWh	Total w tax +levi \$/kWh	Escalation Rate	Water Rate \$/L	Sewer Rate \$/L				
Schedule: <td>LGS</td> <td>\$ 0.0651</td> <td>\$ 0.0010</td> <td>\$ 0.0694</td> <td>3%</td> <td>\$ 0.0651</td> <td>\$ 0.0010</td> <td>\$ 0.0694</td> <td>3%</td> <td>\$ 0.0014</td> <td>\$ 0.0018</td>	LGS	\$ 0.0651	\$ 0.0010	\$ 0.0694	3%	\$ 0.0651	\$ 0.0010	\$ 0.0694	3%	\$ 0.0014	\$ 0.0018				
GST	5%	\$ 0.0671	\$ 0.0012	\$ 0.0716	3%	\$ 0.0671	\$ 0.0012	\$ 0.0716	3%	\$ 0.0014	\$ 0.0019				
PST	0%	\$ 0.0691	\$ 0.0013	\$ 0.0739	3%	\$ 0.0691	\$ 0.0013	\$ 0.0739	3%	\$ 0.0014	\$ 0.0019				
ICE	0.40%	\$ 0.0712	\$ 0.0015	\$ 0.0762	3%	\$ 0.0712	\$ 0.0015	\$ 0.0762	3%	\$ 0.0015	\$ 0.0020				
Net	7.4%	\$ 0.0733	\$ 0.0017	\$ 0.0786	3%	\$ 0.0733	\$ 0.0017	\$ 0.0786	3%	\$ 0.0015	\$ 0.0020				
		\$ 0.0755	\$ 0.0018	\$ 0.0811	3%	\$ 0.0755	\$ 0.0018	\$ 0.0811	3%	\$ 0.0016	\$ 0.0021				
		\$ 0.0778	\$ 0.0018	\$ 0.0835	3%	\$ 0.0778	\$ 0.0018	\$ 0.0835	3%	\$ 0.0016	\$ 0.0022				
		\$ 0.0801	\$ 0.0018	\$ 0.0859	3%	\$ 0.0801	\$ 0.0018	\$ 0.0859	3%	\$ 0.0017	\$ 0.0022				
		\$ 0.0825	\$ 0.0018	\$ 0.0885	3%	\$ 0.0825	\$ 0.0018	\$ 0.0885	3%	\$ 0.0017	\$ 0.0023				
		\$ 0.0850	\$ 0.0018	\$ 0.0911	3%	\$ 0.0850	\$ 0.0018	\$ 0.0911	3%	\$ 0.0018	\$ 0.0024				
		\$ 0.0875	\$ 0.0018	\$ 0.0937	3%	\$ 0.0875	\$ 0.0018	\$ 0.0937	3%	\$ 0.0018	\$ 0.0024				
		\$ 0.0902	\$ 0.0018	\$ 0.0965	3%	\$ 0.0902	\$ 0.0018	\$ 0.0965	3%	\$ 0.0019	\$ 0.0025				
		\$ 0.0929	\$ 0.0018	\$ 0.0993	3%	\$ 0.0929	\$ 0.0018	\$ 0.0993	3%	\$ 0.0019	\$ 0.0026				
		\$ 0.0957	\$ 0.0018	\$ 0.1023	3%	\$ 0.0957	\$ 0.0018	\$ 0.1023	3%	\$ 0.0020	\$ 0.0027				
		\$ 0.0985	\$ 0.0018	\$ 0.1053	3%	\$ 0.0985	\$ 0.0018	\$ 0.1053	3%	\$ 0.0021	\$ 0.0027				
		\$ 0.1015	\$ 0.0018	\$ 0.1084	3%	\$ 0.1015	\$ 0.0018	\$ 0.1084	3%	\$ 0.0021	\$ 0.0028				
		\$ 0.1045	\$ 0.0018	\$ 0.1116	3%	\$ 0.1045	\$ 0.0018	\$ 0.1116	3%	\$ 0.0022	\$ 0.0029				
		\$ 0.1077	\$ 0.0018	\$ 0.1149	3%	\$ 0.1077	\$ 0.0018	\$ 0.1149	3%	\$ 0.0023	\$ 0.0030				
		\$ 0.1109	\$ 0.0018	\$ 0.1183	3%	\$ 0.1109	\$ 0.0018	\$ 0.1183	3%	\$ 0.0023	\$ 0.0031				
		\$ 0.1142	\$ 0.0018	\$ 0.1217	3%	\$ 0.1142	\$ 0.0018	\$ 0.1217	3%	\$ 0.0024	\$ 0.0032				
		\$ 0.1176	\$ 0.0018	\$ 0.1253	3%	\$ 0.1176	\$ 0.0018	\$ 0.1253	3%	\$ 0.0025	\$ 0.0033				
		\$ 0.1212	\$ 0.0018	\$ 0.1291	3%	\$ 0.1212	\$ 0.0018	\$ 0.1291	3%	\$ 0.0025	\$ 0.0034				
		\$ 0.1248	\$ 0.0018	\$ 0.1329	3%	\$ 0.1248	\$ 0.0018	\$ 0.1329	3%	\$ 0.0026	\$ 0.0035				
		\$ 0.1286	\$ 0.0018	\$ 0.1368	3%	\$ 0.1286	\$ 0.0018	\$ 0.1368	3%	\$ 0.0027	\$ 0.0036				
		\$ 0.1324	\$ 0.0018	\$ 0.1408	3%	\$ 0.1324	\$ 0.0018	\$ 0.1408	3%	\$ 0.0028	\$ 0.0037				
		\$ 0.1364	\$ 0.0018	\$ 0.1450	3%	\$ 0.1364	\$ 0.0018	\$ 0.1450	3%	\$ 0.0029	\$ 0.0038				
		\$ 0.1405	\$ 0.0018	\$ 0.1493	3%	\$ 0.1405	\$ 0.0018	\$ 0.1493	3%	\$ 0.0029	\$ 0.0039				
		\$ 0.1447	\$ 0.0018	\$ 0.1537	3%	\$ 0.1447	\$ 0.0018	\$ 0.1537	3%	\$ 0.0030	\$ 0.0040				
		\$ 0.1490	\$ 0.0018	\$ 0.1583	3%	\$ 0.1490	\$ 0.0018	\$ 0.1583	3%	\$ 0.0031	\$ 0.0041				

# Appendix B: Heat Pump Schematic

<b>SITE:</b>	CITY OF CHETWYND - CHETWYND REC CENTRE	 <p><b>POLAR</b> ENGINEERING</p>
<b>PROJECT:</b>	FORTIS ENERGY STUDY (Polar P#2332)	
<b>SKETCH:</b>	SK-1 , HEAT PUMP SCHEMATIC	
<b>BY:</b>	Steffen Trangeled, P. Eng., 2023-12-19	

THIS SKETCH REPRESENTS A HIGHLY SIMPLIFIED SYSTEM SCHEMATIC INTENDED ONLY TO COMMUNICATE PROJECT CONCEPTS. MANY EXISTING AND PROPOSED SYSTEM DETAILS ARE EXCLUDED.  
NOT FOR CONSTRUCTION. NOT FOR RELIANCE BY OTHERS.



**CIVIC PROPERTIES COMMISSION**

To: Civic Properties Commission  
From: Robin Langille, Director of Recreation  
Date: October 22, 2024

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**Request for Decision**

Explanation:

In 2023, Polar Engineering was hired to do an energy study at the Chetwynd Rec Centre with the intention of suggesting energy saving project that would qualify for the implementation incentive (“the Program”) from Fortis BC. The implementation of these Capital Projects would also save on energy expenditures and reduce the greenhouse gas produced at the Rec Centre.

The application was submitted to Fortis for their consideration. On May 24, 2024 Steve McLain was sent a letter by Fortis advising the projects are eligible for an implementation incentive.

See the attached document for the Fortis BC Funded Measures. The timeline to receive this funding is 18 months from the time the agreement was signed. The projects need to be completed during the shutdown period of the Arena Refrigeration Plant as well as the Pool shutdown. These projects will need to be completed by mid-August 2025. To achieve this timeline the projects must be tendered and awarded no later than January 2025 to be able to secure installation by mid-August 2025. Delivery time on the pressure vessels associated with this project have a 4 to 6 month delivery date. The Storage source heat pump has a build time of 5 to 6 months. The only way to achieve the proper timeline is for the 3 projects to be given Pre Budget Approval.

Recommended motions: THAT the Civic Properties Commission recommend pre- budget approval for the following Capital projects:

Project	Capital expenditure after incentive
Desuperheater integration with Arena DHW	\$47,870
Dehumidifer Setpoint Optimization	\$4,313
Heat Recovery using SSHP	\$176,940

OR

THAT the Civic Properties Commission recommend that the above three project follow the normal budget approval process.

Submitted By: Robin Langille  
Director of Recreation.



# Implementation incentive letter

CEP-225699  
May 24<sup>th</sup>, 2024

Chetwynd Recreation Centre  
c/o Steve McInain  
4554 N Access Road  
Chetwynd, BC, V0C 1J0

RE: Custom Efficiency Program Implementation Incentive Approval Letter, Chetwynd Recreation Centre, 4554 N Access Road (the “Building”)

FortisBC Inc. and FortisBC Energy Inc. (collectively, “**FortisBC**”) are pleased to advise that you are eligible for an implementation incentive (“**the Program**”). The incentives for approved energy conservation measures (ECMs) are set out in the table below to support your energy efficiency and/or greenhouse gas reduction project, subject to the measures being installed and to compliance with the attached terms and conditions.

## Implementation Incentive Funding

FortisBC Funded Measures (must be installed and operational within 18 months of the date of the Implementation Incentive Letter) <sup>1</sup>							
Approved Energy Conservation Measures		Estimates				Implementation Incentive <sup>3</sup>	Indicate Intention to Implement
		Project Cost (\$)	Annual Natural Gas Savings (GJ/y)	Annual Electricity Savings (kWh/y)	Annual Greenhouse Gas Savings (t CO <sub>2</sub> e/y)		
ECM 1	Desuperheater integration with Arena DHW	\$76,130	314	2,891	15.56	\$28,260.00	<input type="checkbox"/>
ECM 2	Dehumidifier Setpoint Optimization	\$17,250	264	-	13.09	\$12,937.50	<input type="checkbox"/>
ECM 3	Heat Recovery using SSHP	\$612,950	3,145	(114,052)	155.93	\$434,010.00	<input type="checkbox"/>
ECM 4	Low Flow Showerheads	\$10,350	271	-	13.44	\$7,762.50	<input type="checkbox"/>
<b>TOTAL</b>		<b>\$716,680</b>	<b>3,994</b>	<b>(111,161)</b>	<b>198.02</b>	<b>\$482,970.00</b>	

*These measures are classified as Advanced DSM, and are eligible for the increased \$6/GJ incentive to a maximum of 75% of project costs*

<sup>1</sup> Please see section 1(d)(iii) of the Terms and Conditions.

<sup>2</sup> Please refer to the implementation Incentive Funding Terms and Conditions for further information on Minimum Savings requirements.

<sup>3</sup> Subject to the attached Implementation Incentive Funding Terms and Conditions. Note that Implementation Incentive cannot exceed 75% of the invoiced cost of the measure.

## 2025 Budget - Supplemental Request

### DESUPERHEATER INTEGRATION WITH ARENA DHW - CHETWYND ARENA

<b>Department:</b>	Community Services	<b>Supplemental Type:</b>	Capital - New
<b>Division:</b>	Recreation	<b>Priority:</b>	High
<b>Function:</b>	Chetwynd Arena - 255		

### Description

This is one of the projects that was identified in the implementation Incentive Program through Fortis BC. The project will install a desuperheater in the ammonia refrigeration plant which will capture waste energy from the superheated ammonia compressor discharge. This high-temp heat recovered by the desuperheater will be used to preheat the potable, domestic hot water (DHW) on the arena side of the facility. This will significantly reduce the DHW natural gas load of the facility.

### Financial Information

#### Capital

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
Requisition	47,870					47,870
						-
						-
	47,870	-	-	-	-	47,870

#### Expenses

Expenses	2025	2026	2027	2028	2029	5 Year Total
Desuperheater Installation	47,870					47,870
						-
						-
	47,870	-	-	-	-	47,870

#### Operating

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
	-	-	-	-	-	-

#### Expenses

Expenses	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
						-

## 2025 Budget - Supplemental Request

### DEHUMIDIFIER SETPOINT OPTIMIZATION - CHETWYND ARENA

<b>Department:</b>	Community Services	<b>Supplemental Type:</b>	Capital - New
<b>Division:</b>	Recreation	<b>Priority:</b>	High
<b>Function:</b>	Chetwynd Arena - 255		

### Description

This is one of the projects that was identified in the implementation Incentive Program through Fortis BC. This project will implement a floating dewpoint setpoint for the gas-fired dehumidification which resets based on ambient conditions. This will reduce the natural gas load of the system while ensuring patrons and skater comfort year round.

### Financial Information

#### Capital

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
Requisition	4,313					4,313
						-
						-
	4,313	-	-	-	-	4,313

#### Expenses

Expenses	2025	2026	2027	2028	2029	5 Year Total
Dehumidification setpoint optimization	4,313					4,313
						-
						-
	4,313	-	-	-	-	4,313

#### Operating

Funding Sources	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
	-	-	-	-	-	-

#### Expenses

Expenses	2025	2026	2027	2028	2029	5 Year Total
						-
						-
						-
						-



# REPORT

To: Chair and Directors

Report Number: CS-BRD-356

From: Community Services

Date: November 21, 2024

**Subject: Function 325 – Pre-Budget Approval Dawson Creek Fire Department Fire Engine**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board provide capital budget pre-approval for the 2025 supplemental request to pay for the Dawson Creek Fire Department Engine Chassis and completed engine build at a total cost not to exceed \$1,469,642 and authorize inclusion of the expense in Function 325 – Dawson Creek/Pouce Coupe Fire Draft 2025-2029 PRRD Financial Plan.

## **BACKGROUND/RATIONALE:**

On March 21, 2024 the Regional Board passed the following resolution;

*MOVED, SECONDED and CARRIED,*

*That the Regional Board award RFP 06-2023 'Fire Apparatus Replacement – DCFD Engine' to Fort Garry Fire Truck Ltd. at a cost of \$1,374,995 (excluding taxes); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.*

The chassis for the Dawson Creek Fire Department Fire Engine is estimated to be delivered to Fort Garry Fire Trucks in Winnipeg in Quarter 1 of 2025. At this point, as per the contract, payment for the chassis will be due on delivery of the chassis to Fort Garry.

Included in the Dawson Creek Rural Fire Protection Agreement under Schedule 'C' – Other Items:

### **Fire Engine Replacement**

The Regional District agreed to start the procurement process for a new fire engine in 2023 to replace the current PRRD-owned engine provided for use by the City of Dawson Creek. The PRRD agreed to supply an engine with the following specifications:

- 450 HP engine or greater.
- All-wheel drive and Insta-chains (or similar).
- Seating Capacity for 5 persons.
- A minimum 600 IG water tank.
- A minimum 1250 IGPM pump; and
- Class A and B foam.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Asset and Infrastructure Management

**FINANCIAL CONSIDERATION(S):**

The chassis payment is due on delivery to Fort Garry Fire Trucks Ltd. at a cost of \$791,906, and the final payment, at \$677,736, with an estimated completion in 2025. In 2024, \$150,000 was budgeted for the deposit on the engine, this was an estimated 10% of the potential cost of the engine, which will be carried forward to the 2025 Financial Plan for Function 325 – Dawson Creek/Pouce Coupe. The deposit was expected to be paid in 2024, with the final payment in 2025.

The chassis is expected to be delivered in the first quarter of 2025 therefore pre-budget approval is required to ensure the chassis payment can be made prior to the adoption of the 2025-2029 Financial Plan in March of 2025.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.

## Attachments:

1. 2025 Supplemental DCFD Fire Engine
2. DC Rural Fire Protection Agreement 2023-2027 – FINAL (Redacted)

## External Links:

1. [CS-BRD-315 RFP Award 06-2023 Fire Apparatus Replacement – DCFD Engine](#) – From March 21, 2024 Regional Board Meeting, Item 8.15
2. [CS-RBAC-094 Dawson Creek Fire Apparatus – Funding Request](#) – From March 14, 2024 Rural Budgets Administration Committee Meeting, Item 8.2

## 2024 Budget - Supplemental Request

### CAPITAL PROJECTS - DCFD Fire Engine Replacement

<b>Department:</b>	Community Services	<b>Supplemental Type:</b>	Capital - Replacement
<b>Division:</b>	Fire Services	<b>Priority:</b>	High
<b>Function:</b>	Dawson Creek/Pouce Coupe Fire - 325		

### Description

The Dawson Creek Fire Department provides fire protection for rural residents as per the Dawson Creek Rural Fire Protection Agreement 2023-2027. Included within this agreement is the provision of Fire Apparatus(Engine) to serve the rural fire protection area. The previous engine is rapidly approaching end of life and has triggered replacement due to the current turn around time on new apparatus builds. This replacement replaces the current fire apparatus that was originally supplied.

### Financial Information

#### Capital

Funding Sources	2024	2025	2026	2027	2028	5 Year Total
Capital Reserve		694,692				694,692
PRA Reserve		774,950				774,950
	-	1,469,642	-	-	-	1,469,642

Expenses	2024	2025	2026	2027	2028	5 Year Total
Chassis (Including Tax)		791,906				791,906
Completed Engine (Including Tax)		677,736				677,736
						-
	-	1,469,642	-	-	-	1,469,642

#### Operating

Funding Sources	2024	2025	2026	2027	2028	5 Year Total
						-
						-
						-
	-	-	-	-	-	-

Expenses	2024	2025	2026	2027	2028	5 Year Total
						-
						-
						-
						-

## RURAL FIRE PROTECTION AGREEMENT

This agreement dated for reference the \_\_\_ day of \_\_\_\_\_, 2022.

BETWEEN:

Peace River Regional District  
Box 810, 1981 Alaska Avenue,  
Dawson Creek, BC V1G 4H8

(Regional District)

OF THE FIRST PART

AND:

City of Dawson Creek  
Box 150,  
Dawson Creek, BC VI G 4G4  
[the “City”]

OF THE SECOND PART

WHEREAS the Regional District has pursuant to “Dawson Creek - Pouce Coupe Rural Fire Protection Local Service Area Establishment By-law No. 710, 1990”, and all amendments thereto, (herein called the Dawson Creek—Pouce Coupe Rural Fire Protection Local Service Area) established a local service area;

AND WHEREAS the Regional District has, on behalf of its rural residents, negotiated with the City to provide fire protection and control services to the portion of the local service area as shown on the attached Schedule ‘A’ to this Agreement (hereinafter called the “Dawson Creek Rural Fire Protection Area”).

AND WHEREAS pursuant to Section 13 of the *Community Charter*, the Board of the Regional District consents to the provision of the Services (as defined in Section 1) by the City in accordance with the terms of this Agreement;

AND WHEREAS the City has lawfully established a fire department (hereinafter referred to as the “Fire Department”), and the Fire Department has sufficient capacity to supply rural fire protection and control services to the Dawson Creek Rural Fire Protection Area;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the promises and the mutual covenants hereinafter contained and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, the parties hereto covenant and agree each with the other as follows:

### 1. RURAL FIRE PROTECTION AREA SERVICES (hereinafter referred to as “the Services”)

- 1.1 The City shall, through its Fire Department, provide rural fire protection and control services to and for the Dawson Creek Rural Fire Protection Area to the extent and standard as may be reasonably expected of a responsible municipal fire department in the Province of British Columbia given the resources available in the Dawson Creek Rural Fire Protection Area, and without limiting the generality of the foregoing, the Services supplied by the Fire Department to the Rural Fire Protection Area shall include:

- a. Answering and responding to all fire emergency calls from the Dawson Creek Rural Fire Protection Area in the same order of priority as if fire emergency calls from the Dawson Creek Rural Fire Protection Area were fire emergency calls made from within the City of Dawson Creek;
  - b. Attending at fire emergencies in the Dawson Creek Rural Fire Protection Area with the appropriate equipment for the purpose of controlling and extinguishing fires;
  - c. Conducting inspections on a complaint-only basis of premises within the Dawson Creek Rural Fire Protection Area to locate conditions which may cause a fire or increase the danger of a fire or increase the danger of persons therein; and,
  - d. Generally coordinating and implementing all those services which may be necessary for or incidental to the investigation, prevention and suppression of fires or matters within the Dawson Creek Rural Fire Protection Area which are normally within the scope of responsibility of municipal fire departments in British Columbia pursuant to laws in force from time to time in British Columbia.
- 1.2 The City, through its Fire Department, shall ensure that it has, at all times, all necessary personnel and maintains and operates all necessary equipment to provide the Services to the Dawson Creek Rural Fire Protection Areas as set out herein.
- 1.3 The City is the “Authority Having Jurisdiction” in relation to the Fire Department, as contemplated by and defined in the British Columbia Structure Firefighter Minimum Training Standards. The City’s Fire Department will meet or exceed the minimum requirements of this standard.
- 1.4 The Regional District agrees that, by entering this Agreement, the Fire Chief and/or Designated Alternate is authorized to exercise all the powers, duties and functions that are assigned to the Fire Chief and/or Designated Alternate under the City of Dawson Creek Fire Protection Bylaw as may be amended or replaced from time to time, within the Dawson Creek Rural Fire Protection Area. In providing the Services, the Fire Department is authorized to exercise the same powers and authorities within the Rural Fire Protection Area as are granted to the City of Dawson Creek Fire Department under the City of Dawson Creek Fire Protection Bylaw.
- 1.5 For greater clarity, the following services are not provided under this agreement:
  - a. Investigation or response to routine burning complaints within the rural fire protection area unless there are reasonable grounds to suspect that public safety is at risk or that the fire may spread beyond its intended perimeter; and,
  - b. Provision of comprehensive post-incident assessments as defined in the Peace River Regional District policy titled “Comprehensive Post-Incident Assessments by Fire Departments” a copy of which is attached to this agreement as Schedule ‘E’.

**2. TERM OF AGREEMENT**

2.1 The Term of this Agreement (hereinafter referred to as “the Term”) shall be a period of five (5) years commencing January 1, 2023 and ending on December 31, 2027.

**3. PAYMENT FOR FIRE PROTECTION SERVICES**

3.1 For each year of the Term, for the supply of the Services to the Dawson Creek Rural Fire Protection Area, the Regional District shall pay to the City a sum (hereinafter referred to as the "Annual Payment"), as defined in the attached Schedule ‘B’ ANNUAL PAYMENT SCHEDULE of this Agreement.

3.2 The Regional District shall pay the Annual Payment for each calendar year to the City within the first two weeks in August of each year during the Term.

**4. CAPITAL CONTRIBUTION**

4.1 The Regional District does not contribute annual funding to the Dawson Creek Fire Department “Capital Reserve”.

4.2 The Regional District owns a ‘Tender’ and an ‘Engine’ that are provided to the Dawson Creek Fire Department in lieu of contributions to a City of Dawson Creek “Capital Reserve”.

4.3 The Regional District will contribute to and maintain its own “Capital Reserve” for the purpose of replacement of the ‘Tender’ and ‘Engine’ as required.

4.4 Notwithstanding the clauses included within this section, the Regional District agrees to provide capital funding for the Dawson Creek Fire Hall based on the terms and conditions provided in the attached “SCHEDULE ‘D’ - DAWSON CREEK FIRE HALL”.

**5. OPERATIONAL CONTRIBUTION**

5.1 The Regional District does not contribute toward the operation of the Dawson Creek Fire Training Centre but may enter into a separate agreement with the City with respect to the use of the Dawson Creek Fire Training Centre.

**6. REPORTING REQUIREMENTS**

6.1 The City shall provide such information to the Regional District as the Regional District may from time to time reasonably require, including, without limiting the generality of the foregoing, an annual statement of the activities of the City's Fire Department detailing responses to emergency calls within the Dawson Creek Rural Fire Protection Area and other information concerning the Services.

**7. FIRE DEPARTMENT MANAGEMENT COMMITTEE**

- 7.1 The parties hereto agree to establish a "Fire Department Management Committee" consisting of the following members:
- a. The Director of Electoral Area "D"; and
  - b. The Mayor or representative of the City of Dawson Creek;

For certainty, the Fire Department Management Committee is not a committee under the Community Charter.

- 7.2 The Fire Department Management Committee shall:
- a. Establish and maintain a liaison between the Regional District and the City respecting this Agreement;
  - b. Review any proposals from the Fire Department for capital expenditures or expansion of the Services;
  - c. Review and make recommendations for settlement of any disputes between the parties hereto arising out of this Agreement.

**8. INDEMNITY AND INSURANCE:**

- 8.1 The Regional District hereby indemnifies, saves harmless, releases and forever discharges the City from and against any and all manner of actions, causes of actions, claims, debts, suits, losses, liabilities, costs, demands and expenses, whatsoever, whether known or unknown (collectively "Claims"), in any way arising from, in connection with or attributable to the actions of Regional District in the provision of the fire protection services in the service area under this Agreement, except where such Claims are caused or attributable to the negligence of the City, or its employees, servants, agents, volunteers and contractors.
- 8.2 The City hereby indemnifies and saves harmless the Regional District from and against any and all claims, actions, causes of action, demands, or suits of any kind arising from the City's provision of the Rural Fire Protection Services under this Agreement, excluding any claims, actions, causes of action, demands, or suits that arise from the gross negligence or willful default of the Regional District or its employees, servants, agents, volunteers and contractors.
- 8.3 Each party agrees to procure and maintain in force at its own cost during the entire term of this Agreement, a comprehensive general liability policy, policies and/or program.
- 8.4 The Regional District agrees to procure and maintain, as part of the agreement, insurance for the two vehicles owned by the Regional District, and provided to the City for the purpose of providing the Services.
- 8.5 The City agrees to procure and maintain, as part of the Services, during the entire term of this Agreement, automobile insurance on owned and/or leased vehicles as required by the laws of British Columbia, and as required under any motor vehicle lease agreement.

- 8.6 The City agrees to procure and maintain, as part of the Services, during the entire term of this Agreement, workers' compensation coverage for all employees and volunteers employed by the Fire Department, whether as career, work experience, volunteer, or paid-on-call members.

**9. RENEWAL**

- 9.1 No later than six (6) months prior to the expiry of the Term, the Regional District shall deliver notice to the City whether it wishes to renew, extend or renegotiate this Agreement. For clarity, the parties are not obligated to renew, extend or renegotiate this Agreement.

**10. TERMINATION**

- 10.1 Either party to this Agreement may terminate this Agreement by giving to the other party a written notice of termination, providing the other party with at least one year (12 months) notice.

**11. NOTICES**

- 11.1 Any notice given hereunder to the City shall be well and sufficiently given if sent by pre-paid registered mail or delivered to the City addressed as follows:

The City of Dawson Creek  
Box 150, 10105- 12A Street,  
Dawson Creek BC V1G 4G4  
Attention: Chief Administrative Officer

Any such notice shall be deemed to have been given if delivered by hand, when delivered; and if mailed, on the second business day following that on which it was mailed.

- 11.2 Any notice given hereunder to the Regional District shall be well and sufficiently given if sent by pre-paid registered mail or delivered to the Regional District addressed as follows:

Peace River Regional District  
Box 810, 1981 Alaska Avenue,  
Dawson Creek BC V1G 4H8  
Attention: Chief Administrative Officer

Any such notice shall be deemed to have been given if delivered by hand, when delivered; and if mailed, on the second business day following that on which it was mailed.

**12. GENERAL**

- 12.1 The City shall perform its obligations under this Agreement in compliance with all laws in force in the Province of British Columbia from time to time. In the event that additional rural fire protection services are required within the rural fire protection zone due to a change in legislation or due to any other reason outside the control of the City, then the City has the option to either terminate or renegotiate this agreement with the Regional District prior to the effective date of the said change.
- 12.2 The parties hereto covenant and agree that shall upon the reasonable request of the other party, make, do, execute or cause to be made, done or executed, all such further and other lawful acts, deeds, things, devices and assurances whatsoever for the performance of the terms and conditions of this Agreement.
- 12.3 If at any time during the Term the parties hereto shall deem it necessary or expedient to make any alteration or addition to this Agreement they may only do so by means of a written amendment signed by both parties which shall be attached to and form part of this Agreement.
- 12.4 Time shall be of the essence of this Agreement.
- 12.5 Neither of the parties hereto may assign any of their rights and obligations hereunder.
- 12.6 This Agreement shall endure to the benefit of and be binding upon the respective successors of the parties hereto.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto on the dates set out above.

THE CORPORATE SEAL of the City of Dawson Creek )  
was hereunto affixed in the presence of: )

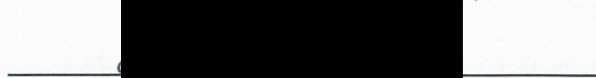


\_\_\_\_\_  


Authorized Signatory )

C/S

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

\_\_\_\_\_  


Leonard Hiebert, Chair )

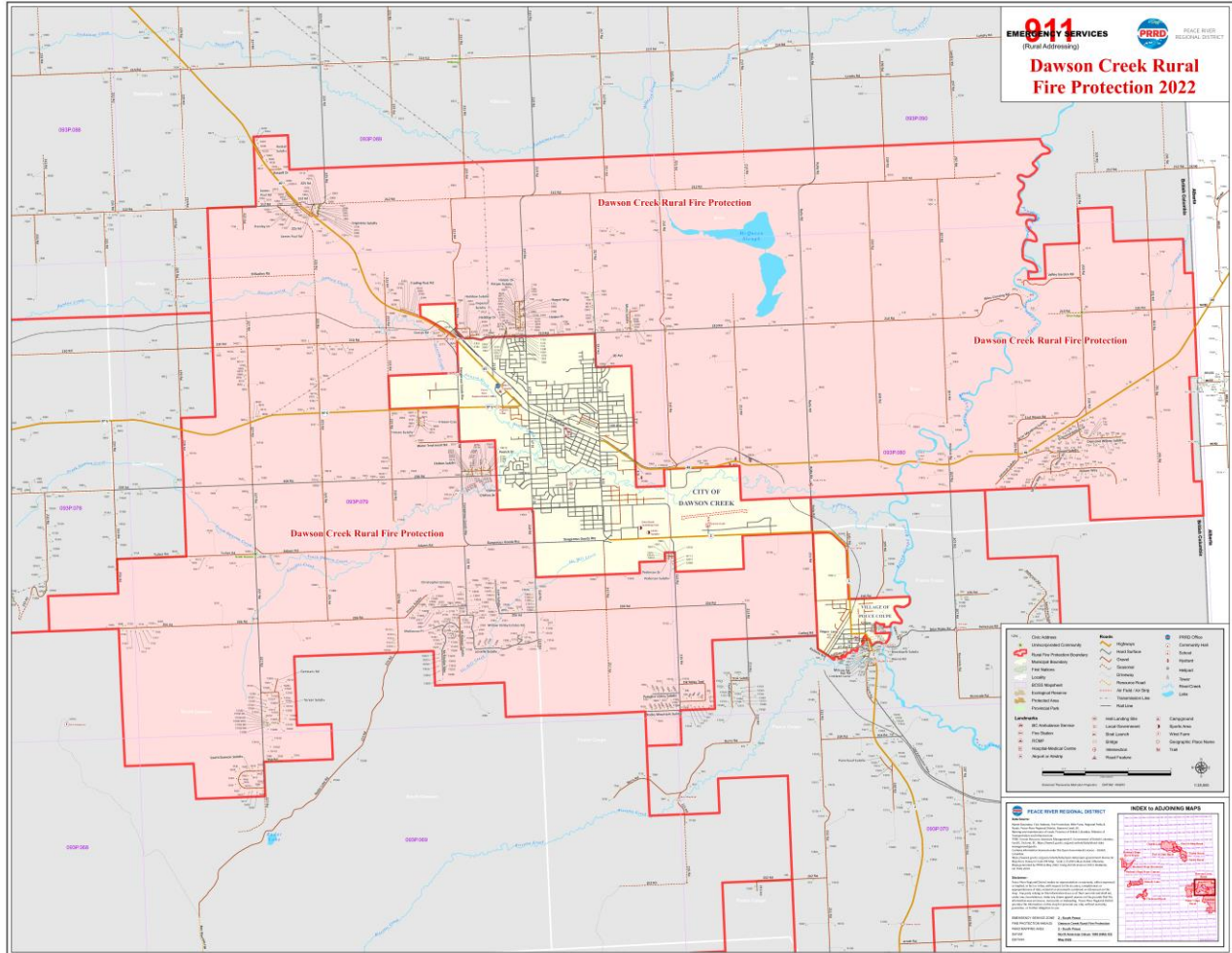
\_\_\_\_\_  


Shawn Dahlen, Chief Administrative Officer )

C/S

**SCHEDULE 'A'**

The following map shows the boundaries of the Dawson Creek Rural Fire Protection Area (shaded in pink).



**SCHEDULE 'B'**  
**ANNUAL PAYMENT SCHEDULE**

Year	Annual Payment		Equipment Contribution*	TOTAL
	Increase	Amount		
2023	Base Year	\$364,871	\$25,000	\$389,871
2024	2.5%	\$373,992	\$25,000	\$398,992
2025	2.5%	\$383,341	-	\$383,341
2026	2.5%	\$392,924	-	\$392,924
2027	2.5%	\$402,747	-	\$402,747

\* The Equipment contribution reflects the remainder of the three-year commitment made by the Electoral Area 'D' Director for the 2022 expansion of the fire protection service area.

## **SCHEDULE 'C'**

### **OTHER ITEMS**

#### **Burning Regulations**

The Regional District agrees to investigate with the City the possibility of developing a bylaw that would provide the City with the ability to regulate and/or enforce open burning in the Rural Fire Protection Area.

#### **Fire Engine Replacement**

The Regional District agrees to start the procurement process for a new fire engine in 2023 to replace the current PRRD-owned engine provided for use by the City. The PRRD agrees to supply an engine with the following specifications:

- 450 HP engine or greater;
- All-wheel drive and Insta-chains (or similar);
- Seating capacity for 5 persons;
- A minimum 600 IG water tank;
- A minimum 1250 IGPM pump; and,
- Class A and B foam.

**SCHEDULE 'D'**

**DAWSON CREEK FIRE HALL**

The Regional District will provide capital funding of 10% of the cost of renovation to or construction of a replacement/new Dawson Creek Fire Hall, (the Project) up to a maximum of \$1.2 million, subject to:

- i. the City commencing construction on the Project not later than December 31st, 2033, and not sooner than January 1<sup>st</sup>, 2028;
- ii. the existence of a current agreement between the parties for rural fire protection at the time the Project commences; and
- iii. the City agreeing to provide the Services for an additional five-year term upon completion of the Project.

The City of Dawson Creek shall be responsible to submit proof of total Project costs to the Regional District to request payment of the capital contribution noted above.

This replaces the commitment provided in the previous Rural Fire Protection Agreement dated May 3<sup>rd</sup>, 2018.

**SCHEDULE 'E'**

**Comprehensive Post-Incident Assessments by Fire Departments Policy**



**Comprehensive Post-Incident Assessments by Fire Departments**

Department	Community Services	Policy No.	0340-77
Section	Protective Services	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**

The purpose of this policy is to identify that Peace River Regional District owned or contracted fire departments do not perform comprehensive post-incident assessments.

**2. Scope**

This statement of Policy applies to all fire departments operated by the Peace River Regional District, as well as fire departments serving the Peace River Regional District under contract with respect to services provided in rural fire protection areas.

**3. Definitions**

*Fire Department:* means the fire departments operated by the Peace River Regional District, and any other fire department providing services to the Peace River Regional District under contract in a fire protection area established by bylaw.

*Comprehensive Post-Incident Assessment:* means a detailed examination of a structure after a fire or other emergency incident to determine if the structure is safe for occupancy and completely free of hazards, including, but not limited to:

- a) structural damage or deficiencies;
- b) harmful gases;
- c) biological hazards;
- d) flammable gas leaks;
- e) electrical hazards;
- f) water damage; and,



g) hidden or smoldering fires which may rekindle.

**4. Policy**

- 4.1 The fire departments shall not perform Comprehensive Post-Incident Assessments as they are not trained nor equipped nor staffed for that purpose.
- 4.2 After a fire or other emergency incident, the owner or occupier of the property is responsible for engaging the necessary professionals to determine if their property is safe to occupy and free of hazards.

Affiliated Procedure	
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# REPORT

To: Chair and Directors

Report Number: ADM-BRD-543

From: Corporate Administration

Date: November 21, 2024

**Subject: 2025 Communications Staffing Considerations**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board approve the addition of a full-time Communications Coordinator position, allocated 100% to Function 100 – Administration in the 2025 Financial Plan; further, that the Regional Board give pre-budget approval for the position so that it can be posted as soon as possible.

## **BACKGROUND/RATIONALE:**

The Peace River Regional District (PRRD) Communications Department requires a full-time (FTE) Coordinator to address critical gaps in public engagement, proactive communications and organizational resilience. This role will strengthen capacity to mitigate major miscommunications risks, equip the department and organization to communicate during multiple emergencies, assist with local events and support the development of a vital Organizational Communications Plan and essential policies. It will also allow for the revisiting of valuable recommendations from an external 2021 communications audit.

At its Regular Meeting held September 12, 2024, the Regional Board passed the following motion:

*MOVED, SECONDED and CARRIED,*

*That the Regional Board authorize participation and participation levels as specified in the following list of Community Parades and Special Events in 2025:*

- 1. Fort St. John Canada Day Parade – Fire Truck Only (Charlie Lake Fire Department)*
- 2. Taylor Gold Panning Parade – Fire Truck Only (Charlie Lake Fire Department)*
- 3. Chainsaw Carving in Chetwynd - Booth Rental*
- 4. Pouce Coupe Canada Day Parade - Sticker Wrapped PRRD Fleet Vehicle*
- 5. Fort St. John Canada Day Parade - Usage of PRRD Flat-Deck Trailer*
- 6. Dawson Creek Fall Fair Parade - Usage of PRRD Flat-Deck Trailer*
- 7. Hudson’s Hope Christmas Parade - Usage of PRRD Flat-Deck Trailer*
- 8. Santa Claus Parade in Fort St. John - Usage of PRRD Flat-Deck Trailer*

The addition of a full-time Communications Coordinator would enable the organization to deliver these events and also upgrade the level of service provided by the Communications staff to all departments seeking their assistance. While the need to hire dedicated consultants to lead major public engagement projects would not disappear entirely, there would be an improved ability to support a variety of PRRD projects that include public engagement and communication. The Communications staff would also be better positioned to support the external contractors with their efforts to ensure uniformity of tone, language, and PRRD branding on all projects, whether led in-house or externally. ‘Appendix A – External

Consulting Costs' shows the over \$2M spent on external consultant expertise on major projects as an illustration of the complexity of projects undertaken by the PRRD in recent years.

The PRRD Communications team is currently just two positions, both of which have been vacant or subject to turnover in the past 5 years. This staffing level is below comparable local governments in BC. The constraints of a small staff dedicated to communications result in a base level of operational service and increased organizational and reputational risks.

The Communications Department oversees many different strategic and operational activities such as but not limited to:

- Public engagement across diverse channels.
- Media relations.
- Internal and external communications support for all departments.
- Issues management and crisis communication dissemination.
- Development and implementation of communication plans and strategies.
- Management of digital platforms and social media.
- Management of brand, reputation and website.

In addition to these core functions, the Communications team needs to commence undertaking to develop and/or update several overdue critical deliverables such as but not limited to:

- Implementation of recommendations from the 2021 Communications Audit. (Community Engagement Guide, Crisis Communications Plan, Communications Policies).
- Organizational Communications Plan.
- Organizational policies (see attached business case).
- Content migration and development for the new PRRD website.

The current two-person team is struggling to meet the increasing demands for public engagement, media relations, internal and external support, and increased public presence at special events as identified leading to:

- Inability to complete critical deliverables identified in the [2021 Communications Audit](#).
- Limited communications support for complex regional initiatives such as the North Peace Regional Park (North Peace Fall Fair, Spencer Tuck Engagement, NP Pool replacement engagement).
- Limited capacity for public engagement.
- Increased risk of communication breakdowns internally and externally.
- Staff burnout leading to turnover with associated knowledge loss and decreased efficiency during recruitment and training periods impacting all departments.

The addition of a Communications Coordinator position would respond directly to these issues and allow the department to:

- Review and develop deliverables identified in the 2021 Communications Audit.
- Enable the development of an Organizational Communications Plan in 2025.
- Enable the development of essential organizational policies.
- Enhance public engagement and attention to rural community needs.
- Lead and deliver content development for the new PRRD website in 2024 – 25 including updating content to legislated accessibility standards such as text to speech.

- Strengthen interest and rights holder analysis and targeted outreach for diverse demographics.
- Provide expert guidance and oversight on accessibility and inclusivity in communications.
- Effectively support crisis communications as alternate Information Officer for EOC as personnel activation is required even when contractors may be later secured, and/or in multiple emergencies.
- Establish a clear career progression within the department in alignment with the Strat Plan objectives of employee development and retention.
- Enhance organizational reputation as an employer in the region.
- Uphold best practices in local government communication.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Human Resource Management
  - Establish a Corporate Employee Development Program
  - Develop an Employee Retention and Recruitment Strategy
- Collaboration and Cooperation with First Nations

**FINANCIAL CONSIDERATION(S):**

All wage implications are based on current rates within the collective agreement and are subject to change under a new Collective Agreement with CUPE Local 2403.

Approval of this position would add \$113,435 in annual wages including benefit costs to Function 100 Budget in the 2025-2029 Financial Plan. While this represents an increase in personnel costs, it is expected to result in long-term cost savings and improved operational efficiency through:

- Decreased recruitment and training costs associated with high turnover.
- Improved project outcomes and reduced delays through enhanced communication support.
- Enhanced efficiency in rural community engagement and consultant support.
- Better risk management through improved communication capacity.
- Internal capacity to undertake and/or complete key deliverables such as a new PRRD website.
- Maximized return on \$2M+ consultant investments through local expertise and oversight.
- Strengthened ability to meet provincially legislated accessibility requirements.

**COMMUNICATIONS CONSIDERATION(S):**

Enhanced organizational communications capacity as outlined in the background portion of this report and in the attached business case.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Business Case - Communications Department Additional FTE

External Links:

1. [April 15, 2021 Committee of the Whole Meeting](#) – See Item 4.1 “Mickelson Consulting Inc. – PRRD Communications Audit Presentation”

### Appendix A – External Consulting Costs

To provide context for the scale and complexity of the PRRD’s communication needs, the following table outlines recent major projects that required external public engagement consultants and their total costs:

Determined Projects (2023 – 2026)	Consultant	Value
Regional Growth Strategy (2023 – 2025)	Ecoplan Consultants	\$ 204,240.00
Climate Resiliency Plan (2021–25)	Pinna Consultants	\$ 74,450.00
North Peace Leisure Facility Public (NPLF)	Mickelson Consulting	\$ 25,000.00
NPLF Community Engagement Plan (2024-25)	Mickelson Consulting	\$ 10,000.00
NPLF Community Engagement Initiative	Mickelson Consulting	\$ 324,580.68
Area D Fire Protection Feasibility Study (2024)	Firewise Consultants	\$ 30,000.00
North Peace Regional Park Public (2024)	Expedition Management	\$ 100,000.00
Spencer Tuck (2024-25)	Lee and Associates	\$ 87,488.50
Firesmart (2024-26)	Mammoth Consultants	\$ 510,000.00
Blackfoot Park *signage design	Taliunus Consultant	\$ 1,350.00
Chetwynd Land Fill Replacement Public	Tetra Tech Consultants	\$ 282,031.42
Regional Bylaw	TBD	TBD
BBLF Phase4A (2023-25)	Tetra Tech Consultants	\$ 378,158.90
		\$2,027,299.50

The cumulative expenditure on external consultants for public engagement is substantial. These projects and their cost evidence the increasing complexity of the projects requiring public engagement undertaken by the PRRD.



## BUSINESS CASE: COMMUNICATIONS DEPARTMENT ADDITIONAL FTE

### EXECUTIVE SUMMARY

The Peace River Regional District (PRRD) Communications Department requires a full-time (FTE) Coordinator to address critical gaps in public engagement, proactive communications and organizational resilience. This role will strengthen capacity to mitigate major miscommunications risks, equip the department and organization to communicate during multiple emergencies, assist with local events and support the development of a vital Organizational Communications Plan and essential policies. It will also allow for the revisiting of valuable recommendations from an external 2021 communications audit.

### STRATEGIC ALIGNMENT

This role directly supports PRRD strategic priorities:

- Enables proactive communication and meaningful public engagement
- Strengthens emergency response and risk management capabilities
- Builds organizational resilience through cross-training and knowledge retention
- Supports the development and implementation of a unified Organizational Communications Plan
- Allows for actioning of 2021 audit recommendations and the creation of essential strategic policies
- Strengthens capacity to cultivate relationships with First Nations partners

### CURRENT SITUATION ASSESSMENT

- Communications operating with minimal staff (1 -2 persons); reactive with little proactive capacity
- One staff member on-call for EOC activations 100% of off-hours, risking burnout and a risk liability in multiple emergency scenarios even if intent is to hire contract staff for EOC, initial response requires immediate personnel activation until contractors can be secured
- Significant vacancies and turnover 2022-2024 causing perpetual department instability
- \$2M+ complex regional projects (2023-2026) by external consultants requiring robust local public engagement not consistently supported
- No overarching Organizational Communications Plan to align internal and external communications
- Strategic policies not developed or implemented
- Recommendations from 2021 communications audit investment not considered
- No capacity for comprehensive cross-training, risking knowledge loss and service disruptions



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## RECOMMENDED SOLUTION

### CREATE A NEW FULL-TIME " COORDINATOR" POSITION TO GROW DEPARTMENT CAPACITY IN SUPPORT OF:

- Strengthening proactive communications, rural engagement and issues management
- Providing crucial local context for consultant-led projects to maximize outcomes
- Ensuring consistent emergency coverage and ability to manage multiple concurrent incidents
- Supporting the development and implementation of an Organizational Communications Plan
- Revisiting valuable 2021 communications audit recommendations
- Developing essential strategic policies

### ADDITIONAL STRATEGIC POLICIES INCLUDE BUT ARE NOT LIMITED TO:

- ◆ Directors' Social Media Policy
- ◆ Communications Social Media Policy
- ◆ Media Relations Policy
- ◆ AI Usage Guidelines and Policy
- ◆ Crisis Communications Policy
- ◆ Community Engagement Policy
- ◆ Website Content Management Policy
- ◆ Internal Communications Policy
- ◆ Photography and Video Policy

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## BENEFITS AND RISKS

### *BENEFITS*

- √ Enable critical cross-training, knowledge transfer and professional development
- √ Improve employee work-life balance, retention and organizational resilience
- √ Proactive public engagement rebuilding trust and reducing misinformation
- √ Maximize value from consultant investments through local context expertise
- √ Ability to support more local events and parades participation
- √ Robust emergency coverage and risk reduction with ability to manage multiple incidents
- √ Progress on a unifying Organizational Communications Plan to align efforts
- √ Action key 2021 audit recommendations and develop strategic policies
- √ Improve employee retention, morale and continuity through sustainable workload
- √ Enhance organizational resilience via cross-training and knowledge transfer



### *RISKS OF NOT PROCEEDING*

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- ! Continued reactive communications and lack of issues management eroding public trust
- ! Inability to properly contextualize and support \$2M+ in consultant-led regional projects
- ! Burnout and turnover from 100% off-hours on-call coverage and heavy workload
- ! Major service disruptions and knowledge loss due to lack of cross-training
- ! No capacity to develop critical Organizational Communications Plan
- ! No capacity to develop essential strategic policies
- ! Stagnant communications maturity amid growing demands and complexities
- ! Lost opportunity to action valuable 2021 audit recommendations
- ! Inability to meet provincially legislated 'accessibility' requirements (for website content)

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### **FINANCIAL JUSTIFICATION**

- √ Improved retention and knowledge transfer reducing costs of turnover, retraining and gap support
- √ Outsourcing to consultants and/or part-time staff is more costly including long-term costs of not addressing sustainable capacity building, emergency coverage, cross-training, strategic planning and policy development
- √ Fewer project delays and issues through proactive communications and local context
- √ Prevention of rippling costs from mishandled issues (e.g. possible legal, staff time to rebuild reputation and gain public trust)
- √ Maximized value of \$2M+ consultant investment via internal, local expertise, oversight and knowledge transfer

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### **IMPLEMENTATION PLAN**

1. Board Approval (Months 1-2)
2. Union Consultation (Months 1-2)
3. Recruitment and Onboarding (Months 3-6)
4. Development of Organizational Communications Plan (Months 12-18)
5. Revisit and Possibly Action (some) 2021 Audit Recommendations (Months 6-24)
6. Development of Additional Strategic Communications Policies (Months 6-24)
7. Enhancement of Cross-Training and Knowledge Transfer Systems (Months 6-24)

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### **CONCLUSION**



An additional Coordinator is a vital investment to proactively strengthen public engagement, manage communications risks, action 2021 external audit insights and build long-term resilience through the development of crucial policies and a unifying Organizational Communications Plan. The PRRD Board is asked to consider approving this strategic new position to enable the Communications Department to effectively support the region's evolving needs beyond an essential -services only approach.



# REPORT

To: Chair and Directors

Report Number: CS-BRD-357

From: Community Services

Date: November 21, 2024

**Subject: Emergency Operations Centre Equipment and Training Grant Application**

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## **RECOMMENDATION: [Corporate Unweighted]**

That the Regional Board authorize the submission of a grant application to the Union of BC Municipalities Community Emergency Preparedness Fund for \$40,000 to purchase furniture, Emergency Operation Centre supplies, and support training for the function of the Emergency Operations Centre.

## **BACKGROUND/RATIONALE:**

The purpose of this Union of BC Municipalities (UBCM) grant is to support eligible applicants to build local capacity through the purchase of equipment required to operate the Emergency Operation Centre (EOC) and to facilitate Emergency Management and EOC training. This grant will allow staff to strengthen their relationships with First Nations partners and provide opportunities for more cohesive collaborative training. The deadline for this grant application is February 28, 2025.

The \$40,000 would be used to purchase desks, appliances and furniture in addition to providing valuable training for staff responding to emergencies.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- Collaboration and Cooperation with First Nations
- Emergency Management

## **FINANCIAL CONSIDERATION(S):**

The training and equipment required to operate the EOC will be covered by this grant, providing a functional team and environment that will not be relying on Community Services Budget for commencement

## **COMMUNICATIONS CONSIDERATION(S):**

None at this time.

## **OTHER CONSIDERATION(S):**

None at this time.



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-216

From: Environmental Services

Date: November 21, 2024

**Subject: Area E Scramblevision – Function 505 and Chetwynd TV – Function 510 Next Steps**

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## **RECOMMENDATION: [Corporate Unweighted]**

That the Regional Board authorize the engagement of legal counsel to modernize all existing bylaws pertaining to Function 505 – Chetwynd and Area E Scramblevision, and Function 510 – Chetwynd TV, which may include amalgamation of the two existing functions into one, archiving existing bylaws, amendments to existing bylaws, and/or repealing of out-of-date bylaws, in 2025.

## **BACKGROUND/RATIONALE:**

On August 22, 2024, the Electoral Area Directors Committee passed the following motions which were shared with the Regional Board on September 12, 2024:

*MOVED, SECONDED and CARRIED,*

*That the Electoral Area Directors Committee send a letter to the District of Chetwynd requesting their support to dissolve Function 505 – Chetwynd and Area E Scramblevision, and Function 510 – Chetwynd TV, and discontinue provision of these services.*

*MOVED, SECONDED and CARRIED,*

*That the Regional Board, upon receipt of support from the District of Chetwynd, dissolve Function 505 – Chetwynd and Area E Scramblevision and Function 510 - Chetwynd TV; and authorize preparation of a bylaw to repeal all existing bylaws pertaining to these functions.*

Director Rose sent a letter to the District of Chetwynd seeking support for the discontinuation of the Chetwynd Scramblevision and TV services via the PRRD. Legislation requires that two-thirds of the participants consent to the dissolving of the function; in this case the participants are Electoral Area E and the District of Chetwynd.

The District of Chetwynd invited Director Rose to their Council meeting held on September 3, 2024 to discuss the letter they had received from Director Rose. The District of Chetwynd passed the following motion at their September 3, 2024 meeting which was shared with the Regional Board on October 3, 2024:

*That Mayor and Council request a meeting with Peace River Regional District staff to discuss the Area E Scramblevision and Chetwynd TV.*

Staff reached out to the District of Chetwynd staff on October 4 and October 17, 2024 in attempts to set up a time for a discussion. On October 29, 2024, the District of Chetwynd responded with a certified resolution, attached to this report, stating that they will not be taking any further action until such time as the bylaws pertaining to Functions 505 and 510 are modernized.

As such, staff recommends engaging with legal counsel to modernize the existing bylaws. This modernization may include archiving, amalgamation of the existing functions, amendments to the bylaws, and/or repeal of the bylaws. For an overview of the history of the functions, please see the attached document “Functions 505 and 510 History Notes”.

### **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

### **STRATEGIC PLAN RELEVANCE:**

- Asset and Infrastructure Management
  - Determine Service Expectations for all Assets

### **FINANCIAL CONSIDERATION(S):**

In 2024, legal services were approved through the adoption of the 2024 Financial Plan in the amounts of \$20,000 from Function 505, and \$20,000 from Function 510. These funds will be utilized to engage with legal to modernize the bylaws. Any unspent funds in 2024 will be carried forward to 2025 through the budgeting process.

### **COMMUNICATIONS CONSIDERATION(S):**

None at this time.

### **OTHER CONSIDERATION(S):**

Upon approval by the Regional Board, the following bylaws will be sent to legal counsel for review and modernization:

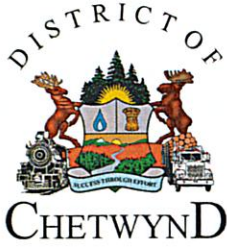
<u>Function 505:</u>	<u>Function 510:</u>
724, 1991	353, 1982
725, 1991	478, 1986
757, 1991	626, 1989
1095, 1997	913, 1994 and
1114, 1997 and	1258, 2000.
1342, 2001.	

#### Attachments:

1. Certified Resolution – Chetwynd TV Considerations
2. PRRD Letter Chet TV 2024
3. Functions 505 and 510 History Notes

## External Links:

1. [August 22, 2024 Electoral Area Directors Committee](#) – See Item 8.1 “Future Considerations for Area E Scramblevision and Chetwynd TV – ENV-EADC-039”
2. [September 12, 2024 Regional Board Meeting](#) – See Item 8.1 “Electoral Area Directors Committee Recommendations from August 22, 2024 – ADM-BRD-526”
3. [October 3, 2024 Regional Board Meeting](#) – See Item 7.1 “Certified Resolution from District of Chetwynd Re: Electoral Area E Scramblevision and Chetwynd TV Re: Meeting”



## District of Chetwynd

Box 357  
Chetwynd, BC  
Canada V0C 1J0

tel: (250) 401-4100  
fax: (250) 401-4101

email: [d-chet@gochetwynd.com](mailto:d-chet@gochetwynd.com)

### DISTRICT OF CHETWYND CERTIFIED COPY OF A RESOLUTION

#### MOVED/SECONDED/CARRIED

#### **Future Considerations for Function 505 Chetwynd and Area E Scramblevision and Function 510 – Chetwynd TV**

“THAT Council direct staff to write to the Peace River Regional District (PRRD) Board advising them that the Council will take no further action on the Chetwynd TV Funding proposal until the PRRD Board has updated the existing Bylaws pertaining to Function 505 – Chetwynd and Area E Scramblevision and Function 510 – Chetwynd TV.”

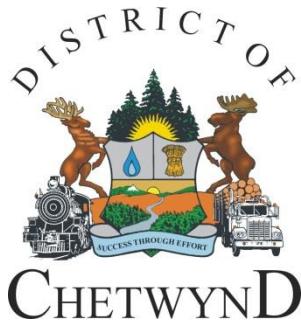
CARRIED

CERTIFIED a true and correct copy of a resolution as adopted by the Council of the District of Chetwynd on October 21, 2024.



---

Steve McLain  
Deputy Corporate Officer



## District of Chetwynd

Box 357  
Chetwynd, BC  
Canada V0C 1J0

tel: (250) 401-4100  
fax: (250) 401-4101  
email: [d-chet@gochetwynd.com](mailto:d-chet@gochetwynd.com)

October 29, 2024  
Peace River Regional District

### Re: Chetwynd TV Considerations

To whom it may concern,

During the regular October 21, 2024 Council meeting, the District of Chetwynd Mayor and Council decided that they will not be taking any further action at this time on the letter from Director Rose, dated August 28, 2024, requesting the dissolution of Function 505 - Chetwynd and Area E Scramblevision, and Function 510 - Chetwynd TV. As Council understands it, a large part of the core issue is that the Peace River Regional District Bylaw pertaining to Function 505 - Chetwynd and Area E Scramblevision, and Function 510 - Chetwynd TV is outdated and needs to be “modernized”. Therefore, Mayor and Council have decided to defer any more meetings or action on this until after these Bylaws have been updated.

They are willing to revisit this issue once this has taken place.

Regards,



Steve McLain  
Chief Administrative Officer  
District of Chetwynd

### Vision Statement

Chetwynd exists in order that area residents have sustainable opportunities for  
*Security, Health, Safety and Prosperity*  
in surroundings that display the best of our natural environment.

- **Why is this proposal being made now when Chet TV still serves some PRRD and DOC residents? Has there been any community consultation or use studies made?**
  - The bylaws and agreements are drastically outdated and in order to move forward in cleaning up the legal agreements, repealing the bylaws and dissolving the existing function, which is not fully functional as dictated through bylaw, is suggested to occur.
  - Legal direction was provided which highlights sections within the Local Government Act, Section 349(1) provides that the Board may repeal an establishing bylaw (b) with the consent of at least 2/3 of the participants. Then Inspector Approval and Participant Agreement is the next step.
  - At this time, trying to repeal the bylaw will save the taxpayers potentially unnecessary tax dollars, or spending unnecessary grant funding dollars to conduct a study. If the approving inspector deems it necessary through the approval phase, then this would occur.
  
- **Is Chet TV management aware of this proposal and do we know what the impact to this small local business will be?**
  - Currently there is no agreement with any society to run this service. The last term of the agreement expired in 2005. Any society which services portions of the electoral areas has the ability to apply for grants in aid for operating expenses through the grant application process. So, support from the Regional District is still possible through different avenues until such a time that should the residents feel strongly that a service function must exist, a new “vote” of some sort can occur.
  
- **Who uses this service and how many local residents would be impacted?**
  - This would be a question for the society. The Society would still run the business through their own revenue streams. It is unknown how much of an impact this would have.
  
- **If these services are dissolved, what is the financial impact to the District of Chetwynd? We note that in 2018 the DOC paid 59% of the costs for this aid.**

Below is the breakdown of funding allocations for the functions. Note that in 2019, the PRRD accounting went to straight electoral area GL codes and the split between electoral areas and municipal funding was somewhere in the backend of finance. As per most of the calculations Electoral Area is approximately 40% of the funding with Chetwynd funding \$60%, even though it specifies Electoral Area Funding only. And, in 2023, grant funding for Function 505 was provided through a different grant funding function.

Year	Function 505 – Area E Scramblevision	Function 510 – Chetwynd TV
2017	Electoral Area E Funding: \$83,762 Municipal Funding: \$139,785	Electoral Area E Funding: \$26,527 Municipal Funding:\$44,269 Fair Share Reserve Grant Funds:
2018	Electoral Area E Funding: \$95,081	Electoral Area E Funding: \$30,111

	Municipal Funding: \$126,800	Municipal Funding:\$40,156
2019	Electoral Area E Funding: \$ 201,644 Municipal Funding:\$	Electoral Area E Funding: \$63,307 Municipal Funding:\$
2020	Electoral Area E Funding: \$73,441 Municipal Funding:\$82,177	Electoral Area E Funding: \$21,998 Municipal Funding:\$26,282
2021	Electoral Area E Funding: \$24,070 Municipal Funding:\$22,015	Electoral Area E Funding: \$8,152 Municipal Funding:\$6,983
2022	Electoral Area E Funding: \$ Municipal Funding:\$ Fair Share Reserve Grant Funds: \$3,100	Electoral Area E Funding: \$ Municipal Funding:\$ Fair Share Reserve Grant Funds: \$1,195
2023	Electoral Area E Funding: \$ Municipal Funding:\$ Fair Share Reserve Grant Funds: \$6,596	Electoral Area E Funding: \$ Municipal Funding:\$ Fair Share Reserve Grant Funds: \$820
2024	Electoral Area E Funding: \$52,523 Municipal Funding:\$47,477 Fair Share Reserve Grant Funds: \$25,610	Electoral Area E Funding: \$ Municipal Funding:\$ Fair Share Reserve Grant Funds: \$25,610

- **“Transfer of assets” are mentioned in the letter. What/how much are these assets?**
  - At this time it is unknown which assets the PRRD owns, if any. This would need to be discussed with the society to see if there is any infrastructure owned by the PRRD. If there were, those would transfer to the District of Chetwynd should the District wish to continue the service.
  
- **In this time of concern for connectivity challenges in remote or rural areas, are these services being replaced or improved in some other way?**
  - In 2022, the PRRD established a Regional Connectivity Service which allows for partnering agreements with internet or cellular service providers to apply for grant funding from other levels of government or grant programs for Broadband Infrastructure, to enter into partnering agreements to allow the PRRD to provide capital grants for Broadband Infrastructure projects, and to provide PRRD resources required to manage and advance broadband initiatives.
  
- **How would this change impact emergency notifications and broadcasts?**
  - Emergency notifications are delivered through Everbridge services, websites, social media, and media outlets. The PRRD does not currently deliver notifications through the Chetwynd TV or Broadcasting services as these are not operated by the PRRD.
  
- **Any other relevant background information I might be missing?**

October 28, 1982, Bylaw 353 to submit a question to the electors of the defined portion of Electoral Area E on participating in the function of Television Re-Broadcasting Services. Poll to be taken on November 20, 1982. “Are you in favour of the PRRD undertaking on behalf of the Village (now the

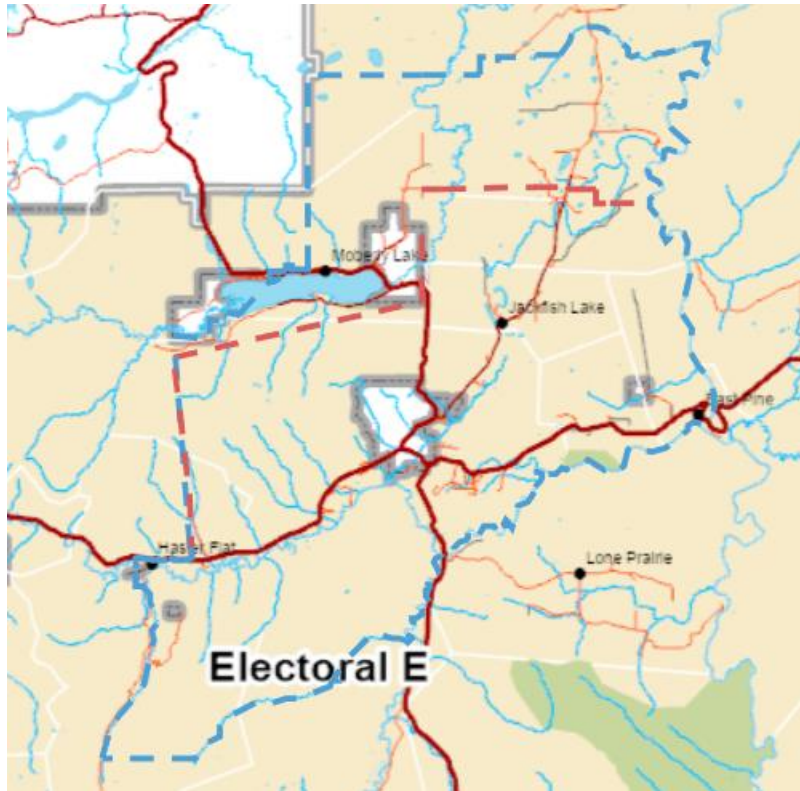
District) of Chetwynd and the defined portion of electoral area E the function of Television Rebroadcasting services?”

Original boundary under the Statutory letter patent, dated May 10, 1983, is blue dotted. This document says that the RD may participate in and grant financial aid toward the cost of acquisition, operation, and maintenance of a television rebroadcasting system to service the member municipality (Chetwynd).



On January 23, 1986, Bylaw 478 was created with authorizes the signing of an agreement with the Chetwynd Communications Society. It looked like this was actually more of an agreement as it was only valid for a period of 5 years from the date of signing.

March 16, 1988 – official sealed copy of the supplementary letters patent dated March 11, 1988, provides for the granting of an amendment to the function of Chetwynd Television rebroadcasting grant and aid of the PRRD. This reduced the defined area of Electoral Area E (as the northern boundary is now shown by red dotted line). The verbiage changed as well at section 1 says that the District of Chetwynd and defined area of Electoral Area E (as shown on the map below) participate and share in the cost of the function provided by this division.



Bylaw 724, 1991, signed, January 24, 1991, establishment bylaw for scrambled television rebroadcasting service within Electoral Area E. Allows up to a maximum of \$202,000 for requisition. Poll was to be held by March 23, 1991.

Bylaw 725, 1991 is a bylaw to authorize the borrowing of \$478,000 to provide a scrambled television rebroadcasting service for the Chetwynd Rural Scramblevision Local Service Area. This is the establishment of the Local service of Chetwynd rural Scramblevision. The Regional Board was empowered and authorized to undertake and carry out or cause to be carried out the acquisition, design, construction, installation, and operation of television rebroadcasting facilities herein before described and to do all things necessary in connection with borrowing, and acquiring real property, easements, rights of way, licenses, rights or authorities as may be requisite or desirable for, or in the connection with, the construction of the said facilities. Vote was to be held on March 23, 1991.

Bylaw 757, 1991 a bylaw to authorize temporary borrowing pending the sale of debentures, Regional Board adopted bylaw 725, 1991 (see above), and authorized the borrowing of the money for the purpose of providing scrambled television rebroadcasting services. This was deferred, unsure if these funds were ever borrowed or what they were borrowed for.

Bylaw 913, 1994 authorizing the signing of an agreement with the Chetwynd Communications Society for the function of television rebroadcasting grants in aid for the district of Chetwynd and defined portion of electoral area E. This was adopted on April 21, 1994. This was a 5-year allowable term from the date signed.

Bylaw 1095, 1997, signed March 27, 1997. Bylaw to amend the boundaries of the area of Chetwynd Scramblevision. PRRD established a local service to provide a scrambled television rebroadcasting services within Electoral Area E (Bylaw 724, 1991), and the District of Chetwynd, by resolution on March 17, 1997, has waived the assent of the electors required under section 799 of the Municipal Act and has consented to participate with Electoral Area E of the PRRD in the local service to provide scrambled television. The District of Chetwynd was added into the service area for Chetwynd Scramblevision.

Bylaw 1114, 1997, July 24, 1997, the establishment bylaw for a local service area to provide a scrambled television rebroadcasting services within Electoral E and is pursuant to the Chetwynd Rural Scramblevision (Bylaw 724 1991).

Bylaw 1258, 2000, bylaw to authorize the signing of an agreement with the Chetwynd Communications Society. This speaks to the PRRD being granted the function of television rebroadcasting grants in aid for the District of Chetwynd and defined portion of electoral area E, and the establishment of local service area to provide a scrambled television rebroadcasting services within electoral area E. This agreement they entered allows for the Chetwynd Communications Society to operate both functions. This was also a 5-year term which expired in 2005.

Bylaw 1342, 2001 signed March 8, 2001, Local Service establishment bylaw to provide a scrambled television rebroadcasting services within electoral area E pursuant to Chetwynd Rural Scramblevision Local Services Area Establishment bylaw 724, 1991. It was changed to establish and to be operated as a scrambled television rebroadcasting, radio rebroadcasting and rebroadcasting service.



# REPORT

To: Chair and Directors

Report Number: FN-BRD-308

From: Financial Administration

Date: November 21, 2024

**Subject: Grant Request – Fort St. John Recreational and Speed Skating Club**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board authorize a grant in the amount of \$5,000, payable from Function 224 – Sport & Cultural Events Grant-In-Aid, to be issued to the Fort St. John Recreational & Speed Skating Club to assist with the combined Canadian Junior Long Track Championship and Canadian NeoJunior Long Track Championships on December 13-15, 2024.

## **BACKGROUND/RATIONALE:**

The Fort St. John Recreational and Speed Skating Club will be hosting the Canadian Junior Long Track Championships and Canadian NeoJunior Long Track Championships as a combined event from December 13-15, 2024.

The Fort St. John Recreational & Speed Skating Club has been run by volunteers for the past sixty years. Due to the caliber of speed skating events, this Club has been asked to host three of the four national championships and the provincial championship. Due to significant cost and volunteer hour requirements, the organization needs community support to continue to host these events.

Fort St. John Recreational & Speed Skating Club has not received grant contributions from the Regional District in the past. They are a registered not-for-profit society in good standing with the *Societies Act* of BC.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board respectfully deny the grant application from the Fort St. John Recreational and Speed Skating Club.
2. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

Not Applicable to Strategic Plan

## **FINANCIAL CONSIDERATION(S):**

Function 224 was established by Bylaw 2473, 2022 in December 2022. In 2023 \$200,000 was requisitioned for the service with staff wages and indirect costs included for the year. In 2024 there was no requisition, and surplus carry forward from 2023 resulted in \$181,953 available in the 'General Grants' line item for 2024. So far in 2024 one grant in the amount of \$100,000, has been approved in this function.

**COMMUNICATIONS CONSIDERATION(S):**

The applicant will be notified in writing of the Regional Board’s decision and, if grant funding is approved, the applicant will be asked to recognize the Regional District for its contribution.

**OTHER CONSIDERATION(S):**

None at this time.

Attachments:

1. Grant Application – Fort St. John Recreational & Speedskating

External Links:

1. [Sports and Cultural Events Grant In Aid Policy](#)



Society #: 50060791  
 Name: Fort St. John Recreational + Speed Skating Club  
 Civic Address: 9324 96 St, Fort St. John V1J 6J8  
 Mailing Address: 11024 92 St, Fort St. John V1J 6Y9  
 City: Fort St. John Postal Code:  
 Contact Person: Katharine North Alternate Person: Shadi Salehi  
 Tel: [Redacted] Tel:  
 Email: fgjelksmeetcoordinator@gmail.com Email: president@gmail.com

PERSONNEL

President: Shadi Salehi  
 Vice President: Leona MacGregor  
 Treasurer: Emily Pbs

PROJECT COSTS

Total Cost of Project: \$58,467.20  
 Amount Requested per year: \$5,000.00  
 For how many years? 1 yr  2 yrs  3 yrs

Have you applied to a municipality for funding? Yes  No  If so, how much did you apply for? \$3,000.00  
 Was your application successful? Yes  No  If so, how much did you receive? \$3000.00

Describe the project for which your organization is requesting a grant and the reason for your request.  
 If more space is needed, please add it as an attachment to your application.

The FSTJ Speed Skating Club is requesting support for a combined national long track championship. Our volunteer run club of 60 years is the only way that the Pomeroy Sport Centre can have speed skating events and we are proud to say that our caliber of hosting means that we have been asked to host 3 of the 4 national championships and the provincial championship this season. It provides great exposure and income to the region but comes with significant financial cost and volunteer hours. To ensure continued success in hosting this combined Canadian Junior Long Track Championship and Canadian Men/Junior Championship as well as future events we need community support.

ATTACHMENTS REQUIRED:

- Project budget, including all sources of funding
- Current financial statements showing expenses, revenues & savings

Signature of Applicant: [Redacted] Date: Nov 1, 2024

For Office Use Only

Fair Share: B  C  D  E  Gas Tax: B  C  D  E   
 PRA: B  C  D  E  Other: \_\_\_\_\_  
 BCR/PRA: B  C  D  E

## FSJ Recreational & Speedskating Club Income Statement 2023-04-01 to 2024-03-31

### REVENUE

#### Club's Revenue

Banquet Entry Fees		10,770.00
Registration		14,941.00
Meet Registration(Money In)		12,030.13
FSJ LT Skills Clinic		457.00
Skate Rentals		5,870.00
Equipment Sales		4,264.36
XX Misc Grants(City, BCWG,e...	550.00	
Skin Suit	352.45	
Club's Sponsors	27,577.14	
Random Rev	715.00	
Total Misc Revenue		29,194.59
Fundraisings		11,615.37
SSBC Grants	9,230.93	
SSC Grants	4,900.00	
Viasport Hosting Grant	5,000.00	
Total Grants		19,130.93
<b>Total Other Revenue</b>		<b>108,273.38</b>

### TOTAL REVENUE

108,273.38

### EXPENSE

#### Ice Fees

Time Trials Ice		1,307.24
March Ice Fees		1,089.39
Februry Ice fees		2,091.62
January Ice Fees		4,117.88
December Ice Fees		3,093.84
November Ice Fees		3,507.83
October Ice Fees		3,703.91
September Ice Fess		2,440.21
August Ice fees		2,043.73
		23,395.65
<b>Total Ice Fees</b>		<b>23,395.65</b>

#### Wind Up

Wind Up Venue		60.38
Wind Up Coaches' Gifts		844.20
Wind Up Awards & Plaques		1,719.68
Wind Up Food		586.85
		3,211.11
<b>Total Wind Up Costs</b>		<b>3,211.11</b>

#### SSBC Charges

Sanction fees		325.00
		325.00
<b>Total BCSSA Charges</b>		<b>325.00</b>

Printed On: 2024-05-14

## FSJ Recreational & Speedskating Club Income Statement 2023-04-01 to 2024-03-31

<b>Club's Purchase</b>	
E.T Equipment	200.00
Skating Equipment	3,528.91
Skates	1,097.88
<b>Total Club's Purchases</b>	<u>4,826.79</u>
<b>Fudraising Expenses</b>	
Hells Half Acre Coffee	684.00
50/50 Raffle Costs	16.00
Simply Delish Soup Paymnet	805.75
Discount Card Charges	635.85
<b>Total Funfdrasing Expenses</b>	<u>2,141.60</u>
<b>Travel Costs</b>	
Fall Classic	375.00
Grande Prix	375.00
CYLT	750.00
Winter Classic	125.00
Can-Am	125.00
Coaches Travel	2,794.31
<b>Total Travel Cost</b>	<u>4,544.31</u>
<b>Competition Expenses</b>	
Banquet Costs	18,734.82
Rally Together Skate w Olympian	4,810.87
Misc Expenses	2,271.41
Commercial Printing (paper)	490.50
Advertizing + Banners	1,750.27
<b>Total Promotional Costs</b>	<u>2,240.77</u>
Out Of Town Official Expenses	2,800.48
First Aid	3,804.18
Ice fees (competitions)	6,575.63
Officials Food Room Costs	3,381.37
Electronic Timing	409.91
Local Transporation (Busing)	3,346.56
Skater Gifts	1,066.47
medals, ribbons & trophies	1,158.89
Live Stream & Video Prod Misc	10,085.25
Photography	2,019.71
<b>Total meet expenses</b>	<u>62,706.32</u>
<b>General &amp; Administrative Exp...</b>	
Website & Social Media	994.18
Business Fees & Licenses	90.00
AGM-BCSSA	2,960.93
Meeting room (monthly)	229.43
AGM-FSJ	60.38
Insurance	3,877.00
Interest & Bank Charges	220.40
<b>Printed On: 2024-05-14</b>	

**FSJ Recreational & Speedskating Club**  
**Income Statement 2023-04-01 to 2024-03-31**

Square Terminal Charges		137.55
Office Supplies		564.99
Coaching Courses	280.53	
Total Coaching Costs		280.53
Miscellaneous Expenses		250.00
One Stop Registration		187.00
Repair & Maintenance		134.39
Total General & Admin. Expe...		9,986.78
<b>TOTAL EXPENSE</b>		<b>111,137.56</b>
<b>NET INCOME</b>		<b>-2,864.18</b>

## FSJ Recreational & Speedskating Club Balance Sheet As at 2024-03-31

### ASSET

#### Current Assets

E-Banking Account	279.69
Cash clearing	110.00
Gaming Bank Account	5,255.19
General Bank Account	90,039.18

<b>Total Cash</b>	<u>95,684.06</u>
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#### Investments

Accounts Receivable	10,360.00
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<b>Total Current Assets</b>	<u>10,360.00</u>
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#### Capital Assets

Office Furniture & Equipment	1,008.49
Net - Furniture & Equipment	1,008.49

<b>Total Capital Assets</b>	<u>1,008.49</u>
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<b>TOTAL ASSET</b>	<u><u>107,052.55</u></u>
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### LIABILITY

#### Current Liabilities

Accounts Payable	3,350.90
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<b>Total Current Liabilities</b>	<u>3,350.90</u>
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<b>TOTAL LIABILITY</b>	<u>3,350.90</u>
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### EQUITY

#### Retained Earnings

Retained Earnings - Previous Y...	106,565.83
Current Earnings	-2,864.18

<b>Total Retained Earnings</b>	<u>103,701.65</u>
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<b>TOTAL EQUITY</b>	<u>103,701.65</u>
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<b>LIABILITIES AND EQUITY</b>	<u><u>107,052.55</u></u>
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## Summary of Event Revenues

Earned Revenue	Amount (\$)	Comments
Registration Fees	\$ 15,000.00	\$100 (based on last years registration fees x 150 skaters)
Ticket Sales	\$ 7,500.00	Banquet ticket sales \$50 x 150
Merchandise/Souvenirs	\$ -	
Concession/Vendor Revenue	\$ -	
Other (specify)	\$ -	
<b>Subtotal:</b>	\$ 22,500.00	

Contribution from Applicant & Partners	Amount (\$)	Comments
Applicant Organization	\$ -	
Local Government	\$ 3,000.00	City of Fort St John
Provincial Government (excluding)	\$ 5,000.00	Hosting Grant from ViaSport to be applied for-conservative based on this years 2 day event
Federal Government	\$ -	
Donations	\$ -	
Sponsorship	\$ 15,000.00	Community sponsorship and in kind support
Other (specify)	\$ 5,000.00	Hosting Grant from Speed Skating Canada-estimated
<b>Subtotal:</b>	\$ 28,000.00	

<b>Total Revenue:</b>	\$ 50,500.00	<i>Combined total of event revenue and total contributions</i>
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## Summary of Event Expenditures (Actuals)

<b>Fees</b>	<b>Total Amount (\$)</b>	<b>Comments</b>
Programming Fees (Artists, Spe	\$ -	
Honorariums (Indigenous consu	\$ -	
Contractor Fees		
Officials Fees	\$ -	
Sanctioning & Licence Fees	\$ 75.00	BC and Canada Sanction fees
Other (specify)	\$ -	
<b>Subtotal:</b>	\$ 75.00	

<b>Direct Costs</b>	<b>Total Amount (\$)</b>	<b>Comments</b>
Venue/Facility Rental	\$ 9,412.20	3 days @ \$2,988 and 5% increase
Production Fees	\$ -	
Event Insurance	\$ -	
Travel	\$ 3,000.00	Out of town officials travel/ in town athlete transport
Accommodation	\$ 5,000.00	Officials hotel rooms
Per Diem	\$ 600.00	
Meals & Hospitality Fees	\$ 4,500.00	Lunches and breaks for volunteers and officials
Banquets, Receptions & Cerem	\$ 16,000.00	Coaches/Officials meeting/reception, Banquet
Concession/Vendor	\$ -	
Accreditation	\$ -	
Security	\$ -	
Medical	\$ 3,000.00	2 paramedics for 3.5 days
Equipment rental	\$ 1,800.00	Extra electronic timing camera, extra TV screens, staging etc
Merchandise/Souvenirs	\$ 1,500.00	Skater welcome bags

Signage & Tickets	\$ 500.00				
Clothing	\$ -				
Volunteers	\$ -				
Awards, gifts, prizes (not eligibl	\$ 1,000.00				
Other (specify)	\$ -				
<b>Subtotal:</b>	\$ 46,312.20				

Communica tions	Total Amount (\$)	Comments			
Promotional Materials (program	\$ 80.00	Sportity virtual event notification system event subscription			
Website Design/Production	\$ -				
Advertising (print, digital)	\$ 500.00				
Photography & Video	\$ 10,000.00	Photography and live Stream			
Other (specify)	\$ -				
<b>Subtotal:</b>	\$ 10,580.00				

Overhead	Total Amount (\$)	Comments			
Staff Wages	\$ -				
Administration	\$ -				
Office Supplies	\$ 500.00	paper, toner and other misc office supplies			
Rental of Workspace	\$ -				
Utilities	\$ -				
Other (specify)	\$ -				
<b>Subtotal:</b>	\$ 500.00				

<b>Total Expenditures:</b>	\$ 58,467.20	<i>Combined total of fees, direct costs, communications and overhead</i>		
<b>Net Profit/ Loss:</b>	-\$ 7,967.20	<i>Difference between total revenues and total expenditures</i>		



# REPORT

To: Chair and Directors

Report Number: DS-BRD-439

From: Development Services

Date: November 21, 2024

**Subject: Official Community Plan & Zoning Bylaw Abandonment Report No. 1**

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## **RECOMMENDATION #1: [Corporate Unweighted]**

That the Regional Board rescind first and second readings given to Official Community Plan and Zoning Amendment Bylaws No. 1551 and 1552, 2005 on February 10, 2005; and further

That Bylaw No. 1551 and 1552, 2025 be marked as never used and abandoned, as the application was withdrawn.

## **RECOMMENDATION #2: [Corporate Unweighted]**

That the Regional Board mark Zoning Amendment Bylaw No. 1787, 2008 as never used and abandoned as no readings were given.

## **RECOMMENDATION #3: [Corporate Unweighted]**

That the Regional Board rescind first and second readings given to Official Community Plan Amendment Bylaw No. 1819, 2008 on July 24, 2008; and further

That Bylaw No. 1819, 2008 be marked as never used and abandoned as the South Peace Fringe Area Official Community Plan Update amended the designation of the property making the amending bylaw unnecessary.

## **RECOMMENDATION #4: [Corporate Unweighted]**

That the Regional Board rescind first and second readings given to Zoning Amendment Bylaw No. 1862, 2009 on September 10, 2009, as this bylaw did not proceed to third reading; and further

That Bylaw No. 1862, 2009 be marked as never used and abandoned as the proposed Automotive Towing and Storage use was added to Zoning Bylaw No. 1343, 2001 pursuant to Zoning Amendment Bylaw No. 1921, 2011.

## **RECOMMENDATION #5: [Corporate Unweighted]**

That the Regional Board mark Official Community Plan and Zoning Amendment Bylaws No. 1867 and 1868, 2009 as never used and abandoned, as no readings were given.

## **RECOMMENDATION #6: [Corporate Unweighted]**

That the Regional Board mark Zoning Amendment Bylaw No. 1922, 2011 as never used and abandoned as first reading was refused by the Regional Board on February 10, 2011.

**RECOMMENDATION #7: [Corporate Unweighted]**

That the Regional Board mark Official Community Plan Amendment Bylaw No. 1933, 2011 as never used and abandoned as the applicant amended their application and an OCP amendment was no longer required.

**RECOMMENDATION #8: [Corporate Unweighted]**

That the Regional Board mark Official Community Plan Amendment Bylaw No. 1945, 2011 as never used and abandoned as the South Peace Fringe Area Official Community Plan Update amended the designation of the property, making the amending bylaw unnecessary.

**RECOMMENDATION #9: [Corporate Unweighted]**

That the Regional Board mark Official Community Plan and Zoning Amendment Bylaws No. 2339, 2340, 2018 as never used and abandoned as first and second readings were refused by the Regional Board on November 22, 2018.

**RECOMMENDATION #10: [Corporate Unweighted]**

That the Regional Board mark Official Community Plan and Zoning Amendment Bylaws No. 2345 and 2346, 2018 as never used and abandoned as no readings were given because the application was withdrawn.

**BACKGROUND/RATIONALE:**

The Development Services Department is working to clean up abandoned bylaws. This process ensures that our records are accurate and up to date. Staff has been working with the Administration Department to identify bylaws which have been abandoned and need to be repealed or abandoned. This report presents 10 files which include a mixture of zoning amendment, OCP amendment and combined OCP and Zoning amendment bylaws which are no longer needed. Some of the amendment bylaws received readings by the Regional Board, others never received any readings due to the file being withdrawn, or the Regional Board refusing to authorize readings. The details of each file are provided below.

**RECOMMENDATION #1:**

File Details:

PRRD File #: 05-002 OCP ZN  
 Owner: Kevin Aitchison  
 Area: Electoral Area C  
 Location: Charlie Lake  
 Legal: 1) Lot A Except Part In Plan BCP2745 Section 29 Township 84 Range 19 West Of The 6<sup>th</sup> Meridian Peace River District Plan PGP46064  
 2) Lot A Section 29 Township 84 Range 19 Peace River District Plan BCP24329  
 PID: 1) 024-883-212  
 2) 026-723-816  
 Civic Address: 1) 12744 Aitchison Road

Rationale

The bylaws are recommended to be rescinded as the file was withdrawn by the applicant on December 11, 2009.

**RECOMMENDATION #2:**File Details:

PRRD File #: 08-004 ZN  
Owner: North Peace Airport Society  
Area: Electoral Area C  
Location: Baldonnel  
Legal: The North West ¼ Of Section 35 Township 83 Range 18 West of the 6<sup>th</sup> Meridian  
Peace River District  
PID: 014-776-189  
Civic Address: 6189 242 Road

Rationale

The bylaw is recommended to be rescinded as the application was opposed by the North Peace Airport Society on February 20, 2008.

**RECOMMENDATION #3:**File Details:

PRRD File #: 08-108 OCP ZN  
Applicant: Shane Fickle & Susie Timmins  
Current Owner: HF Nodes Construction Ltd.  
Area: Electoral Area D  
Location: South Dawson  
Legal: Lot 3 Section 17 Township 78 Range 15 West of the 6<sup>th</sup> Meridian Peace River District  
Plan 19541  
PID: 010-435-174  
Civic Address: 9791 Friesen Subdivision

Rationale

The bylaw is recommended to be rescinded as the requested OCP amendment was incorporated into the South Peace Fringe Area OCP Bylaw No. 2048, 2012, adopted in 2013.

**RECOMMENDATION #4:**File Details:

PRRD File #: 09-059 ZN  
Owner: Frank Jadowski, Darren Clark & Suzanne Allen  
Area: Electoral Area C  
Location: Fort St. John  
Legal: 1) Parcel 1 Section 2 Township 84 Range 19 West of the 6<sup>th</sup> Meridian Peace River  
District Plan PGP3609  
2) Lot 11 Block 2 Section 2 Township 84 Range 19 West of the 6<sup>th</sup> Meridian Peace River  
District Plan 9723

PID: 1) 017-997-666  
 2) 012-806-811  
 Civic Address: 1) 10150 Alder Road

#### Rationale

The bylaw is recommended to be rescinded as the application was rendered unnecessary, as the proposed Automotive Towing and Storage use was added to Zoning Bylaw No. 1343, 2001 pursuant to Zoning Amendment Bylaw No. 1921, 2011.

#### **RECOMMENDATION #5:**

##### File Details:

PRRD File #: 09-131 OCP ZN  
 Applicant: Willowview Properties Ltd. & Kechika Developments Inc.  
 Current Owner: Patara Holdings Ltd., Red Weld Tec (2013) Ltd  
 Area:  
 Location: City of Dawson Creek  
 Legal: 1) Lot 1 Section 2 Township 78 Range 15 West of the 6<sup>th</sup> Meridian Peace River District Plan BCP29295  
 2) Lot 2 Section 2 Township 78 Range 15 West of the 6<sup>th</sup> Meridian Peace River District Plan BCP29295 Except Plan EPP29739  
 3) Lot 3 Section 2 Township 78 Range 15 West of the 6<sup>th</sup> Meridian Peace River District Plan BCP29295 Except Plan EPP68069  
 PID: 1) 027-074-811  
 2) 027-074-820  
 3) 027-074-838  
 Civic Address: 1) 12421 1 Street  
 2) 105 HWY 2  
 3) 103 Hwy 2

#### Rationale

The bylaws are recommended to be rescinded as no readings were given by the Regional Board and the subject properties were incorporated into the City of Dawson Creek.

#### **RECOMMENDATION #6:**

##### File Details:

PRRD File #: 10-157 ZN  
 Owner: Waldemar Walter & Oksana Walter  
 Area: Electoral Area B  
 Location: Wonowon  
 Legal: Lot 6 District Lot 3298 Peace River District Plan 26536  
 PID: 006-883-605  
 Civic Address: 19121 Wonowon Subdivision

#### Rationale

The bylaw is recommended to be rescinded as it was refused by the Regional Board at first reading on February 10, 2011, as the proposal to accommodate an existing oil field services business in a rural-

residential neighborhood posed a risk to public safety and was not consistent with the use or character of the area.

**RECOMMENDATION #7:**

File Details:

PRRD File #: 11-029 OCP ZN  
 Owner: Anthony Cloutier  
 Area: Electoral Area D  
 Location: South Dawson  
 Legal: Parcel E (BV295950) Section 16 Township 78 Range 15 West of the 6<sup>th</sup> Meridian Peace River District Plan 8483  
 PID: 025-701-011  
 Civic Address: 2470 Chilton Subdivision

Rationale

The bylaw is recommended to be rescinded as the amended application no longer required an OCP amendment.

**RECOMMENDATION #8:**

File Details:

PRRD File #: 11-093 OCP ZN  
 Owner: Ross & Linda Hayward  
 Area: Electoral Area D  
 Location: Kilkerran  
 Legal During Application: Lot 1 Plan 24630 Section 31 Township 78 Range 15 West of the 6<sup>th</sup> Meridian  
 Legal After Subdivision: 1) Lot A Section 31 Township 78 Range 15 West of the 6th Meridian Peace River District Plan  
 2) Lot C Section 31 Township 78 Range 15 West of the 6th Meridian Peace River District Plan EPP64757  
 3) Lot B Section 31 Township 78 Range 15 West of the 6th Meridian Peace River District Plan EPP64757  
 PID: 1) 029-910-757  
 2) 029-910-773  
 3) 029-910-765  
 Civic Address: 1) 7109 James Paul Rd  
 2) 7185 Hwy 97

Rationale

The bylaw is recommended to be rescinded as the requested OCP amendment was incorporated into the South Peace Fringe Area OCP Bylaw No. 2048, 2012, adopted in 2013.

**RECOMMENDATION #9:**

File Details:

PRRD File #: 18-126 OCP ZN  
 Owner: Shelley Shaman

Area: Electoral Area C  
 Location: Charlie Lake  
 Legal: Lot 2 Section 25 Township 84 Range 20 West of the 6<sup>th</sup> Meridian Peace River District Plan BCP22829  
 PID: 026-627-817  
 Civic Address: 13573 Bluebird Road

**Rationale**

The bylaws are recommended to be rescinded as they were refused by the Regional Board at first and second readings on November 22, 2018, as the proposal would contravene Section 8 of the NPFA OCP Bylaw No. 1870, 2009.

**RECOMMENDATION #10:**

**File Details:**

PRRD File #: 18-137 OCP ZN  
 Applicant: Erin McLauchlan  
 Current Owner: Wayne N. Hansen  
 Area: Electoral Area D  
 Location: Kilkerran  
 Legal: The South West 1/4 Of Section 28 Township 78 Range 15 West of the 6<sup>th</sup> Meridian, Peace River District, Except Parcel A (78826M) And Plans A1774, 7680, 9915, 14988, 18881 and BCP28249  
 PID: 004-549-791  
 Civic Address: 2202 Haddow Drive

**Rationale**

The bylaws are recommended to be rescinded as the file was withdrawn by the applicant on September 13, 2019.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**COMMUNICATIONS CONSIDERATION(S):**

All information has already been communicated to the applicants. This is an administrative housekeeping exercise only.

**OTHER CONSIDERATION(S):**

The Development Services Department is working on cleaning up abandoned bylaws and additional reports will be brought forward at later dates.



# REPORT

To: Chair and Directors

Report Number: DS-BRD-440

From: Development Services

Date: November 21, 2024

**Subject: Development Application Procedures, Fees and Delegation Bylaw No. 2558, 2024**

---

## **RECOMMENDATION #1: [Corporate Unweighted]**

That the Regional Board give Development Application Procedures, Fees and Delegation Bylaw No. 2558, 2024, which establishes the procedures under which an owner of land may apply for a variety of permits and bylaw amendments; imposes fees for those applications, and delegates the issuance of Development Permits, Minor Development Variance Permits and Temporary Use Permits to the General Manager of Development Services as authorized by the *Local Government Act*, first, second and third readings.

## **RECOMMENDATION #2: [Corporate Unweighted]**

That the Regional Board adopt Development Application Procedures, Fees and Delegation Bylaw No. 2558, 2024.

## **RECOMMENDATION #3: [Corporate Unweighted]**

That the Regional Board give Miscellaneous Fees and Charges Amendment Bylaw No. 2565, 2024 which imposes an application fee for Telecommunications Antenna System proposals and Board of Variance applications, first, second and third readings.

## **RECOMMENDATION #4: [Corporate Unweighted]**

That the Regional Board adopt Miscellaneous Fees and Charges Amendment Bylaw No. 2565, 2024.

## **RECOMMENDATION #5: [Corporate Unweighted]**

That the Regional Board repeal the PRRD File Closure Policy Statement as the policy requirements have been incorporated into Development Application Procedures, Fees and Delegation Bylaw No. 2558, 2024.

## **RECOMMENDATION #6: [Corporate Unweighted]**

That the Regional Board repeal the PRRD Agricultural Land Reserve Exclusion Application Policy, as the policy requirements have been incorporated into Development Application Procedures, Fees and Delegation Bylaw No. 2558, 2024.

**BACKGROUND/RATIONALE:****Rationale:**

Development Application Procedures, Fees and Delegation Bylaw No. 2449, 2021 was adopted in May 2021. Since that time there have been a number of changes to provincial legislation, specifically the *Local Government Act*. These changes have affected how we must shape our development processes. The proposed bylaw will ensure the PRRD is compliant with any provincial legislation that has been passed since the existing bylaw was adopted.

The proposed bylaw will help improve ease of access to information for the public by reducing the number of policies that currently need to be referred to in addition to the Development Applications Procedures, Fees and Delegation Bylaw. A comprehensive review of application fees was completed and while increases to fees are recommended through this update, the PRRD continues to charge some of the lowest fees in the province for development.

Other changes in the proposed bylaw are changes that strengthen the bylaw and clearly articulate requirements. There are processes related to the requirement of securities that need to be added to better reflect best practices and provide certainty for applicants.

Additionally, the PRRD is working through implementing a corporate software solution to digitize development applications. Updating the Development Application Procedures, Fees and Delegation Bylaw will ensure that the processes being mapped within the software are clear and accurate.

To ensure that staff has adequate time to update forms and notify the public of the new bylaw, the bylaw is proposed to not come into force and effect until January 1, 2025.

**Background:**

<u>Date</u>	<u>Changes</u>
May 27, 2021	Development Application Procedures, Fees and Delegation Bylaw No. 2449, 2021 was adopted.
June 9, 2022	Development Application Procedures, Fees and Delegation Bylaw No. 2486, 2022 was amended to include the applicability of Telecommunication Antenna System (TAS) applications and fees associated under the purview of the bylaw.
February 23, 2023	Development Application Procedures, Fees and Delegation Bylaw No. 2514, 2023 was amended to update the application fee for Board of Variance applications from \$90.00 to \$500.00.

**Proposed Bylaw Updates:**Formatting:

The entire bylaw has been reformatted to ensure it is accessible.

Definitions:

A definitions section has been created and includes fifteen (15) definitions which provide context and clarity for the various terms used in the bylaw.

**Applicability of the Bylaw:**

The proposed bylaw will no longer be applicable to the Board of Variance applications which has its own bylaw, or Telecommunication Antenna System (TAS) applications which have are governed by a Board policy which outlines the application processes and requirements respectively. The bylaw will now apply to specific types of Liquor Licence applications, ALR Exclusion applications and will continue to apply to all other development applications.

**Delegation of Authority:**

Staff is recommending that the Regional Board delegate additional authority for the issuance of permits to help streamline processes and ensure timely approvals for applications. Currently staff are only able to issue Development Permits. It is therefore recommended that the following items be delegated to staff:

- To issue and amend Minor Development Variance Permits (variances less than 15%);
  - Staff have included specific criteria for minor variances so that the requirements are clear for applicants. Any requests that do not meet the requirements outlined will be directed to apply for a regular Development Variance Permit, which requires Board consideration. The criteria for a minor variance are proposed as follows:
    - A maximum of a 15% reduction in the required parcel line setback from buildings or structures; and
    - A maximum of a 15% increase to the accessory building floor area, provided that the variance does not allow for an increase in density.
  - The Province approved changed to the *Local Government Act* in early 2022 through Bill 26 to allow for the delegation of minor variances to staff. Staff has processed nine (9) DVPs in 2023 and nine (9) DVPs in 2024 . Only two of these could have been considered minor variances (i.e. Variances less than 15%). Development Variance Permits typically take 8 – 12 weeks to process, depending on Board meeting dates. Therefore, by delegating minor variances to staff, it is anticipated that the processing time could be reduced by up to half.
- To issue Temporary Use Permit renewals, provided that the permit is consistent with the current Official Community Plan (OCP) and relevant guidelines; and
- To respond to Liquor License Referral Applications from the Liquor and Cannabis Regulation Branch (LCRB) provided they are an application type that does not require the LCRB's community input process. Liquor License Referral Applications that require community input will continue to be directed to the Regional Board for consideration.

**Application Requirements:**

The application requirements section has been updated to provide applicants with a clear understanding of what documents and information must be submitted with an application. Staff has also included a well-defined list of landscape plan requirements to provide clear direction for applicants, as landscape plan submissions often do not contain sufficient information for staff to complete their review.

**Inclusion of File Closure Policy into the Bylaw:**

Staff has included the existing file closure policy in the proposed bylaw (See Table 1.0 for existing file closure dates). Staff has shortened the file closure timelines to be more appropriate for applications that have been stalled by the applicant or are awaiting additional information (See Table 2.0 for the proposed file closure dates).

**Table 1.0**

<b>Existing File Closure Dates</b>			
<b>Application Type</b>	<b>Stage of Application</b>	<b>Timeline of Closure</b>	
<b>Permits</b> (i.e. Development Permits, Development Variance Permits, Temporary Use Permits)	Incomplete Applications	Not Accepted	
	Applications Awaiting Payment	3 Months	
	Applications Stalled by Applicant	12 Months	
<b>Bylaw Amendments</b> (i.e. OCP Amendments, Zoning Amendments, Combined OCP/Zoning Amendments)	Incomplete Applications	Not Accepted	
	Applications Awaiting Payment	3 Months	
	Applications Stalled by Applicant	No Readings	12 Months
		After 1 <sup>st</sup> and 2 <sup>nd</sup> Reading	12 Months
		After 3 <sup>rd</sup> Reading	24 Months

Table 1.0: Existing File Closure Dates

**Table 2.0**

<b>Proposed File Closure Dates</b>			
<b>Application Type</b>	<b>Stage of Application</b>	<b>Timeline of Closure</b>	
<b>Permits</b> (i.e. Development Permits, Development Variance Permits, Temporary Use Permits)	Incomplete Applications	Not Accepted	
	Applications Awaiting Payment	<b>1 Month</b>	
	Applications Stalled by Applicant	<b>3 Months</b>	
<b>Bylaw Amendments</b> (i.e. OCP Amendments, Zoning Amendments, Combined OCP/Zoning Amendments)	Incomplete Applications	Not Accepted	
	Applications Awaiting Payment	<b>1 Month</b>	
	Applications Stalled by Applicant	No Readings	<b>3 Months</b>
		After 1 <sup>st</sup> and 2 <sup>nd</sup> Reading	<b>6 Months</b>
		After 3 <sup>rd</sup> Reading	<b>12 Months</b>

Table 2.0: File Closure Dates (Proposed)

**Inclusion of OCP/Zoning Amendment Application Requirements for Wind Energy Generation Project:**

The application requirements for OCP and Zoning Amendment applications to permit a Wind Energy Generation Project have been pulled from the PRRD Regional Board Wind Energy Generation Project Application Guidelines. At this time, staff is not recommending the repeal of the existing policy as there are siting requirements within that policy which cannot be included in this bylaw. Siting requirements are something that can only be incorporated into Official Community Plans via Development Permit Areas, or within Zoning regulations, as the Development Application Procedures, Fees and Delegation Bylaw does not regulate land use.

**Inclusion of the Agricultural Land Reserve Exclusion Application Policy into the Bylaw:**

The Agricultural Land Reserve (ALR) Exclusion Policy was created to address changes to the *Agricultural Land Commission Act* (ALC Act) in regard to exclusion applications, which can now only be submitted by the Local Government. In order to ensure clarity and ease of reference for the public, this policy is recommended to be incorporated into the proposed bylaw.

**Public Hearing Requirements/Public Information Meetings:**

The proposed bylaw includes a section which specifies requirements for Public Hearings and Public Information meetings.

Public Hearing procedures now provide language on when a public hearing must not be held and when a public hearing is *permitted* not to be held (waived) according to the *Local Government Act*. When a Zoning Amendment is consistent with an OCP, public hearings will generally not be held. In cases where residential development triggers the requirement of a Zoning Amendment, provided the development is consistent with the OCP, a public hearing must not be held.

Public Information Meetings are intended to allow for additional public engagement earlier on in the development process when necessary. Public Information Meetings can be requested by either the Regional Board or staff and will be arranged and hosted by regional district staff, with Board participation optional. Public Information Meetings cannot substitute Public Hearing requirements.

**Provision of Security:**

The securities section has been overhauled to provide regulations which clearly outline when securities are required, the amount of security required and how securities will be returned. Landscaping securities, remediation securities, performance securities and securities related to the issuance of work camps have all been specifically addressed in the proposed bylaw.

**Fees:**

Most of the fees have been updated based on the evaluation of fees from other regional districts and municipalities with similar populations to the PRRD's member municipalities. Three new fees are proposed to be added to account for the creation of the following new processes, Temporary Use Permit Renewal, Development Permit Amendment and Liquor Licence Referral. The application for ALR Exclusion applications remains the same as this is set by the *ALC Act*. The proposed fee changes are listed in Table 3.0 shown on the next page:

**Table 3.0**

<b>Application Type</b>	<b>Average Fee Charged Based on Comparable Communities</b>	<b>Existing Fee</b>	<b>Proposed Fee</b>	<b>Increase from Existing Fee</b>
Official Community Plan Amendment	\$1,540.11	\$1,000.00	\$1,500.00	<b>\$500.00</b>
Zoning Amendment	\$1,703.80	\$650.00	\$1,000.00	<b>\$350.00</b>
Official Community Plan Amendment and Zoning Amendment Combined	\$2,610.83	\$1,050.00	\$2,000.00	<b>\$950.00</b>
Temporary Use Permit	\$1,078.72	\$350.00	\$750.00	<b>\$400.00</b>
Temporary Use Permit Renewal	\$813.03	N/A	\$350.00	<i>New Fee</i>
Development Permit	\$784.88	\$165.00	\$250.00	<b>\$85.00</b>
Development Permit Amendment	\$724.59	N/A	\$200.00	<i>New Fee</i>
Development Variance Permit	\$757.35	\$165.00	\$500.00	<b>\$335.00</b>
Liquor Licence Referral Application	\$985.27	N/A	\$150.00	<i>New Fee</i>
Agriculture Land Reserve Exclusion	\$1,500.00	\$1,500.00	\$1,500.00	No Change

*Table 3.0: Development Applications Procedures, Fees and Delegation Bylaw Fee Schedule (Proposed)*

Fee amounts for Telecommunication Antenna System (TAS) proposals and Board of Variance (BOV) applications are proposed to be moved to the Miscellaneous Fees and Charges Bylaw. The rationale for this change is that the Development Applications Procedures, Fees and Delegation Bylaw does not regulate processes for these application types. TAS proposals are managed by the PRRD Telecommunications Tower Siting Policy Statement and BOV applications are regulated by Board of Variance Bylaw No. 2494, 2023. There are no proposed changes to the existing fee(s) for these application types.

**Table 4.0**

<b>Application Type</b>	<b>Existing Fee</b>	<b>Proposed Fee</b>	<b>Increase</b>
Board of Variance	\$500.00	\$500.00	No Change
Telecommunication Antenna System (TAS)	\$250.00	\$250.00	No Change

*Table 4.0: Miscellaneous Fees and Charges Bylaw Fee Addition (Proposed)*

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Not Applicable to Strategic Plan

**FINANCIAL CONSIDERATION(S):**

The new fees will be effective as of January 1, 2025.

The Miscellaneous Fees and Charges Bylaw has been amended to include the Board of Variance application fee and Telecommunication Tower Siting application fees respectively, as these application types are no longer referenced in the proposed bylaw.

**COMMUNICATIONS CONSIDERATION(S):**

Information regarding the new bylaw will be shared on the PRRD website and social media platforms.

**OTHER CONSIDERATION(S):**

None at this time.

## Attachments:

1. Development Application Procedures, Fees and Delegation Bylaw No. 2558, 2024
2. Miscellaneous Fees and Charges Amendment Bylaw No. 2565, 2024



PEACE RIVER REGIONAL DISTRICT

# PEACE RIVER REGIONAL DISTRICT

Development Application Procedures, Fees  
and Delegation Bylaw

## No. 2558, 2024

diverse. vast. abundant.

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**PEACE RIVER REGIONAL DISTRICT****Bylaw No. 2558, 2024**

*A bylaw to establish application procedures and fees for the processing of land development applications, including amendments to an Official Community Plan, Zoning Bylaw, or for permits under Part 14 of the Local Government Act.*

**WHEREAS** the Local Government Act requires that a local government that has adopted an Official Community Plan bylaw or a Zoning bylaw, must by bylaw, define procedures under which an Owner of land may apply for an amendment to a plan, or bylaw, or for the issuance of a permit under that section;

**AND WHEREAS** the Board has designated areas in the Official Community Plan within which temporary use permits and development permits are required;

**AND WHEREAS** the Local Government Act requires public notification of holding a public hearing, not holding a public hearing, an application for a temporary use permit, or an application for a development variance permit and may, by bylaw, specify distances for providing public notification;

**AND WHEREAS** the Local Government Act provides that the Board may impose requirements for the posting of notification signs on properties that are subject to a proposed development;

**AND WHEREAS** the Liquor Control and Licensing Act provides for the referral of licence applications to the Peace River Regional District for comments and recommendations;

**AND WHEREAS** the Board may impose fees in relation to processing applications and associated costs of administration, advertising, and inspections, and may recover the costs of its services by various methods;

**AND WHEREAS** the Local Government Act provides that the Board may delegate certain powers, duties, and functions in relation to its land use authority;

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

**1. GENERAL PROVISIONS****Citation**

1.1 This bylaw may be cited as “Development Application Procedures, Fees and Delegation Bylaw No. 2558, 2024.”

**Interpretation**

1.2 A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated, or replaced from time to time.

- 1.3 Every reference to this bylaw in this or another bylaw of the Regional District is a reference to this bylaw as amended to the date of the reference.
- 1.4 A reference in this bylaw to any bylaw, policy, or form of the Peace River Regional District is a reference to the bylaw, policy, or form, as amended, revised, consolidated, or replaced from time to time.
- 1.5 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.
- 1.6 Schedules attached to this bylaw form part of this bylaw.
- 1.7 For clarity, subject to the Local Government Act, unless a power, duty, or function of the Board has been expressly delegated by bylaw, all of the powers, duties, and functions of the Board remain with the Board.

### **Severability**

- 1.8 If a section, subsection, paragraph, subparagraph, or phrase of this bylaw is for any reason declared invalid by a court of competent jurisdiction, the decision will not affect the validity of the remaining portions of this bylaw.

## **2. DEFINITIONS**

In this bylaw,

**Applicant** means any person who makes an application under the provisions of this bylaw as authorized by the Owner(s) of the parcel(s) of land subject to the application.

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

**Delegate** means the person holding the position as General Manager of Development Services, or a person designated the authority to act in the place of that person.

**Hardscape Landscaping** means such items as paved pathways, walls, railings, fences, retaining structures and landscape furnishings such as lighting and benches.

**Landscaping** means both Hardscape Landscaping and Softscape Landscaping.

**LCRB** means Liquor and Cannabis Regulation Branch.

**Owner** means, in respect of property, a person or entity listed in the Land Title Office as the owner of a parcel.

**Public Information Meeting** means a public information meeting held regarding an application. For clarity, a public information meeting is not a legislated/statutory public hearing.

**Public Hearing** means a public hearing on a proposed bylaw pursuant to the Local Government Act.

**Qualified Contractor** means a qualified, competent, professional contractor experienced in performing works of a similar nature and complexity to the Works.

**Qualified Environmental Professional** means an individual registered under the [Professional Governance Act](#) as any of the following professionals:

- a) an agrologist;
- b) an applied science technologist or certified technician;
- c) a registered professional biologist or registered biology technologist;
- d) a professional engineer or professional licensee engineering;
- e) a professional forester or registered forest technologist;
- f) a professional geoscientist or professional licensee geoscience,
- g) the individual is in good standing with the regulatory body under that Act for the individual's profession; and
- h) when carrying out that part of the assessment, the individual is acting
  - i) within the individual's area of expertise,
  - j) within the scope of professional practice for the individual's profession; and
  - k) under the code of ethics of the regulatory body referred to in paragraph (b) and is subject to disciplinary action by that regulatory body.

**Qualified Professional** means a professional architect, biologist, engineer, geoscientist, landscape architect, planner or other professional licensed to practice in British Columbia, with experience relevant to the applicable matter, as determined by the Delegate.

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

**Softscape Landscaping** means such items as water features, earth contouring and vegetation such as trees, plants, grass, and irrigation systems.

**Works** means the work of development to be performed on or with respect to the land in connection with the development.

**Work Camp** means land or premises on which permanent or temporary structures have been constructed for use, with or without charge, as dwelling units.

### 3. APPLICABILITY OF THE BYLAW

3.1 This bylaw shall apply to the following applications for all lands within the boundaries of the Peace River Regional District:

- a) Official Community Plan (OCP) Bylaw Amendment;
- b) Zoning Bylaw Amendment;
- c) Temporary Use Permit;
- d) Development Permit;
- e) Development Variance Permit;

- f) Minor Development Variance Permit;
- g) Referral of an application under the Liquor Control and Licensing Act;
- h) Wind Energy Generation Project Applications; and
- i) Exclusion from the Agricultural Land Reserve.

#### **4. DELEGATION OF AUTHORITY**

4.1 The Board delegates to the Delegate the authority to:

- a) Issue or amend a Minor Development Variance Permit;
- b) Issue or amend all Development Permits within Development Permit Areas created under the Local Government Act;
- c) Perform the powers and duties performed under the Liquor Control and Licensing Act to make recommendations regarding licenses and permit applications except for the following:
- d) Where the license referral application is for a license type that requires the LCRB's Community Input Process; and
- e) Renew any Temporary Use Permits that have been issued and lapsed, provided that the permit is consistent with the current Official Community Plan and relevant guidelines.

#### **5. APPLICATION REQUIREMENTS**

##### **Application Submission**

5.1 An application under this bylaw will be made by the Owner of the property or their agent.

5.2 Applications must include the following:

- a) a completed application form that includes all information requested on the form as supplied by the Regional District;
- b) a certificate of title dated no more than thirty (30) days prior to the date of application;
- c) Owner Authorization, as specified in this bylaw;
- d) a sketch plan of the subject property or properties, showing:
  - i. the legal boundaries and dimensions of the subject property;
  - ii. boundaries, dimensions, and area of any proposed lots (if subdivision is being proposed);
  - iii. the location and size of existing and proposed buildings and structures on the subject property, with distances to property lines;
  - iv. the location of any existing sewage disposal systems;
  - v. the location of any existing or proposed water source(s);
  - vi. the location and dimensions of all accesses and egresses to the property including driveways; and

- vii. any existing Landscaping or vegetation.
- 5.3 If the sketch plan provided with an application, and/or a site visit does not conclusively and definitively identify location of parcel lines, location and size of any buildings, structures, sewage disposal systems, water sources, or required Landscaping to allow determination of total built floor area, and conformity with all Development Permit Area Guidelines or Zoning requirements, the applicant will also be required to submit a legal survey prepared by a British Columbia Land Surveyor.
- 5.4 All applications for a Zoning Amendment or Development Permit must include a Contaminated Site Declaration Form. Depending on the response in the Contaminated Site Declaration Form, a Site Disclosure Statement may be required to be submitted to the Ministry of Environment and Climate Change Strategy as part of the Ministry's site identification process.

### **Development Approval Information**

- 5.5 Pursuant to the *Local Government Act*, the Delegate may require the Applicant to provide, at the Applicant's expense, information, reports or impact studies related to the anticipated impact of a proposed activity or development on the community, including but not limited to the following:
- a) Land use types, densities and locations;
  - b) The effects of the proposed development on surrounding land uses;
  - c) How the proposed development buffers adjoining farming and rural areas in order to mitigate potential negative effects caused by the development proposal;
  - d) Form and character;
  - e) Real estate market analysis (including but not limited to effects of additional competition and stock, effects on vacancy rates, and impacts to neighbourhood/sector stability);
  - f) Phasing of development;
  - g) Community facilities (including but not limited to schools, emergency protective and health services, parks, recreation);
  - h) Environmentally sensitive, historical, cultural and archeological features;
  - i) The effect of the proposed development on groundwater quantity and quality, surface water generated by the proposed development, and the options for collection, storage, and dispersal of such drainage;
  - j) Hazardous areas or Geotechnical conditions (including but not limited to soil composition, profile, classification, agricultural suitability and capability, geologic process and terrain stability);
  - k) Utilities capacity, connection and routing;
  - l) Transportation network or Transportation demand management strategies (including but not limited to transportation impacts, transit service and requirements, parking

- demand, traffic safety, pedestrian, cyclist and vehicular traffic operation, trip generation, site access and egress, access network connectivity and accessibility);
- m) Winter City Guidelines;
  - n) Visual Impacts; and
  - o) Climate Action (Environmental Impact Design/Low Energy Design, greenhouse gas reduction, energy conservation, water conservation.

### **Landscaping Plan**

- 5.6 If an application triggers the requirements of Landscaping to be completed, then a landscape plan and plant list will be required.
- 5.7 If required, landscape plans must include the following:
- a) The legal boundaries and dimensions of the subject property;
  - b) The location and size of existing buildings and structures on the subject property, with distances to property lines; and
  - c) The location of all existing and proposed Landscaping, including any features being retained or removed.
- 5.8 If required, a plant list must include the following:
- a) The species in common name; and
  - b) The quantity of each species of plants proposed to be planted
  - c) At time of application, all proposed Landscaping must meet or exceed the most current Canadian Landscape Standard, as set out by the Canadian Society of Landscape Architects and Canadian Nursery Landscape Association.

### **Owner Authorization**

- 5.9 An application made pursuant to this bylaw must be authorized in writing by all Owner(s) of the lands that are subject to the application.
- 5.10 If after submission of an application and prior to the issuance of a decision there is a change of ownership of a parcel of land, the applicant will notify the Regional District and provide written Owner authorization from the new Owner(s) to proceed with the application and an updated certificate of title demonstrating proof of ownership.
- 5.11 If the Owner of the parcel is registered as a corporation, whether under the laws of British Columbia, Canada, or another jurisdiction, or is registered as an extra-provincial company in British Columbia, a copy of the corporate registry search or certificate of incorporation issued by the appropriate registry, including a list of current directors of the corporation, dated no more than thirty (30) days prior to the date signed by the authorized representative(s) of the corporation must be submitted with the application.

## 6. APPLICATION CRITERIA

### ALR Exclusion Applications

- 6.1 An applicant may request the Regional District to apply to the Agricultural Land Commission to have a parcel(s) excluded from the Agricultural Land Reserve.
- 6.2 Staff will assess all applications to exclude land from the Agricultural Land Reserve based on good planning principles, including but not limited to:
  - a) Land use designation in the Official Community Plan and relevant policies;
  - b) Applicable zone in the Zoning Bylaw;
  - c) Surrounding land uses;
  - d) Percentage of the parcel in the ALR;
  - e) Size of parcel;
  - f) History of ALR Exclusions in the surrounding area;
  - g) Rationale provided by the applicant for the proposed ALR Exclusion (including any studies or plans provided);
  - h) Potential Impacts for the surrounding area and broader agricultural community;
  - i) Ministry of Agriculture feedback; and
  - j) Soil classification and agricultural capability.
- 6.3 If the Board supports the request, the Regional District will fill out an exclusion application for the subject property, provide public notice, and hold a Public Hearing, pursuant to the ALC Act and Regulations; and
- 6.4 If the Board passes a resolution to forward the application, the exclusion application will be submitted to the Agricultural Land Commission for consideration.

### Minor Development Variance Permit

- 6.5 A minor variance can include one or more of the following:
  - a) A maximum of a 15% reduction in the required parcel line setback from buildings or structures; and
  - b) A maximum of a 15% increase to the accessory building floor area.

### Development Permit Amendment

- 6.6 An applicant may apply to amend a previously issued development permit if the proposed amendment is, in the opinion of the Delegate, a minor amendment, such that it does not:
  - a) Increase the site coverage more than 5%;
  - b) Increase the density;
  - c) Require a variance;

- d) Increase a previously authorized variance;
  - e) Significantly change the form and character of the building or site; or
  - f) Significantly reduce the landscaping.
- 6.7 Such amendments must be consistent with the OCP and any Development Permit Area guidelines.

### **OCP and Zoning Amendment Application for Wind Energy Generation Project**

- 6.8 An OCP or Zoning Amendment application to permit a Wind Energy Generation Project must include the following:
- a) Project overview;
  - b) Public consultation plan;
  - c) Environmental Assessment;
  - d) Construction, operations, and decommissioning plan; and
  - e) Site plan.

## **7. GENERAL REGULATIONS**

### **Application Closure**

- 7.1 Applications that have become stagnant for an extended period will be closed and returned to the applicant based on the following criteria:
- a) Permits:
    - i. Incomplete applications – not accepted;
    - ii. Applications awaiting payment – closed after 1 month; and
    - iii. Applications stalled by applicant – closed after 3 months.
  - b) OCP and Zoning Bylaw Amendments:
    - i. Incomplete applications – not accepted;
    - ii. Applications awaiting payment – closed after 1 month; and
    - iii. Applications stalled or placed on hold by Applicant:
      - a. No readings – closed after 3 months;
      - b. After 1 or 2 readings – closed after 6 months; and
      - c. After 3 readings – closed after 1 year.
- 7.2 Upon closure of an application, a final letter will be sent to the Applicant(s) and any applicable refunds will be issued.
- 7.3 At the discretion of the Delegate, if it is believed that the Applicant is making every reasonable effort to meet the necessary requirements to move an application forward, that application will not be closed.

- 7.4 In order for an application that has been closed to proceed, a new application, including fee, must be submitted by the Applicant.

### **Fees**

- 7.5 The fees for applications listed in this bylaw shall be as set out in Schedule A - Development Application Fees and Charges which is attached hereto and forms part of this bylaw.
- 7.6 Applications received from not-for-profit societies are eligible for a 50% reduction of fees upon provision of documentary proof of status of their organization.

### **Refunds**

- 7.7 The Regional District will proceed with application closure in accordance with this bylaw and will refund part of an application fee, if appropriate, as follows:
- a) Fifty percent (50%) of application fee(s) shall be refunded if an Official Community Plan Bylaw amendment application does not proceed to the Public Hearing stage of the amendment process;
  - b) Fifty percent (50%) of application fee(s) shall be refunded if a Zoning Bylaw amendment application does not proceed to the Public Hearing or Public Notification stage of the rezoning process;
  - c) One hundred percent (100%) of application fee(s) for any development application shall be refunded if the application is withdrawn by the Applicant prior to the application being sent for referrals;
  - d) Zero percent (0%) of application fee(s) for any development application shall be refunded if the application has been sent for referrals; and
  - e) Fifty percent (50%) of the application fee(s) shall be refunded if an application for Exclusion from the Agricultural Land Reserve does not proceed to the Agricultural Land Commission.
- 7.8 Where the following applications are refused or denied by either the Board or the Delegate, no application fee(s) are refundable:
- a) Development Permit;
  - b) Development Variance Permit;
  - c) Minor Development Variance Permit;
  - d) Referral of an application under the *Liquor Control and Licensing Act*; and
  - e) Temporary Use Permit.

## 8. PUBLIC NOTICE REQUIREMENTS

### Public Notices

- 8.1 Public Notices, as required by the *Local Government Act*, shall be mailed or otherwise delivered as follows:
- a) To Owners of all parcels that are within a distance of 1.5 kilometers of the parcel that is subject to one of the following application types:
    - i. Official Community Plan Bylaw Amendment
    - ii. Zoning Bylaw Amendment
    - iii. Agricultural Land Reserve Exclusion application; or
    - iv. Temporary Use Permit;
  - b) To Owners of all parcels that are within a distance of 100 metres of the parcel that is subject to one of the following application types:
    - i. Development Variance Permit application; or
    - ii. Liquor Licence referral application;

Except that in either case the Public Notice area shall not extend more than 100 metres into municipal boundaries.

### Public Notice Signs

- 8.2 A Public Notice sign shall be posted on the subject property for any parcel that is subject to an application for:
- a) Amendment to an Official Community Plan and/or Zoning Bylaw;
  - b) Temporary Use Permit; or
  - c) Exclusion from Agricultural Land Reserve, in compliance with the *Agriculture Land Commission Act* and Regulations.
- 8.3 Failure to post and keep the sign in accordance with this bylaw may result in a delay or postponement of the application.
- 8.4 Any additional notification costs incurred by the Regional District, as a result of the Applicant failing to post the required sign, shall be payable by the Applicant prior to advertising of the Public Hearing or delivery of public notifications.
- 8.5 All Public Notice signs must:
- a) Be placed to maximize its visibility to those travelling along the main highway by which the property is accessed;
  - b) Be erected on the property a minimum of fourteen (14) days prior to the Board considering the application, and the Applicant must submit to the Regional District a photograph clearly showing the sign posted on the property in accordance with this bylaw;

- c) Be placed in a manner that does not interfere with pedestrian or vehicle traffic flow, or create a potential hazard by obstructing visibility from a highway;
- d) Be installed in a safe, sturdy manner, capable of withstanding typical wind and other weather conditions;
- e) Remain in place continuously until the application has been closed; and
- f) Applicants are encouraged to dispose of the signs by recycling them.

## **9. PUBLIC HEARINGS/PUBLIC INFORMATION MEETINGS**

### **Public Hearings**

- 9.1 Public Hearings are required for all Official Community Plan amendment applications.
- 9.2 A Public Hearing will generally be waived for a Zoning Bylaw Amendment application which is consistent with the Official Community Plan for the area.
- 9.3 A Public Hearing must not be held on a proposed Zoning Bylaw Amendment which is:
  - a) Consistent with the Official Community Plan for the area;
  - b) Solely to permit a development that is, in whole or in part, a residential development; and
  - c) The residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development.
- 9.4 After a Public Hearing is held, the Planner will prepare the meeting minutes to be presented to the Board.

### **Waiving of the Public Hearing**

- 9.5 Where a zoning bylaw amendment application is consistent with the Official Community Plan for the area, notifications will be sent prior to a report being brought forward to the Board for consideration of First (1<sup>st</sup>) Reading in accordance with this bylaw and the requirements of the *Local Government Act*.

### **Public Information Meeting**

- 9.6 The Regional District may require a Public Information Meeting be held for any application at any point during the application process.
- 9.7 A Public Information Meeting may be requested by the Board or by staff.
- 9.8 When a Public Information Meeting is held, it will be arranged by Regional District staff.
- 9.9 After a Public Information Meeting is held, the Planner will prepare the meeting minutes to be presented to the Board.

## **10. SECURITY**

- 10.1 Security shall be required as a condition of permit issuance for the following:

- a) Landscaping including re-vegetation Works to restore degraded natural environments (“Landscape Security”);
  - b) An unsafe condition or damage to the natural environment that may result as a consequence or a contravention of a condition in a permit (“Remediation Security”);
  - c) To guarantee the performance of the terms of a Temporary Use Permit (“Performance Security”); and
  - d) Security will be required as a condition for the permit issuance of a Work Camp.
- 10.2 Security will be provided in the form of an automatically renewing irrevocable letter of credit, bank draft or in a form satisfactory to the Delegate.

### Amount of Security

- 10.3 The amount of security will be calculated using the following:
- a) For Landscape Security, the amount of security will be valued according to the values in Table 1 – Landscape Security Amounts;
  - b) For Remediation Security, the amount of security will be 125% of an estimate or quote of the cost of Works, including but not limited to: inspections, supervision, monitoring, maintenance, irrigation, labour and planting materials. The estimate must be submitted by a Qualified Environmental Professional who will be expected to undertake or supervise the Works. The estimate or quote will be provided by the Applicant at the Applicant’s expense; and
  - c) For Performance Security, the amount of security will be 125% of an estimate or quote of the cost of Works to guarantee the performance of the terms of the permit. Such Works may include but are not limited to inspections, supervision, monitoring, maintenance, irrigation, labour, planting materials and Works required to restore the land or remove any temporary structures. The estimate or quote must be submitted by a Qualified Contractor approved by the Delegate. The estimate or quote will be provided by the Applicant at the Applicant’s expense.

<b>Table 1 – Landscape Security Amounts</b>		
<b><u>Item</u></b>	<b><u>Unit</u></b>	<b><u>Cost</u></b>
Trees	Per Item	\$500.00
Shrubs	Per Item	\$75.00
Lawn and Planting Bed Construction (including topsoil, shredded bark mulch and rock)	Per m <sup>2</sup> of Area	\$50.00

### **General Conditions of Security**

- 10.4 At the permit holder's expense, the Regional District may undertake the Works, construction, monitoring, or other activities required to satisfy the conditions or ensure the performance of the permit terms. The Regional District may apply the security in payment of the cost of Works, construction, monitoring, or other activities if any of the following occur:
- a) The Works have not been completed in compliance with the terms specified in an approved permit;
  - b) The Works are not completed within a defined time period as specified in an approved permit;
  - c) An unsafe condition has resulted as a consequence of a contravention of a condition in a permit;
  - d) Damage to the natural environment has resulted as a consequence of a contravention of a condition in the permit; or
  - e) A contravention in relation to the performance to the terms of a Temporary Use Permit.

### **Return of Security**

- 10.5 If a permit is cancelled by the Applicant and no work has occurred related to the security deposit, the security deposit will be returned to the Applicant at the approval of the Delegate.
- 10.6 Unless otherwise stated in this bylaw, the Regional District will return the security when written request has been submitted by the Applicant and includes a satisfactory report by the appropriate Qualified Professional depending on the nature of the permit conditions, or other Qualified Contractor approved by the Delegate certifying that:
- a) The Works have been completed in substantial compliance with the approved plan(s);
  - b) The remediation of the site has been completed; or
  - c) The unsafe condition or damage to the natural environment has been corrected.
- 10.7 Additional documentation may be requested by the Delegate in order to confirm that the conditions or Works have been satisfactorily completed.
- 10.8 For Landscaping security deposits, the Regional District will return the security when written request has been submitted by the Applicant and a site inspection confirming the conditions and Works have been completed in substantial compliance with the permit conditions.
- 10.9 Upon receipt of a professional report requesting release of security, the Regional District may conduct a site inspection to verify that the Works were completed in accordance with the approved plans.

## **11. RECONSIDERATION/REAPPLICATION**

### **Reapplication**

- 11.1 The Regional District will refuse consideration of any application that has been refused by the Board within the previous six months unless the re-application time limit is varied by Board resolution pursuant to the *Local Government Act*.
- 11.2 Any reapplication will be considered a new application, and all fee(s) set out in Schedule 'A' – Development Application Fees and Charges will apply.

### **Reconsideration**

- 11.3 The Owner of the land subject to the decision of the Delegate in regard to issuance of a Development Permit, Temporary Use Permit Renewal or Minor Development Variance Permit under this bylaw is entitled to have the Board reconsider the matter pursuant to the following procedure:
- a) Within 30 calendar days of the date of the decision, the Owner must submit a request for reconsideration in writing to the Chief Administrative Officer, including reasons in support of the request;
  - b) The Chief Administrative Officer shall ensure that the request for reconsideration, including the original application, supporting documentation and any staff reports are forwarded to the next available Regional Board meeting;
  - c) The Owner of the land shall be notified of the date and time that the Board will be reconsidering the decision, and provided opportunity to address the Board regarding the matter; and
  - d) In undertaking a reconsideration, the Board has the same authority as that which is conferred on the Delegate as set out in this bylaw.

## **12. REPEAL**

- 12.1 Development Application Procedures, Fees, and Delegation Bylaw No. 2449, 2021 and all amendments are hereby repealed.

## **13. EFFECT OF BYLAW**

- 13.1 This bylaw shall come into effect and operation on January 1, 2025.

READ A FIRST TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024.

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024.

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Chair

(Corporate Seal has been affixed to the original bylaw)

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

(Schedule A attached)

I hereby certify this to be a true and correct copy of "PRRD Development Application Procedures, Fees and Delegation Bylaw No. 2558, 2024" as adopted by the Peace River Regional District Board on \_\_\_\_\_, 2024.

**SCHEDULE A – DEVELOPMENT APPLICATION FEES AND CHARGES**

<b>Application Type</b>	<b>Fee</b>
Official Community Plan Amendment	\$1500.00
Zoning Amendment	\$1000.00
Official Community Plan and Zoning Amendment Combined	\$2000.00
Temporary Use Permit	\$750.00
Temporary Use Permit Renewal	\$350.00
Development Permit	\$250.00
Development Permit Amendment	\$200.00
Development Variance Permit	\$500.00
Liquor Licence Referral Application	\$150.00
Agricultural Land Reserve Exclusion	\$1,500.00

**PEACE RIVER REGIONAL DISTRICT**

**BYLAW NO. 2565, 2024**

A bylaw to amend

"Miscellaneous Fees and Charges Bylaw No. 2483, 2022"

WHEREAS the Regional Board of the Peace River Regional District has adopted "Miscellaneous Fees and Charges Bylaw No. 2483, 2022";

AND WHEREAS, the Regional Board wishes to amend Bylaw No. 2483, 2022, to include application fees for Telecommunication Antenna System proposals and Board of Variance applications;

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

**SECTION 1 - CITATION**

1.1 This bylaw may be cited as "Miscellaneous Fees and Charges Amendment Bylaw No. 2565, 2024."

**SECTION 2 – TEXT AMENDMENTS**

2.1 "Miscellaneous Fees and Charges Bylaw No. 2483, 2022" is amended as follows:

- a) Section 2 – Fees and Charges, Part 4 is amended by adding "Schedule E - Miscellaneous Application Fees" to the list of schedules attached to and forming part of Bylaw 2483, 2022
- b) Insert new Schedule E – Miscellaneous Application Fees as attached to this bylaw.

**SECTION 3 – ADMINISTRATIVE**

3.1 This bylaw shall take effect on January 1, 2025.

3.2 If any provision of this bylaw is declared to be illegal, invalid, or ultra vires, in whole or part, then that provision shall not apply and the remainder of this bylaw shall continue in full force and effect and be construed as if it had been enacted without the illegal, invalid, or ultra vires provision.

READ A FIRST TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024.  
 READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024.  
 READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024.  
 ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Leonard Hiebert, Chair

(Corporate Seal has been affixed to the original bylaw)

\_\_\_\_\_  
Tyra Henderson,  
Corporate Officer

I hereby certify this to be a true and correct copy of "Miscellaneous Fees and Charges Amendment Bylaw No. 2565, 2024" adopted by the Peace River Regional District Board on the \_\_\_\_ day \_\_\_\_\_, 2024.

\_\_\_\_\_  
Tyra Henderson, Corporate Officer

**Schedule E**  
**Miscellaneous Application Fees**

<b>Item</b>		<b>Fees</b>
1.	Telecommunication Antenna System Applications	\$250.00
2.	Board of Variance Applications	\$500.00



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-551

From: Corporate Administration

Date: November 21, 2024

**Subject: Emergency and Disaster Management Service Establishment Amendment Bylaw No. 2563 – Requisition Increase**

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## **RECOMMENDATION: [Corporate Unweighted]**

That the Regional Board give Emergency and Disaster Management Service Establishment Amendment Bylaw No. 2563, 2024, to increase the maximum requisition permissible for the service from \$250,000 to \$625,000, first three readings.

## **BACKGROUND/RATIONALE:**

On November 7, 2024, the Regional Board passed the following resolution:

*MOVED, SECONDED and CARRIED,*

*“That the Regional Board authorize staff to bring back an Emergency and Disaster Management Service Establishment Amendment Bylaw with a cap of \$625,000 to the November 21, 2024 Board meeting.”*

[‘Report ADM-BRD-545, Emergency Management Bylaw Amendment’](#) as included on the November 7, 2024 Regional Board Meeting agenda, proposed an outright removal of the maximum requisition applicable to Function 300 - Emergency and Disaster Management Service to provide the Regional Board with the ability to consider a budget for Function 300 that fully funded the service including all of the responsibilities that now rest with the Peace River Regional District following the enactment of the *Emergency and Disaster Management Act* (EDMA) on November 8, 2023. The EDMA legislation replaced the *Emergency Program Act* previously in place in BC and expanded the scope of responsibilities placed upon local governments relative to emergency planning, preparation, response and recovery for and from emergencies. Additional regulations to further clarify roles and responsibilities are expected to continue to roll out over the coming months.

The Regional Board rejected the proposed removal of the maximum requisition as permitted under *Local Government Act (LGA) S.339(2)(e)* for bylaws establishing programs in preparation for emergencies. The Regional Board instead directed an amendment to the bylaw that substantially increased the current maximum requisition for the service. The requested amendment bylaw is attached for consideration of the Regional Board. Also attached is a Draft Consolidated Bylaw showing the proposed changes inserted in the original bylaw. New additions are shown in yellow highlights and deleted language is shown in strikethrough.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

### **STRATEGIC PLAN RELEVANCE:**

- Emergency Management

### **FINANCIAL CONSIDERATION(S):**

As stated in the November 7, 2024 report, costs for both new positions (Emergency Management Officer and Emergency Program Coordinator) are accounted for within Function 300 – Regional Emergency Planning. Both positions are vital to delivering the legislated requirements for ongoing Indigenous engagement and collaborative emergency planning within the PRRD, as dictated by the BC modernized emergency management legislation. In 2024, a \$48,000 portion of these staffing costs was covered through the BC Emergency Management and Climate Readiness Indigenous Engagement Requirements funding program. For 2025, verbal confirmation from BC Emergency Management and Climate Readiness regional staff indicates further forthcoming financial assistance to all local governments to assist and finance a portion of these ongoing staffing costs with the exact amount, and timing of receipt of the funding yet to be determined. As such, an increase in requisition for 2025 (from \$296,983 to \$526,990 or 77%) is required to fund the 2 new positions for this function. This bylaw amendment increases the requisition limit to allow for these ongoing staffing costs, with a small buffer for other increases that may result from yet to be released regulations associated with the *Emergency and Disaster Management Act*.

### **COMMUNICATIONS CONSIDERATION(S):**

Upon approval of first three readings, the bylaw will be submitted to the Ministry of Municipal Affairs for approval.

### **OTHER CONSIDERATION(S):**

The *Local Government Act*, S.349(1)(b) authorizes the amendment of an establishing bylaw with the consent of at least 2/3 of the participants. The Minister may order that assent of the electors be obtained in the same manner as was received when the service establishment bylaw was adopted, or that approval of the electors be sought in the service area.

#### Attachments:

1. Draft Emergency and Disaster Management Service Amendment Bylaw No. 2563, 2024
2. Draft Consolidated Emergency and Disaster Management Service Establishment Bylaw No. 1598, 2005.

#### External Links:

1. [November 7, 2024 Regional Board Meeting](#) – See Item 10.1 “Emergency Management Service Bylaw – Removal of Maximum Requisition – ADM-BRD-545”

**PEACE RIVER REGIONAL DISTRICT**  
**Bylaw No. 2563, 2024**

*A bylaw to amend 'Peace River Regional  
District Emergency and Disaster  
Service Establishment Bylaw No. 1598, 2005'*

WHEREAS, the Peace River Regional District adopted 'Peace River Regional District Emergency and Disaster Service Establishment Bylaw No. 1598, 2005' to establish a service to prepare for, respond to, and recover from emergencies and disasters; and

WHEREAS, the Peace River Regional District wishes to amend Bylaw No. 1598 to align with the mandatory content requirements for a service establishment bylaw specified in the *Local Government Act*; and to expand the scope of the service to align with the responsibilities of the Peace River Regional District specified in the *Emergency and Disaster Management Act* and to increase the maximum amount that may be requisitioned for the service; and

WHEREAS the *Local Government Act* allows for the amendment of a service establishment bylaw so long as the requirements of the legislation are met, and the Peace River Regional District has met those requirements, including obtaining written consent from the participating areas and approval from the Inspector of Municipalities;

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

**ADMINISTRATIVE PROVISIONS**

1. This bylaw may be cited as "Emergency and Disaster Management Service Establishment Amendment Bylaw No. 2563, 2024".
2. 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.
3. 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.

**AMENDMENTS**

4. Peace River Regional District Emergency and Disaster Service Establishment By-law No. 1598, 2005 is amended as follows:
  - 4.1. In the precis, add the word 'Management' after the word "Disaster".
  - 4.2. In the first WHEREAS paragraph, delete the words "*Emergency Program Act, R.S.B.C. 1996, c.111*" and insert in their place, "*Emergency and Disaster Management Act* as may be amended or replaced" and after the word authorizes, insert the words 'and requires'.
  - 4.3. Insert a new heading immediately following the NOW THEREFORE clause titled '**General Provisions**'.
  - 4.4. Under the heading **General Provisions** insert new sections 1 through 4 as follows and renumber all subsequent sections accordingly:

1. This bylaw shall be cited as “Emergency and Disaster Management Service Establishment Bylaw No. 1598, 2005”.
2. 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.
3. 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.
4. Any enactment referred to in this bylaw is a reference to an enactment of the Province of British Columbia and regulations thereto, and includes any amendment, revision or replacement of the enactment.

4.5. After section 4, insert new heading titled ‘**Service Being Established**’.

4.6. In section 5, insert the word ‘mitigate,’ before the word ‘prepare’.

4.7. After section 5, insert new heading titled ‘**Service Area Boundary**’.

4.8. After section 6, insert new heading titled ‘**Participating Areas**’.

4.9. After section 7, insert new heading titled ‘**Cost Recovery**’.

4.10. In section 8.a) delete the words ‘Part 23, Division 4.3 of’ and the words ‘R.S.B.C., 1996, c.323’.

4.11. In section 8.b) delete the words ‘R.S.B.C., 1996, c.275’.

4.12. In section 9 replace the words ‘Section 4’ with the words ‘Section 8’.

4.13. In section 9.a), delete “\$250,000” and insert “\$625,000” in its place.

4.14. In section 9.b) delete “0.03” and insert “0.0592” in its place.

4.15. Delete section 10 in its entirety.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_ November \_\_\_\_\_, 2024.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_ November \_\_\_\_\_, 2024

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_ November \_\_\_\_\_, 2024.

I hereby certify the foregoing to be a true and correct copy of “Emergency and Disaster Management Service Establishment Amendment Bylaw No. 2563, 2024” as read a third time by the Peace River Regional District Board on the \_\_\_\_\_ day of November 2024.

\_\_\_\_\_  
Tyra Henderson, Corporate Officer

Approved by the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_, 2024  
 ADOPTED, with the written consent of the participants this \_\_\_\_\_ day of \_\_\_\_\_, 2024.  
 Filed with the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
 Chair Leonard Hiebert

(Corporate Seal has been  
 affixed to the original bylaw)

\_\_\_\_\_  
 Corporate Officer – Tyra Henderson

I hereby certify this to be a true and correct copy of "Emergency and Disaster Management Service Establishment Amendment Bylaw No. 2563, 2024", as adopted by the Peace River Regional District Board on \_\_\_\_\_, 2024.

\_\_\_\_\_  
 Tyra Henderson, Corporate Officer

**PEACE RIVER REGIONAL DISTRICT**  
**By-law No. 1598, 2005**

*A by-law for the establishment of an  
Emergency and Disaster **Management**  
Service for Electoral Areas 'B', 'C', 'D' and  
'E'.*

WHEREAS, the ~~Emergency Program Act, R.S.B.C. 1996, c. 111~~ **Emergency and Disaster Management Act** as may be amended or replaced authorizes and requires the Board of the Peace River Regional District to undertake measures to prepare for, respond to, and recover from emergencies and disasters;

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

**General Provisions**

1. This bylaw shall be cited as "Emergency and Disaster Management Service Establishment Bylaw No. 1598, 2005".
2. 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.
3. 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.
4. Any enactment referred to in this bylaw is a reference to an enactment of the Province of British Columbia and regulations thereto, and includes any amendment, revision or replacement of the enactment.

**Service Being Established**

5. The Regional Board hereby establishes a service to **mitigate**, prepare, respond and recover from emergencies and disasters.

**Service Area Boundary**

6. The boundaries of the service are the boundaries of the Peace River Regional District, excluding the District of Chetwynd, City of Dawson Creek, City of Fort St. John, District of Hudson's Hope, Village of Pouce Coupe, District of Taylor, and the District of Tumbler Ridge.

**Participating Areas**

7. The participating areas for the service are the Peace River Regional District Electoral Areas 'B', 'C', 'D' and 'E'.

**Cost Recovery**

8. All costs related to this service shall be recovered by one or more of the following:

- a) property value taxes imposed on land and improvements in accordance with ~~Part 23, Division 4.3 of the Local Government Act, R.S.B.C. 1996, c.323;~~
- b) revenue raised by other means authorized by the *Local Government Act, R.S.B.C. 1996, c.275* or another Act;
- c) revenue raised by way of agreement, enterprise, gift, grant or otherwise.

9. The maximum that may be requisitioned under ~~Section 4~~ Section 8 for the service shall be the greater of:

- a) ~~\$250,000~~ **\$625,000**; or
- b) the product of a property value tax of ~~\$0.03~~ **\$0.0592** for each \$1,000 of net taxable value of land and improvements included in the service area.

10.. ~~This By law may be cited as "Peace River Regional District Emergency and Disaster Service Establishment By law No. 1598, 2005."~~

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

Approved by the Minister of Community Services this \_\_\_\_\_, 2005.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
Chair Karen Goodings

(Corporate Seal has been affixed to the original bylaw)

\_\_\_\_\_  
Harald Hansen - Administrator

## Board Appointments – 2024

Chair – Leonard Hiebert\*; Vice-Chair – Darcy Dober

### Standing Committees – (Appointed by the Chair, LGA 218(2))

<p><b>Broadband Internet and Mobility Committee</b>                  Alternate Director Graham                  Director Sperling                  Director Hiebert                  Director Rose                  Director Courtoreille                  Director Dober                  Director Hansen                  Director Zabinsky                  Director Quibell                  Director Veach                  Director Taillefer                  Director Krakowka</p>	<p>RD/21/05/13 (27)] (ToR)  <b>Membership as per Terms of Reference:</b>                  The Broadband Internet and Mobility Committee will consist of all 12 Regional Board Directors, or their appointed alternates.                   The Regional Board Chair may appoint additional Members who are not Directors to the Committee.                   The Committee may make recommendations to the Regional Board to appoint additional Members who are not Directors to the Committee.                   The Regional Board may, by Board resolution, change the Members of the Committee as needed.</p>
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<p><b>Electoral Area Directors’ Committee</b>                  Director Hiebert (Committee Chair)                  Director Sperling (Committee Vice Chair)                  Alternate Director Graham                  Director Rose</p>	<p><b>Membership as per Terms of Reference:</b>                  The Electoral Area Directors’ Committee membership shall be elected representatives from Electoral Area ‘B’, Electoral Area ‘C’, Electoral Area ‘D’, and Electoral Area ‘E’.</p>
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<p><b>Health Care Scholarship Committee</b>                  RD/18/06/23 (ToR)                   Director Dober                  Director Hansen (Committee Vice-Chair)                  Director Veach (Committee Chair) [RD/24/01/32]                  Director Taillefer                  Director Rose                  Alternate Director Graham</p>	<p><b>Membership as per Terms of Reference:</b>                  Members: The HCSC will be a standing committee, and will consist of six Board members, <b>appointed by the Chair</b> as follows:</p> <ol style="list-style-type: none"> <li>i. City of Dawson Creek Director to PRRD Board;</li> <li>ii. City of Fort St. John Director to PRRD Board;</li> <li>iii. A representative from a smaller municipality in the South Peace;</li> <li>iv. A representative from a smaller municipality in the North Peace;</li> <li>v. An Electoral Area Director from the South Peace (Area D or E);</li> <li>vi. An Electoral Area Director from the North Peace (Area B or C);</li> <li>vii. Appropriate Regional District staff person(s) – non-voting.</li> </ol>
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<p><b>Invasive Plant Committee</b>                  Alternate Director Graham                  Director Hiebert (Committee Chair)                  Director Rose (Committee Vice-Chair)</p>	<p><b>Membership as per Terms of Reference:</b>                  The Invasive Plant Committee will be a standing committee and will consist of a minimum of three Directors appointed by the Chair. Membership will include the General Manager of Environmental Services and/or their delegate.</p>
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(Updated: February 22, 2024)

\*\* As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee

**2024 Board Appointments**

<p><b>Regional Parks Committee</b> [RD/22/12/49]                  Alternate Director Graham                  Director Hiebert                  Director Rose                  Director Krakowka [RD/24/01/34]</p>	<p><b>Membership as per Terms of Reference:</b>                  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.</p>
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*\*While this is considered a standing committee, and therefore appointment of members is the responsibility of the Chair, the Terms of Reference adopted by the Board for this Committee state that the Board shall appoint members to this committee.*

<p><b>Rural Budgets Administration Committee</b>                  Director Hiebert (Committee Chair)                  Director Sperling (Committee Vice Chair)                  Alternate Director Graham                  Director Rose</p>	<p><b>Membership as per Bylaw</b> (Bylaw 1166)                  Membership in the committee is limited to the Electoral Director from each Electoral Area in the Peace River Regional District.</p>
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<p><b>Solid Waste Committee</b>                  Director Dober, City of Dawson Creek                  Director Zabinsky, City of Fort St. John                  (Committee Vice-Chair)                  Director Krakowka, <i>South Peace small municipality representative (Tumbler Ridge)</i>                  Director Quibell, <i>North Peace small municipality representative (Hudson’s Hope)</i>                  Alternate Director Graham, Area B (North Peace)                  Director Hiebert, Area D (South Peace)                  [RD/24/01/35] (Committee Chair)</p>	<p><b>Membership as per Terms of Reference:</b>  <b>Structure of the Solid Waste Committee:</b>                  RD/22/11/12 (24)] (ToR)                  3.1 Members: The SWC will consist of six (6) Board members as appointed by the Chair and will consist of:                  a. Director from the City of Dawson Creek, or their alternate;                  b. Director from the City of Fort St. John, or their alternate;                  c. Director or alternate director from one additional municipality in the South Peace (District of Chetwynd, <u>or</u> Village of Pouce Coupe <u>or</u> District of Tumbler Ridge);                  d. Director or alternate director from one additional municipality in the North Peace (District of Hudson’s Hope <u>or</u> District of Taylor);                  e. Director or alternate director from the North Peace (Electoral Area ‘B’ or ‘C’);                  f. Director or alternate director from South Peace (Electoral Area ‘D’ or ‘E’);                  g. PRRD Board Chair, as ex-officio member;                  h. Appropriate Regional District staff person – non-voting.</p>
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\*\* As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee

**Select Committees (Appointed by the Board, LGA 218 (1))**

<b>Chetwynd Public Library Advisory Committee</b>		[RD/16/11/38 (24)] (TOR)
Chetwynd Library Board Representatives	Tanya Harmacek & Kelly Wilson] [RD/21/07/20]	<b>Membership – as per Terms of Reference</b> The Peace River Regional District Board of Directors appoints members to the Committee upon written recommendation from the Chetwynd Public Library Board, the District of Chetwynd, and the Peace River Regional District. The membership will include the following: a. Two (2) representatives from the Chetwynd Public Library Board b. The Peace River Regional District Electoral Area ‘E’ Director c. The District of Chetwynd Mayor or one (1) Member of Chetwynd Council d. One (1) Staff Person (Manager) of the current Chetwynd Public Library *This list is not exclusive and may be amended or added to at the discretion of the Regional Board.
PRRD Representative	Director Rose	
Chetwynd Public Library Representative (Manager)	Melissa Millsap	
District of Chetwynd Representative	Councillor Deck [RD/22/01/26(27)]	

<b>North Peace Leisure Facility Replacement Steering Committee</b> Alternate Director Graham Director Sperling Alternate Director Garrison City of Fort St. John: Mayor Hansen and Councillor Bolin District of Taylor: Councillors Turnbull and Ponto	<b>Membership as per Terms of Reference:</b> The Peace River Regional District Board of Directors appoints members to the Committee. Membership will include the following: a. Area B Electoral Director b. Area B Alternate Director c. Area C Electoral Director d. Area C Alternate Director e. Two (2) Council members appointed by City Fort St. John f. Two (2) Council members appointed by District of Taylor
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**Solid Waste Management Plan – Public Technical Stakeholder Committee (PTSC)**

RD/22/11/11 (24)] (TOR)

Board Chair and Vice-Chair

Member Municipalities’ staff

First Nations

Waste Management Contractors and Partners

Public Agencies (MoECCS, etc.)

Private and Non-Profit Sectors

Industry and Institutional representatives

General public

\*\* As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee

**Legislated / Bylaw Commissions or Committees**

<p><b>Chetwynd Civic Properties Commission</b>                  [RD/22/12/48]                  Director Courtoreille                  Councillor Smith [RD/24/01/36]                  Councillor Wark                  Director Rose                  Walter MacFarlane                  Larry Houley</p>	<p><b>(Bylaw 1049, 1996 as amended)</b></p> <p>The commission is composed of six members known as Commissioners as follows:</p> <ul style="list-style-type: none"> <li>a) Regional District Director for Electoral Area "E" is a member ex-officio.</li> <li>b) The Regional District Director for the District of Chetwynd is a member ex-officio or, with the director's consent, the council of the District of Chetwynd may nominate another council member.</li> <li>c) The Regional District Director for Electoral Area "E" and the Council of the District of Chetwynd each may nominate two members.</li> <li>d) The District of Chetwynd and the Director of Electoral Area E may each nominate an alternate who may serve in the absence of a Commissioner nominated by the District and the Director respectively</li> </ul> <p>Nominations under 2. b) c) d) and 3. above must be accepted and appointed by the Regional District Board and serve at pleasure.</p>
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<p><b>Emergency Executive Committee</b>                  Alternate Director Graham                  Director Sperling                  Director Hiebert                  Director Rose                  Director Dober [RD/22/12/50]                  Director Hansen</p>	<p><b>Bylaw 1599</b></p> <p>An "Emergency Executive Committee" is established comprised of:</p> <ul style="list-style-type: none"> <li>a) the Directors of the Board representing Electoral Areas 'B', 'C', 'D' and 'E';</li> <li>b) the Chief Administrative Officer for the Regional District or designate; and</li> <li>c) such other persons as may be appointed to the Committee by the Board from time to time.</li> </ul>
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**Fire Management Committees: (as per contracts)**

**Chetwynd**

Director Rose  
 Mayor Courtoreille, District of Chetwynd or designate

**Dawson Creek / Pouce Coupe**

Director Hiebert  
 Mayor Dober, City of Dawson Creek or designate  
 Mayor Veach, Village of Pouce Coupe

**Fort St. John**

Director Sperling  
 Mayor Hansen, City of Fort St. John or designate

\*\* As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee

**2024 Board Appointments**

**Legislated / Bylaw Commissions or Committees continued**

**Fire Management Committees: (as per contracts)**

**Taylor**

Director Sperling

Director Hiebert

Mayor Taillefer, District of Taylor or designate

**Tomslake**

Director Hiebert

**North Peace Leisure Pool Commission**

Electoral Area B - Alternate Director Graham

Electoral Area C – Director Sperling and Alternate Director Garrison

\*City of Fort St. John – Councillor Bolin and Councillor Lequiere

*These appts are made by the municipality and are recorded here for convenience.*

**Parcel Tax Roll Review Panel**

Alternate Director Graham

Director Sperling [RD/24/01/37]

Director Hiebert

\*\* As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee

## 2024 Board Appointments

### Board Liaison Appointments to Outside Agencies

#### **BC Hydro Peace Agricultural Compensation Fund** [RD/22/10/35]

Chet Jans

#### **BC Hydro Go Fund (BCH Peace Region Non-Profit Community Fund)** [RD/22/11/20 (24)]

Director Rose

Kathleen Connolly, Public appointee [RD/23/02/39 (23)]

#### **Chetwynd Communications Society**

Director Rose

Mayor Courtoreille, District of Chetwynd

#### **Chetwynd Library**

Director Rose

#### **Dawson Creek and District Hospital Redevelopment Capital Project Advisory Committee**

Director Hiebert

Director Sperling [RD/24/01/38]

#### **Dawson Creek and District Hospital Community Advisory Working Group** [RD/24/01/39]

Director Rose

Director Veach

#### **Invasive Plant Council of BC**

Director Hiebert

#### **Municipal Finance Authority of BC** [RD/24/01/31] and [RD/24/01/32]

Director Rose

Director Hiebert (Alternate)

#### **Municipal Insurance Association of BC**

Director Hiebert - Voting Member

Leanne Milliken, Procurement Officer (Alternate)

#### **North Central Local Government Association** [RD/24/02/12 (22)]

Director Hiebert, Regional Representative

#### **North Peace Airport Society**

Electoral Area B – Alternate Director Graham

Electoral Area C – Director Sperling and Jim McKnight [RD/23/03/15 (24)] and [RD/23/03/31 (30)]

PRRD Member Representative - Alternate Director Graham

PRRD Member Alternate Representative – Director Sperling [RD/23/03/31 (30)]

#### **North Peace Fall Fair Society** [RD/22/12/55]

Alternate Director Graham

\*\* As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee

**2024 Board Appointments**

**Board Liaison Appointments to Outside Agencies** - continued

**Northeast Roundtable**

All PRRD Board members

**Northern Development Initiative (NDI) Trust - NE Regional Advisory Committee** [RD/22/11/19(24)]

Alternate Director Graham

Director Hiebert

Director Sperling

Director Rose

**North Wind Wellness Centre** [Addition Recovery Community Housing Building Committee] [RD/20/08/36]

Director Hiebert

**Regional Community Liaison Committee – Site C Clean Energy Project**

Alternate Director Graham

Director Sperling

Director Hiebert

Director Rose

**Taylor Bridge User Group** [RD/24/01/40]

Director Sperling

**UNBC Northern Medical Program Trust** [RD/23/01/12]

Director Hiebert [May 2022 – May 2024]

**Industry Sector Liaison Appointments**

**Site C Project Working Group**

Director Rose [RD/20/11/41]

Director Sperling

Director Taillefer

**Wonowon Landfill Project**

Alternate Director Graham

\*\* As per Procedure Bylaw 2490, 2022, the Chair is an ex-officio and voting member of every Board Committee



# REPORT

To: Chair and Directors

Report Number: FN-BRD-304

From: Financial Administration

Date: November 21, 2024

**Subject: 2025 Budget Calendar**

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## **RECOMMENDATION: [Corporate Unweighted]**

That the Regional Board receive the report titled “2025 Budget Calendar – FN-BRD-304”, which presents the 2025 budget timeline, for information.

## **BACKGROUND/RATIONALE:**

The purpose of the 2025 Budget Calendar is to identify the proposed budget process and timeline. All relevant milestones, deliverables, and meeting dates are included.

The key 2025 milestones are:

- Draft rural budgets presented at the January 24 RBAC meeting.
- Draft budgets for all functions presented at the February 26 Special Board meeting.
- Deadline for adoption of the Five-Year Financial Plan Bylaw March 31, 2025.

The budget process and calendar contribute to enhanced communication and a shared understanding of expectations for everyone involved, including staff, elected officials, residents, and the stakeholders such as contractors and commissions who oversee and operate Peace River Regional District (PRRD) facilities, who play a part in the PRRD budget cycle.

With input from the Committees and elected officials, draft budgets for 2025 are already being developed by staff. Draft budget discussions and development will occur until the Special Board meeting presentation on February 26, 2025.

The 2025 budget will be built and presented in a similar manner as 2024, based on several concepts including:

1. **Core Budget** – the 2024 Draft Budget will be based only on core operational expenses associated with the ongoing maintenance and administration on a day-to-day basis at the same service level as the previous year. Core operating costs do not include new capital expenditures. Core operating expenses do include the following:
  - a. Salaries, wages, and benefits
  - b. Utilities
  - c. Travel and Meals
  - d. Training and Development
  - e. Meeting expenses
  - f. Minor Capital (under Tangible Capital Asset Policy threshold)
  - g. Office supplies

h. Repairs and Maintenance

All other non-core budget items will require submission of a Supplemental Request.

2. **Supplemental Requests** – will distinguish specific initiatives/projects from core operations. Presentation of Supplemental Requests will occur during scheduled budget meetings with applicable Committees, Commissions, and the Board. The bulk of the rural supplemental requests and pre-budget approvals will be presented at the November 14, 2024 Rural Budgets Administration Committee meeting. The bulk of the regional supplemental requests and pre-budget approvals will be presented at the November 21, 2024 Board Meeting.
3. **Capital** – all capital items will be considered as Supplemental Requests unless they are ongoing, previously approved projects. Construction projects will have a Supplemental Business Case.
4. **Rural Budgets Draft Budget Presentation** – will be held on January 24, 2025. This meeting will provide the opportunity for staff to present core rural budgets as well as Supplemental Requests, and for the Directors to request clarification on budget items. This year the rural budgets will be grouped by department rather than a report for each service. There will be four reports – Environmental Services, Financial Administration, Community Services, and Protective Services.
5. **Budget Presentation** – The 2025 Budget in its entirety will be presented to the Board at a Special Board Meeting on Wednesday, February 26, 2025. The budgets will be presented in the same manner as the 2024 budgets, with separate reports presented for each regional service function. Reports will incorporate all supplemental requests, and any additional recommendations made during the January and February Committee and Commission meetings.
6. **Five-Year Financial Plan Bylaw** – First three readings and adoption of the Five-Year Financial Plan Bylaw is scheduled for March 20, 2025.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Not Applicable to Strategic Plan

**FINANCIAL CONSIDERATION(S):**

None.

**COMMUNICATIONS CONSIDERATION(S):**

As per *Local Government Act S. 375(1)*, a Board must undertake a process of public consultation regarding the proposed Financial Plan before it is adopted. The Special Board meeting scheduled for February 26, 2025, will be open to the public and advertised as the '2025 Financial Plan Consultation'.

**OTHER CONSIDERATION(S):**

The Five-Year Financial Plan Bylaw must be adopted on or before March 31, 2025, as per the *Local Government Act*.

The Special Board meeting is on February 26, 2025. As the deadline for reports for the following Board meeting on March 6 is February 25, there is not enough time to have the Financial Plan Bylaw presented at the March 6, 2025 Board meeting for the first three readings. All three readings and adoption must be done on March 20, 2025.

If for any reason the Board deviates from the scheduled date to give three readings and adopt the Financial Plan Bylaw, there may need to be an additional meeting scheduled to meet the March 31, 2025, deadline.

Attachments:

1. 2025 Budget Calendar

# 2025 BUDGET CALENDAR

<i>Date(s)</i>	<i>Responsibility</i>	<i>Description of Activity</i>
<b>In Progress</b>	Department Heads	2025 Operating and Capital Budgets in progress
<b>October 2, 2024 1pm</b>		Electoral Area D Budget Meeting
<b>October 4, 2024 3pm</b>		Electoral Area E Budget Meeting
<b>October 11, 2024 9am</b>		Electoral Area B Budget Meeting
<b>October 15, 2024 9am</b>		Electoral Area C Budget Meeting
<b>November 7, 2024</b>	CFO	Budget Schedule to Board
<b>November 14, 2024</b>	Department Heads	Pre-budget approvals and Supplemental Requests to RBAC (rural services)
<b>November 21, 2024</b>	Department Heads	Pre-budget approvals and Supplemental Requests to Board (regional services)
<b>November 1 – December 20, 2024</b>	Department Heads	Follow up budget meetings with Electoral Area directors (if needed)
<b>January 24, 2025</b>	RBAC Meeting	DRAFT Rural Budgets presented
<b>February 26, 2025</b>	Special Board Meeting	PUBLIC CONSULTATION - DRAFT Budgets for all functions presented
<b>March 20, 2024</b>	Board Meeting	3 readings and Adoption 2025-2029 Financial Plan Bylaw

Revised October 23, 2024



November 5, 2024  
Ref: 672561

Becky Gelsethorpe  
Executive Assistant of the Peace River Regional District  
PO Box 810  
Dawson Creek, BC V1G 4H8  
[becky.gelsthorpe@prrd.bc.ca](mailto:becky.gelsthorpe@prrd.bc.ca)

Dear Becky Galesthorpe:

I would like to thank the delegation from the Peace River Regional District (PRRD) for such an informative meeting at this year's Union of British Columbia Municipalities Convention held in Vancouver. I am writing to follow up on our discussion regarding reinstating the local crime prevention unit; exploring the potential for regional policing; and addressing concerns about RCMP communications and police resourcing.

I appreciate your concerns with respect to complex social issues impacting community safety within the PRRD and the importance of a local crime prevention unit. As mentioned during our meeting, the Province implemented the [Safer Communities Action Plan \(SCAP\)](#) to address and improve community safety through a variety of initiatives such as [Situation Tables](#), [Repeat Violent Offenders Intervention Initiative \(REVOII\)](#) and [Indigenous Justice Centres](#). For more information on SCAP initiatives and how they may support community safety in the PRRD, please contact Darrion Campbell, Executive Director, Public Safety Transition Team, Corporate Strategic Initiatives Branch at [Darrion.Campbell@gov.bc.ca](mailto:Darrion.Campbell@gov.bc.ca) or by telephone at 778-698-5974.

Policing and Security Branch staff are having ongoing discussions internally and with the BC RCMP on topics raised by the PRRD including the topics noted above, as well as cross border issues and major crimes. I assure you that once discussions have concluded, Ministry staff will be in contact with PRRD representatives.

Thank you for taking the time to meet with us and for sharing your questions and concerns pertaining to community safety and policing in the PRRD. Should you have any questions please contact Lindsay Lozoway, Senior Program Manager, B.C. RCMP Service Delivery by email at [Lindsay.lozoway@gov.bc.ca](mailto:Lindsay.lozoway@gov.bc.ca) or by telephone at 236-638-1552.

I appreciate these opportunities to connect, exchange ideas and share information. Through continued partnership, I am confident we can work together to address public safety and issues of importance to the PRRD.

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Ministry of Public Safety and  
Solicitor General

Policing and Security Branch

Mailing Address:  
PO Box 9285 Stn Prov Govt  
Victoria BC V8W 9J7

Telephone: 250 387-1100  
Facsimile: 250 356-7747  
Website: [www.gov.bc.ca/pssg](http://www.gov.bc.ca/pssg)

Becky Gelsethorpe  
Page 2

Sincerely,



Katherine St. Denis  
A/Executive Director  
Policing and Security Branch

pc: Megan Harris, Assistant Deputy Minister, Corporate Strategic Initiatives Branch  
Darrion Campbell, Executive Director, Corporate Strategic Initiatives Branch  
Lindsay Lozoway, Senior Program Manager, Policing and Security Branch  
Jacqueline Davies, Acting Executive Director, Policing and Security Branch



November 14, 2024

1296130

Via email: [brad.sperling@prrd.bc.ca](mailto:brad.sperling@prrd.bc.ca)

Brad Sperling, Chair  
And Member of the Board  
Regional District of Peace River  
PO Box 180, 1981 Alaska Highway Ave  
Dawson Creek BC V1G4H8

Dear Brad Sperling:

Thank you to your delegation for meeting with ministry representatives during this year's Union of British Columbia Municipalities (UBCM) Convention in Vancouver.

As Acting Deputy Minister, I write to acknowledge the topics raised during the meeting, which included mental health challenges in the region, as well as the North Winds Wellness Centre.

For the North Winds Wellness Centre, the Ministry of Mental Health and Addictions is working with all partners including the North Winds Wellness Centre Society, the Northern Health Authority, the First Nations Health Authority (FNHA) and BC Housing to advance this important project.

I appreciate these important opportunities to exchange ideas and share information. Meetings like this help the Ministry better understand the challenges people and communities across BC face on a daily basis.

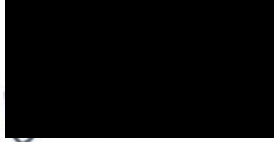
The Ministry is working hard across government to create an accessible, robust, and culturally safe system of mental health and addictions care that meets people where they're at. For your convenience and interest, I've attached a list of local and provincial mental health and substance use resources in your community.

More information on all the programs and initiatives that the Ministry is working on to ensure all those living in BC have access to mental health and addictions care is available here: [Gov.bc.ca/BetterCare](http://Gov.bc.ca/BetterCare)

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Thank you for taking the time to meet with us as part of the UBCM Convention process for 2024.

Sincerely,



Jonathan Dubé  
Acting Deputy Minister  
Ministry of Mental Health and Addictions

Attachment

pc: Mayor Danielle Veach, Village of Pouce Coupe



## Mental Health and Substance Use Services for the Regional District of Peace River

Since 2016, when British Columbia declared a public health emergency due to the escalating number of illicit drug poisoning deaths, the provincial government has been urgently working to save lives and build a full continuum of care – including prevention, harm reduction, treatment, and recovery.

Please see below how to access the mental health and substance use services and supports available in your community and provincially.

### Regional Mental Health and Substance Use Resources

**Mental Health and Substance Use Services** (Northern Health): Offers a range of mental health and substance use services to support individuals and families in the Northern Health region. Services are provided in a variety of settings including community clinics, hospitals, residential settings, and on an outreach basis. See below for list of local contact numbers.

**Chetwynd** – 250-788-7300

**Dawson Creek** - 250-719-6525

**Fort St. John** – 250-263-6080

**Hudson's Hope** - 250-783-9991

**Tumbler Ridge** - 250-242-5271

**Northern Health Virtual Clinic:** Call 1-844-645-7811 to learn about or access treatment and harm reduction supports.

**Northern BC Crisis Line:** 1-888-562-1214 provides free, confidential, 24-hour emotional support, suicide intervention and referral information to residents of Northern BC.

### Provincial Mental Health and Substance Use Resources

**HelpStartsHere:** ([HelpStartsHere.gov.bc.ca](https://www.helpstartshere.gov.bc.ca)) a website maintained by the Ministry of Mental Health and Addictions to help people in British Columbia find mental health and/or addiction resources near them.

**Opioid Treatment Access Line:** Call 1-833-804-8111 toll-free from anywhere in BC to speak with a doctor or nurse who can prescribe life-saving opioid treatment medications and get connected to other supports in the community. The service is confidential, and the

treatment is covered under BC PharmaCare. It's open 7 days a week from 9am to 4pm. Learn more at [HelpStartsHere.gov.bc.ca/OpioidTreatment](https://www.helpstartsbc.ca/OpioidTreatment).

**HealthLink BC:** ([HealthLinkBC.ca](https://www.healthlinkbc.ca) or call 8-1-1) provides medically approved information on more than 5,000 health topics, including mental health and substance use. When you call 8-1-1, you can speak to a health service navigator, who can help you find health information and services; or connect you directly with a registered nurse, a registered dietitian, a qualified exercise professional, or a pharmacist.

**310-Mental Health Support:** Call 310-6789 (no area code needed) toll-free anywhere in BC to access emotional support, information, and resources specific to mental health and substance use issues.

**1-800-SUICIDE:** (1-800-784-2433) provides emotional support to youth, adults and seniors in distress, 24 hours a day, 7 days a week. Operated by the Crisis Intervention and Suicide Prevention Centre of BC ([CrisisCentre.bc.ca](https://www.crisiscentre.bc.ca)).

**9-8-8 Suicide Crisis Helpline:** Call or text 9-8-8 anywhere in Canada to be connected to a trained responder who will listen without judgement, provide support and understanding, and can tell you about resources to help (988.ca).

**Alcohol & Drug Information Referral Service (ADIRS):** Provides free, confidential information and referral services to British Columbians in need of support with any kind of substance use issue. Referral to community substance use treatment services is available for all ages. ADIRS is available 24 hours a day, 7 days a week at: [1 800 663-1441](tel:18006631441).

**1-800-KUU-US17:** (1-800-588-8717) the KUU-US Crisis Line provides Indigenous people with culturally safe, 24/7 telephone crisis supports. The line can also be reached at 250-723-4050 (for adults and elders) and 250-723-2040 (for children and youth).

**1-833-MÉTISBC:** (1-833-638-4722) The Métis Crisis line offers culturally safe, 24/7 supports for Métis people experiencing challenges like anxiety, grief and loss, abuse, bullying and more.

**HeretoHelp:** ([HeretoHelp.bc.ca](https://www.heretohelpbc.ca)) is a project of the BC Partners for Mental Health and Addictions Information and offers resources to help people prevent and manage mental health and substance use problems. Individuals can access four screening self-tests covering mental well-being, depression, anxiety disorders and risky drinking and email requests for help, support, information or referrals.

**BounceBack®:** an evidence-based program designed to help adults and youth 13 years and older experiencing symptoms of mild to moderate depression, low mood, or stress, with or without anxiety: 1 -866 639-0522, or visit: [BounceBackBC.ca](https://BounceBackBC.ca)

**Foundry Virtual:** ([FoundryBC.ca/Virtual](https://FoundryBC.ca/Virtual)) Young people aged 12-24 and their caregivers can use the Foundry Virtual app to drop-in or schedule a virtual counselling appointment, find peer support, join a youth or caregiver group, or browse their library of tools and resources. This site aligns with brick-and-mortar Foundry sites across BC to better integrate care for youth and young adults with mental health and substance use challenges.

### **Road to Recovery Expanding Across B.C.**

BC is also advancing an innovative model of care known as the Road to Recovery. This model establishes a seamless continuum of care for addictions from detox to treatment and after care. Following the successful launch of the first [Road to Recovery model in Vancouver](#) in Fall 2023, BC [announced the expansion of this model](#) to all the other regions of BC earlier this summer.

Recognizing the unique geographic needs of the North, this work is being led by the Northwest working group, consisting of Northern Health, Northern First Nations Alliance, the Province and First Nations Health Authority who have co-designed a hub and spoke model that will support connections to services and ensure that culture-based care is embedded throughout. This includes bringing the Road to Recovery model to the Northwest region.

To find out more about the Road to Recovery approach and its expansion, visit [Gov.bc.ca/BetterCare](https://Gov.bc.ca/BetterCare).



November 15, 2024

Ref: 121529

Board Chair Director Brad Sperling  
Peace River Regional District  
PO Box 810  
Dawson Creek, BC V1G 4H8

Email: [brad.sperling@prrd.bc.ca](mailto:brad.sperling@prrd.bc.ca) [Shawn.Dahlen@prrd.bc.ca](mailto:Shawn.Dahlen@prrd.bc.ca)

Dear Director Brad Sperling:

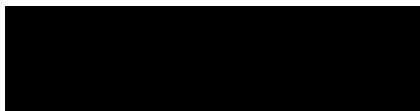
I would like to thank you for attending the Union of British Columbia Municipalities (UBCM) Convention and appreciate you bringing forward your community's interests and concerns.

I understand the discussions included Conuma Coal permits and BC Hydro's Call for Power. As referenced during the meeting, further information regarding the Environmental Assessment process can be found at <https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/environmental-assessments/environmental-assessment-process>.

BC Hydro is committed to working with the Regional District of Peace River to continue discussions regarding Call of Power and answering any questions the Regional District may have. More information on the Call for Power can be found at [https://www.bchydro.com/work-with-us/selling-clean-energy/2024-call-for-power.html?utm\\_source=direct&utm\\_medium=redirect&utm\\_content=2024callforpower](https://www.bchydro.com/work-with-us/selling-clean-energy/2024-call-for-power.html?utm_source=direct&utm_medium=redirect&utm_content=2024callforpower).

The UBCM Convention is an important opportunity for our two levels of government to discuss and advance priorities. As we transition to a newly elected government, a summary of the discussions at UBCM will be shared with the incoming Minister of Energy, Mines and Low Carbon Innovation.

Sincerely,



Shannon Baskerville  
Deputy Minister

cc: Christopher Gilmore  
Assistant Deputy Minister  
Ministry of Energy, Mines and Low Carbon Innovation  
[Christopher.Gilmore@gov.bc.ca](mailto:Christopher.Gilmore@gov.bc.ca)

Tania Demchuk  
Assistant Deputy Minister  
Ministry of Energy, Mines and Low Carbon Innovation  
[Tania.Demchuk@gov.bc.ca](mailto:Tania.Demchuk@gov.bc.ca)

Maureen Daschuk  
Executive Vice-President, Integrated Planning  
BC Hydro  
[Maureen.Daschuk@bchydro.com](mailto:Maureen.Daschuk@bchydro.com)

Mike Kellett  
Northern Community Relations Manager  
BC Hydro  
[Mike.Kellett@bchydro.com](mailto:Mike.Kellett@bchydro.com)

November 7, 2024

Trish Mandewo, President  
UBCM  
10551 Shellbridge Way  
Richmond, BC V6X 2W8

Dear Trish:

The Fraser Valley Regional District (FVRD) Board is writing to formally request that the Union of British Columbia Municipalities (UBCM) initiate a comprehensive **governance review**. As you know, UBCM has long been a powerful voice for local government and First Nations in British Columbia, advocating for common interests, analyzing economic and social trends, and translating these insights into policies that benefit communities across the province.

Over the past decade, British Columbia has faced numerous significant challenges, including housing affordability, a strained healthcare system, a sluggish economy, labour market shortages, climate disruption, the toxic drug crisis, and growing concerns about food insecurity. These pressing issues require the collective effort of all regions of the province, and as we continue to address them, it is increasingly important that the UBCM Executive reflects the full scope and diversity of all British Columbia's local governments and First Nations.

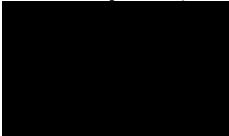
In this regard, we believe it is an opportune time to revisit UBCM's governance structure. As you may recall, the last review of UBCM's organizational structure was completed in 2010 by a Structure Review Committee, resulting in changes to the Union's bylaws and modifications to the Executive's composition. While these changes were valuable at the time, the context within which we operate has evolved considerably. The growing complexity and variety of issues facing our communities today—particularly the diverse needs of rural and remote regions—underscores the need for an updated governance structure that more effectively represents all areas of the province.

We respectfully request that UBCM consider updating its bylaws and governance framework to ensure more balanced and equitable representation from all regions, bringing both rural and urban perspectives to the table on a regular and sustained basis. A renewed structure would better enable UBCM to advocate effectively for the interests of all British Columbians, ensuring that no region is left behind in policy development and decision-making processes.

The FVRD Board is committed to supporting this important process and would like to have the opportunity to participate in discussions or consultations related to the governance review. As a regional district with diverse rural and urban communities, we feel we could provide invaluable feedback to this process. A comprehensive governance review will strengthen UBCM's role in advancing the well-being of communities throughout British Columbia, and we look forward to working together to achieve this goal.

Thank you for considering this request. We appreciate your leadership and the ongoing work of UBCM, and we are hopeful that this review will contribute to the continued success of the Union in representing our diverse province.

Sincerely,



Jason Lum,  
Chair

cc: 26 Regional District Chairs & CAOs



PEACE RIVER REGIONAL DISTRICT



# strategic plan 2023-2026

diverse. vast. abundant.





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# Message from the Chair

## 2023-2026 STRATEGIC PLAN

The 2023-2026 Strategic Plan is a guiding document that reflects the goals, priorities and objectives of the Peace River Regional District (PRRD) Board. The plan provides a roadmap for decision-making, resource allocation and helps to align the efforts of the organization and its employees. A well-crafted strategic plan is crucial to achieve long-term success by ensuring that the organization's resources are concentrated toward a common and sustainable vision.

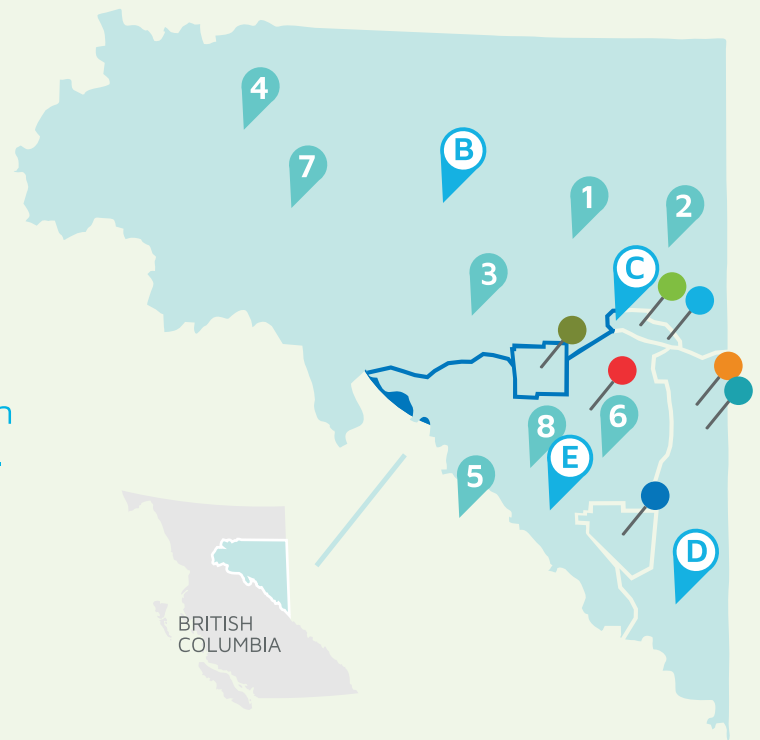
As a regional government, we provide leadership and use our influential, collective voice to advocate on behalf of our residents, businesses and industry in support of a prosperous economy, a healthy natural environment and resilient, inclusive communities. Over the next four years, the Board will focus on fiscal responsibility through infrastructure and asset management, best practices in human resources, collaboration and cooperation with First Nations and neighbouring local governments, responsive emergency management and advocating for the interests of the region.

The strategic plan is a living document that will adapt to the evolving needs of the organization and the citizens of the Peace River region; it may change through updates, be expanded as needed and serve a different purpose over time. Ultimately, the plan will support the Regional Board to engage with constituents and work together with First Nations and inter-provincial partners.

Chair Leonard Hiebert  
Peace River Regional District

The Peace River Regional District (PRRD) was established in 1967, and is geographically the largest regional district in BC, encompassing over 119,000 kilometres.

The PRRD serves seven incorporated communities and four electoral areas that represent over 40 unincorporated (rural) communities. There are eight First Nations communities within District boundaries, which also include part of the traditional lands of the McLeod Lake Indian Band.



#### INCORPORATED COMMUNITIES

- District of Chetwynd
- City of Dawson Creek
- City of Fort St. John
- District of Hudson's Hope
- Village of Pouce Coupe
- District of Taylor
- District of Tumbler Ridge

#### ELECTORAL AREAS

- B Electoral Area B (18 unincorporated communities)
- C Electoral Area C (6 unincorporated communities)
- D Electoral Area D (12 rural communities)
- E Electoral Area E (10 rural communities)

#### FIRST NATIONS COMMUNITIES

- 1 Blueberry River First Nations
- 2 Doig River First Nation
- 3 Halfway River First Nation
- 4 Kwadacha Nation
- 5 McLeod Lake Indian Band
- 6 Saulteau First Nations
- 7 Tsay Keh Dene Band
- 8 West Moberly First Nations

## Cultural Safety Mission Statement

The Peace River Regional District is situated on the traditional territory of the Dane-zaa (Beaver), signatories of Treaty 8 and the Métis Nation BC Region 7. We value the significant contributions of Indigenous Peoples who have lived and worked on the land for time immemorial and are committed to meaningful reconciliation.

The PRRD will use the concepts of cultural safety to create a mutual path forward with all of our neighbours. We are an organization that appreciates cultures in all its forms.

We value respect, trust, care and transparency and will act in accordance with these values. We seek to understand each other's cultures and worldviews in order to enhance inclusion, trust and relationships.



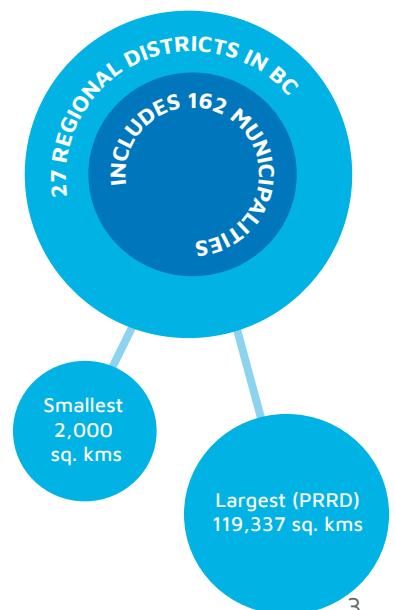
## Regional Districts

Regional districts emerged due to a need for greater regional cooperation and equitable cost sharing between municipal and rural areas.

A concept unique to British Columbia, regional districts are a federation composed of municipalities, electoral areas, and in some cases, Treaty First Nations. Each regional district is divided into smaller (mostly rural) areas called electoral areas, and these representatives join those from the member municipalities to form the Board of Directors.

Regional districts perform three primary functions:

- act as local government for their (unincorporated) electoral areas;
- provide the political and administrative frameworks necessary for member municipalities and electoral areas to collaborate in the provision of services; and,
- be the regional service body responsible for providing regional services to, and undertaking key activities on behalf of, their entire regions.





## Board of Directors

The Board of Directors for the Peace River Regional District and Hospital District are made up of twelve (12) Electoral Area and Municipal Directors.

Four (4) Electoral Area Directors are elected for a four-year term to represent the following rural Electoral Areas:

- Electoral Area 'B'
- Electoral Area 'C'
- Electoral Area 'D'
- Electoral Area 'E'

Eight (8) Municipal Directors are appointed by the councils of the seven member municipalities of the Peace River Regional District:

- District of Chetwynd
- City of Dawson Creek
- City of Fort St. John
- District of Hudson's Hope
- Village of Pouce Coupe
- District of Taylor
- District of Tumbler Ridge



# Our Vision for the Future

The Peace River Regional District is comprised of distinct and unique communities, each with their own strengths, values and aspirations. The region is shaped by its roots in agriculture and its culture of independence, resilience and compassion for others. With a thriving resource-based economy, an array of services and amenities and a variety of striking and inspiring landscapes, our residents enjoy a rewarding quality of life.

We see a bright and prosperous future for our region, while acknowledging the economic vulnerabilities of our resource sector and the impacts on our region from a changing climate. We will strive for diversity within our region's economy; strong relationships with First Nations and other partners; and effective, responsive services that meet the needs of our residents and protect our communities from the increasing frequency of natural hazard events.



# Our Role

The PRRD plays a vital role in providing a variety of regional, sub-regional and local services that are valued by our residents and contribute to a high quality of life. We collaborate with other local governments, First Nations, agencies and volunteer organizations to deliver services and address challenges and needs in the region. As a regional government, we provide leadership and use our influential, collective voice to advocate on behalf of our residents, businesses and industry in support of a prosperous economy, a healthy natural environment and resilient, inclusive and liveable communities.



# Our Commitments

As we fulfill our obligations and responsibilities as a regional government, the PRRD will strive to:

- **COMMUNICATE AND ENGAGE** with our residents and stakeholders;
- **COLLABORATE AND COOPERATE** with our partners; and
- Be **CONSISTENT** in the application of our policies and decisions.



# Purpose of the Strategic Plan

The Strategic Plan was developed by the Board to ensure that our decisions, activities and policies are in alignment with, and supportive of the Board's vision and goals. The plan addresses the most significant opportunities and challenges facing the region and supports the continued provision of quality services, amenities and infrastructure for our residents.

The plan will inform the development of our annual budgets and departmental work plans. Quarterly reports to the Board and the Annual Report will provide an opportunity to review, communicate, and celebrate progress in achieving the Board's goals and update the plan as necessary.





# Strategic Focus Areas

1. Asset & Infrastructure Management
2. Human Resource Management
3. Collaboration & Cooperation with First Nations
4. Inter-Provincial Collaboration
5. Emergency Management
6. Advocacy

# 1. Asset & Infrastructure Management

## Goal

To effectively plan for and manage the PRRD's assets and infrastructure to ensure they provide the desired levels of service to our residents, now, and in the future.

## Why is it important?

The PRRD has a significant investment in infrastructure that serves our citizens and communities. It is essential that we have appropriate policies, systems and strategies in place to effectively maintain, replace and develop new infrastructure capable of meeting current and future demands.

## STRATEGIES

---

- 1.1 Undertake condition assessments for all PRRD owned assets
- 1.2 Determine service expectations for all assets
- 1.3 Identify funding and investment strategies
- 1.4 Implement asset management software program

# 2. Human Resource Management

## Goal

To enhance our human resource management practices and programs to ensure our employees are motivated, engaged, and supported in the work they do.

## Why is it important?

Staff are our most important asset. Maintaining a positive and supportive work environment contributes to increased productivity and quality of work, establishes a positive reputation as an

## STRATEGIES

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- 2.1 Establish a corporate employee development program
- 2.2 Review and update performance review process
- 2.3 Develop an employee retention and recruitment strategy



### 3. Collaboration & Cooperation with First Nations

**Goal**

To further our relationships with the First Nations governments and pursue opportunities for partnerships and governance participation.

**Why is it important?**

Establishing relationships with First Nations promotes discussion on common interests, challenges and opportunities which can result in mutually beneficial protocols, partnerships and collaboration.

#### STRATEGIES

---

- 3.1 Advance the development of individual MOUs
- 3.2 Share PRRD strategic goals with First Nations to identify opportunities for cooperation and collaboration
- 3.3 Investigate governance participation models under Local Government Act

### 4. Inter-Provincial Collaboration

**Goal**

To explore and realize opportunities and advantages through cooperation and collaboration with neighbouring local governments in Alberta.

**Why is it important?**

Sharing of knowledge and exploring innovative solutions to our common issues and challenges can enhance the effectiveness of our efforts and improve outcomes.

#### STRATEGIES

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- 4.1 Coordinate the re-establishment of Inter-Provincial meetings.
- 4.2 Establish follow-up and accountability framework for inter-provincial outcomes.





## 5. Emergency Management

### Goal

To ensure the PRRD's interests are articulated and considered in response to proposed amendments to the Emergency Program Act and Fire Services Act.

### Why is it important?

It is anticipated that legislative changes proposed for the Emergency Program Act and Fire Services Act will have significant financial and operational impacts on the PRRD.

## STRATEGIES

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- 5.1 Engage in Emergency Program Act and Fire Services Act amendment processes
- 5.2 Explore opportunities for new or enhanced mutual aid agreements

## 6. Advocacy

### Goal

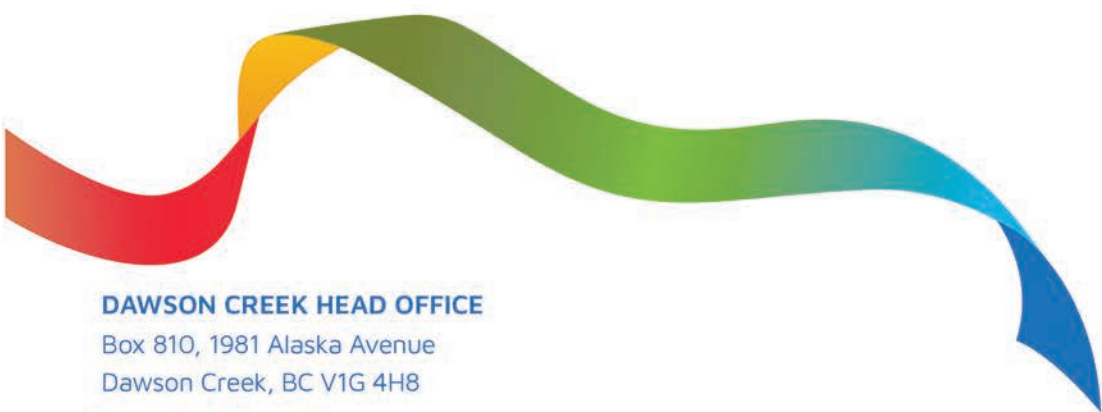
To represent and advance the interests of the region with other levels of government and agencies responsible for providing governance and services in our region.

### Why?

Issues facing our local communities and the region can often be overlooked or underestimated by other levels of government. As a regional district, we have the benefit of a strong, collective voice to influence decisions, actions and policies through strategic advocacy effort.



TOPICS	MESSAGE	AUDIENCE
6.1 Emergency Program Act/ Fire Services Act Amendments	Recognition and consideration of financial and operational impacts to regional districts resulting from proposed changes to Emergency and Fire Services legislation.	Ministry of Emergency Management and Climate Readiness NCLGA UBCM
6.2 Agriculture/Food Security	Importance of investment and support for local growers and producers to ensure sustainable food supply for the region.	Ministry of Agriculture and Food
6.3 Senior's Housing	Advancement of the Regional Housing Needs Assessment and the need for investment in seniors housing facilities to ensure senior are able to age in their communities.	Northern Health Ministry of Housing Community Partners and Agencies Developers
6.4 Blueberry River FN	Awareness of the economic impacts of resource permit suspensions and encouraging and supporting the completion of a final agreement for a regulatory framework that will address the findings in Yahey v British Columbia.	Province of BC Blueberry River First Nation
6.5 Homelessness/Mental Health and Addictions/Crime	Continued awareness of the impacts of mental health and addictions on communities and the need for appropriate supports and services for those suffering from mental health and addictions.	Ministry of Mental Health and Addictions NCLGA UBCM
6.6 Aggregate Security	Importance of securing and enhancing aggregate supply to support construction activity and long-term maintenance of roads in the region.	Agricultural Land Commission Ministry of Energy, Mines and Low Carbon Innovation



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 Peace River Regional District "Official Page"

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# CHAIR'S REPORT

To: Chair and Directors

From: Leonard Hiebert, Board Chair

Date: November 21, 2024

Subject: Chairs Report

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## **PURPOSE/ISSUE:**

**To provide the Regional Board with updates from the Chair from November 8 - 15, 2024**

- November 11, 2024      Attended the Pouce Coupe Remembrance Day
- November 12-14, 2024      Attended the Mental Health & Addictions Symposium: A Pathway Forward in Prince George



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-552

From: Corporate Administration

Date: November 21, 2024

**Subject: Notice of Closed Board Meeting – November 21, 2024**

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**RECOMMENDATION: [Corporate Unweighted]**

That the Regional Board recess to a Closed Meeting, immediately following the Regional Hospital District Board meeting for the purpose of discussing the following items::

Agenda Item	Description	Authority
3.1	Minutes	CC Section 97(1)(b) Closed Minutes, Access to Records
5.1 & 6.1	Partnership	CC Section 90 (1)(j) Disclosure Prohibited under FOI
6.2 & 6.3	Litigation	CC 90(1)(g) Litigation or potential litigation affecting the Regional District
7.1	Partnership	CC 90(2)(b) consideration of information held in confidence

**BACKGROUND/RATIONALE:**

As per the Closed Meeting Process and Proactive Disclosure Policy.

**ALTERNATIVE OPTIONS:**

The Board may recess to a Closed Meeting to discuss whether or not the items proposed properly belong in a Closed Session as per *Community Charter* Section 90(1)(n).

**STRATEGIC PLAN RELEVANCE:**

Not applicable to Strategic Plan

**FINANCIAL CONSIDERATION(S):**

Not applicable.

**COMMUNICATIONS CONSIDERATION(S):**

Not applicable.

**OTHER CONSIDERATION(S):**

Not applicable.