



PEACE RIVER REGIONAL DISTRICT

Project Book 2016

diverse. vast. abundant.

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Records Assessment 2016/2017 Admin 1200

<p>Project Description</p>	<p>A standard filing system across all PRRD departments will provide enhanced administrative support to the organization and will assist in the retention of corporate memory due to upcoming retirements.</p> <ol style="list-style-type: none"> 1. Conduct an assessment of Regional District records to plan for organization and retrieval improvements as required and position current records handling practices for future technology enhancements. 2. Document the “as is” state of Regional District records. 3. Quantify outcomes of the assessment. 4. Determine appropriate methods and resources to meet the requirements. 5. Develop work plans as required to address gaps, beginning with the Development Services department.
<p>Project Budget</p>	<p>\$25,000.00</p>
<p>Project Lead</p>	<p>Corporate Officer</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Corporate/Legislative Services with cooperation from other departments</p>
<p>Bylaw, motion or approved plan</p>	<p>Completing an assessment and plan to close gaps in PRRD corporate records management system is included in the Corporate/Legislative Services annual performance plan.</p>
<p>How does the project link to the strategic plan?</p>	<p><i>4. Organizational Strength and Capacity</i> <i>4.1 Human Resources</i> <i>4.1.1 Enhance internal systems</i></p>
<p>Time Line</p>	<p>2016 & 2017</p>

2016	Q1 – Issue RFP and award contract	Q2 – Formulate plan to close major gaps quickly and other issues over time.	Q3 – Continue working with consultant on implementing plan	Q4 – Identify path forward for what’s required in 2017 and future budgets
2017	Q1 – Assess and develop next stage of project			
Decision Process				
Engagement Level(s)	Involve Collaborate	Requires participation of other departments		
Engagement Plan	Will be developed as part of Project scope			
Communications Plan	N/A			



Communication Strategy 2016-2020

Admin 1200

<p>Project Description</p>	<p>A marketing and communications strategy is designed to assist an organization to communicate effectively and to meet strategic objectives.</p> <p>The plan will be a clear framework for communication activities, roles, tasks and goals of the PRRD. It will serve as a guiding document throughout the plans lifecycle including information on objectives, audiences, messages, tools and budget available.</p> <p>An updated communications strategy will demonstrate the effectiveness of the PRRD communications to help to achieve the overall organizational objectives, engage effectively with stakeholders, demonstrate the success of the PRRD, ensure people understand what we do, and to change behavior and perceptions where necessary.</p> <p>An audit will be conducted to understand where the leaders want to take communications. A SWOT analysis will be done internally and externally to determine the current status of the organizations communications.</p> <p>The information generated from the interviews, surveys and analysis will inform the communications manager and a marketing consultant when developing the marketing and communications plan.</p>
<p>Project Lead</p>	<p>Communications Manager</p>
<p>Department(s), commissions, advisory groups</p>	<p>Senior Management Team</p> <p>The Board</p>
<p>Bylaw, motion or approved plan</p>	<p>NA</p>
<p>How does the project link to the strategic plan?</p>	<p><i>3. Emerging Regional Opportunities</i></p> <p><i>3.1- The PRRD will increase awareness of the Peace River Regional District through a comprehensive marketing and communications plan.</i></p>
<p>Time Line</p>	<p>2016</p>

2016	<p>Q1 Determining direction, priorities and vision of a 2016-2020 marketing & communications plan through an interviewing process with the Board Directors and Senior Management Team.</p>	<p>Q2 Understanding perceptions, strengths, weaknesses of the PRRD communications since the last strategy through an audit process with internal staff, stakeholders and the public.</p>	<p>Q3 Develop a draft marketing and communications plan with a marketing consultant based on findings from interviews, surveys and audits.</p>	<p>Q4 Present to the PRRD Board a draft 2016-2020 Marketing & Communications Plan.</p>
Decision Process	<p>Approval for the project through the budgeting process by the Board. Final approval of the 2016-2020 Marketing & Communications Plan by the Board.</p>			
Engagement Level(s)	<p>Inform</p> <p>Consult</p> <p>Involve</p>	<p>Using a variety of tools the Elected, stakeholders and public will be informed of the consultation process. The consultative process will include one on one interviews, surveys, world café process and research. The Board, PRRD managers and staff, identified stakeholders and public will be involved.</p>		
Engagement Plan	<p>Engage through a range of methods to inform the foundation of a 2016-2020 Marketing & Communications Plan.</p>			
Communications Plan	<p>Using a variety of methods to gather information and input from identified groups, the project will be shared through direct contact and multiple media mediums. The purpose to garner a comprehensive understanding of the future PRRD marketing and communications goals and objectives. A report will be presented to the Board in Q2 on the findings of the auditing process. A draft 2016-2020 Marketing & Communications Plan will be presented to the Board in Q4.</p>			



Exempt Staff Out of Scope Compensation Review Admin 1200

Project Name	<p>The Regional District reviews its compensation system every three years to ensure fairness and equity in attracting, retaining, and engaging the qualified talent required to achieve the Regional District mission.</p> <p>The 2016 review process objectives will include a review of exempt staff job descriptions and researching competitive market data as a reference for maintaining the salary structure and compensation ranges.</p> <p>The outcome will be an exempt staff policy rewrite based on the findings and recommendations of the review.</p>			
Project Budget	\$25,000			
Project Lead	Deputy CAO			
Department(s), functions, commissions, advisory groups	<p>Exempt Staff and Departments</p> <p>Present findings to the Board for adoption in 4th quarter of 2016</p>			
Bylaw, motion or approved plan	<p>Motion- RD/07/11/26 (22)</p> <p>As per the adopted exempt policy which states that a compensation review shall take place every three years</p>			
How does the project link to the strategic plan?	<p><i>4. Organizational Strength and Capacity</i></p> <p><i>4.1.1 Enhance internal systems</i></p>			
Time Line	2016			
2016	Approved through the budget process	Secure consultant through RFP process	Review completion	Present findings to Staff and Board
Decision Process	The Board will receive a report to adopt the compensation rates and revised exempt staff policy based on the findings of the review.			

Engagement Level(s)	<p>Inform</p> <p>Consult</p> <p>Involve</p>	<p>Using a variety of tools the Staff will be informed of the consultation process. The Board will be informed of the outcomes of the review.</p> <p>The consultative process may include one on one interviews, surveys and research.</p> <p>The managers and staff will be involved in the drafting of the policy document.</p>
Engagement Plan	The consultant will engage the identified staff in reviewing the job descriptions, the review and drafting of the new policy.	
Communications Plan	The CAO will keep the staff informed at the Managers meetings.	



Corporate Network Strategy ISP (Information Systems Plan)

Admin- 1210-391

Project Description	All departments and functions of the PRRD depend on an up to date corporate computer network. This also supports requirements for transparency, accessibility and efficiency of providing publicly available records and information.			
Project Budget	\$65,000			
Project Lead	General Mgr of Dev Services (or IT Manager if authorized)			
Department(s), functions, commissions, advisory groups	All departments will be involved			
Bylaw, motion or approved plan	N/A			
How does the project link to the strategic plan?	<i>4. Organizational Strength and Capacity Objective 4.1.1 Enhance Internal Systems</i>			
Time Line	2016			
2016	Q1 Approved budget	Q2 RFP	Q3 Research	Q4 Final
Decision Process	Review and adopt final strategy			
Engagement Level(s)	Consult Collaboration	Consult with Managers and staff. Communications plan collaboration to consider options for using computer network services to enhance/facilitate communications objectives.		
Engagement Plan	High level description	NA		
Communications Plan	High level description	NA		



Peace River Regional District Groundwater Base Line Project Admin 1250-431

Project Name	<p>The PRRD Groundwater Baseline Project is being conducted by GW Solutions for the Peace River Regional District. The project will establish a comprehensive understanding of regional groundwater resources and share that information with PRRD residents.</p> <p>The Project will consist of understanding where groundwater is present in the subsurface, and how it moves in permeable soil layers (aquifers) and in fractured bedrock.</p> <p>The primary objective of the study is to establish a baseline understanding of groundwater in the Peace today – where it is and how it flows, and share it with the residents in a way which is easy to understand. Ultimately this information can be used to inform water management and land use planning.</p>			
Project Budget	\$200,000 with matching funding of \$200,000 from the Real-Estate Foundation of BC. Some in kind and Treaty 8 funding total budget of \$435,000			
Project Lead	Deputy CAO			
Department(s), functions, commissions, advisory groups	<p>Planning and Environmental Services Departments</p> <p>Water Stewardship committee, North East Water Strategy</p>			
Bylaw, motion or approved plan	<p>Motion- RD/14/03/28</p> <p>Approving the contribution of \$200,000 towards the project</p>			
How does the project link to the strategic plan?	<p>2.2 Water Security</p> <p>2.2.1 Complete baseline study with G.W. Solutions by 2016 to identify the location, quality, and quantity of water sources in the Regional District.</p>			
Time Line	2016			
2016	Q1-	Q2-Public Meeting	Q3-Final Report	Q4-
Decision Process	The Board will receive a report on the findings.			

Engagement Level(s)	Inform	The Board and public will be informed of the outcomes of the study.
Engagement Plan	The consultant through the research process will continue to engage identified staff, stakeholders and elected officials to assist informing the final report.	
Communications Plan	The consultant developed a communications plan with PRRD staff and the advisory committee. Communications include public meetings, posting on the Aquavine page on the PRRD website and vetting research with stakeholders.	



Purchase of New Water Tanker by Dawson Creek Fire Dawson Creek/Pouce Coupe Fire 2412

Project Description	<p>The PRRD owns two fire apparatus (engine and water tender (aka tanker)) that are located in and used by the City of Dawson Creek. These apparatus were purchased by the PRRD to ensure that the Dawson Creek Fire Department had the required water and pumping capability to effectively provide fire service to the rural residents of their fire protection area. Dawson Creek’s water tanker was purchased in 1996 and the engine in 2007. Based on the requirements of the Fire Underwriters insurance grading policy, an apparatus over the age of 20 years will not be considered in the determination of insurance ratings. An apparatus over 20 years of age may be considered if it undergoes yearly testing to prove it meets response and pumping requirements. The tanker currently in use in Dawson Creek will be purchased from the service area for the depreciated value of approximately \$7,500. The tender will be moved to Charlie Lake to replace their 29 year old tender and will undergo annual testing until replaced.</p>
Project Budget	<p>\$450,000 from capital reserves for the function; Note that this is likely a 2 year project as it may take approximately 1 year before the vehicle can be delivered.</p>
Project Lead	<p>Trish Morgan, GM of Community & Electoral Area Services; Dan Ross, Protective Services Manager</p>
Department(s), functions, commissions, advisory groups	<p>Community & Electoral Area Services; Dawson Creek/Pouce Coupe Rural Fire</p>
Bylaw, motion or approved plan	<p>February 11, 2016 Board Meeting:</p> <p>That the Board authorize:</p> <p>1) the capital purchase of a new water tender up to \$450,000 from reserves, to be used by the City of Dawson Creek Fire Department in its delivery of Fire Protection to the PRRD and the City of Dawson Creek; and</p>

	<p>2) the new tender shall be capable of carrying a minimum of 2,000 gallons of water to allow sufficient water shuttle capabilities to the rural areas; and</p> <p>3) the current tender at Dawson Creek Fire be transferred to Charlie Lake Fire and that the depreciated value be reimbursed by the Charlie Lake Fire Protection Area to the Dawson Creek Rural Fire Protection Area capital reserve.</p>
How does the project link to the strategic plan?	<i>None</i>
Time Line 2016	<p>2016 Q2: A tender for the construction of the new tanker will be issued and a report will be brought to the Board to award a contract for the new tanker.</p> <p>2017 Q1 or Q2: the PRRD will receive delivery of the tanker and final payment will be due.</p>
Decision Process	In accordance with the purchasing policy, a report will be brought forward to the Board to award a contract to the successful bidder on the construction of the new tender.
Engagement Level(s)	<p>Collaborate</p> <p>The PRRD will collaborate with the City of Dawson Creek's Fire Chief in the development and tendering of the apparatus to ensure it meets our mutual needs.</p>
Engagement Plan	Not applicable
Communications Plan	Not applicable



Equipment Assessment & Capital Replacement Plan

911 Emergency Communications 2500

Project Description	<p>In 2012 when Pomax conducted the 911/Fire Dispatch Review, they conducted a high level review of the equipment at the dispatch centres and fire halls as well as the radio towers. Pomax provided some recommendations for future replacement and upgrades that need to be examined in more detail. A long-term equipment replacement plan needs to be developed as well as looking at the feasibility of telephone-radio interconnect and radio over internet protocol (RoIP). This information will be a consideration when the Board is examining options for fire dispatch and the associated long-term equipment costs.</p> <p>Capital Reserve: Currently the PRRD has only \$50,000 in the capital reserve for this function. In the long-term, the total capital reserve will be dependent on the 911 and fire dispatch models/contractors that are chosen in 2016 by the Board. If the PRRD choses a model whereby the PRRD owns the dispatch console equipment, the capital reserve will need to be increased significantly. Additionally, in order to replace aging radio system equipment, this reserve will need to be increased over time.</p>
Project Budget	\$20,000 for Assessment & Plan; \$100,000 for Reserve
Project Lead	Trish Morgan, GM of Community & Electoral Area Services; Dan Ross, Protective Services Manager
Department(s), functions, commissions, advisory groups	Community & Electoral Area Services; 911 Emergency Communications Function
Bylaw, motion or approved plan	Emergency 9-1-1 Call Answer Service & Fire Dispatch Service Review, Pomax, March 23, 2015
How does the project link to the strategic plan?	<p><i>1.2 The PRRD will provide cost effective access to protective and emergency services including 911 call services by 2018 to its residents.</i></p> <p><i>1.2.2 Enhance the delivery of fire dispatch in the Region.</i></p>

Time Line 2016	Q1 <i>Issue Request for Proposals to Conduct Assessment & Plan</i>	Q2 <i>Contractor conducts assessment & develops plan; plan presented to the Board</i>	Q3	Q4
Decision Process	The Board will be presented with the findings of the assessment and capital replacement plan. This information will assist the Board in determining the long-term equipment costs associated with different 911 and fire dispatch models.			
Engagement Level(s)	Consult	Fire departments in the region will be consulted in the equipment assessment and capital plan as their experience in the operation of the current technology will be important to inform the plan.		
Engagement Plan	There will be no public engagement.			
Communications Plan	A communications plan will not be completed for this project.			



Examination of 911 PSAP & Fire Dispatch SSAP Service Provider Options 911 Emergency Communications 2500

<p>Project Description</p>	<p>In 2016 the PRRD will continue to examine options for the provision of 911 Primary Safety Answer Point (PSAP) and Fire Dispatch Secondary Safety Answer Point (SSAP) services. Currently the PRRD contracts with the RCMP to provide 911 PSAP services and the cities of Fort St John and Dawson Creek to provide fire dispatch services. In June 2015 the Board authorized staff to examine options for the delivery of such services. \$458,000 is budgeted in 2016 for the delivery of 911 PSAP services to the PRRD by the RCMP; \$458,000 is also budgeted in 2016 for the delivery of Fire Dispatch SSAP services to the PRRD by the City of Fort St John (\$220,000) and City of Dawson Creek (\$238,000).</p> <p>In 2016 staff intend to bring forward for the Board’s consideration options for the continued delivery of these services. Below is the general process that is anticipated:</p> <p>Step 1: Issue request for expressions of interest (RFEI) to identify possible organizations that are interested in providing 911 PSAP and/or Fire Dispatch SSAP services and meet basic criteria as a service provider. Note that these RFEI’s are issued for each distinct service (i.e., one for 911 and one for Fire Dispatch).</p> <p>Step 2: If potential service providers are identified in Step 1, issue a request for proposal (RFP) to further examine their abilities, capacities and costs. Note that these RFP’s will be issued for each distinct service (i.e., one for 911 and one for Fire Dispatch).</p> <p>Step 3: Staff and consultants evaluate options for each service (i.e., those for 911 PSAP and those for Fire Dispatch SSAP).</p> <p>Step 4: Staff and consultants will present the Board with service provider options to provide 911 PSAP and fire dispatch SSAP services.</p>
<p>Project Budget</p>	<p>\$30,000 for consulting fees to develop request for proposals for 911 and Fire Dispatch and evaluate proposals received from potential service providers and then present options to the Board of Directors for consideration.</p>

Project Lead	Trish Morgan, GM of Community & Electoral Area Services; Dan Ross, Protective Services Manager
Department(s), functions, commissions, advisory groups	Community & Electoral Area Services; 911 Emergency Communications Function
Bylaw, motion or approved plan	<p>Emergency 9-1-1 Call Answer Service & Fire Dispatch Service Review, Pomax, March 23, 2015</p> <p>June 11, 2015:</p> <ol style="list-style-type: none"> 1) That staff be authorized to issue a “Request for Expressions of Interest” to identify agencies and organizations who may be interested in providing 9-1-1 Public Safety Answer Point Service (PSAP); and that, upon receipt and review of the expressions of interest, staff develop a report for the Regional Board with options on how to proceed based on the findings. 2) That staff be authorized to issue a “Request for Expressions of Interest” to identify agencies and organizations who may be interested in providing fire dispatch services; and that the “Request for Expressions of Interest” document provide for the flexibility of an agency to express their interest in providing fire dispatch services for either the North Peace, the South Peace or the entire Peace Region; and that upon receipt and review of the expressions of interest, that staff develop a report for the Regional Board with options on how to proceed. <p>January 28, 2016:</p> <ol style="list-style-type: none"> 1) That the City of Fort St John and E-Comm be invited to submit proposals for 911 Primary Safety Answer Point Services. 2) That Pomax Consulting be contracted to assist in the process of writing and evaluating the request for proposals for 911 Primary Safety Point Answer Services and that an evaluation of options based on information received be presented to the Board. 3) That upon receipt and evaluation of the 911 Primary Safety Answer Point proposals, a Committee of the Whole meeting be held to review options for service.

<p>How does the project link to the strategic plan?</p>	<p>1.2 The PRRD will provide cost effective access to protective and emergency services including 911 call services by 2018 to its residents. 1.2.2 Enhance the delivery of fire dispatch in the Region.</p>			
<p>Time Line 2016</p>	<p>Q1 911: Issue request for proposals to Fire Dispatch: issue request for expressions of interest & possibly issue request for proposals to suitable respondents</p>	<p>Q2 911 & Fire Dispatch: hold COW meeting to present options for the Board to consider</p>	<p>Q3 If alternative service providers are chosen, then staff will work with new providers to develop a plan for implementation</p>	<p>Q4 If alternative service providers are chosen, then staff will work with new providers to move forward with implementing the service changes</p>
<p>Decision Process</p>	<p>The Board will be presented with the options to continue to provide 911 PSAP and Fire Dispatch SSAP services through a Committee of the Whole in Q2.</p>			
<p>Engagement Level(s)</p>	<p>Inform</p>	<p>The public will be informed of the decision of the Board. Stakeholders may be engaged at the Board's direction.</p>		
<p>Engagement Plan</p>	<p>There will be no public engagement. Stakeholders may be engaged at the Board's direction.</p>			
<p>Communications Plan</p>	<p>If the 911 PSAP and Fire Dispatch SSAP providers change at the end of this process, a communications plan will be developed to inform the public and stakeholders.</p>			



North Peace Regional Landfill Operational Upgrades 2016

Solid Waste 4300

Project Description	As part of the North Peace Regional Landfill’s Design, Operations, & Closure Plan the Regional District is required to relocate the scale facility and transfer station further south on the landfill property and utilize the current area for landfilling. The project will include the construction of the Transfer Station at the North Peace Regional Landfill, the construction of the associated Surface Water Ditches, a Road Network, a Compost Facility and a Recycling Drop-off area. This will provide enhanced disposal, recycling and re-use options for the general public utilizing the site.
Project Budget	\$5,259,500 (Includes construction and engineering supervision)
Project Lead	Paulo Eichelberger
Department(s), functions, commissions, advisory groups	Environmental Services (Solid Waste), PRRD
Bylaw, motion or approved plan	RD/15/11/12 (26) MOVED Director Goodings, SECONDED Director Johansson, a) That North Peace Regional Landfill Operational Upgrades Contract #15-2015 be awarded to Lindberg Construction Inc. in the amount of \$4,491,132.90 excluding GST; and b) That the Chair and Chief Administrative Officer be authorized to sign the Contract on behalf of the Regional District; and c) That the Contract price be included as an expenditure in the 2016 Financial Plan. CARRIED.
How does the project link to the strategic plan?	<i>1.1 Solid Waste Management</i> <i>1.1.1 Continue to implement the 20 year Solid Waste Management plan starting in 2009 to divert Waste from landfills.</i> <i>1.1.3 Reduce the amount of solid waste going into landfills through recycling by 30%-40%.</i>

Time Line	2016			
2016	Q1: Contract Admin – Confirmation of Bonding, WCB, Insurance, etc.	Q2: Notice to Proceed given, Consultant to perform up-to-date survey, Set-up time lapse photography for construction project, Construction begins	Q3: Construction continues Public information campaign	Q4: Grand opening
Decision Process	Contract was awarded by the Board to Lindberg Construction on Nov 26, 2015. Construction will begin in April 2016.			
Engagement Level(s)	Inform	Public information about the project.		
Engagement Plan	Inform public towards end of project as to opening of new Landfill entrance			
Communications Plan	Inform the public through PRRD website and publications. A Public information campaign will be developed in Q3.			



Waste Composition Audit 2016/2017

Solid Waste 4300

REMOVED

<p>Project Description</p>	<p>The Solid Waste Management Plan identified that a waste composition audit would assist the Board in gaining accurate information to support future waste diversion programming and to track the success of existing programs.</p> <p>A waste composition audit is a waste composition study, conducted by a third party. The aim of the Waste Composition Study is to gather information about the amounts and types of waste that is generated and arrive at the Regional Districts landfills for disposal.</p> <p>The Audit will be designed to determine the “net waste diversion potential” by manually separating and categorizing representative loads of waste from residential and commercial sources that arrive at each landfill. The samples will then be organized by material, which will reveal exactly how much can be diverted from the landfills. The resulting data will provide direction to Staff, the Plan Monitoring and Steering Committee, and the Regional Board as to where to focus future diversion strategies.</p> <p>The project will take place over a year, with sampling periods in each season, allowing for seasonal variation to be examined. During each sampling period, an audit will take place at each landfill in consecutive order, with sorting being conducted by the company’s field staff. There will be approximately 30-52 100kg samples collected and then sorted between all landfills over a 8-9 day period.</p>
<p>Project Budget</p>	<p>\$129,810.00 (estimated) \$120,000 per Budget REMOVED</p>
<p>Project Lead</p>	<p>Loryn Day</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Environmental Services (Solid Waste), PRRD</p>
<p>Bylaw, motion or approved plan</p>	<p>Solid Waste Management Plan (SWMP) Approved in 2009</p>

	<p>Phase 1 Goals Conducting a Waste Composition Study is identified as a program to support Objective 1 – Establish Baseline Set of Practices</p> <p>RD/15/11/14 (26)</p> <p>MOVED Director Hiebert, SECONDED Director Nichols,</p> <p>That consideration of the report dated November 15, 2015 from Paulo Eichelberger, Manager of Solid Waste Services, regarding Waste Composition Audit #18-2015 Contract Award be referred to 2016 Financial Plan deliberations.</p> <p>CARRIED</p>			
<p>How does the project link to the strategic plan?</p>	<p><i>1.1 Solid Waste Management</i></p> <p><i>1.1.1 Continue to implement the 20 year Solid Waste Management plan starting in 2009 to divert Waste from landfills.</i></p> <p><i>1.1.3 Reduce the amount of solid waste going into landfills through recycling by 30%-40%.</i></p>			
<p>Time Line</p>	<p>2016 & 2017</p>			
<p>2016</p>	<p>Q1 – Initiate project start up</p>	<p>Q2 – Spring Sampling at all Landfills</p>	<p>Q3 – Summer Sampling at all Landfills</p>	<p>Q4 – Fall Sampling at all Landfills</p>
<p>2017</p>	<p>Q1 – Winter Sampling at all Landfills</p>			
<p>Decision Process</p>	<p>A report will come to the Board once the Financial plan is approved.</p>			
<p>Engagement Level(s)</p>	<p>Inform</p>	<p>Inform public of the process.</p>		
<p>Engagement Plan</p>	<p>Public will be informed at the start of the project and during the two week sampling periods.</p>			
<p>Communications Plan</p>	<p>PRRD website and communications will inform residents of the sampling periods, project updates and findings.</p>			



Chetwynd Landfill Phase A Closure 2016

Solid Waste 4300

Project Description	Closure of Phase A of the Chetwynd landfill.			
Project Budget	\$1,072,000 (includes construction contract and construction supervision by engineering consultant, plus contingencies)			
Project Lead	Paulo Eichelberger			
Department(s), functions, commissions, advisory groups	Environmental Services, Solid Waste Division			
Bylaw, motion or approved plan	<p>RD/15/11/13 (26)</p> <p>MOVED Director Nichols, SECONDED Director Fraser,</p> <p>a) That Chetwynd Landfill Phase ‘A’ Closure Construction Contract #16-2015 be awarded to J & B Bedell Ltd. in the amount of \$902,382 including GST; and</p> <p>b) That the Board Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Regional District; and</p> <p>c) That the Contract price be included as an expenditure in the 2016 Financial Plan. CARRIED.</p> <p>Note: This project is required as per our B.C. Ministry of Environment Waste Permit to run the Chetwynd Landfill and is referred to in the landfill’s Design, Operations & Closure Plan (DOCP)</p>			
How does the project link to the strategic plan?	<p><i>1.1 Solid Waste Management</i></p> <p><i>1.1.1 Continue to implement the 20 year Solid Waste Management plan starting in 2009 to divert Waste from landfills.</i></p>			
Time Line	Completion in 2016			
2016	Q1 Contract Admin	Q2 Project start-up	Q3 Project completion	

Decision <i>Process</i>	N/A	
Engagement Level(s)	Inform	Through press releases and the PRRD provide a project updates to the community.
Engagement Plan	Develop project overview for release to media.	
Communications Plan	Inform Regional Board after project completion.	

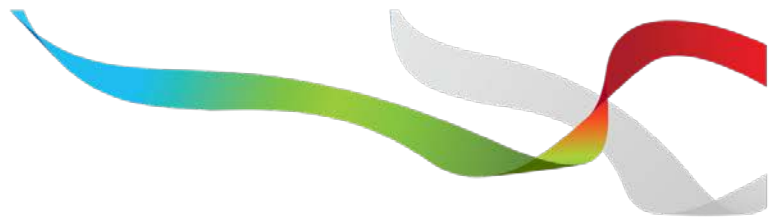


Waste Transfer Station Upgrades 2017

Solid Waste 4300

<p>Project Description</p>	<p>Construction of five remaining manned waste transfer stations to complete the PRRD’s Solid Waste Management Plan goal of upgrading existing waste transfer station infrastructure and decommission the existing unmanned sites.</p> <p>Background: One of the primary goals of the Solid Waste Management Plan (SWMP) is to upgrade the existing transfer station system to offer more services, like recycling, more drop-off options for yard waste, metals, wood, bulky waste, etc. The new transfer station system is designed to be built upon to provide these option as well as reuse systems in the form of share sheds. By upgrading to this system, the District is able to provide a more standardized service to the public which does not exist with the current unmanned sites which are prone to illegal dumping and offer no options for waste diversion.</p> <p>Current Status: 12 manned stations have been constructed since 2012. The project’s last phase involves construction of 5 remaining transfer stations in the Groundbirch area, Hasler Flats, Lebell, Lone Prairie and the Doig-Milligan area.</p>
<p>Project Budget</p>	<p>Estimated \$2,825,000 in 2017 (includes engineering, construction, construction supervision)</p>
<p>Project Lead</p>	<p>Paulo Eichelberger</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Environmental Services (Solid Waste), PRRD</p>
<p>Bylaw, motion or approved plan</p>	<p>RD/15/09/18 (17) MOVED Alternate Director Shuman, SECONDED Director Plowright, That the following recommendations from the September 17, 2015 meeting of the Committee of the Whole, be endorsed: Solid Waste Management Plan 2) That pre-planning and planning of Groundbirch, Hasler Flats, Doig Milligan and Lebell transfer stations proceed, and further; that construction not occur until the Board’s consideration of the results of the “Solid Waste Customer Satisfaction Survey” and recommendations from the Solid Waste Management Plan Monitoring and Advisory Technical Committee have taken place</p>

	Note: Most recent resolutions for land tenure have not been finalized			
How does the project link to the strategic plan?	<p><i>1.1 Solid Waste Management</i></p> <p><i>1.1.1 Continue to implement the 20 year Solid Waste Management plan starting in 2009 to divert Waste from landfills.</i></p> <p><i>1.1.3 Reduce the amount of solid waste going into landfills through recycling by 30%-40%.</i></p>			
Time Line	2016-2017			
2016		Q2: Begin process to site stations. Consultation required for Groundbirch and Hasler Flats to select sites for construction	Q3: Pursue lease, purchase or Crown Tenure, where appropriate	Q4: Continue from Q3
2017	Q1 (2017): Finalize sites for design and tender in 2017			
Decision Process	Results of remaining consultations in Q1 will inform where we build the stations in Groundbirch and Hasler. Sites in Doig/Milligan, Lone Prairie and Lebell have been selected.			
Engagement Level(s)	<p>Consult</p> <p>Information</p>	<p>Public consultation required to select the appropriate sites in the Hasler and Groundbirch areas for manned transfer stations.</p> <p>Ongoing information about process and decisions throughout the process</p>		
Engagement Plan	An engagement plan will be developed to include information brochures, public meeting/ presentations and surveys.			
Communications Plan	Process information, decisions and public meetings will be well advertised through PRRD mediums, mail outs and other media.			



Bessborough Design & Tender 2017

Solid Waste 4300

<p>Project Description</p>	<p>Phase 2 at Bessborough landfill is nearing capacity. In 2017 Design work is needed to prepare for the next phase of expansion for the Bessborough landfill.</p> <p>Capacity for filling of Phase 1 has been updated as of the end of 2015 which indicates that construction of Phase 3 can be delayed until 2018. The finalized designing of Phase 3 as well as the construction tender has been delayed until 2017. The tender process will occur Fall 2017 to establish contract price for the 2018 Financial Plan.</p>
<p>Project Budget</p>	<p>Estimated \$98,000 in 2017 (includes engineering design, building tender for construction, evaluation of bidders)</p>
<p>Project Lead</p>	<p>Paulo Eichelberger</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Environmental Services (Solid Waste), PRRD</p>
<p>Bylaw, motion or approved plan</p>	<p>RD/15/06/14(25)</p> <p>MOVED Director Stewart, SECONDED Director Plowright,</p> <ul style="list-style-type: none"> a) That the contract for the “Design and Contract Administration Services for the Bessborough Landfill” be awarded to Conestoga Rovers & Associates in the amount of \$190,498 including GST; and b) That the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Regional District. <p>Note: This project is required as per our B.C. Ministry of Environment Operational Certificate to run the Bessborough Landfill and is referred to in the landfill’s Design & Operations Plan</p>
<p>How does the project link to the strategic plan?</p>	<p>1.1 Solid Waste Management</p> <p>1.1.1 Continue to implement the 20 year Solid Waste Management plan starting in 2009 to divert Waste from landfills.</p> <p>1.1.3 Reduce the amount of solid waste going into landfills through recycling by 30%-40%.</p>
<p>Time Line</p>	<p>2016-2017</p>

2016	Q1:	Q2: Annual aerial survey of Bessborough + annual report for landfill will update capacity estimates	Q3:	Q4:
Decision Process	N/A			
Engagement Level(s)	N/A			
Engagement Plan	N/A			
Communications Plan	N/A			



Chetwynd Landfill Phase B Closure Construction 2018

Solid Waste 4300

<p>Project</p>	<p>Commission an engineering design for closure of Phase B in accordance with progressive closure plan previously submitted to Ministry of Environment, and in accordance with Section 7.2 of the provincial <i>Landfill Criteria for Municipal Solid Waste</i>, which requires the following:</p> <p style="padding-left: 40px;">“Each area of the landfill footprint that has achieved final contours shall be closed within 365 days to provide for progressive closure of the landfill site.”</p> <p>It is expected that the landfill area to be closed will have achieved final contours in 2018, thus requiring closure construction in 2019. The engineering consulting work will include drafting a public tender for construction.</p>			
<p>Project Budget</p>	<p>\$850,000 (to be refined with actual costs from Phase A closure construction in 2016, for subsequent inclusion in the 2017-2021 Capital Plan).</p>			
<p>Project Lead</p>	<p>Paulo Eichelberger</p>			
<p>Department(s), functions, commissions, advisory groups</p>	<p>Environmental Services, Solid Waste Division</p>			
<p>Bylaw, motion or approved plan</p>	<p>Year 2019 of current 5-year capital plan.</p>			
<p>How does the project link to the strategic plan?</p>	<p><i>1.1 Solid Waste Management</i> <i>1.1.1 Continue to implement the 20 year Solid Waste Management plan starting in 2009 to divert Waste from landfills.</i></p>			
<p>Time Line</p>	<p>Completion in 2019</p>			
<p>2016</p>	<p>Q1 TBD</p>	<p>Q2 TBD</p>	<p>Q3 TBD</p>	<p>Q4 TBD</p>
<p>Decision Process</p>	<p>The Chetwynd Landfill Phase B Closure Engineering Design and Development of Construction Tender will be brought to the Board in the fall of 2018 for approval to issue a public tender and include the expenditures in 2019 Financial Plan.</p>			

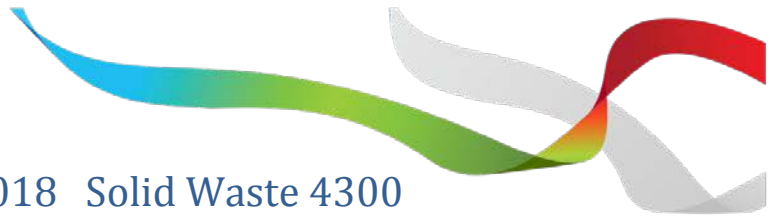
Engagement Level	Inform	Provide project overview through PRRD website and publications.
Engagement Plan	N/A	
Communications Plan	Provide highlights to the public and to the Board.	



Chetwynd Landfill Phase B Closure Engineering Design and Development of Construction Tender Solid Waste 4300

<p>Project Description</p>	<p>Commission engineering design for closure of Phase B in accordance with progressive closure plan previously submitted to Ministry of Environment, and in accordance with Section 7.2 of the provincial <i>Landfill Criteria for Municipal Solid Waste</i>, which requires the following:</p> <p>“Each area of the landfill footprint that has achieved final contours shall be closed within 365 days to provide for progressive closure of the landfill site.”</p> <p>It is expected that the landfill area to be closed will have achieved final contours in 2018, thus requiring closure construction in 2019. The engineering consulting work will include drafting a public tender for construction.</p>			
<p>Project Budget</p>	<p>\$72,000</p>			
<p>Project Lead</p>	<p>Paulo Eichelberger</p>			
<p>Department(s), functions, commissions, advisory groups</p>	<p>Environmental Services, Solid Waste Division</p>			
<p>Bylaw, motion or approved plan</p>	<p>Year 2018 of 5-year capital plan.</p>			
<p>How does the project link to the strategic plan?</p>	<p><i>1.1 Solid Waste Management</i> <i>1.1.1 Continue to implement the 20 year Solid Waste Management plan starting in 2009 to divert Waste from landfills.</i></p>			
<p>Time Line</p>	<p>Completion in 2018</p>			
<p>2016</p>	<p>Q1 TBD</p>	<p>Q2 TBD</p>	<p>Q3 TBD</p>	<p>Q4 TBD</p>

Decision Process	<p>Submit report to Board with project’s engineering estimate for approval prior to issuance of public tender in fall of 2018.</p> <p>Board to approve cost of engineering design and development of construction tender to be included in the 2018 Financial Plan.</p>	
Engagement Level(s)	Inform	Local residents and the community of project updates.
Engagement Plan	<p>Provide project overview in year of closure construction (2019) on PRRD website and in PRRD publications.</p>	
Communications Plan	<p>Provide highlights to the public and to the Board.</p>	



Bessborough Phase 3 Construction 2018 Solid Waste 4300

<p>Project Description</p>	<p>Background: Phase 2 at Bessborough landfill is nearing capacity. In June 2015 it was estimated that approximately 5.5 months remained of filling while the original Phase 1 (finished in 2009) had settled to the point where there was capacity available again. Phase 3 will need to be excavated such that the material excavated will be utilized to provide final cover for Phase 2 and Phase 1. Prelim plans have been compiled to provide for a stormwater collection pond, rudimentary leachate collection works and a landfill gas capture system for Phase 1 & 2.</p> <p>Current Status: Updated estimates for construction will be forthcoming. Construction will operationally depend on when Phase 1 and 2 (combined) are expected to reach capacity).</p>
<p>Project Budget</p>	<p>Currently estimated \$3,100,000 in 2018 (includes construction contract as well as Engineering QA/QC) – TO BE UPDATED</p>
<p>Project Lead</p>	<p>Paulo Eichelberger</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Environmental Services (Solid Waste), PRRD</p>
<p>Bylaw, motion or approved plan</p>	<p>RD/15/06/14(25) MOVED Director Stewart, SECONDED Director Plowright, c) That the contract for the “Design and Contract Administration Services for the Bessborough Landfill” be awarded to Conestoga Rovers & Associates in the amount of \$190,498 including GST; and d) That the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Regional District.</p> <p>Forthcoming resolution to come for Construction Contract</p>
<p>How does the project link to the strategic plan?</p>	<p><i>1.1 Solid Waste Management</i> <i>1.1.1 Continue to implement the 20 year Solid Waste Management plan starting in 2009 to divert Waste from landfills.</i> (Operational requirement to maintain the landfills (in this case, Bessborough). The works allow extension of the life of the landfill for 3 additional years (estimated).)</p>

Time Line	2017-2018			
2016	Q1:	Q2: Annual aerial survey of Bessborough + annual report for landfill will update capacity estimates	Q3:	Q4:
Decision Process	N/A			
Engagement Level(s)	N/A			
Engagement Plan	N/A			
Communications Plan	N/A			



South and West Peace Recreational Facilities Inventory and Assessment Regional Recreation 7110

<p>Project Description</p>	<p>In 2015 the PRRD in partnership with the City of Fort St John and District of Taylor completed a study which examined, inventoried and assessed recreation facilities in the North Peace. The study included an inventory of publicly operated North Peace recreation facilities including arenas, swimming pools, community parks, community halls and more. In 2015 the Board budgeted \$100,000 to conduct a similar study over the remainder of the region.</p> <p>In 2016 staff will move forward with completing this study in partnership with the remaining member municipalities. It is also recommended to invite both school districts (School District No. 59 for the South Peace and School District No. 60 for Hudson’s Hope) and Northern Lights College to be part of study and the working group as they operate important recreation assets that should be considered.</p> <p>The study will provide local governments, the school districts and the college with a stronger understanding of current and future demands of recreation user groups in relation to existing facilities. Going forward, this information will assist in decision making, prioritizing and focusing investments into recreation facility upgrades, replacements and construction to meet the needs of the communities.</p> <p>Societies Act Workshops Part 2: In November 2015 the PRRD hosted two workshops in the Region on the new <u>Societies Act</u>. Approximately 150 different organizations and over 300 people attended the workshops. As the workshops provided information on the new Act, it is anticipated that another two workshops should be held in 2016 to outline society obligations under the associated regulation that will be released this year.</p>
<p>Project Budget</p>	<p>\$100,000 for South Peace and West Peace Recreation Facilities Inventory & Assessment \$9,000 for Societies Act Workshops Part 2</p>
<p>Project Lead</p>	<p>Trish Morgan, GM of Community & Electoral Area Services; Bryna Casey, Parks & Rural Recreation Coordinator</p>
<p>Department(s), functions,</p>	<p>Community & Electoral Area Services; Regional Recreation Function</p>

commissions, advisory groups					
Bylaw, motion or approved plan	March 12, 2015 Board Meeting: That the Regional Board include \$100,000 in the 2015 budget under the Regional Recreation function for the purpose of conducting a recreation facility inventory and needs assessment for the rest of the Regional District not covered by the North Peace Sub-Regional Recreation Inventory and Assessment.				
How does the project link to the strategic plan?	<p><i>1.3 The PRRD is committed to working with Peace River Region residents to have continued access to facilities for recreational and cultural purposes.</i></p> <p><i>1.3.1 Complete an inventory and an assessment of all existing recreational facilities in the PRRD including community centres to determine future availability and investment options.</i></p> <p><i>1.3.2 Explore options for use of regional and municipal recreational facilities by both rural and municipal residents.</i></p>				
Time Line 2016	<table border="1"> <tr> <td> Q1 PRRD staff will meet with member municipalities, the school districts and college to refine the scope of work </td> <td> Q2 A RFP will be issued to identify and select a lead consultant Information gathering and assessments will start </td> <td> Q3 Information gathering and assessments will continue & stakeholder recreation organizations will be consulted </td> <td> Q4 Inventories and assessments will be completed and a report developed for final consideration. </td> </tr> </table>	Q1 PRRD staff will meet with member municipalities, the school districts and college to refine the scope of work	Q2 A RFP will be issued to identify and select a lead consultant Information gathering and assessments will start	Q3 Information gathering and assessments will continue & stakeholder recreation organizations will be consulted	Q4 Inventories and assessments will be completed and a report developed for final consideration.
Q1 PRRD staff will meet with member municipalities, the school districts and college to refine the scope of work	Q2 A RFP will be issued to identify and select a lead consultant Information gathering and assessments will start	Q3 Information gathering and assessments will continue & stakeholder recreation organizations will be consulted	Q4 Inventories and assessments will be completed and a report developed for final consideration.		
Decision Process	The Board will be presented with a final report and presentation. It is also recommended that a workshop (or two) be held to present the findings to councils and boards (school district, regional district and college).				
Engagement Level(s)	<p>Consult</p> <p>Stakeholder organizations (i.e., recreation organizations) will be consulted in the development of this inventory and assessment.</p> <p>Collaborate</p> <p>Member municipalities, the PRRD, school districts and the college will collaborate in the development of this inventory and assessment.</p>				
Engagement Plan	A stakeholder engagement plan will be developed as part of the scope of work for the consultant.				
Communications Plan	A communications plan will be developed to assist in engaging stakeholder organizations and communicating the scope and purpose of the study.				



Building Envelop Repairs North Peace Leisure Pool 7131

<p>Project Description</p>	<p>This is to remediate ongoing issues related to thermal bridging - warm, moist air moving through walls due to faulty construction - and to repair, as needed and practicable, the damage caused by years of moisture build up at the building envelope. Morrison-Herschield has been retained to design and tender and this preventative maintenance project. It is possible that this could be completed in 2015 although we do not know the extent of the damage inside the walls – this could mean additional work will be required, including some interior work.</p> <p>Since most of the work will be done to the exterior there should be minimal disruption to the pool operation and PRRD administration, however there could be some construction noise at times. The schedule for the work will not be determined in detail until the contract is awarded.</p> <p>Pool Leaks: This is to repair the main 150mm (6inch) diameter feed line for the leisure pool. This will require that the pool basin floor be excavated and the pipe repaired. It is critical that this work be done carefully and that the pool basin be repaired to a high degree so that it does not crack due to shifting of pool basin caused by hydraulic pressure. This should take 1 week and will be scheduled for the earliest possible time after spring thaw. No schedule has been determined.</p>
<p>Project Budget</p>	<p>\$840,000 for Building Envelop Repairs; \$100,000 for Pool Leaks</p>
<p>Project Lead</p>	<p>City of Fort St John: Craig Stanley, Director of Facilities & Grounds</p> <p>PRRD Staff Liaisons: Trish Morgan & Bryna Casey</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Community & Electoral Area Services; North Peace Leisure Pool Commission</p>
<p>Bylaw, motion or approved plan</p>	<p>Commission resolution No. 46/15:</p> <p>“THAT the North Peace Leisure Pool Commission approves the revised proposed capital expenditures of \$960,000 for 2016 for projects and expenditures related to building envelope repairs (\$840,000), pool leak repairs (\$100,000) and interior</p>

	renovations design work (\$20,000) AND FURTHER that \$180,000 for interior renovations will be deferred to 2017”			
How does the project link to the strategic plan?	<i>1.3 The PRRD is committed to working with Peace River Region residents to have continued access to facilities for recreational and cultural purposes.</i>			
Time Line 2016	Q1 BE: Design and Tender Prequalify for experienced contractors PL: Source contractor	Q2 BE: Award Tender and Determine Schedule for Construction. Construction Could begin as soon as project awarded.	Q3 BE: Construction	Q4 BE: Construction ends and project closing – (potential)
Decision Process	Approved at the Commission level pending Board budget approval			
Engagement Level(s)	Inform	The public will be informed of any impacts to service levels as a result of the building and pool repairs.		
Engagement Plan	There will be no public engagement.			
Communications Plan	It is the responsibility of the Commission to inform the public.			



Arena Floor & Refrigeration Plant Planning and Design: Upgrades Chetwynd Arena 7150

<p>Project Description</p>	<p>The arena floor is approximately 40 years old while the refrigeration plant is 14 years old. Generally the type of floor installed in the arena will last 25-30 years, while the refrigeration plant has a life span of 18-20 years. Currently the plastic in the pipe in the floor has started to become brittle and tends to crack, causing leaks in the floor. Any floor movement will also stress the bring lines causing them to crack and leak which will become worse each year of operation. For these reasons it is recommended to start the planning and design process to replace both the floor and the refrigeration plant which is nearing its end of life.</p> <p>Curling Rink Headers: The curling rink brine headers, which are the supply and return pipes in the trench inside the curling rink under the red carpeted walkway, are in need of replacement. Attached to the supply and return pipes are the brine lines that supply the cold brine under the floor to make ice. The supply and return pipes are original to the curling rink and have more than surpassed their life. The mains (supply and return) are the pipes that go from the refrigeration plant and attach to the brine headers. At this point the recommendation is to replace the headers and inspect the mains when the ice comes out and determine if they need to be replaced immediately, or if they can possibly be replaced with the refrigeration plant and floor upgrades.</p>
<p>Project Budget</p>	<p>\$200,000 for arena floor and refrigeration plant planning & design</p> <p>\$73,000 for curling rink headers replacement</p>
<p>Project Lead</p>	<p>District of Chetwynd: Randy Rusjan, Director of Parks & Recreation</p> <p>PRRD Staff Liaisons: Trish Morgan & Bryna Casey</p>
<p>Department(s), functions, commissions, advisory groups</p>	<p>Community & Electoral Area Services; Chetwynd Civic Properties Commission</p>

<p>Bylaw, motion or approved plan</p>	<p>Arena Floor & Refrigeration Planning & Design Upgrades: Commission Resolution October 15, 2015 - THAT the Civic Properties Commission proceed with the engineering services of Bradley Refrigeration Consultants for the design and replacement of the arena floor/board and refrigeration upgrade, AND THAT, the Civic Properties Commission defer replacement of the arena floor/boards to start in 2016, AND to take funds from the combination of arena reserves, and other potential funding sources, such as Fair Share, Gas Tax, or possible grants.</p> <p>Curling Rink Headers: Approved by the Commission at the December 15, 2015 meeting as part of the 2016 capital budget.</p>			
<p>How does the project link to the strategic plan?</p>	<p><i>1.3 The PRRD is committed to working with Peace River Region residents to have continued access to facilities for recreational and cultural purposes.</i></p>			
<p>Time Line 2016</p>	<p>Q1 <i>Arena Floor & Refrigeration Plant – start planning & design work</i></p>	<p>Q2 <i>Curling Rink Headers – replacement start</i></p>	<p>Q3 <i>Curling Rink Headers – replacement complete</i></p>	<p>Q4 <i>Arena Floor & Refrigeration Plant – Plan & design work complete</i></p>
<p>Decision Process</p>	<p>Approved at the Commission level pending Board budget approval.</p>			
<p>Engagement Level(s)</p>	<p>Inform</p>	<p>The public will be informed of any impacts to service levels as a result of the repairs.</p>		
<p>Engagement Plan</p>	<p>There will be no public engagement.</p>			
<p>Communications Plan</p>	<p>It is the responsibility of the Commission to inform the public.</p>			



Blackfoot & Montney Centennial Parks Feasibility and Design Studies Regional Parks 7180

<p>Project Description</p>	<p>In 2016 staff will engage the services of a consultant to conduct two feasibility and design studies - one for Blackfoot Park and one for Montney Centennial Park.</p> <p>Blackfoot Park: is the most well-known and well used regional park. Concerns have been brought forward regarding vandalism, safety, and misuse of the park. The Regional Parks and Trails Master Plan (Master Plan) recommends improving the park by:</p> <ul style="list-style-type: none"> - adding 10 new campsites - developing a trail within the park - upgrading the day use/picnic area - acquiring 3 small parcels of land (Crown Land to the west of the road, beach front area, and a private land parcel with park road access) - piloting a full time Park Attendant project to address safety, vandalism, and park use concerns <p>Montney Centennial Park: This park sits on the edge of Charlie Lake, a lake that has multiple private, Provincial, and municipal parks. From time to time, concerns over how the park is being used have come forward. As recommended in the Master Plan, the services of a consultant would be required to analyze and provide a plan for:</p> <ul style="list-style-type: none"> - whether or not there is a need for further development of camping sites (if there is, a plan will be developed to construct new camping sites on the upper bench) - how the site could be better developed to increase family-friendly usage - suggestions on ways to improve and identify day use, including parking area - to suggest improvements for directional signage <p>These feasibility and design studies will be tendered together in order to capitalize upon economies of scale by using one consultant.</p>
<p>Project Budget</p>	<p>\$50,000 total with \$25,000 coming from the Blackfoot Park budget line and \$25,000 from the Montney Centennial Park budget line.</p>

Project Lead	Trish Morgan, GM of Community & Electoral Area Services; Bryna Casey, Parks & Rural Recreation Coordinator			
Department(s), functions, commissions, advisory groups	Community & Electoral Area Services; Regional Parks Function			
Bylaw, motion or approved plan	Regional Parks & Trails Master Plan approved by the Board in 2014			
How does the project link to the strategic plan?	<p><i>1.6 The PRRD will manage its existing regional parks through the 10 year Parks and Trails Master Plan to be safe, secure and inviting.</i></p> <p><i>1.6.1 Implement the 10 Year – Regional Parks and Trails Master Plan (approved in 2014).</i></p> <p><i>1.6.3 Update and develop policies, procedures and bylaws to support existing parks and provide guidelines to explore future opportunities.</i></p>			
Time Line 2016	<p>Q1</p>	<p>Q2</p> <p><i>A RFP will be issued to identify and select a lead consultant</i></p> <p><i>Information gathering and assessments will start</i></p>	<p>Q3</p> <p><i>Information gathering and assessments will continue & public engagement starts</i></p>	<p>Q4</p> <p><i>Results will be summarized and a final report will be developed.</i></p> <p><i>The public will be consulted on the final report.</i></p>
Decision Process	A final report will come forward for both the Regional Parks Committee and Board’s consideration with recommendations on next steps to improve the parks and increase safety.			
Engagement Level(s)	Consult	The public will be consulted to gather their input, concerns and ideas in developing the studies. Once the studies are drafted, the public will be engaged again to determine if we got it right.		
Engagement Plan	A public engagement plan will be developed as part of the scope of work for the consultant.			
Communications Plan	A communications plan will be developed to assist in engaging the public and communicating the scope and purpose of the study.			