



# A G E N D A

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Monday, April 16, 2018

in the Regional District Office Boardroom, 1981 Alaska Avenue, Dawson Creek, BC

Commencing at 10:30 a.m.

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1. CALL TO ORDER: Director Goodings to Chair the meeting
2. DIRECTOR'S NOTICE OF NEW BUSINESS:
3. ADOPTION OF AGENDA:
4. ADOPTION OF MINUTES:  
M-1 Electoral Area Directors' Committee Minutes of March 15, 2018 (Page 2)
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATIONS  
D-1 11 a.m. - Colleen Colwell, AGRI Innovation Specialist - Ag Hub Initiative (Via Telephone) (Page 7)  
D-2 1:30 p.m. - Lance MacDonald, TELUS GM of Northern BC - Follow-up to March 8, 2018 Regional Board Meeting.
7. CORRESPONDENCE:
8. REPORTS:  
R-1 November 29, 2017 - Chris Cvik, Chief Administrative Officer - Policy and Procedure for Electoral Area Specific Issues (referred from February EADC Meeting) (Page 10)  
R-2 March 27, 2018 - Claire Negrin, Acting General Manager of Development Services - Annual Review - Agricultural Advisory Committee Terms of Reference (Page 17)  
R-3 April 10, 2018 - Claire Negrin, Acting General Manager of Development Services - ALR Application Reports (Page 21)  
R-4 April 5, 2018 - Deborah Jones-Middleton, Protective Services Manager - Proposed Expansion of the Charlie Lake Rural Fire Protection Area (Page 50)  
R-5 April 10, 2018 - Claire Negrin, Acting General Manager of Development Services - Development Services File Closure Policy (Page 54)  
R-6 April 10, 2018 - Claire Negrin, Acting General Manager of Development Services - Minor Processing Change - Director Referral on Land Use Applications (Page 58)  
R-7 - April 10, 2018 - Claire Negrin, Acting General Manager of Development Services - Land Use Referral Procedures (Page 60)  
R-8 April 9, 2018 - Karen Goodings, Director, Electoral Area B - Canadian Natural Railway Co. (Page 118)  
R-9 April 9, 2018 - Crystal Brown, Electoral Area Manager - Municipal Participation in Planning (Page 181)
9. DISCUSSION ITEMS:  
DI-1 Karen Goodings, Director, Electoral Area B - Update on meeting at Prespatou
10. NEW BUSINESS:
11. COMMUNICATIONS:
12. DIARY:
13. ADJOURNMENT:



# PEACE RIVER REGIONAL DISTRICT

## ELECTORAL AREA DIRECTORS' COMMITTEE MEETING MINUTES

# DRAFT

DATE: March 15, 2018

PLACE: Regional District Office Boardroom, Dawson Creek, BC

### PRESENT:

DIRECTORS: Karen Goodings, Electoral Area 'B' (Chair)  
Brad Sperling, Electoral Area 'C'  
Leonard Hiebert, Electoral Area 'D'  
Dan Rose, Electoral Area 'E'

STAFF: Chris Cvik, Chief Administrative Officer  
Shawn Dahlen, Deputy Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Crystal Brown, Electoral Area Manager  
Fran Haughian, Communications Manager/Commission Liaison  
Barb Coburn, Recording Secretary

GUESTS: Adlard Environmental Ltd. Grant Writer Services  
Chris Maundrell and Dr. Chris Hawkins - via telephone

CALL TO ORDER The Chair called the meeting to order at 10:35 a.m.

### ADOPTION OF AGENDA

March 15, 2018 Agenda MOVED by Director Rose, SECONDED by Director Sperling,  
That the Electoral Area Directors' Committee agenda for the March 15, 2018 meeting  
be adopted, including items of New Business:

#### CALL TO ORDER:

Election of Chair

DIRECTOR'S NOTICE OF NEW BUSINESS:

ADOPTION OF AGENDA:

ADOPTION OF MINUTES:

M-1 Electoral Area Directors' Committee Minutes of February 15, 2018

BUSINESS ARISING FROM THE MINUTES:

BA-1 BC Hydro Update

DELEGATIONS

D-1 11 a.m. - Chris Maundrell and Chris Hawkins, Adlard Environmental Ltd. - Grant Writer Services

CORRESPONDENCE:

REPORTS:

- R-1 November 29, 2017 - Chris Cvik, Chief Administrative Officer - Policy and Procedure for Electoral Area Specific Issues (referred from February EADC Meeting)
- R-2 January 8, 2018 - Deborah Jones-Middleton, Protective Services Manager - Feasibility of expansion of the Charlie Lake Rural Fire Protection Area (referred from January EADC Meeting)
- R-3 February 13, 2018 - January 9, 2018 - Deborah Jones-Middleton, Protective Services Manager - Charlie Lake Fire Road Rescue and First Medical Responder Service Provision Feasibility (referred from January EADC Meeting)
- R-4 Shawn Dahlen, Deputy Chief Administrative Officer - Area B Potable Water Budget Update
- R-5 March 6, 2018 - Claire Negrin, Planning Services Manager - Progress Report on the Zoning Bylaw Consolidation Project

**April 19, 2018**



## ADOPTION OF AGENDA (CONTINUED)

## DISCUSSION ITEMS:

- DI-1 Economic Development Projects – Staff Resourcing
- DI-2 Changing EADC Meeting Dates
- DI-3 Site Surveys and Fence Regulations for Building Permits
- DI-4 PNG update and Rural Gasification.
- DI-5 Policy on Congratulation Letters
- DI-6 North Peace Leisure Pool Commission
- DI-7 Farmington Oil and Gas Impacts
- DI-8 Revitalization of the Agricultural Land Reserve and Agricultural Land Commission
- DI-9 BC Flood and Wildfire Review (R-19 from Regional Board Meeting)

## NEW BUSINESS:

- NB-1 Municipal Participation in Planning
- NB-2 DC Sportsmen Zoning Amendment

## COMMUNICATIONS:

## DIARY:

## ADJOURNMENT:

CARRIED.

## ADOPTION OF MINUTES

- M-1  
EADC meeting minutes of February 15, 2018
- MOVED by Director Rose, SECONDED by Director Sperling  
That the Electoral Area Directors' Committee Meeting minutes of February 15, 2018 be adopted.

CARRIED.

## BUSINESS ARISING:

- BA-1  
BC Hydro Update
- Director Goodings advised that she and Crystal Brown, Electoral Area Manager will meet with a BC Hydro representative in the Fort St. John Regional District office on Monday, March 19, 2018.

## REPORTS:

- R-1  
Policy and Procedure for Electoral Area Specific Issue
- MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the November 29, 2017 Report from Chris Cvik, Chief Administrative Officer regarding Policy and Procedure for Electoral Area Specific Issues be referred to the April Electoral Area Directors' Committee meeting,

CARRIED.

- R-2  
Feasibility of expansion of the Charlie Lake Rural Fire Protection Area
- MOVED by Director Sperling, SECONDED by Director Rose,  
That the Electoral Area Directors' Committee recommend to the Regional Board that staff report back to the Electoral Area Directors' Committee regarding the areas that could be included in the Charlie Lake Fire Protection Area using the existing infrastructure, equipment and personnel

CARRIED.

## REPORTS (CONTINUED):

- R-2 [continued]  
Feasibility of expansion of the Charlie Lake Rural Fire Protection Area
- MOVED by Director Sperling, SECONDED by Director Rose,  
That the Electoral Area Directors' Committee recommend to the Regional Board that staff be directed to:
1. research the cost and locations of installing water sources in strategic locations within the current Charlie Lake Rural Fire Protection Area;
  2. research the cost of implementing a Superior Tanker Shuttle Service for the Charlie Lake Rural Fire Protection Area; and
  3. initiate discussions with the City of Fort St. John regarding the options and costs to utilize, improve and expand the fire hydrant system in the Charlie Lake Rural Fire Protection Area.
- CARRIED.

- R-3  
Charlie Lake Fire Road Rescue and First Medical Responder Service Provision Feasibility
- MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommend to the Regional Board that staff be directed to report back to Electoral Area Directors' Committee with the following information:
1. investigate the number and type of calls attended by the BC Ambulance Service in the Charlie Lake Rural Fire Protection Area and the costs and benefits, should the Charlie Lake Fire Department expand its services to include First Medical Response; and
  2. enter into discussions with the City of Fort St. John regarding the Charlie Lake Fire Department providing a road rescue service within the Charlie Lake Rural Fire Protection Area, with Fort St. John continuing road rescue service to the area outside the Charlie Lake Rural Fire Protection Area.
- CARRIED.

## DELEGATION

- D-1  
Adlard Environmental Ltd. - Grant Writer Services
- Mr. Chris Maundrell and Dr. Chris Hawkins (via telephone) were welcomed to the meeting and introductions were made around the table. Mr. Maundrell gave a brief background of both delegates. He went on to define expectations they have for finding appropriate grants and assisting societies with grant applications, including training sessions. There are several opportunities for grants from various organizations that can be found on-line. They propose to provide a list of these opportunities, including eligibility, to the various not-for-profit societies in the regional district.

Dr. Hawkins advised that Farm Credit has grants available for small projects but that the deadline is the end of March. If there are groups that have something on the go now, let him know right away and he will put an application forward on their behalf.

The Directors expressed appreciation to the grant writers and suggested that one or both attend the up-coming Grants-in-Aid and Electoral Area Roundtable meetings, as well as the Chetwynd Trade Show, to present the information to the societies.

Staff will forward a list of the dates of these upcoming events.

Peace River Regional District  
Electoral Area Directors' Committee Meeting Minutes

REPORTS (CONTINUED):

R-4  
Area B Potable Water  
Budget Update

MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the report from Shawn Dahlen, Deputy Chief Administrative Officer regarding  
Area B Potable Water Budget Update be received for information.

CARRIED.

R-5  
Progress Report on the  
Zoning Bylaw  
Consolidation Project

MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommend to the Regional Board that  
staff be authorized to:

1. commence agency consultation activities associated with the Zoning Bylaw  
Consolidation Project; and
2. to develop a schedule for Zoning Bylaw Consolidation Project workshops to  
provide the Electoral Area Directors an opportunity to review all proposed  
consolidation items.

CARRIED.

Recess

The meeting was adjourned for lunch at 12:15 p.m.

Reconvene:

The meeting reconvened at 12:55 p.m.

DISCUSSION ITEMS

DI-1  
Economic Development  
Projects

MOVED by Director Sperling, SECONDED by Director Rose,  
That the Electoral Area Directors' Committee recommend to the Regional Board that  
Crystal Brown, Electoral Area Manager set up a meeting with the Got-To-Go funding  
partners, MLA Davies, Peace River North; MP Bob Zimmer, Prince George-Peace River-  
Northern Rockies; Ministry of Transportation and Infrastructure; and other appropriate  
stakeholders to discuss the Got-to-Go project expectations and further that Directors  
be authorized to attend.

CARRIED.

DI-2  
Change of Meeting Date

MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the April 12, 2018 Electoral Area Directors' Committee meeting be changed to  
Monday, April 16, 2018.

CARRIED.

DI-3  
Site Surveys and Fence  
Regulations for Building  
Permit

MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommend to the Regional Board that  
staff be directed to prepare an amendment to Building Bylaw No. 2131, 2014 to  
require a current Statement of Title Certificate and a legal land survey prior to  
commencement of construction; further, that staff also propose bylaw amendments  
regarding fence height specific to Electoral Area C.

CARRIED.

DI-4  
PNG Gasification

MOVED by Director Hiebert, SECONDED by Director Rose,  
That the Electoral Area Directors' Committee recommend to the Regional Board that  
the Electoral Area Directors be authorized to attend a meeting with Pacific Northern  
Gas Ltd. (PNG) on March 23, 2018 in Fort St. John to discuss rural gasification.

CARRIED.

Peace River Regional District  
Electoral Area Directors' Committee Meeting Minutes

DISCUSSION ITEMS (CONTINUED)

- |   |   |
|---|---|
| DI-5<br>Policy on Congratulations Letters     | A discussion ensued regarding policies and practices for recognizing milestones of residents in the rural areas of the Peace River Regional District. It was noted that there is a policy for recognizing only the 50 <sup>th</sup> and 60 <sup>th</sup> anniversaries and birthdays. |
| DI-6<br>North Peace Leisure Pool Commission   | The Directors discussed Crystal Brown, Electoral Area Manager attendance at the North Peace Leisure Pool Commission meetings and the implications of the proposed Electoral Area Directors Committee Policy.  |
| DI-7<br>Farmington Oil and Gas Issues         | A discussion regarding the issues Farmington residents have with flaring and fracking in Farmington ensued. By consensus, the Committee agreed to wait until the end of March to see if CAPP and OGC hold the requested meeting with Farmington residents.                            |
| DI-8<br>Revitalization of ALR and ALC Meeting | The Directors were advised that a conference call has been set up with the Minister of Agriculture's Advisory Committee regarding the revitalization of the Agricultural Land Commission and Land Reserve at noon on Thursday, March 22, 2018.  |
| DI-9<br>BC Flood and Wildfire Review          | Deborah Jones-Middleton, Protective Services Manager reviewed the draft letter prepared to provide feedback on the 2017 and 2016 flood and fire seasons to the BC Flood and Wildfire Review.  |

NEW BUSINESS

- |   |  |
|---|--|
| NB-1<br>Municipal participation in planning | Director Rose advised that presentations to the municipalities regarding their participation in the regional planning process have not yet been scheduled and that he requires the Electoral Area Directors to review the maps proposed for presentation for their specific area.  |
| NB-2<br>DC Sportsman's Club                 | A discussion ensued regarding Mr. Kevin Knoblauch's concerns for the DC Sportsman's Club expansion plans. Development Services staff advised that another public meeting is being held to discuss the proposed rezoning and resident concerns. Once the meeting date is known, Director Hiebert will advise Mr. Knoblauch. |

ADJOURNMENT: The Chair adjourned the meeting at 2:30 p.m.

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Karen Goodings, Chair

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Barb Coburn, Recording Secretary

***What is a Food Innovation Centre?***

- A Food Innovation Centre is a physical space with virtual components (e.g., webinars, on-line classroom) that provides support services to agriculture and agrifood businesses by offering access to:
  - Equipment—shared kitchen and specialized equipment for Research & Development
  - Investment capital—in-house services and networks
  - Accelerator / business development services—full spectrum of in-house and virtual services
  - Mentorship services—local expertise on a range of sector challenges
  - Other indirect benefits—e.g., distribution chains, partnership opportunities, waste-to-resource, spill-offs, technology spillover, etc.
- Other jurisdictions (nationally and internationally) are successfully using Food Innovation Centres to strengthen their industry, support local businesses and develop new innovative products. Examples of successful Canadian centres include the Manitoba Food Development Centre and Alberta Leduc Food Innovation Centre.

***The B.C. Food Hub***

- B.C. is looking to implement multiple centres throughout regions to develop a network of Food Innovation Centres— creating a “Food Hub” environment, where each Centre or “node” is connected to the network through virtual infrastructure (i.e., information sharing software). A webpage may act as a service and information dashboard for agri-businesses.
- See **Appendix 1** for visual representations of the Food Hub.
- The combination of physical (bricks-and-mortar regional Food Innovation Centres) and virtual components will create a full spectrum of services and offer a number of key value streams to B.C. agri-businesses. See **Appendix 2** for example key value streams.

***Regional Advantage***

- B.C. is home to over 200 land-based and 100 seafood-based commodities, making it the most agriculturally diverse landscape in Canada and a top producer of quality niche food products.
- In the Food Hub model, the Centres will be focused on the regional commodity/product specialization to support B.C.’s diversity competitive advantage and address current issues with sector fragmentation.
- The Food Hub leverages B.C. Post-Secondary Institution’s agriculture specializations throughout the province—i.e. Vancouver Island University’s focus on the seafood sector or BC Institute of Technology (BCIT)’s focus on applied training in food technology and management operations.

***Who is Championing the Centre?***

- The Centres will be championed by a variety stakeholders including, industry, academia, local government, not-for-profits, or a combination, which will be responsible for the design and sourcing of funding for the project.
- Government may provide start-up contributions to Centres, however, they are expected to become self-sustaining through a feasible (e.g., fee-for-service) business model.

***Provincial and Federal Support***

- The Province recognizes the importance of innovation in the agriculture and seafood sector and is addressing the need by including a commitment to develop a Food Innovation Centre, through the Minister of Agriculture’s mandate letter.

- The federal government has also indicated support by releasing major funding opportunities through Budget 2017 and recommending the development of four-to-six world class agrifood and seafood processing hubs across Canada.

#### **Linkages to the Food Hub Concept**

- There are many collaboration and partnership opportunities that will help support the development of the Food Hub concept in B.C. Linkages include with:
  - *Other ministries:* Advanced Education & Skills Training; Jobs, Trade and Technology; Forests, Lands, Natural Resource Operations and Rural Development.
  - *Industry associations:* BC Food Processing Association, Small Scale Food Processors Association
  - *Academia and research organizations:* UBC as Lower Mainland core centre champion and regional Post-Secondary Institutions as network nodes
  - *Local governments*
  - *Regional economic trusts*
  - *Industry champions*

#### **For more information:**

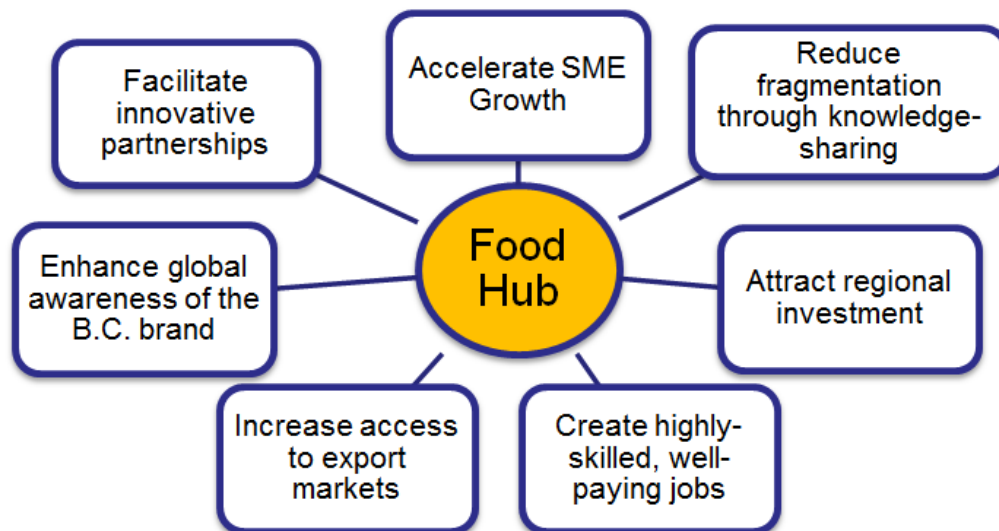
Julia Diamond  
Ministry of Agriculture  
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Mica Munro  
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Appendix 1: Network of Regional Nodes & Regional Commodity Specialization



Appendix 2: Food Hub Value Streams to BC Agri-Businesses







# REPORT

To: EADC

Date: November 29, 2017

From: Chris Cvik, CAO

Subject: Policy and Procedure for Electoral Area Specific Issues

## RECOMMENDATION(S):

1. That the Electoral Area Directors Committee (EADC) recommend to the Regional Board that the Policy for Electoral Area Specific Tasks; which outlines the process to request a task of the Electoral Area Manager and defines the template to be used for letters from an Electoral Area Director, be approved.
2. That the Electoral Area Directors Committee (EADC) recommend to the Regional Board that the revised Terms of Reference (TOR) for the Electoral Area Director's Committee be approved.

## BACKGROUND/RATIONALE:

Given that the Electoral Areas have a full-time manager, it was felt that a policy be developed to assist the Manager and Electoral Area Directors to understand when items need to go to the Board for approval versus what can be actioned directly by the Electoral Area Manager based on direction from an electoral area director.

## DISCUSSION:

The draft Policy contains some guiding principles including:

- The Electoral Area Manager can issue letters or work on tasks directed by an electoral area director when the nature of the request is specific to only one Electoral Area and does not require more than two (2) hours of time from other staff.
- Issues that are common to more than one Electoral Area will continue to be forwarded to the Board for approval if there are specific recommendations or action items.
- Electoral Area specific communication/letters cannot be contrary to an established position of the Board.
- Electoral Area specific communication will be issued on plain white paper without the PRRD letterhead and be addressed at the top "From the Office of Electoral Area XX".

If the Board approves the Policy, the Terms of Reference for the Electoral Area Directors' Committee also needs to be amended to reflect that actions specific to a single electoral area do not need to be ratified by the Regional Board and can be actioned by the Electoral Area Manager.

**April 16, 2018**

Staff Initials:

Dept. Head:

CAO:

*Chris Cvik*

Page 1 of 2

## OPTIONS:

1. That the Electoral Area Directors' Committee (EADC) recommend that the Board approve the Policy to address Electoral Area Specific Tasks.
2. That the Electoral Area Directors' Committee (EADC) recommend that the Board approval of the revised Terms of Reference (TOR) for the Electoral Area Director's Committee.
3. That the Electoral Area Directors' Committee (EADC) recommend changes to the draft Policy before submitting to the Board for approval.

## STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☒ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☐ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S): N/A

## COMMUNICATIONS:

## OTHER CONSIDERATION(S):

From the Board Approval Policy and Procedure Template

## 1. POLICY:

*A policy is a guiding principle that governs the administration of the PRRD, reflecting the vision, goals and objectives of the PRRD. Policies reflect service level (budget) and/or key terms of service. The PRRD Board approves and defines all policies.*

## 2. PROCEDURE

*The procedure is an approved process to enforce or administer rules established by policy. Procedure outlines a logical process for administrative staff to follow. The CAO, or designate, is assigned authority to approve "procedural" changes within each of approved policies of the Board.*

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Administration	Policy No.	
Section:	Electoral Area Directors	Issued:	
Subject:	<b>Electoral Area Communication</b>	Effective:	
Board Resolution # and Date:	Policy for Electoral Area Specific Tasks	Page:	1 of 3
		Replaces:	
Issued by:		Dated:	
Approved by:			

## 1 POLICY

- 1.01 Requests by an Electoral Area Director for support on electoral area specific tasks (i.e., projects, communication, etc.) are to be discussed:
  - a) at an Electoral Area Directors Meeting (EADC) or Rural Budgets Administration Committee (RBAC) Meeting; or
  - b) when a project or communication is time sensitive, the electoral area director wanting to issue a communication or request work on an electoral area specific initiative shall seek the support of the other three electoral area directors. (This support can be obtained electronically or via telephone.)
- 1.02 If support is provided by the majority of the electoral area directors, the electoral area director can direct the Electoral Area Manager to process the communication or work on the specific task.
- 1.03 Issues that are common to more than one electoral area must be forwarded to the Board for approval before the Electoral Area Manager or other staff actions the items.
- 1.04 Electoral area specific communication or initiatives cannot be contrary to an established position of the Board.
- 1.05 Electoral area specific communication will be issued on plain white paper without the PRRD letterhead and be addressed at the top as "From the Office of Electoral Area XX".
- 1.06 All communication using the Peace River Regional District logo must to be approved by the Board.
- 1.07 Communication and project task requests resulting in more than two (2) hours of staff time must be approved by the Board. This does not apply to the Electoral Area Manager's time.

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**April 16, 2018**

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Administration	Policy No.	
Section:	Electoral Area Directors	Issued:	
Subject:	<b>Electoral Area Communication</b>	Effective:	
Board Resolution # and Date:	Policy for Electoral Area Specific Tasks	Page:	2 of 3
		Replaces:	
Issued by:		Dated:	
Approved by:			

## 2 PURPOSE

- 2.01 The Purpose of this “Statement of Policy and Procedure” is to:
- a) outline the processes that must be adhered to for the electoral area directors to direct work to the Electoral Area Manager or other Peace River Regional District staff; and
  - b) define the template that will be used for letters from the Electoral Area Directors.

## 3 SCOPE

- 3.01 The scope applies to communication and work tasks requested or issued by the Electoral Area Directors.

## 4 RESPONSIBILITY

- 4.01 The Electoral Area Manager is responsible to ensure the Policy is adhered to.

## 5 DEFINITIONS

- 5.01 Time Sensitive – An issue is time sensitive if a response is required before the next regularly scheduled EADC or RBAC meeting.
- 5.02 Electoral Area Specific – Subject of any communication or action that is unique to a single electoral area only.

## 6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Bylaw No. 1853, 2009 Rural Budgets Administration.
- 6.02 Electoral Area Directors Committee (EADC) Terms of Reference.

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**April 16, 2018**

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Administration	Policy No.	
Section:	Electoral Area Directors	Issued:	
Subject:	<b>Electoral Area Communication</b>	Effective:	
Board Resolution # and Date:	Policy for Electoral Area Specific Tasks	Page:	3 of 3
		Replaces:	
Issued by:		Dated:	
Approved by:			

## 7 PROCEDURE

- 7.01 When specific electoral areas communication initiatives are approved by EADC or RBAC, the Electoral Area Director will work with the Electoral Area Manager to finalize and distribute the communication.



## Electoral Area Director's Committee TERMS OF REFERENCE

### ROLE OF THE COMMITTEE

The Electoral Area Directors' Committee will meet to address issues of a rural nature.

### STRUCTURE OF THE COMMITTEE

1. Members: The Electoral Area Directors' Committee membership shall be elected representatives from Electoral Area 'B', Electoral Area 'C', Electoral Area 'D' and Electoral Area 'E'.
2. Meetings:
  - a) The Electoral Area Directors' Committee will meet to address issues of a rural nature.
  - b) Meetings will be open to the public.
  - c) The Electoral Area Directors' Committee will be chaired by an Electoral Area Director elected by the committee participants.
  - d) The Electoral Area Directors' Committee will hold meetings the third ~~Thursday~~ **Monday** of each month or at the call of the Chair.
  - e) All recommendations of the Committee shall be determined by majority vote of the Electoral Area Directors.
3. Procedures:
  - a) Electoral Area Directors' Committee meetings will be funded through the Legislative - Electoral Area budget under "Electoral Area Business." Only Electoral Area Directors will be compensated for attending meetings.
  - b) Agenda items for the Electoral Area Director's Committee meetings will include items that are:
    - i) referred to the meeting by resolution of the Regional Board; or
    - ii) of a purely rural nature.
  - b) Items for the regular agenda **from staff** must be provided to Administration by noon the ~~Friday~~ **Tuesday** prior to the scheduled meeting.
  - c) **New Business Items for the regular agenda from Directors must be provided to the Electoral Area Manager for report drafting by 2:00 pm one week prior to the scheduled Agenda publishing. (See Schedule A)**
  - d) **Staff will publish the Agenda the Friday prior to the schedule meeting.**
  - e) Staff will prepare minutes and forward recommendations to the Regional Board for consideration.
  - f) Committee recommendations will be ratified by the Regional Board prior to staff action being undertaken, unless previously authorized by a referring Board resolution **or is specific to a single Electoral Area as per the Policy for Electoral Area Specific Issues.**

**April 16, 2018**

**R-1**

**SCHEDULE A**  
Electoral Area Director's Committee  
Agenda Build Schedule *Example*

Monday	Tuesday	Wednesday	Thursday	Friday
				Director's New Business Items Due to the Electoral Area Manager for Report Drafting (2:00 pm)
	Staff Reports Due (12:00 pm)	Admin. Vetted Reports Returned to Staff (1:00 pm). To be signed off by staff and submitted to CAO (4:30 pm)	Agenda Build	Electoral Area Manager Reviews Agenda (3:00 pm) Agenda Publish (4:30 pm)
Scheduled Committee Meeting				

**April 16, 2018**





# REPORT

To: Electoral Area Directors' Committee

Date: March 27, 2018

From: Claire Negrin, Acting General Manager of Development Services

Subject: Annual Review - Agriculture Advisory Committee

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## RECOMMENDATION NO 1:

That the Terms of Reference for the Agriculture Advisory Committee be reviewed as specified in Section 4 Annual Review:

### 4. ANNUAL REVIEW

4.1 *The Electoral Area Directors' Committee (EADC) will review the Terms of Reference (ToR), procedures and effectiveness of the AAC on an annual basis, and report to the Regional Board with recommendations by December 31<sup>st</sup> of each year (starting in 2016).*

## RECOMMENDATION NO 2:

That the Electoral Area Directors Committee recommend to the Regional Board that staff be authorized to issue invitation letters to the following local agricultural producers and commodity groups requesting the nomination of one primary and alternate delegate to represent each organization on the Agricultural Advisory Committee for a two year period:

Peace River Regional Cattlemen's Association  
BC Grain Producers Association  
Peace Region Forage Seed Association  
Peace River Organic Producers Association  
Farmers' Institute  
Peace River Forage Association of BC  
Peace River District Women's Institute  
BC Bison Association; and

b) publicly advertise for three (3) "Members at Large", who have an interest in agriculture, to represent the North, South and West Peace regions, for a two year period.

## BACKGROUND/RATIONALE:

The current AAC memberships expire April 30, 2018.

## OPTIONS:

1. That alternative direction be provided to staff.

April 16, 2018

Staff Initials:

Dept. Head:

CAO:

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**STRATEGIC PLAN RELEVANCE:**

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☒ Support the agricultural industry within the regional district.
- ☐ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

Included in the 2018 Annual Financial Plan.

**COMMUNICATIONS CONSIDERATION(S):**

If approved, call for nominations will be posted to the PRRD website.

**OTHER CONSIDERATION(S):**

None

Attachment: 2016 Agriculture Advisory Committee Terms of Reference

**April 16, 2018**



## AGRICULTURAL ADVISORY COMMITTEE TERMS OF REFERENCE

### 1. PURPOSE

- 1.1 The general mandate of the Agricultural Advisory Committee (the “AAC”) will include, but not be limited to the following:
  - To provide advice to the Regional Board on matters relating to, or influencing agriculture in the region.
- 1.2 The AAC will advise the Peace River Regional District Board on agricultural issues within the region, including:
  - Assisting with comprehensive reviews in development of:
    - official community plans, by recommending ag sector participants for the review process;
    - agricultural area plans.
  - Development proposals with potential impacts on agriculture, as referred by the Regional Board.
  - Water management issues, relating to agriculture.
  - Examining and identifying infrastructure improvements to support agriculture.

### 2. MEMBERSHIP

- 2.1 It will be an objective to select members from a diversity of agricultural interests in the region represented by broadly based, non-government, regional organizations.
- 2.2 The Regional Board Chair will request the following organizations to nominate a primary and alternate delegate for participation on the AAC, from which the Chair will make recommendations to the Regional Board for appointment to the AAC for a period of up to two (2) years:

- |   |   |
|---|---|
| 1. Peace River Regional Cattlemen's Association | 5. Farmers' Institute                     |
| 2. BC Grain Producers Association               | 6. Peace River Forage Association of BC   |
| 3. Peace Region Forage Seed Association         | 7. Peace River District Women's Institute |
| 4. Peace River Organic Producers Association    | 8. BC Bison Association                   |

\*This list is not exclusive and may be amended or added to at the discretion of the Regional Board Chair.

- 2.3 The Regional Board Chair will publicly advertise for three (3) members at large from the region, (West Peace, South Peace and North Peace), who have an interest in agriculture, and appoint such members for a period of up to two (2) years. Applicants may also recommend an alternate.
- 2.4 Members shall be eligible for re-appointment to a maximum of three (3) successive terms, including partial terms. Former AAC members can re-apply for appointment after a minimum of one (1) year absence period following three (3) successive terms. This policy is to apply from the adoption date forward and will not apply to the time of existing members prior to adoption of this policy.
- 2.5 All four Electoral Area Directors will sit as non-voting liaison members of the AAC.
- 2.6 The Regional Board Chair will always be ex-officio to the AAC.
- 2.7 Advisors (non-voting) from provincial and federal government agencies may be invited as necessary.

- 3.1 The AAC is advisory and all recommendations will be forwarded to the Regional Board for consideration.
- 3.2 The AAC Chair shall be elected from the membership at the first meeting of each year. In the absence of the Chair an Acting Chair shall be appointed for that meeting by the members present. The Chair shall be entitled to vote all meetings. In the event of an Electoral Area Director holding the position of Chair they shall be non-voting.
- 3.3 The AAC may meet quarterly, and/or at the call of the AAC Chair as necessary, unless there are no agenda items to be reviewed.
- 3.4 At all meetings five (5) members (not including Regional Board Directors), shall constitute a quorum, and are the minimum number required to hold a meeting.
- 3.5 In the event an appointed Member is unable to attend the AAC meeting his/her Alternate may attend. An Alternate may attend any AAC meeting but will not be reimbursed for travel expenses when the appointed Member is also in attendance. Alternates can only vote in the absence of the appointed Member.
- 3.6 Attendance Policy – if an appointed Member is absent from two (2) consecutive meetings, a letter from the Regional Board Chair will be forwarded to the individual and organization represented, informing them of the attendance policy and that their appointment will be rescinded if a third meeting in the calendar year is missed.
- 3.7 Meetings shall be open and will be held alternatively between the main office in Dawson Creek of the Peace River Regional District and in Fort St. John.
- 3.8 Executive and secretarial support for the AAC will be provided by the Peace River Regional District.
- 3.9 Operating procedures shall be established pursuant to procedures set out in “Peace River Regional District Procedure Bylaw No. 2200, 2015.”
- 3.10 AAC members having a proprietary interest in an application or who are personally affected by an application/applicant must step aside from the discussion and subsequent decision on the particular matter.
- 3.11 Agendas and minutes shall be provided to appointed members and their sponsoring organizations as applicable.

**4. ANNUAL REVIEW**

- 4.1 The Electoral Area Directors’ Committee (EADC) will review the Terms of Reference (ToR), procedures and effectiveness of the AAC on an annual basis, and report to the Regional Board with recommendations by December 31<sup>st</sup> of each year (starting in 2016).



# REPORT

To: Electoral Area Directors Committee

Date: April 10, 2018

From: Claire Negrin, Acting General Manager of Development Services

Subject: **ALR Application Reports**

## RECOMMENDATION(S):

That the Electoral Area Directors Committee recommend to the Regional Board that staff cease the review and analysis of ALR applications, and that the new ALR Application Procedure be approved for a trial period of one year from the date of adoption.

## BACKGROUND/RATIONALE:

At the March 27, 2017, Board Meeting, the Board resolved the following:

RD/17/03/17 (23)

Review of ALR Applications

That the Regional Board continue to review and provide comment on each Agricultural Land Reserve (ALR) application as required by the *Agricultural Land Commission Act* and recommended by the PRRD Agricultural Advisory Committee.

The recent KPMG audit identified the review of ALR applications as an opportunity for process improvement. Based on the recommendation from KPMG, staff is suggesting to discontinue the review and analysis of ALR applications.

*Form KPMG Business Process Audit – PRRD Implementation Plan:*

Process	Description of Risk	Potential Course of Action	PRRD Response
10. Development Applications	We understand that PRRD has discretion as to the nature of its review of Agricultural Land Reserve applications, which are currently subject to reviews for compliance with zoning, bylaws and OCP. This represents a discretionary level of review that could be reduced.	PRRD may wish to discontinue reviews of Agricultural Land Reserve applications.	Recommendation: Agree. Administration will investigate either discontinuing ALR referrals or simplified Board Report content (i.e., does application meet OCP and Zoning). ALR referral reports take up a significant amount of Planning and development Services staff time. Estimate that it will save 4 to 5 days per month of Development Services Planners time by not having to prepare detailed ALR Reports for the ALC's review.

Staff Initials: 

Dept. Head:  April 16, 2018 CAO:



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## DISCUSSION:

Review and analysis of Agricultural Land Reserve applications is an important and worthwhile activity. Review provided by the PRRD staff summarizes existing agriculture policies and regulations, and provides much needed analysis of each application on its own merits. Because the PRRD has OCP policies related to agriculture, it is our responsibility to ensure that agriculture-related applications meet those policies.

Review of an application considers the context of the property, such as soil classification, size, location, and existing and proposed use, and site features such as topography, hydrography, and existing structures. Application review considers the context of the surrounding area, such as other similar subdivision and non-farm uses, and also considers items of which the PRRD provides expertise, including analysis of our existing land use policies and regulations, as well as consideration for residents, both applicants and surrounding residents. This presents an opportunity to advocate on behalf of PRRD residents in consideration of the local context.

The *Agricultural Land Commission Act* requires that a local government (1) review an application, and (2) if approved, forward the application to the ALC along with any and all comments and recommendations. These comments and recommendations are provided in the form of the staff report, along with the Regional Board's Resolution.

Another consideration is in regards to the ALC's process for the review of each application. When an ALR application is forwarded to the ALC, ALC staff do not provide a similar analysis to the PRRD staff report. The ALC staff compile the relevant information into a package but do not provide an analysis or recommendation.

However, the internal audit completed by KPMG has identified the ALR reports as an opportunity to assist Development Services staff to reduce their workload, which would help to ensure that other projects and files are being completed in a timely manner. Staff workloads are a continuous struggle in Development Services, and as such, it would be remiss to disregard an opportunity to relieve pressure on staff.

Development Services staff are challenged to ensure that timelines are met and quality of work remains high, especially as file numbers increase and high rates of staff turnover occurs. In addition, increasingly complicated files required more time for review and analysis.

**Due to staff resources, this report is recommending that staff review and analysis of ALR applications cease for a trial period of one year.**

The one year trial period will allow the Regional Board to test the new system, and determine whether they are comfortable making decisions on applications without staff review and analysis. An updated application procedure has been attached describing the proposed new process. Under the proposed procedure, PRRD staff will provide a standardized ALR Report Package for every ALC application. The report will identify the OCP and zoning designations on the property, include maps, and include standardized options for the board to consider (i.e. support or refuse). The reports will not include an analysis or a recommendation.

**ALTERNATIVE OPTIONS:**

1. That ALR application review continue, and that staff look for ways to reduce unnecessary review and analysis in order to attempt to reduce workloads incrementally; and  
That upon initial review, if an ALR application will require an amendment to a PRRD Bylaw (OCP or Zoning), that applicants be required to submit both applications concurrently, so that staff may be better able to fully review the land use implications of the proposed amendment.

*Note: Due to current staff levels, this option would not result in improved efficiencies or timelines. Additional staff may eventually be required to meet these goals.*

2. That the EADC provide further direction to Administration on information they would like to see part of an ALR application.

**STRATEGIC PLAN RELEVANCE:**

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☒ Support the agricultural industry within the regional district.
- ☐ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

As per the Operational Review and Efficiency Audit completed in 2018, KPMG has estimated that the revised process could result in a time savings of 4 to 5 days per month that could be used on other projects.

**COMMUNICATIONS CONSIDERATION(S): N/A****OTHER CONSIDERATION(S): N/A**

## Attachments:

- Existing ALR Application Procedures
- Proposed ALR Application Procedures
- Report [March 15, 2017]: Follow-up Report: Discussion Paper Regarding the Review of ALR Applications
- Report [July 15, 2016]: Discussion Paper Regarding the Review of ALR Applications
- Report [February 27, 2017]: Recommendations from the Agricultural Advisory Committee



**AGRICULTURAL LAND COMMISSION APPLICATIONS****Inclusion***Agriculture Land Commission Act, Section 17***PROCEDURE**

<b>Owner</b>	<b>Action</b>
Dev. Serv. Coordinator	1. Receive application on ____/____; assign file number; and issue receipt no. _____. NO FEE CHARGED.
Dev. Serv. Coordinator	2. Send application to the planner on file.
Planner	3. Draft cover letter to the Agricultural Land Commission in regards to current OCP and Zoning regulations as they pertain to the subject property.
Manager Dev. Serv.	4. Review and concurrence of letter.
Planner	5. Complete "Local Government Report", attach a copy of the application, cover letter and submit to the Land Commission for processing. Forward copies to the Area Director and the applicant. (Sent: ____/____)
Planner	6. Send file and all documentation to Development Services Coordinator.
Dev. Serv. Coordinator	7. Close file. Inform applicant that future correspondence will be with the Agricultural Land Commission.

**AGRICULTURAL LAND COMMISSION APPLICATIONS****Exclusion from the ALR***Agriculture Land Commission Act, Sections 29 & 30***PROCEDURE**

Owner	Action
<b>Application</b>	
Applicant	1. Applicant must complete and file an application in accordance with Part 7 of the <i>Agricultural Land Reserve Use, Subdivision and Procedure Regulation</i> (BC Reg. 117/2002), and before filing the application, give notice in accordance with Section 16 of this regulation. (See also Section 30 of the <i>ALC Act</i> for further detail)
Dev. Serv. Coordinator	2. Receive application on ____/____; assign file number; receive application fee (\$900) and issue receipt no. ____.
Dev. Serv. Coordinator	3. Send application to the planner on file.
<b>Application Review &amp; Report Preparation</b>	
Planner	4. Determine date for consideration by Board.
Planner	5. Prepare maps- OCP, Zoning, ALR, Soil, and aerial photos
Planner	6. Conduct site inspection, as required. (Date: ____/____)
Planner	7. Prepare ALR Summary report for Board's review
Manager Dev. Serv.	8. Review and concurrence of ALR Report.
Planner	9. Refer completed ALR Report to the Local Area Director for comment. Directors have 14 days to return comments.
Dev. Serv. Coordinator	10. Send letter to applicant with a copy of the ALR Report and inform them of date for consideration by the Regional Board.
Planner	11. Submit REPORT and for agenda preparation. Items due Wednesday of the preceding week of the Board meeting. Include REPORT, copy of application and supporting documents (if appropriate).
Admin	12. Application considered by Regional Board.

Applicant:

File No: /

**R-3*****Regional Board Reviews ALR Application Proposal***

- |                        |  |
|------------------------|--|
| Admin                  | 13. Prepares certified Board resolution (refused applications are eligible for refund of ALC portion of fee [\$600])   |
| Planner                | 14. Send file and all documentation to Dev. Serv. Coordinator for next steps.  |
| Dev. Serv. Coordinator | 15. Send letter with a copy of the application, to the Ministry of Agriculture, requesting comments on proposal to be forwarded directly to ALC (Emailed: _____/_____)   |
| Dev. Serv. Coordinator | 16. Inform applicant of Board's resolution to the proposal with<br>a) A final letter and Board Resolution; <i>OR</i><br>b) A final letter, Board Resolution and a cheque for ALR portion of fee returned                         |
| Dev. Serv. Coordinator | 17. If application refused by Regional Board, close file.  |
| Dev. Serv. Coordinator | 18. If approved:<br><br><b><i>Online Application</i></b><br>a) Complete on-line Local Government Report, upload Resolution and Board Report, mail ALC portion of application fee to the ALC, insure ALC file # is on the cheque. |
| Dev. Serv. Coordinator | 18. Close file. Inform applicant that future correspondence will be with the Agricultural Land Commission. (File closed: _____/_____)  |

**AGRICULTURAL LAND COMMISSION APPLICATIONS****Subdivision and Non-Farm Use***Agriculture Land Commission Act, Sections 22 & 25***PROCEDURE**

<b>Owner</b>	<b>Action</b>
	<b><i>Application</i></b>
Dev. Serv. Coordinator	1. Receive application on ____/____; assign file number; receive application fee (\$900) and issue receipt no. ____.
Dev. Serv. Coordinator	2. Send application to the planner on file.
	<b><i>Application Review &amp; Report Preparation</i></b>
Planner	3. Determine date for consideration by Board.
Planner	4. Prepare maps- OCP, Zoning, ALR, Soil, and aerial photos
Planner	5. Conduct site inspection, as required. (Date: ____/____)
Planner	6. Prepare ALR Summary report for Board's review
Manager Dev. Serv.	7. Review and concurrence of ALR Report.
Planner	8. Refer completed ALR Report to the Local Area Director for comment. Directors have 14 days to return comments.
Dev. Serv. Coordinator	9. Send letter to applicant with a copy of the ALR Report and inform them of date for consideration by the Regional Board.
Planner	10. Submit REPORT and for agenda preparation. Items due Wednesday of the preceding week of the Board meeting. Include REPORT, copy of application and supporting documents (if appropriate).
Admin	11. Application considered by Regional Board.
	<b><i>Regional Board Reviews ALR Application Proposal</i></b>
Admin	12. Prepares certified Board resolution (refused applications are eligible for refund of ALC portion of fee [\$600])
Planner	13. Send file and all documentation to Dev. Serv. Coordinator for next steps.

Applicant:

File No: /

**R-3**

Dev. Serv. Coordinator

14. Send letter with a copy of the application, to the Ministry of Agriculture, requesting comments on proposal to be forwarded to the ALC directly.  
(Emailed: \_\_\_\_\_/\_\_\_\_\_)

Dev. Serv. Coordinator

15. Inform applicant of Board's resolution to the proposal with  
a) A final letter and Board Resolution; *OR*  
b) A final letter and Board Resolution with a cheque for ALR portion of fee returned

Dev. Serv. Coordinator

16. If application refused by Regional Board, close file.

Dev. Serv. Coordinator

17. If approved:

***Online Application***

a) Complete on-line Local Government Report, upload Resolution and Board Report, mail ALC portion of application fee to the ALC, ALC file # must be on the cheque.

Dev. Serv. Coordinator

18. Close file. Inform applicant that future correspondence will be with the Agricultural Land Commission. (File closed: \_\_\_\_\_/\_\_\_\_\_)

**AGRICULTURAL LAND COMMISSION APPLICATIONS****NFU to Place Fill or Remove Soil***Agriculture Land Commission Act, Sections 29 & 30***PROCEDURE**

<b>Owner</b>	<b>Action</b>
<b><i>Application</i></b>	
Commission/Applicant	1. ALC determines if application is required. See Notice of Intent- To Place Fill or Remove Soil for Specified Farm or Non-Farm Use Under the ALC Act for more information and Part 3 of the <i>Agricultural Land Reserve Use, Subdivision and Procedure Regulation</i> (BC Reg. 117/2002) for more information.
Dev. Serv. Coordinator	2. Receive application on ____/____; assign file number; receive application fee (\$900) and issue receipt no. ____.
Dev. Serv. Coordinator	3. Send application to the planner on file.
<b><i>Application Review &amp; Report Preparation</i></b>	
Planner	4. Determine date for consideration by Board.
Planner	5. Prepare maps- OCP, Zoning, ALR, Soil, and aerial photos
Planner	6. Conduct site inspection, as required. (Date: ____/____)
Planner	7. Prepare ALR Summary report for Board's review
Manager Dev. Serv.	8. Review and concurrence of ALR Report.
Planner	9. Refer completed ALR Report to the Local Area Director for comment. Directors have 14 days to return comments.
Dev. Serv. Coordinator	10. Send letter to applicant with a copy of the ALR Report and inform them of date for consideration by the Regional Board.
Planner	11. Submit REPORT and for agenda preparation. Items due Wednesday of the preceding week of the Board meeting. Include REPORT, copy of application and supporting documents (if appropriate).
Admin	12. Application considered by Regional Board.

Applicant:

File No: /

**R-3*****Regional Board Reviews ALR Application Proposal***

Admin	13. Prepares certified Board resolution (refused applications are eligible for refund of ALC portion of fee [\$600])
Planner	14. Send file and all documentation to Dev. Serv. Coordinator for next steps.
Dev. Serv. Coordinator	15. Send letter with a copy of the application, to the Ministry of Agriculture, requesting comments on proposal to be forwarded to ALC directly. (Emailed: _____/_____)
Dev. Serv. Coordinator	16. Inform applicant of Board's resolution to the proposal with a) A final letter and Board Resolution; <i>OR</i> b) A final letter and Board Resolution with a cheque for ALR portion of fee returned
Dev. Serv. Coordinator	17. If application refused by Regional Board, close file.
Dev. Serv. Coordinator	18. If approved: a) Complete on-line Local Government Report, upload Resolution and Board Report, mail ALC portion of application fee to the ALC, insure ALC file # is on the cheque.
Dev. Serv. Coordinator	18. Close file. Inform applicant that future correspondence will be with the Agricultural Land Commission. (File closed: _____/_____)



**AGRICULTURAL LAND COMMISSION APPLICATIONS***Agriculture Land Commission Act, Sections 17, 20, 29 & 30***PROCEDURE**

<b>Owner</b>	<b>Action</b>
Dev. Serv. Coordinator	1. Receive application on ____/____/____; assign file number; receive application fee (\$900) and issue receipt no. ____.
Dev. Serv. Coordinator	2. Send application to Land Use Planner.
Land Use Planner	3. Prepare maps – OCP, Zoning, ALR, Soil, and Aerial photo.
Land Use Planner	4. Prepare ALR Report Package for Board's review.
Land Use Planner	5. Refer completed ALR Report to the Local Area Director for comment. Directors have 14 days to return comments.
Dev. Serv. Coordinator	6. Send letter to applicant with a copy of the ALR Report and inform them of date for consideration by the Regional Board.
Land Use Planner	7. Submit ALR Report with application attached for agenda preparation.
Admin	8. Application considered by Regional Board.
Admin	9. Prepares certified Board resolution (refused applications are eligible for refund of ALC portion of fee [\$600])
Dev. Serv. Coordinator	10. Send letter with a copy of the application, to the Ministry of Agriculture, requesting comments on proposal to be forwarded directly to ALC (Emailed: ____/____/____)
Dev. Serv. Coordinator	11. Inform applicant of Board's resolution to the proposal with a) A final letter and Board Resolution; <i>OR</i> b) A final letter, Board Resolution, and refund of ALC portion of fee.
Dev. Serv. Coordinator	12. If application refused by Regional Board, close file.
Dev. Serv. Coordinator	13. If application approved by Regional Board, complete on-line Local Government Report, upload Resolution and ALR Report, mail ALC portion of application fee to the ALC, insure ALC file # is on the cheque.
Dev. Serv. Coordinator	14. Close file. Inform applicant that future correspondence will be with the Agricultural Land Commission. (File closed: ____/____/____)



# Peace River Regional District REPORT

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**R-3**

To: Chair and Directors

Date: March 15, 2017

From: Bruce Simard, General Manager of Development Services

Subject: **Follow-up Report: Discussion Paper Regarding the Review of ALR Applications**

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## **RECOMMENDATION(S): [All Directors - Corporate Unweighted]**

**THAT the Regional Board continue to review and provide comment on each ALR application as required by the ALC Act and recommended by the PRRD Agriculture Advisory Committee.**

## **BACKGROUND/RATIONALE:**

At the August 11, 2016 meeting the Board made the following resolution in regard to recommendations from the Electoral Area Directors Committee (EADC):

### AGRICULTURAL LAND RESERVE APPLICATIONS

RD/16/08/26

MOVED Alternate Director Shuman, SECONDED Alternate Director Klassen,

- 1) That the report dated July 15, 2016 by Bruce Simard, General Manager of Development Services, on the Discussion Paper Regarding the Review of ALR Applications be referred to the Agricultural Advisory Committee; and
- 2) That staff be directed to obtain information from those regional districts who did not review ALR applications for a time, regarding why they changed their policy and now review ALR applications.

The "Discussion Paper Regarding the Review of ALR Applications" is attached at the end of this report.

For Part 1 of the Board resolution, the PRRD Agriculture Advisory Committee (AAC) was able to review the discussion paper at their meeting on February 21, 2017, after all member organizations of the Committee had been sent a copy of the report and asked for their opinions. The Regional Board received the following recommendation from the AAC at the March 9, 2017 meeting:

### REVIEW OF AGRICULTURAL LAND COMMISSION APPLICATIONS

(Recommendation No. 2)

RD/17/03/17

MOVED Director Hiebert, SECONDED Director Stewart,

That Agricultural Land Commission applications continue to be reviewed with regard to Regional District Official Community Plan policy and zoning regulations.

For Part 2 of the Board resolution "... to obtain information from those regional districts who did not review ALR applications for a time, regarding why they changed their policy and now review ALR applications." the Agriculture Land Commission (ALC) was first contacted to determine which regional districts did not review ALR applications for a time but are now doing so.

Staff Initials:

Dept. Head:

**April 16, 2018**

*Bruce Simard*

CAO:

*Chibrik*

Page 1 of 5

The ALC confirmed that the Regional District of Okanagan-Similkameen (RDOS) and the Thompson Nicola Regional District (TNRD) did, for a time, decline to review ALR applications, but are now reviewing them. The ALC also confirmed that there are not currently any regional districts or municipalities that have declined to review ALR applications. A summary from the RDOS and TNRD is provided below:

Regional District of Okanagan-Similkameen (RDOS): (Info provided by current RDOS planning staff)

- 1) For how long did your Board decline to provide review and comment on ALR applications? (from when-to-when)

*It was about a 13 year period between 1996 and 2009. Although the Act requires the Board to “authorize” the applications to proceed to the Commission, staff relied upon a resolution passed by the Board back in 1996 (there was also a subsequent Board Policy about directing the applications to the various APCs [Advisory Planning Commissions].*

- a. What was the rationale for not reviewing and commenting on ALR applications?

*I can’t say for certain as it was before my time working with the RDOS, however, if I had to surmise, it might have been a certain discomfort by the Board in stopping an application from proceeding to a separate agency.*

- b. Were there key champions for this action? Staff or elected officials or public?

*I suspect it was from the Board Directors.*

- c. What observations do you have about the repercussions of this practice – positive or negative?

*Negative from a staff perspective. Relying on a Board resolution was not consistent with the requirements of the Act that the applications be formally “authorized”, it also meant that proposals that were inconsistent with our OCP and/or Zoning Bylaws or may not have been supported by the Board were proceeding to the ALC (NOTE: using the 1996 resolution meant that the Board never saw them until they came back for planning approval). Didn’t seem fair to put people through this exercise if their rezoning application was going to be turned by the Board anyways. There was also the issue of applicant’s complaining that the Board should not try to stop a proposal if the ALC had already approved it – even if our Board disagreed with the ALC’s decision*

2. When did your Board decide to get back into reviewing and commenting on ALR applications?

*2009*

- a) What was the rationale for getting back into actively responding to ALR applications?

*See attached report from the CAO.*

- b) Were there key champions for this action? Staff or elected officials or ALC or the public?

*Staff*

- c) What have the results been (positive or negative) for getting back into responding?

*Positive. ALC applications are subject to a far more robust discussion around the Board table and the opportunity for public input, via the APCs, still exists.*

3. Are there any background documents, reports or minutes you could share that would also add some light on these questions?

*See attached from CAO*

4. Any other information you think pertinent regarding your RD's experience with this practice.

*I think there is a procedural fairness element to having an ALC application reviewed by the Board as it does send a somewhat misleading message to allow an application to proceed to the ALC without review, especially where it might require an amendment to one of your bylaws, and then potentially have the Board deny a rezoning application needed to give effect to the ALCs decision.*

Thompson Nicola Regional District (TNRD): (Info provided by current TNRD planning staff)

While TNRD staff did not provide detailed written answers to the questions noted above, the following comments were provided in a telephone discussion:

1. TNRD did not review ALR applications from 1982 until 2013 pursuant to the following policy delegated to staff:  
"Board Policy 8.1: *THAT the Board of Directors authorize any affected landowner to make application to the Provincial Agricultural Land Commission pursuant to s. 25 (30) and 30(4) of the ALC Act.*"  
  
In practice, TNRD staff simply forwarded ALR applications to the ALC without planning review or Board consideration.
2. While current planning staff is not fully aware of the specific details and motivations for not responding to ALR applications over that period, it is possibly thought that the previous administrations and Boards may have philosophically disagreed with the ALC system.
3. In 2013 the Board conducted a comprehensive review of development procedures and policies regarding land and development matters. Through that process the Board considered recommendations from the Director of Development Services, which were subsequently accepted, resulting in the Board actively reviewing ALR applications starting in 2013. The full report to the TNRD Board is 30 pages long, therefore only an excerpt pertaining to the recommendations regarding ALR applications is attached with this report.

## SUMMARY:

- a) The PRRD AAC supports continued review of ALR applications by the Regional Board for reasons that include:
- Protect and enhance agriculture in the region
  - Protect agricultural lands to ensure food security, accessibility and sustainability for future generations
  - Provides a venue for landowners/occupiers to express concerns
  - Stewards of nearly one third of the province's land in the ALR
  - Level of service is important as the Regional District continues to foster a region that balances the needs of a thriving agricultural industry, employment opportunities that result from a strong oil and gas sector, and urban expansion to accommodate this growth in a region that remains one of the gems of this province.
- b) For those regional districts that did not review applications for a time, they are now considering those applications because legislation (ALC Act) requires a specific resolution of the Board for each application, and it provides authority and early opportunity for the Board to review whether proposals are in accord with planning policies and community interests.
- c) While this research has been ongoing the EADC has also been exploring options with staff for potential changes to the PRRD ALR application reporting requirements in order to streamline the time and resources that it takes to bring an ALR application report to the Board. Further consideration and EADC recommendations on streamlining is currently on hold by EADC pending a final Board decision regarding whether to continue reviewing ALR applications.
- d) The ALC Act does not enable a local government to delegate the decision for "...authorizing an application to proceed...". Section 34(4) of the ALC Act specifically requires that a local government must review an application and forward comments and recommendations:
- (4) A local government or a first nation government that receives an application under subsection (3) must
- (a) review the application, and
  - (b) subject to subsection (5), forward to the commission the application together with the comments and recommendations of the local government or the first nation government in respect of the application.

**OPTIONS:**

1. THAT Agricultural Land Reserve applications be forwarded to the Agricultural Land Commission without comment as a pilot project for a one-year term.  
*{As previously recommended to the Board by EADC on August 11, 2016, which was defeated by the Board}*
2. THAT the Regional Board continue to review and provide comment on each ALR application as required by the ALC Act, and recommended by the PRRD Agriculture Advisory Committee.

**STRATEGIC PLAN RELEVANCE:**

**FINANCIAL CONSIDERATION(S):**

**COMMUNICATIONS CONSIDERATION(S):**

**OTHER CONSIDERATION(S):**

Attachments:

- a. Discussion Paper Regarding the Review of ALR Applications
- b. RDOS June 4, 2009 report from CAO regarding “Review of Agriculture Land Commission Referrals”
- c. TNRD March 13, 2013 excerpt from Director of Development Services report regarding “Proposed Development Procedures Bylaw No. 2385 & supporting Board Policy”

**April 16, 2018**



# Peace River Regional District REPORT

To: Electoral Area Directors Committee

Date: July 15, 2016

From: Bruce Simard, General Manager of Development Services

Subject: Discussion Paper Regarding the Review of ALR Applications

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## RECOMMENDATIONS:

1. THAT EADC recommend that the Regional Board forward this "Discussion Paper Regarding the Review of ALR Applications" to the PRRD Agriculture Advisory Committee for further comment and advice concerning the pros & cons of NOT reviewing ALR applications, before EADC makes a final recommendation.
2. THAT EADC recommend that the Regional Board direct staff to obtain information from those regional districts who did not review ALR applications for a time, regarding why they changed their policy and now review ALR applications, before EADC makes a final recommendation.

## BACKGROUND/RATIONALE:

A discussion paper has been requested regarding the possible PROS and CONS of **NOT** reviewing ALR applications.

The requirement for local government consideration of an ALC application comes from sections 25, 30 & 34 of the Agriculture Land Commission Act (see highlighted excerpts in Appendix A)

s. 34(4) of the ALC Act requires that a local government **MUST** review applications and forward comments and recommendations. However, there is no mandate requirements regarding the nature or criteria of the review.

The PRRD has traditionally provided a robust review of ALC applications with regard to PRRD OCP policy and zoning regulations. At times, with recommendation from the Area Director, the Board has even held public information meetings for more contentious proposals to ensure a fair opportunity for public concerns can be heard before a decision is made. This has afforded the Board a chance to critically consider whether a proposal is in accord with the local policies and community preferences, which has been a highly valued consideration of Area Directors and the Board.

This opportunity for initial review is afforded by the ALC Act to enable local governments to participate in ALR applications at a very early stage and provides the authority to refuse proposals which are adverse to community objectives, AND to support desirable proposals.

Staff Initials:

Dept. Head: **April 16, 2018**  
*Bruce Simard*

CAO:

*Ch. Birk*

Page 1 of 4

The recently updated delegation agreement between the OGC and the ALC has removed quite a number of oil and gas applications from the jurisdiction of the PRRD. On a few occasions the Board had used this authority to refuse oil & gas applications that seemed wasteful in the use of land. Now, the PRRD only has opportunity to comment and no authority to refuse applications that are not in accord with PRRD policies and community objectives. Some recent examples include work camps and large dug-outs for industrial water. For the PRRD, this has been an erosion of authority and participation. Declining to participate in the applications that would normally come to the PRRD which are outside of the delegation agreement, would further erode the PRRD's influence.

Information from the ALC staff has indicated that while two regional districts (Okanagan-Similkameen & Thompson Okanagan) refused to review ALR applications for a period of time, there are no longer any regional districts which do not participate in the review of ALR applications. Currently, all regional districts participate in the review of ALR applications. Furthermore, Fraser Fort George RD and East Kootenay RD have delegated authority to make decisions for ALR non-farm use and subdivision.

With that short background for context a listing of potential pros and cons is provided for discussion:

#### **PROS**

- Regional Board is relieved from difficult and sometimes uncomfortable decisions. (ie. Having to say NO due to PRRD policy, when the desire is to say YES. Therefore defaulting to ALC to make decision.)
- The number of applications the Board considers would be reduced.
- With fewer applications to process, additional staff capacity would be realized, which could be used to help keep service levels high (without hiring new staff) and ensure that other applications and projects are being completed in a timely manner.

#### **CONS**

- Authority to stop applications early in the development process which are adverse to local policies and objectives is lost.
- Local representation for residents and applicants, by Area Directors and the Board is lost.
- Ability to support applications that are in accord with local policies and objectives is lost.
- Public expectations that the Regional District and Area Directors represent resident interests is eroded.



- Service levels to the public could go down. Staff typically assist applicants a great deal through the ALC application process. There would seem little reason to do so if the Board no longer reviewed applications. Staff would request further direction regarding the level of service to be provided which could span from simply referring everyone to the ALC, to providing advice and personalized assistance on ALR applications (as is currently done).
- Working with the ALC to protect and enhance agriculture in the region could become less meaningful if the PRRD no longer participated in the review of applications. Rather than a partnership sharing in the management and protection of agriculture land (to the extent permitted by legislation), the relationship with the ALC could risk degrading to a finger pointing exercise about who is the bad guy. The PRRD could simply point to the ALC as the bad guy for saying no, and the ALC could do likewise (like has happened in the past) and point to PRRD policy as grounds for denial (in the absence of PRRD recommendations).
- If the public were opposed to an application, it would be difficult for the Board to deny that application if it gets approved by the ALC first. This erodes the Board's role and authority to represent local values.
- For difficult ALR applications, the Board has previously sought advice from the Agricultural Advisory Committee (AAC) and the AAC has often desired a greater role in assisting the Board with decisions affecting agriculture. Early opportunity to obtain AAC advice would be lost for difficult proposals without review of ALR applications.

## **OTHER CONSIDERATIONS**

EADC may also want to consider referring this topic to the AAC for consideration and advice before making a final recommendation to the Board. The next AAC meeting is scheduled for August 15, 2016.

It could also be useful to obtain information from those regional districts who did not review ALR applications for a time, but now do. Why did they change their policy?

## APPENDIX A

Excerpts from Agriculture Land Commission Act

### Non-farm use and subdivision application by owner

**25** (3) An application referred to in subsection (1), except such an application from a first nation government, may not proceed unless authorized by a resolution of the local government if, on the date the application is made, the application

(a) applies to land that is zoned by bylaw to permit agricultural or farm use, or

(b) requires, in order to proceed, an amendment to an official settlement plan, an official community plan, an official development plan or a zoning bylaw.

### Exclusion application by owner

**30** (4) An application under this section, except an application from a first nation government, may not proceed unless authorized by a resolution of the local government if, on the date the application is made, the application

(a) applies to land that is zoned by bylaw to permit agricultural or farm use, or

(b) requires, in order to proceed, an amendment to an official settlement plan, an official community plan, an official development plan or a zoning bylaw.

### Application procedure

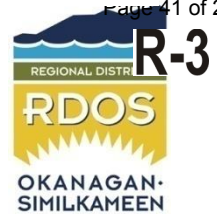
**34** (4) A local government or a first nation government that receives an application under subsection (3) must

(a) review the application, and

(b) subject to subsection (5), forward to the commission the application together with the comments and recommendations of the local government or the first nation government in respect of the application.

## ADMINISTRATIVE REPORT

Page 41 of 261



**TO:** Planning & Development Committee  
**FROM:** Bill Newell, Chief Administrative Officer  
**DATE:** June 4, 2009  
**RE:** Review of Agricultural Land Commission Referrals

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### Administrative Recommendation:

**THAT the RDOS Board repeal Policy No. P6500-00.01 (ALR Application Procedure).**

### Analysis:

Section 25(3) of the *Agricultural Land Commission Act*, states that an application for either a “non-farm use” or a subdivision within the Agricultural Land Reserve (ALR) “may not proceed unless authorized by a resolution of the local government” where the application:

- a) *applies to land that is zoned by bylaw to permit agricultural or farm use, or*
- b) *requires, in order to proceed, an amendment to an ... official community plan ... or a zoning bylaw.*

In effect, this provision of the Act provides the Regional District Board with a veto over those applications that fall within the ambit of Section 25(3), and to return the application to the proponent without the need to forward it to the Agricultural Land Commission (ALC).

Of concern, however, is that the Regional District has not been properly exercising its authority under this section of the Act and has been forwarding to the ALC all applications that involve either land zoned to permit agriculture, or that require an amendment to a land use bylaw without a formal resolution of the Board.

This ability to “authorise” ALC applications is seen to be an important tool that the Regional District Board can avail itself of given the number of recent examples where ALC applications that did not meet the requirements of the relevant land use bylaws and that were not supported by either staff or the local Advisory Planning Commission (APC) have, ultimately, been approved by the ALC. When, in turn, it comes time for the proponent to seek an amendment of the relevant land use bylaw, this leaves the Regional District in the undesirable position of potentially denying a proposal that has already received the formal approval of a separate provincial agency.

A review of Regional District policies and bylaws indicates that there is no formal resolution of the Board delegating to the various APCs the ability to stand in the place of the Board on ALC applications. For instance, Policy No. P6500-00.01 (ALR Application Procedure), which was adopted in January 1996, only requires that:

*All ALR applications are to be referred by the Director of Planning to the appropriate Electoral Area Director who will subsequently comment and return the application. The Director of Planning will then forward the application with comments directly to the Agricultural Land Commission.*

As current practices do not correspond with those policies already in place, Administration’s recommendation is that Policy No. P6500-00.01 be repealed and that RDOS practices be brought in-line with the requirements of the Act. Going forward, it is proposed that any formal procedures related to the processing of ALC applications be addressed through the review of the Regional District’s Development Procedures Bylaw that is currently underway.

In the interim, the Advisory Planning Commission Bylaw No. 2339, 2006, allows the Regional District to forward all matters respecting land use (where deemed appropriate) to the APC in order that it may

**R-3**

provide recommendations. Accordingly, the APC will continue to receive all ALC applications, and will be afforded the opportunity to make a recommendation directly to the RDOS Board on Section 25(3) proposals.

It is envisioned that this APC recommendation will help inform the Board when it is considering whether to “authorise” a proposal that requires a bylaw amendment or involves land zoned to permit agriculture, whereas those proposals that do not fall within the ambit of Section 25(3) will continue to be forwarded to the ALC in accordance with past practices.

**Respectfully submitted:**

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Christopher Garrish MPIA, MCIP  
Planner

March 13, 2013

Page 4 of **R-3**Subject: Proposed Development Procedures Bylaw No. 2385 & Board Policy

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**Delegation of ALC applications & processing**

According to our counsel and under the ALC Act, non-farm use as well as subdivision applications of ALR land cannot proceed to the ALC unless the "local government" authorizes them by resolution. Under the ALC regulation, the owner's application is actually made to the local government. That means the Board authorizes each application: we should not delegate this function. Since 1982 we have forwarded these applications directly to the Commission providing a copy of the policy below and background information such as applicable zoning, OCP, RGS policy, etc., all pursuant to **Board Policy 8.1**:

*THAT the Board of Directors authorize any affected landowner to make application to the Provincial Agricultural Land Commission pursuant to s. 25 (30) and 30(4) of the ALC Act.*

Sending these applications along to the ALC is arguably an "authorization" and is likely to be interpreted as such by the ALC. Our advice is that this should not be occurring without the Board actually considering the application and passing a resolution if the Board wants it to proceed. This is the case *whether or not* a zoning bylaw amendment is required (applications with a rezoning or an exclusion do go to the Board for decision). The ALC's instructions to applicants advises the following:

*The Local Government receives your application and:*

- a) ensures your application is complete and all documents are included*
- b) completes a local government report*
- c) may refer your application to various committees*
- d) may hold a public information meeting*
- e) must refer your application to its Board or Council for recommendations and comments*
- f) if the land is zoned for agriculture or farm use, or if your proposal requires a bylaw amendment, the Board or Council decides whether to allow your application to proceed to the Commission. If authorization is not granted, your application proceeds no further and the local government returns a portion of the application fee to you.*

If authorization is granted, the application process continues - if not, the file is closed. The ALC advises that they are aware of our practice and would prefer a detailed report, staff recommendation, and Board resolution for *each* case of subdivision, non-farm use, and soil removal.

In short, I recommend that we follow the process and take each application to the Board, recognizing that this will not reduce workload and may frustrate some applicants. If the Board concurs, then a general ALR guiding policy would be helpful to staff in writing our reports and recommendations.

**April 16, 2018**



# Peace River Regional District REPORT

To: Chair and Directors

Date: February 27, 2017

From: Bruce Simard, General Manager of Development Services

Subject: **Recommendations from the Agriculture Advisory Committee**

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## **RECOMMENDATION No. 1 – Composting of bagged invasive plants**

That the following be referred to the Strategic Plan and Profile of Invasive Plant Monitoring Committee meeting scheduled for April 5, 2017, for further discussion and recommendation:

“That the invasive plant education program be expanded to include methods for composting bagged invasive plants.”

***[All Directors – Corporate Unweighted]***

## **RECOMMENDATION No. 2 – Review of ALC applications**

That the Regional District continue reviewing Agriculture Land Commission applications with regard to Regional District Official Community Plan policy and zoning regulations.

***[All Directors – Corporate Unweighted]***

Comments (attached) received from commodity groups included:

- Protect and enhance agriculture in the region
- Protect agricultural lands to ensure food security, accessibility and sustainability for future generations
- Provides a venue for landowners/occupiers to express concerns
- Stewards of nearly one third of the province's land in the ALR
- Level of service is important as the Regional District continues to foster a region that balances the needs of a thriving agricultural industry, employment opportunities that result from a strong oil and gas sector, and urban expansion to accommodate this growth in a region that remains one of the gems of this province.

## **RECOMMENDATION No. 3 – Large Dugouts**

That the following guidelines be taken into account during review of Agriculture Non-Farm Use applications with respect to water storage borrow pit applications:

- Invasive plant management plan
- Use of clean seed mixes for remediation
- No interruption of the natural water flow to users down the line, long term picture needs to be taken into account for interruption of water flow to adjacent properties; it may be vacant now, but what about the future

Staff Initials:

Dept. Head: *Bruce Simard*

CAO:

*Ch. Birk*

**April 16, 2018**

- Industry obtaining lease agreements for water storage, especially if the lease agreement is worded like an agreement for drilling. These agreements are for 25 years and can be ongoing even if ownership changes. Realizing that it is the right of the landowner to enter into negotiations, however the Regional District can refuse the subdivision. There are lease agreements that are well over 50 years and the only item to be re-negotiated is the amount the company pays to occupy.
- Access to these types of sites needs to be considered, will road development hinder adjacent landowners. This is a very real concern if you have no control on what happens next door.
- Concern when all the surveys of the property are carried out during the winter months. Last year was an exceptional year with low snow coverage, most years you would not even see the stubble.
- Keep the nuisance of a neighbouring oil field water station to a minimum
- Discontinue the use of the term “borrow pit” when the intent is clearly for water storage and subsequent sale.

***[All Directors – Corporate Unweighted]***

**STRATEGIC PLAN RELEVANCE:** Development Services – Operations

**FINANCIAL CONSIDERATION(S):** None

**COMMUNICATIONS CONSIDERATION(S):** None

**OTHER CONSIDERATION(S):** These recommendations were passed at the February 21, 2017 Agriculture Advisory Committee and are presented to the Regional Board for its consideration. The minutes are on the Consent Calendar for information.

Peace River Regional Cattlemen's Association

C/o Bag 6017

Fort St John, BC V1J 4H6

February 2, 2017

PEACE RIVER REGIONAL DISTRICT

Agriculture Advisory Committee

Box 810, 1981 Alaska Highway Avenue,

Dawson Creek, BC V1G 4H8

ATTN: Bruce Simard



Dear Mr. Simard;

RE: requested COMMENT on proposal ceasing the oversight of ALR applications

By discussion and motion at our Annual Meeting of the Peace River Regional Cattlemen's Assn. our directors unanimously agreed that ceasing local oversight of the ALR processes constitutes a lack of follow through on local government opportunity to protect and enhance the agriculture industry in the Peace River.

We feel there is no circumstance that would be acceptable where local government need not ensure the application is compatible with local bylaws; and we expect the PRRD to consult with the AAC to obtain comments to include with any report to the ALC to document any stresses to agriculture that may arise if applications are approved.

Therefore, we are not in favor of ceasing this oversight.

Yours truly

Dave Harris, President

Peace River Regional Cattlemen's Assn.

cc Chris Cvik, CEO PRRD

April 16, 2018





# Peace Region Forage Seed Association

904-102 Ave, Dawson Creek, BC V1G 2B7

Toll Free: (877) 630-2198

Website: [www.peaceforageseed.ca](http://www.peaceforageseed.ca)

Email: [coordinator@peaceforageseed.ca](mailto:coordinator@peaceforageseed.ca)

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February 2, 2017

Mr. Bruce Simard  
General Manager of Developmental Services  
Peace River Regional District  
Box 810  
1981 Alaska Ave  
Dawson Creek, BC V1G 4H8

RE: Discussion Paper Regarding Review of ALR Applications by the PRRD Regional Board

The Peace Region Forage Seed Association (PRFSA) feels that the PRRD should continue reviewing applications to the ALC from our region. We believe this to be very important to be done locally so applications that are detrimental to farmland can be declined and those with merit can be forwarded on. We do recognize the PRRD's frustration with the new OGC and ALC delegation agreement. The PRFSA is willing to support a letter to ALC explaining how there has been an erosion of authority for the PRRD in regards to the new delegation agreement and that this delegation agreement should be revised.

Sincerely,

Reuben Loewen, President  
Peace Region Forage Seed Association

**April 16, 2018**

**R-3**

## Peace River District Women's Institute

c/o RR#2 Dawson Creek, BC V1G 4E8



January 31, 2017

Mr. Bruce Simard,  
General Manager of Developmental Services,  
Box 810, Alaska Avenue,  
Dawson Creek, BC V1G 4H8

Dear Mr. Simard,

Thank you for your letter regarding the discussion paper regarding the review of ALR applications by the Peace River Regional District.

Peace River District Women's Institute strongly recommends that the Peace River Regional District continue to review and respond to ALR applications for this area for the following reasons:

- The Peace River area is a unique area from the rest of the province
- The area has the majority of agriculture acres in the Province
- Agriculture is impacted by major industry in the Peace
- A venue is needed for landowners/occupiers to express concerns
- Agriculture Advisory Committee could be an asset to inform landowners/occupier through many of the producer groups.
- It allows the ability to halt applications early in the process if adverse to agriculture in the area
- Agriculture needs to be protected and enhanced
- The ALC Act requires local government involvement therefore continue to do so.

Peace River District Women's Institute represents members from all the Electoral Areas of the Peace River Regional District. Our motto is women, interested, informed and involved in building a better tomorrow for families. It is of utmost importance that we protect our agriculture lands to ensure food security, accessibility and sustainability for our future generations in the Peace River area.

Sincerely For Home and Country,

Ruth Veiner, President

Cc: Mr. Leonard Hiebert, Chair Agriculture Advisory Committee, Director Area D

Karen Goodings – Director Area B

Bradley Sperling – Director Area C

Dan Rose – Director Area E

April 16, 2018

Peace River Forage Association of BC  
Box 265  
Dawson Creek, BC  
V1G 4G7

**Peace River Forage Association  
of British Columbia**



January 30, 2017

Peace River Regional District  
Box 810  
1981 Alaska Ave.  
Dawson Creek, BC  
V1G 4H8  
Attn. Bruce Simard

To Whom It May Concern,

Re: Discussion Paper Regarding Review of ALR Applications by the PRRD Regional Board

The Peace River Regional District (PRRD) and the landowners of the Peace Region are the stewards of nearly a third of the province's land in the Agricultural Land Reserve (ALR). While the Agricultural Land Commission (ALC) is charged with protecting the agricultural values of lands in the ALR, the directors of the PRRD, and particularly the rural directors, are most qualified to evaluate ALR applications from the PRRD. The PRRD directors make significant efforts to keep their fingers on the pulse of residents in the region and are best positioned to evaluate the costs and benefits when they evaluate ALR applications.

As indicated in the Discussion Paper, evaluating ALR applications at the regional level is time-consuming if done thoroughly. However, providing this level of review is important as the PRRD continues to foster a region that balances the needs of a thriving agricultural industry, the employment opportunities that result from a strong oil and gas sector, and the urban expansion to accommodate this growth in a region that remains one of the gems of this province.

Recognizing these benefits, the Peace River Forage Association of BC Board of Directors would like to make a strong recommendation that the PRRD continue to evaluate and review ALR applications in the best interests of residents of the PRRD.

Sincerely,

Darryl W. Kroeker  
President  
Peace River Forage Association of BC

**April 16, 2018**



# REPORT

To: Electoral Area Directors Committee

Date: April 5, 2018

From: Deborah Jones-Middleton, Protective Services Manager

Subject: **Proposed Expansion of the Charlie Lake Rural Fire Protection Area**

## RECOMMENDATION(S):

That the Electoral Area Directors Committee recommends to the Regional Board that staff be directed to:

1. Work with the Electoral Area B and Electoral Area C Directors to prepare for and organize a public meeting to discuss the potential expansion of the Charlie Lake Fire Protection Area;
2. Enter into discussions with the City of Fort St. John and the District of Taylor regarding the impact on mutual aid of expanding the Charlie Lake Fire Protection Area; and
3. Report back to the Electoral Area Directors Committee regarding the outcome of the public meetings, discussions with Fort St. John and Taylor, and options to move forward to a public approval process for expanding the Charlie Lake Fire Protection Area

## BACKGROUND/RATIONALE:

At the February 16, 2017 Rural Budgets Administration Committee the following motion was carried:

“That the Rural Budgets Administration Committee commit from the Fair Share Feasibility funds, \$20,000, with \$10,000 from Electoral Area ‘B’ and \$10,000 from Electoral Area ‘C’ to conduct a feasibility study to examine expanding the Charlie Lake Rural Fire Protection Area.”

Dave Mitchell and Associates was hired to perform the feasibility study and they have provided recommendations that were presented to the Electoral Area Directors Committee on March 15, 2018. At that meeting the following resolution was carried:

“That the Electoral Area Directors’ Committee recommend to the Regional Board that staff report back to the Electoral Area Directors’ Committee regarding the areas that could be included in the Charlie Lake Fire Protection Area using the existing infrastructure, equipment and personnel. “

Staff met with Director Sperling and Director Goodings to consider the areas that could be included in the Charlie Lake Fire Protection Area using the existing infrastructure, equipment and personnel. The following areas were identified:

- |         |                  |         |                  |
|---------|------------------|---------|------------------|
| ➤ ID: 1 | Sawyer Road      | ➤ ID: 6 | Red Creek Sub    |
| ➤ ID: 2 | Wolsey Sub       | ➤ ID: 7 | Highway 29 North |
| ➤ ID: 3 | 250 Road         | ➤ ID: 8 | Old Hope Road    |
| ➤ ID: 4 | Welch Sub        | ➤ ID: 9 | Old Fort         |
| ➤ ID: 5 | Coffee Creek Sub |         |                  |

**April 16, 2018**

Staff Initials:

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CAO:

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**Work Plan**

- Prepare information regarding the cost to taxpayers for fire protection services to residents based on the 2018 rate for Charlie Lake Fire Protection Area (service area) is \$0.618/\$1000 of converted land and improvement assessment. The highest rate over the last five years for the service area was \$0.875/\$1,000 of converted land and improvement assessment in 2013. The maximum taxation rate for service area is \$1.57/\$1,000 of converted land and improvement assessment.

The assessed value that could be added to the service area for each area is as follows:

Taxation is on Land & Improvements (Converted Hospital Assessment)									
Converted Assessments									
Area		Class 1	Class 2	Class 6	Class 9	Class 8	TOTAL	New Rate	Reduction
1	Sawyer Road	2,173,170	-	-	1,514	-	2,174,684	0.607930	0.010982
2	Wolsey Sub	982,570	-	-	2,422	-	984,992	0.613889	0.005023
3	250 Road	588,708	-	-	7,379	-	596,086	0.615862	0.003050
4	Welch Sub	426,828	-	-	5,018	-	431,845	0.616700	0.002212
5	Coffee Creek Sub	1,424,248	-	59,780	7,140	-	1,491,167	0.611339	0.007573
6	Red Creek Sub	2,001,740	56,910	-	633	-	2,059,283	0.608503	0.010409
7	Highway 29 North	818,410	-	-	7,941	-	826,351	0.614692	0.004220
8	Old Hope Road	64,500	-	-	-	-	64,500	0.618581	0.000331
9	Old Fort	2,927,830	-	-	-	-	2,927,830	0.604217	0.014695
Total		<b>11,408,003</b>	<b>56,910</b>	<b>59,780</b>	<b>32,046</b>	<b>-</b>	<b>11,556,738</b>	<b>0.564700</b>	<b>0.054212</b>

If all of the above areas were added in 2018 this would have reduced the current rate of \$0.618/\$1,000 of converted land and improvement assessment to \$0.5647 or provide \$18,432 more in funding to the Service Area.

- Organize a public meeting date and time at the Charlie Lake Community Hall.
- Enter into discussions with the City of Fort St. John and the District of Taylor regarding the impact of expanding the Charlie Lake Fire Protection Area.

**OPTIONS:**

That the Electoral Area Directors Committee provide other direction to staff.

**STRATEGIC PLAN RELEVANCE:**

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☒ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☐ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

The cost of accomplishing the recommendation would be up to \$5,000 plus staff time to research the information and report back to the Electoral Area Directors Committee. The cost of the public engagement will come from the Charlie Lake Fire advertising and promotion budget.

**COMMUNICATIONS CONSIDERATION(S):**

A public engagement plan will be developed and will include:

- One to two mailouts to residents in the proposed expansion area describing the opportunity, potential costs and key considerations
- Public meeting

**OTHER CONSIDERATION(S):**

None

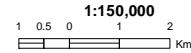
Attachments: Map identifying the proposed areas





# Charlie Lake Rural Fire Protection Potential Area -Recommendations

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Prepared and produced by the Peace River Regional Fire District (PRRD), Sheraton Creek, B.C.  
Any inquiries may be directed to the PRRD.

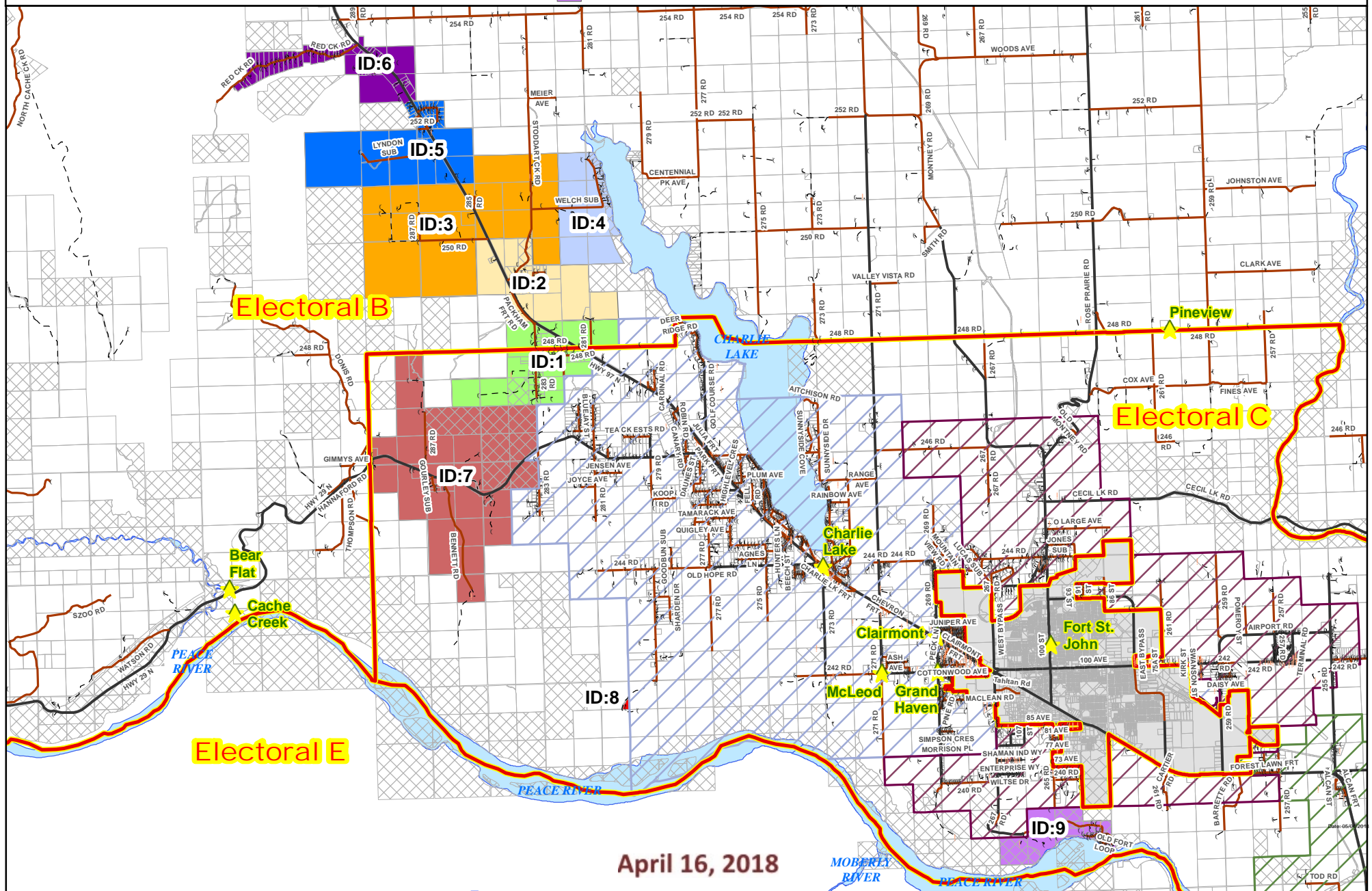
Jurisdiction of the maintenance and naming of roads by Transportation and Infrastructure (MITI).

Basemap data except roads and buildings are from Terrestrial Resource Information Management (TRIM) of the BC Ministry of Environment, Lands and Parks (MELP).

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Map Created on August 9, 2017

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April 16, 2018



# REPORT

To: Electoral Area Directors Committee

Date: April 10, 2018

From: Claire Negrin, Acting General Manager of Development Services

Subject: **Development Services File Closure Policy**

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## RECOMMENDATION(S):

1. That the Electoral Area Directors Committee approve the Development Services File Closure Policy for land use applications.
2. That Staff be directed to prepare an amendment to Development Application Procedures and Fees Bylaw No. 2165, 2016 to incorporate the Development Services File Closure Policy.

## BACKGROUND/RATIONALE:


Development Services receives approximately 100 land use applications every year, in the form of bylaw amendments and permits. These files rely on information and action from applicants in order to be properly processed. In addition, as the file progresses, supplemental information may be required. Although not common, it can sometimes be difficult to get cooperation from applicants, and to move files forward. Some land use applications can be stalled for years with no return communication, despite numerous attempts from staff to contact applicants.

Albeit rare, these cases are a draw on staff time and resources. As such, this Development Services File Closure Policy is proposed to help reduce the time staff waste chasing information. The implementation of a File Closure Policy is good practice as:

- Policies and regulations may have changed;
- New issues may be identified;
- New agency referrals or public input may be required;
- Information and plans may become out-of-date.

The Development Services File Closure Policy proposes the following:

1. Based on recommendation from the Land Use Planner, the General Manager of Development Services will determine whether a file should be closed.
2. If it is believed that the applicant is making every reasonable effort to meet the necessary requirements to move an application forward, that file will not be closed.
3. Land use applications will be closed and returned to the applicant with refund, if applicable, subject to the following:
  - a. Permits
    - i. Incomplete applications: Not accepted.
    - ii. Applications waiting for payment: Closed after 3 months.

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Dept. Head: 

CAO: 

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- iii. Applications stalled by applicant: Closed after 1 year.
- b. Bylaw Amendments
  - i. Incomplete applications: Not accepted.
  - ii. Applications waiting for payment: Closed after 3 months.
  - iii. Applications stalled or placed on hold by applicant:
    - 1. No Readings: Closed after 1 year.
    - 2. After 1 or 2 readings: Closed after 1 year.
    - 3. After 3 Readings: Closed after 2 years.
- 4. This policy shall apply retroactively.

Should this Policy be approved, applicants will be sent notice of the impending file closure, providing applicants with an opportunity to keep their application active.

**ALTERNATIVE OPTIONS:**

None.

**STRATEGIC PLAN RELEVANCE:**

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

Should the Development Services File Closure Policy be approved, Development Services may close up to 13 files, which would result in refunds estimated at \$5,040.

**COMMUNICATIONS CONSIDERATION(S):****OTHER CONSIDERATION(S):**

Attachments: Development Services File Closure Policy

Peace River Regional District Statement of POLICY and PROCEDURE			R-5
Department:	Development Services	Policy No.	
Section:	Planning	Issued:	
Subject:	<b>File Closure</b>	Effective:	
Board Resolution # and Date:		Page:	1 of 2
		Replaces:	
Issued by:	General Manager of Development Services	Dated:	April 10, 2018
Approved by:			

## 1. POLICY

- 1.1. Files that have become stagnant for an extended period of time will be closed, That the attached *Peace River Regional District Statement of Policy and Procedure* template be utilized as the standardized format for all PRRD policies and procedures.
- 1.2. If it is believed that the applicant is making every reasonable effort to meet the necessary requirements to move an application forward, that file will not be closed
- 1.3. This policy shall apply retroactively.

## 2. PURPOSE

- 2.1. The purpose of this File Closure Policy is to provide guidelines for the closure of stagnant land use application files.

## 3. SCOPE

- 3.1. This policy shall apply to the following land use application types:
  - Zoning Bylaw Amendment
  - Official Community Plan Bylaw Amendment
  - Official Community Plan / Zoning Bylaw Amendment combined
  - Development Permit
  - Development Variance Permit
  - Temporary Use Permit

**April 16, 2018**

Subject: File Closure	Policy #:	Page:	2 of 2	<b>R-5</b>
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#### **4. RESPONSIBILITY**

- 4.1. The General Manager of Development Services is responsible for determining whether a file should be closed, considering recommendation from Land Use Planner responsible for the file.

#### **5. DEFINITIONS**

- 5.1. File is defined those land use application types referred to in Section 3 of this Policy.

#### **6. PROCEDURE**

- 6.1. Land use applications will be closed and returned to the applicant with refund, if applicable, subject to the following:

6.1.1. Permits:

- 6.1.1.1. Incomplete applications: Not accepted.
- 6.1.1.2. Applications waiting for payment: Closed after 3 months.
- 6.1.1.3. Applications stalled by applicant: Closed after 1 year.

6.1.2. Bylaw Amendments

- 6.1.2.1. Incomplete applications: Not accepted.
- 6.1.2.2. Applications waiting for payment: Closed after 3 months.
- 6.1.2.3. Applications stalled or placed on hold by applicant:
  - 6.1.2.3.1. No Readings: Closed after 1 year.
  - 6.1.2.3.2. After 1 or 2 readings: Closed after 1 year.
  - 6.1.2.3.3. After 3 Readings: Closed after 2 years.

- 6.2. Upon closure of a file, a final letter will be sent to the applicant(s), and a refund, if applicable, will be issued.



# REPORT

To: Electoral Area Directors Committee

Date: April 10, 2018

From: Claire Negrin, Acting General Manager of Development Services

Subject: **Minor Process Change – Director Referral on Land Use Applications**

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## RECOMMENDATION(S):

That the Electoral Area Directors Committee receive the report for discussion.

## BACKGROUND/RATIONALE:

At the beginning of the review of a land use application, Agency Referrals are sent, asking for comments on the proposal. Agencies such as Ministry of Transportation and Infrastructure, Northern Health, and member municipalities are sent the application as well as associated mapping. Agencies are given three weeks to review and provide comment on the application.

These comments are used in the analysis of an application, and are included in the staff report.

At the end of the review of a land use application, the Electoral Area Director is given a two week review period, prior to the application going to the Regional Board for consideration. This review period was requested by the Regional Board as an opportunity for the Electoral Area Director to have additional time to review the application.

However, there are often questions that arise during the Director Review period, which can result in the delay of an application.

In order to help alleviate this situation, staff would like to begin to copy the Electoral Area Director when the Agency Referral is sent.

This means that Electoral Area Directors will receive an additional email regarding each application, with less information than is included in the final report. However, this may present an earlier opportunity for Electoral Area Directors to ask questions. It will also introduce the file to the Electoral Area Director, so they can be prepared to review the report when it is provided to them.

## ALTERNATIVE OPTIONS:

None.

Staff Initials:

Dept. Head: **April 16, 2018**

CAO:

Page 1 of 2

**STRATEGIC PLAN RELEVANCE:**

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

None.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

Attachments: None.



# REPORT

To: Electoral Area Directors Committee

Date: April 10, 2018

From: Claire Negrin, Acting General Manager of Development Services

Subject: **Land Use Referral Procedures**

---

## RECOMMENDATION(S):

1. That the Electoral Area Directors Committee direct the Electoral Area Manager to become the primary PRRD staff representative for Environmental Assessment Office projects located in the rural areas, with internal departments (including Development Services) providing support and comment on these projects as required.
2. That the Electoral Area Directors Committee direct staff to send letters to all member municipalities as a reminder to refer the PRRD on land use applications as per REFERRAL PROCEDURE – DS-08 [Municipal Land Use].
3. That the Electoral area Directors Committee direct staff to send a letter to the Oil and Gas Commission outlining the PRRD's concerns and requirements for all oil and gas projects in the region.
4. That the Electoral Area Directors Committee support the Development Services Referral Procedures as follows:
  - a. REFERRAL PROCEDURE – DS-01 [Ministry of Transportation and Infrastructure (Subdivision Referral)]
  - b. REFERRAL PROCEDURE – DS-02 [Ministry of Energy, Mines, and Petroleum Resources (PNG Referral: Tenure Disposition)]
  - c. REFERRAL PROCEDURE – DS-03 [Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (Front Counter Referrals)]
  - d. REFERRAL PROCEDURE – DS-04 [Agricultural Land Commission/ Oil & Gas Commission]
  - e. REFERRAL PROCEDURE – DS-05 [Oil & Gas Commission Consultation & Notification (C&N)]
  - f. REFERRAL PROCEDURE – DS-06 [Agricultural Land Commission]
  - g. REFERRAL PROCEDURE – DS-07 [Telecommunications Facilities]
  - h. REFERRAL PROCEDURE – DS-08 [Municipal Land Use]
  - i. REFERRAL PROCEDURE – DS-09 [Environmental Assessment Office]
  - j. REFERRAL PROCEDURE – DS-10 [Miscellaneous Referrals]

**BACKGROUND/RATIONALE:****1. MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE (SUBDIVISION REFERRAL)**

**Current Process:** The Ministry of Transportation and Infrastructure sends referrals to the PRRD for all subdivisions within the Electoral Areas. Referrals are sent with a 4-week response deadline. Staff respond to these referrals directly to the province and copy the response to the Electoral Area Director. See attached REFERRAL PROCEDURE – DS-01 [Ministry of Transportation and Infrastructure (Subdivision Referral)].

**Current Electoral Area Director Responsibility:** None.

**Proposed Process:** No change. See attached REFERRAL PROCEDURE – DS-01 [Ministry of Transportation and Infrastructure (Subdivision)].

**Proposed Electoral Area Director Responsibility:** None.

**2. MINISTRY OF ENERGY, MINES, AND PETROLEUM RESOURCES (PNG REFERRAL: TENURE DISPOSITION)**

**Current Process:** Referral requests are sent monthly to the PRRD for comment. Referrals are sent with a 1-month response deadline. Referrals are also sent to the GIS Department. GIS puts the referrals into map form, and provides copies of the referral and maps to each Electoral Area Director for review.

**Current Electoral Area Director Responsibility:** Review maps as provided by GIS. Provide comments to GM of Development Services by response deadline.

**Proposed Process:** The PRRD will provide a standard response to these referrals. See attached REFERRAL PROCEDURE – DS-02 [Ministry of Energy, Mines, and Petroleum Resources (PNG Referral: Tenure Disposition)].

**Proposed Electoral Area Director Responsibility:** Review maps as provided. Provide Development Services with comments if additional to the standard response.

**3. MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS, AND RURAL DEVELOPMENT (FRONT COUNTER REFERRALS)**

**Current Process:** FLNRO sends referrals to the PRRD regarding all land related projects/ applications with a 30-day response deadline. These are forwarded to the GM of Development Services for review. When projects/ applications are reviewed by the GM of Development Services, and the potential impacts or concerns are considered significant, the referrals are given a file number and assigned to a Land Use Planner. The Land Use Planner will provide a review of the proposal for concurrency with land use policy and regulation, and will then forward the referral to the Electoral Area Director(s) for review and comment.

**Current Electoral Area Director Responsibility:** Review referrals and provide comments to Development Services by response deadline.

**Proposed Process:** All referrals will be forwarded to the Electoral Area Director(s). Screening will not be provided by Development Services. Land Use Planners will continue to provide review for concurrency with land use policy and regulation, which will be provided to the Electoral Area Director. If projects are considered to be regionally significant, the Electoral Area Director may forward the referral to the Regional Board for their review and comment. See attached REFERRAL PROCEDURE – DS-03 [Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (Front Counter Referrals)]

**Proposed Electoral Area Director Responsibility:** Review referrals and provide comments to Development Services by response deadline. If the Electoral Area Director considers a project to be regionally significant, a request will be made that the referral be sent to the Regional Board for review and comment.

#### 4. AGRICULTURAL LAND COMMISSION/ OIL & GAS COMMISSION

**Current Process:** Based on the current ALC/OGC Delegation Agreement (attached), oil and gas activities which occur on ALR land and meet certain criteria must apply for non-farm use to the OGC. These applications are then referred to the PRRD for comment. These projects are listed in the ALC/OGC Delegations Agreement (attached) in Appendix I.

NOTE: All other OGC activities on ALR land not described above would be included within Consultation and Notification (C&N) referrals.

Upon receipt of these referrals, a file number is assigned and a land use planner will review and send the file to the Electoral Area Director(s) for review and comment.

**Current Electoral Area Director Responsibility:** Review and provide comment on referrals by response deadline.

**Proposed Process:** No change. See attached REFERRAL PROCEDURE – DS-04 [Agricultural Land Commission/ Oil & Gas Commission].

**Proposed Electoral Area Director Responsibility:** Review and provide comment on referrals by response deadline.

#### 5. OIL & GAS COMMISSION CONSULTATION & NOTIFICATION (C&N)

**Current Process:** Consultation & Notification (C&N) referrals are a requirement of the OGC for all proposed oil and gas activities. By volume, this is the largest referral activity. Statistics from the past six years are provided in the table below.

Year	2017	2016	2015	2014	2013	2012
Total C&N	968	767	1195	916	1465	1259



Internal procedures for the treatment of these referrals have been developed, and are attached to this report as Oil & Gas Notification Checks – Procedure (Updated July 2017). Subject to the existing process, any C&N notification which is not within Zoning Bylaw 1343 or 506 is not reviewed by Development Services. Projects within these Bylaws are flagged as zoning regulations may apply.

**Current Electoral Area Director Responsibility:** None.

**Proposed Process:** No change. See attached Oil & Gas Notification Checks – Procedure (Updated July 2017).

Additionally, provide a letter to the Oil and Gas Commission outlining the PRRD's concerns and requirements for all oil and gas projects in the region. A draft letter has been started for EADC review and comment, which is attached to this report.

**Proposed Electoral Area Director Responsibility:** None.

## 6. AGRICULTURAL LAND COMMISSION

**Current Process:** There are currently two types of ALC referrals which come to the PRRD:

- Transportation or Utility Uses in the ALR
- Notice of Intent to Place Fill or Remove Soil within the ALR

Upon receipt, a file number and Land Use Planner are assigned. The Land Use Planner will review referrals for consistency with land use policies and regulations, and provide the following information to the ALC, with copy to the Electoral Area Director:

- Existing Official Community Plan designation, and whether the subdivision meets the requirements of that designation.
- Existing zoning, and whether the subdivision meets the requirements of that zone.
- Other comments as appropriate.

**Current Electoral Area Director Responsibility:** None.

**Proposed Process:** No change. See attached REFERRAL PROCEDURE – DS-05 [Agricultural Land Commission].

**Proposed Electoral Area Director Responsibility:** None.

## 7. TELECOMMUNICATIONS TOWERS

**Current Process:** Referrals for telecommunications towers are received direct from companies seeking approval. Subject to the Regional Board approved Concurrence Policy for Telecommunication Facilities on Crown Land and Concurrence Policy for Telecommunication Facilities on Private Land, PRRD staff respond to these requests with a letter of concurrence.

**Current Electoral Area Director Responsibility:** None.

**Proposed Process:** No change. See attached REFERRAL PROCEDURE – DS-06 [Telecommunications Facilities].

**Proposed Electoral Area Director Responsibility:** None.

## 8. MUNICIPAL LAND USE

**Current Process:** Municipalities and neighbouring Regional Districts (and Alberta Counties) send referrals to the PRRD regarding land use changes which are significant, are on our border, or when they would like to receive comments. Examples of projects include: new Official Community Plans and large-scale land developments. These referrals are similar to those sent by the Regional District to our member municipalities to comment on our land use applications. Some municipalities are very consistent with sending land use referrals to the PRRD. However, staff would prefer a more consistent approach from all member municipalities. As such, staff are recommending that letters be sent to these municipalities to encourage them to refer to the PRRD on land use applications.

**Current Electoral Area Director Responsibility:** None.

**Proposed Process:** No change. See attached REFERRAL PROCEDURE – DS-07 [Municipal Land Use]. Additionally, send letters to all member municipalities as a reminder to refer these types of applications to the PRRD.

**Proposed Electoral Area Director Responsibility:** None.

## 9. ENVIRONMENTAL ASSESSMENT OFFICE

**Current Process:** When new Environmental Assessment projects begin, the Environmental Assessment Office (EAO) sends a request to the Regional Board for representation from the Peace River Regional District on the Environmental Assessment Advisory Working Group for that particular project. The Regional Board will assign Board representative(s) to sit on that working group, and may also assign a staff member. Previous projects have been assigned to Development Services staff.

**Electoral Area Director Responsibility:** Participate in EAO working groups, and review information provided from staff on activities of the working group and updates of the EA process.

**Proposed Process:** That the Electoral Area Manager become the primary PRRD staff representative for EAO projects located in the rural areas, with internal departments (including Development Services) providing support and comment on these projects as required. See attached REFERRAL PROCEDURE – DS-08 [Environmental Assessment Office].

**Proposed Electoral Area Director Responsibility:** Participate in EAO working groups. Review updates provided by EA Manager. Provide any necessary comments to staff regarding the project.

**10. ALL OTHER REFERRALS**

In the future, there may be singular land use referrals which are not captured within the proposed Referral Procedures. Should these be received, standard practice will be to send the referral to the appropriate Electoral Area Director(s) for review and comment. Should an Electoral Area Director feel that the issue is of regional importance, they could refer the issue to the Regional Board for their review and comment.

**Proposed Process:** See attached REFERRAL PROCEDURE – DS-09 [Miscellaneous Referrals].

**Proposed Electoral Area Director Responsibility:** Review and provide comments on projects forwarded from Development Services. Determine if referral is of regional significance and, if so, request that the referral be forwarded to the Regional Board for review and comment.

**ALTERNATIVE OPTIONS:**

None provided.

**STRATEGIC PLAN RELEVANCE:**

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☒ Foster Collaboration on services with municipalities and electoral areas.
- ☒ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☒ Support the agricultural industry within the regional district.
- ☐ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):****COMMUNICATIONS CONSIDERATION(S):****OTHER CONSIDERATION(S):**

Attachments:

DEVELOPMENT SERVICES REFERRAL PROCEDURES

Draft letter to OGC re: C&N

ALC/OGC Delegation Agreement

Oil & Gas Notification Checks – Procedure (Updated July 2017)

Concurrence Policy for Telecommunication Facilities on Crown Land

Concurrence Policy for Telecommunication Facilities on Private Land

Development Services Report  
Land Use Referral Procedures

Attachment  
DEVELOPMENT SERVICES REFERRAL PROCEDURES

**April 16, 2018**



# **REFERRAL PROCEDURE – DS-01**

## **Ministry of Transportation and Infrastructure (Subdivision Referral)**

The Ministry of Transportation and Infrastructure sends referrals to the PRRD for all subdivisions within the Electoral Areas. Referrals are received through MoTI's online eDAS system.

Upon receipt and file number and Land Use Planner will be assigned.

The Land Use Planner will review each referral and respond directly to the province, with copy to the Electoral Area Director, with the following information:

- If the subject property is within the Agricultural Land Reserve, whether the Agricultural land Commission has approved the subdivision.
- Existing Official Community Plan designation, and whether the subdivision meets the requirements of that designation.
- Existing zone, and whether the subdivision meets the requirements of that zone.
- If the property is within the School District #60, the cost of the School Site Acquisition fee based on the proposed number of lots.
- If the property is within a Sewer Service area, that connection will be required prior to development.
- If the property is within the Development Cost Charge (DCC) Area, the cost of the DCC based on the proposed number of lots.
- If the property is within a Development Permit Area, whether a DP has been issued or will be required prior to subdivision.
- Whether the property is within the Mandatory Building Permit Area.
- Other comments as appropriate.

**Electoral Area Director Responsibility: None.**



# REFERRAL PROCEDURE – DS-02

## Ministry of Energy, Mines, and Petroleum Resources (PNG Referral: Tenure Disposition)

The Ministry of Energy, Mines, and Petroleum Resources sends referral requests monthly to the PRRD for comment. Referrals are sent to the Development Services and GIS Departments. Upon receipt of these referrals:

1. GIS puts the referrals into map form, and provides paper copies of the referral and maps to relevant Electoral Area Director(s) for information.
2. Maps will be publicly posted at the PRRD Main Office (Dawson Creek).
3. Development Services will provide a standardized response letter incorporating some or all of the following language:
  - *Public consultation is required subject to the Consultation and Notification Regulation under the Oil and Gas Activities Act.*
    - *Exploration and development plans must consider community concerns in accordance with the above.*
    - *Activity restrictions may apply to address concerns raised during public consultation.*
  - *Prior to any surface activity or development, please be advised of the following:*
    - *Structures and land uses may be restricted subject to PRRD policy and regulation.*
    - *Maintaining air, water, and visual quality are of critical importance to the PRRD, including the reduction of noise and light impacts. Please provide all proposed mitigation measures prior to exploration or on-the-ground development.*
    - *PRRD recommends that operators consider reducing or eliminating flaring.*
  - *Parcel overlaps or is proximal to \_\_\_\_\_ [community/facility]. As such, please be advised of the following:*
    - *Consultation is required with the PRRD and the surrounding community. Please inform the PRRD on the process and results of all public consultation activities.*
    - *Screening of well sites and related infrastructure, and flaring restrictions may be required to protect \_\_\_\_\_ [community/facility].*
    - *Drilling will require casement into a competent formation below the water table to protect the potable water supply for \_\_\_\_\_ [water source].*
  - *Please consult with the PRRD prior to exploration or on-the-ground development.*
  - *Contact the BC Oil and Gas Commission for more information.*

**Electoral Area Director Responsibility: Review maps as provided. Provide Development Services with comments if additional to above.**



## REFERRAL PROCEDURE – DS-03

### Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (Front Counter Referrals)

The Ministry of Forests, Lands, Natural Resource Operations, and Rural Development sends referrals to the PRRD regarding all land related projects/applications. Referrals are sent with a 30-day response deadline.

Upon receipt of these referrals, a file number and Land Use Planner are assigned. The Land Use Planner review for concurrency with land use policy and regulation. The Land Use Planner will send their review along with the file to the Electoral Area Director(s) for review and comment.

**Electoral Area Director Responsibility: Review referrals and provide comments to Development Services by response deadline. If Electoral Area Director considers project to be regionally significant, they may request that referral be sent to the Regional Board for review and comment.**



## REFERRAL PROCEDURE – DS-04

### Agricultural Land Commission/ Oil & Gas Commission

Subject to the ALC/OGC Delegation Agreement, oil and gas activities which occur on ALR land and meet certain criteria must apply for non-farm use to the OGC. These applications are referred to the PRRD for comment. The list of projects can be found in Appendix I of the ALC/OGC Delegation Agreement.

NOTE: All other OGC activities on ALR land not described above would be included within Consultation and Notification (C&N) referrals.

Upon receipt of these referrals, a file number and Land Use Planner are assigned. The Land Use Planner review for concurrency with land use policy and regulation. The Land Use Planner will send the file to the Electoral Area Director(s) for review and comment.

**Electoral Area Director Responsibility: Review and provide comment on referrals by response deadline.**





## REFERRAL PROCEDURE – DS-05

### Oil & Gas Commission Consultation & Notification (C&N)

Refer to Oil & Gas Notification Checks – Procedure.

Development Services will review C&N referrals for concurrency with zoning regulation.

In addition, a letter was provided to the Oil and Gas Commission on \_\_\_\_ (date) \_\_\_\_ which identified a suite of concerns and expectations of the PRRD regarding oil and gas development in the region. The letter is attached to this policy.

**Electoral Area Director Responsibility: None.**

DRAFT



# REFERRAL PROCEDURE – DS-06

## Agricultural Land Commission

There are currently two types of ALC referrals which come to the PRRD:

- Transportation or Utility Uses in the ALR
- Notice of Intent to Place Fill or Remove Soil within the ALR

Upon receipt, a file number and Land Use Planner are assigned. The Land Use Planner will review referrals for consistency with land use policies and regulations, and provide the following information to the ALC, with copy to the Electoral Area Director:

- Existing Official Community Plan designation, and whether the subdivision meets the requirements of that designation.
- Existing zone, and whether the subdivision meets the requirements of that zone.
- Other comments as appropriate.

**Electoral Area Director Responsibility: None.**



# **REFERRAL PROCEDURE – DS-07**

## **Telecommunications Facilities**

Referrals for telecommunications towers are received direct from companies seeking approval. Subject to the Regional Board approved Concurrence Policy for Telecommunication Facilities on Crown Land and Concurrence Policy for Telecommunication Facilities on Private Land, PRRD staff respond to these requests with a letter of concurrence.

**Electoral Area Director Responsibility: None.**

DRAFT



# REFERRAL PROCEDURE – DS-08

## Municipal Land Use

Municipalities and neighbouring Regional Districts (and Alberta Counties) send referrals to the PRRD regarding land use changes which are significant, are on our border, or when they would like to receive comments. Examples of projects include: new Official Community Plans and large-scale land developments.

Upon receipt, a file number and Land Use Planner are assigned. Referrals are screened, and referrals for land use changes that are not significant or are located away from our border are provided with a response that the Regional District's interests are unaffected.

For land use changes that are significant or located on our border we review the application and provide the following information:

- Official Community Plan and Zoning designations for lands located close to the proposed change; and/or,
- Any potential land use conflict between the proposed change and the land uses within our jurisdiction; and,
- Other comments as appropriate.

**Electoral Area Director Responsibility: None.**



# REFERRAL PROCEDURE – DS-09

## Environmental Assessment Office

When new Environmental Assessment projects begin, the Environmental Assessment Office (EAO) sends a request to the Regional Board for representation from the Peace River Regional District on the Environmental Assessment Advisory Working Group for that particular project. The Regional Board will assign Board representative(s) to sit on that working group, and may also assign a staff member.

The Electoral Area Manager is the primary PRRD staff representative for EAO projects located in the rural areas, with internal departments providing support and comment on these projects as required.

Upon request, the General Manager of Development Services will respond to requests for comment from the EA Manager.

**Electoral Area Director Responsibility: Participate in EAO working groups. Review updates provided by EA Manager. Provide any necessary comments regarding the project.**



# REFERRAL PROCEDURE – DS-10

## Miscellaneous Referrals

Any referrals with no prescribed review procedure will be forwarded to the Electoral Area Director(s) for review and comment by the response deadline.

**Electoral Area Director Responsibility:** Review and provide comments on projects forwarded from Development Services. Determine if referral is of regional significance and, if so, request that the referral be forwarded to the Regional Board for review and comment.

DRAFT

Development Services Report  
Land Use Referral Procedures

Attachment  
Draft Letter to OGC re: C&N

**April 16, 2018**



April 10, 2018

Oil and Gas Commission

**RE: Consultation and Notification response from the PRRD**

Dear Sir,

Please be advised for all future applications to the OGC, the Peace River Regional District has the following comments:

Please provide the PRRD with a summary of all consultation conducted pursuant to the Consultation and Notification Regulation under the Oil and Gas Activities Act. Please include descriptions of how all concerns raised during this consultation have been resolved.

Regarding location, if a project is in proximity (1,000m) from an existing community facility, such as a potable water supply, school, community hall, recreation facility, recreation area, or similar, please be advised of the following:

- Consultation is required with the PRRD and the surrounding community. Please inform the PRRD on the process and results of all public consultation activities.
- Screening of activities and development, and flaring restrictions are required to protect the community facility.
- Drilling will require casement into a competent formation below the water table to protect the potable water supply.

Regarding site design, please ensure that sites are designed to minimize the visual impact of the development from surrounding properties and roadways. Such design measures may include, but are not limited to, berms, landscaping, and fencing.

Regarding construction, operation, and maintenance, please note the following:

- Please ensure all construction activities are managed to ensure that impacts to surrounding residents and agriculture activities are reduced or eliminated. Please provide the OGC with a summary of how these impacts will be managed.
- Maintaining air, water, and visual quality are of critical importance to the PRRD, including the reduction of noise and light impacts. Please provide the OGC with a summary of what mitigation measures will be implemented to reduce these impacts.
- Please ensure that all exterior lighting is designed and installed in such a manner as to eliminate light visible from surrounding properties. In addition, the PRRD requests that all required safety lighting be installed with motion-sensing technology, to help reduce light pollution.

diverse. vast. abundant.

**PLEASE REPLY TO:**

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: **April 16, 2018** 770-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca  
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca



- If applicable, please consider reducing or eliminating flaring. If flaring cannot be eliminated, please conduct all flaring during daylight conditions.

You may provide this information to all existing and future applicants at any time.

Thank you for the opportunity to provide comment, and for your cooperation on these matters.

Sincerely,

**April 16, 2018**

Development Services Report  
Land Use Referral Procedures

Attachment  
ALC/OGC Delegation Agreement

**April 16, 2018**



**THIS AGREEMENT** is made as of this 13<sup>th</sup> day of June, 2013

**BETWEEN:** **PROVINCIAL AGRICULTURAL LAND COMMISSION**  
133, 4940 Canada Way, Burnaby, B.C. V5G 4K6

(the "ALC")

**AND:** **OIL AND GAS COMMISSION**  
200, 10003 -100th Avenue, Fort St. John, B.C. V1J 6M7

(the "OGC")

**WHEREAS:**

- A. The ALC is responsible for administering the Agricultural Land Reserve and is mandated pursuant to the ALC Act to preserve agricultural land, to encourage farming on agricultural land, and to encourage government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans and policies.
- B. Pursuant to the ALC Act, the ALC may receive and decide applications for permission for non-farm use of agricultural lands, which applications may relate to the proposed use of agricultural lands for oil and gas activities and ancillary activities.
- C. The OGC is responsible for regulating oil and gas activities and related activities in British Columbia.
- D. Pursuant to section 39 of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (B.C. Reg. 171/2002), the OGC Commissioner is prescribed as a public officer for the purposes of section 26(1) (b) of the ALC Act.
- E. Preserving agricultural land and the sound development of the oil and gas sector are both important to the economic, social and/or environmental sustainability of British Columbia.
- F. The ALC and the OGC wish to further the one window regulation of the oil and gas sector in British Columbia and seek ways to streamline and improve the review and approval processes for

oil and gas activities and ancillary activities on agricultural land reserve lands while preserving agricultural lands and encouraging the farming of agricultural lands.

- G. Pursuant to section 26 of the ALC Act, the ALC and the OGC wish to enter into an agreement that:
- a. enables the OGC and the OGC Commissioner to exercise some or all of the ALC's power to decide applications for permission for non-farm use of Identified ARL Lands for oil and gas activities and ancillary activities, and
  - b. exempts certain non-farm uses of Identified ALR Lands for oil and gas activities and ancillary activities from the requirement of an application for permission for non-farm use subject to certain conditions.

**NOW THEREFORE** in consideration of the premises, the terms and conditions contained in this Agreement, and other good and valuable consideration, the parties agree as follows:

#### **I. INTERPRETATION**

1. Unless otherwise specified or the context otherwise requires, words and expressions in this Agreement have the same meaning as in the *Agricultural Land Commission Act* and in the *Oil and Gas Activities Act*.
2. For the purposes of this Agreement,

"ALC" means the Provincial Agricultural Land Commission established under section 4 of the ALC Act;

"ALC Act" means the *Agricultural Land Commission Act*, S.B.C. 2002 c. 36 and its associated regulations;

"ALC Chair" means chair of the ALC appointed under section 5(2) (a) of the ALC Act;

"ALC Chief Executive Officer" means chief executive officer of the ALC appointed under section 8(1) of the ALC Act;

"ancillary activity" means an activity, the carrying out of which is required for the carrying out of an oil and gas activity;

"Appendix II Rationale" means a written rationale describing how the impact of the proposed oil and gas activities or ancillary activities on the agricultural capability of the land, and any current or planned agricultural operations on the land has been minimized in accordance with the guidelines set out in Appendix II;

"Identified ALR Lands" means lands located within the Peace River Regional District and Northern Rockies Regional District that are designated as an agricultural land reserve under the ALC Act or a former Act;

"OGAA" means the *Oil and Gas Activities Act*, S.B.C. 2008, c. 36 and its associated regulations;

"OGC" means the Oil and Gas Commission continued under section 2 of OGAA;

"OGC Commissioner" means the Commissioner appointed under section 2(3) of OGAA;

"OGC Deputy Commissioner" means the deputy commissioner appointed under section 2(10) of OGAA;

"operator" means

- (a) a person entitled to produce and dispose of petroleum and natural gas from a well under the *Petroleum and Natural Gas Act*, or
- (b) a person who holds or has applied for a permit for an oil and gas activity.

"producer" has the same meaning as in the *Oil and Gas Activities Act General Regulation*, B.C. Reg. 274/2010;

"Schedule A Report" means a report prepared by a Qualified Specialist according to the procedures and containing the information specified in Schedule A;

"Schedule B Report" means a report prepared by a Qualified Specialist according to the procedures and containing the information specified in Schedule B;

"Qualified Specialist" means a member in good standing of a profession regulated in British Columbia who is recognized by that profession as being qualified to practice in the areas of soils and reclamation of oil and gas development sites and who possesses an appropriate combination of formal education, knowledge, skills and experience to conduct a technically sound and rational assessment in these areas of practice.

3. Appendix I, Appendix II, Schedule A and Schedule B referenced in and attached to this Agreement form part of this Agreement and shall be read, taken and construed as essential parts of this Agreement.

## **II. ACTIVITIES EXEMPTED FROM THE REQUIREMENT OF AN APPLICATION FOR PERMISSION FOR NON-FARM USE UNDER THE ALC ACT**

4. Subject to article 10, oil and gas activities and ancillary activities located on the Identified ALR Lands are exempt from the requirement of an application under the ALC Act for permission for a non-farm use where:



- 4.1 the proponent of the activity is an operator and the proposed non-farm use is identified with an X in column 2 of Appendix I;
- 4.2 the OGC receives:
  - 4.2.1 a Schedule A Report, if a Schedule A Report is required pursuant to Schedule A; and
  - 4.2.2 an Appendix II Rationale that the OGC has, in its discretion, accepted on the basis that it sufficiently addresses the guidelines set out in Appendix II; and
- 4.3 the proponent of the activity is required to:
  - 4.3.1 implement any recommendations for soil handling and management of surface water contained in the Schedule A Report; and
  - 4.3.2 conduct reclamation of any area of land disturbed by the non-farm use in accordance with any recommendations contained in the Schedule A Report and the requirements set out in Schedule B of this Agreement, or in accordance with such alternate requirements identified by a Qualified Specialist and agreed to by the OGC,
    - 4.3.2.1 within 24 months of the date of pipeline installation, if the proposed non-farm use is for the construction of a pipeline, or
    - 4.3.2.2 within 24 months of the date that the use of the area of land disturbed by the non-farm use is no longer required for the oil and gas activity or ancillary activity, if the proposed non-farm use is not for the construction of a pipeline; and
  - 4.3.3 immediately following completion of 4.3.2, above, submit a Schedule B Report to the OGC and, if the non-farm use has occurred on land other than Crown land, to the land owner(s) of the land on which the non-farm use has occurred.

### **III. APPLICATIONS TO THE OGC FOR PERMISSION FOR NON-FARM USE**

- 5. Subject to article 10, the OGC, the OGC Commissioner and the Deputy OGC Commissioner are enabled to exercise the ALC's power, pursuant to sections 25(1) and (2) of the ALC Act, to decide applications for permission for non-farm use of Identified ALR Lands for oil and gas activities and ancillary activities where:
  - 5.1 the proponent of the activity is an operator and the proposed non-farm use:
    - 5.1.1 is identified with an X in column 2 of Appendix I, but does not meet any of the requirements set out in article 4.2 or 4.3, or
    - 5.1.2 is identified with an X in column 3 of Appendix I.
- 6. In exercising the ALC's power to decide applications for permission for non-farm use of pursuant to article 5 above, the OGC, the OGC Commissioner and the Deputy OGC Commissioner will require:

- 6.1 applications to be made in accordance with any applicable provisions of the ALC Act;
  - 6.2 a Schedule A Report, if a Schedule A Report is required pursuant to Schedule A, and an Appendix II Rationale to be submitted to the OGC;
  - 6.3 the proponent of activity to:
    - 6.3.1 implement any recommendations for soil handling and management of surface water contained in the Schedule A Report; and
    - 6.3.2 conduct reclamation of any area of land disturbed by the non-farm use in accordance with any recommendations contained in the Schedule A Report and the requirements set out in Schedule B of this Agreement, or in accordance with such alternate requirements identified by a Qualified Specialist and agreed to by the OGC,
      - 6.3.2.1 within 24 months of the date of pipeline installation, if the proposed non-farm use is for the construction of a pipeline, or
      - 6.3.2.2 within 24 months of the date that the use of the area of land disturbed by the proposed non-farm use is no longer required for the oil and gas activity or ancillary activity, if the proposed non-farm use is not for the construction of a pipeline; and
    - 6.3.3 immediately following completion of 4.3.2, above, submit a Schedule B Report to the OGC and, if the non-farm use has occurred on land other than Crown land, to the land owner(s) of the land on which the non-farm use has occurred.
7. On application made by a party in accordance with articles 5 and 6, the OGC, OGC Commissioner or Deputy Commissioner may, after:
- 7.1 considering the Schedule A Report, if a Schedule A Report is required pursuant to Schedule A;
  - 7.2 considering the Appendix II Rationale; and
  - 7.3 providing copies of the application to relevant local governments and Ministry of Agriculture and considering the issues or concerns raised by the local government or the Ministry of Agriculture, if any;
- refuse permission for the proposed non-farm use, grant permission for the proposed non-farm use or grant permission for an alternative non-farm use.
8. In granting permission for a proposed non-farm use or for an alternative non-farm use under article 7, the OGC, OGC Commissioner or Deputy Commissioner may impose any terms considered advisable, including but not limited to terms relating to activities referenced in article 6.3 above.

**IV. APPLICATIONS TO THE ALC FOR PERMISSION FOR NON-FARM USE**

9. Subject to article 10, applications for permission for non-farm use of Identified ALR Lands for oil and gas activities and ancillary activities continue to be the responsibility of the ALC and follow the regular processes for non-farm use applications submitted to the appropriate local government where:

- 9.1 the proponent of the activity is not an operator; or
- 9.2 the proposed non-farm use is not identified with an X in column 2 or column 3 of Appendix I.

10. Notwithstanding articles 4, 5, 9 and Appendix I:

- 10.1 a non-farm use of Identified ALR Lands by a person who is not a producer for:
  - 10.1.1 a waste storage, treatment or disposal facility; or
  - 10.1.2 a waste storage or disposal well on a site that includes an associated waste storage, treatment or disposal facility,
 is not exempt from the requirement of an application for permission for non-farm use of Identified ALR Lands; and
- 10.2 any application for permission for non-farm use of Identified ALR Lands for an activity described in article 10.1 continues to be the responsibility of the ALC and follow the regular processes for non-farm use applications submitted to the appropriate local government.

**V. INSPECTION AND COMPLIANCE**

- 11. The OGC will conduct inspections and undertake enforcement activities as authorized under section 56 (1) of the ALC Act.
- 12. The OGC will respond to all complaints from landowners regarding reclamation of sites disturbed by oil and gas activities and ancillary activities on Identified ALR Lands authorized under this Agreement and will seek the advice of a Qualified Specialist and communicate information about such complaints to the ALC, if appropriate.
- 13. The OGC will ensure its inspectors have a general knowledge and awareness of appropriate reclamation practices on agricultural land and seek the advice of the land owner or a Qualified Specialist regarding any areas of concern.



**VI. AUDIT AND REPORTING REQUIREMENTS**

14. The OGC will review the operation of this Agreement annually and submit to the ALC, by June 1 of each year or such other date agreed upon by the ALC Chief Executive Officer and OGC

Commissioner, a report that includes the following information for the preceding fiscal period:

- 14.1 the total number of Schedule A Reports received by the OGC for activities exempted from application for permission for non-farm use pursuant to Part II of this Agreement;
- 14.2 the total number of applications for permission for non-farm use received by the OGC, the OGC Commissioner and/or the OGC Deputy Commissioner and the decision made on each application;
- 14.3 the total number of Schedule B Reports received by the OGC;
- 14.4 the total number of inspections and investigations conducted by the OGC pursuant to Part V of this Agreement;
- 14.5 the total number of enforcement actions undertaken by the OGC pursuant to section 56(1) of the ALC Act; and
- 14.6 a summary of individual inspections and investigations referenced in 14.4 above, that includes:
  - 14.6.1 applicant contact information;
  - 14.6.2 land owner contact information;
  - 14.6.3 location of the oil and gas activity or ancillary activity;
  - 14.6.4 a description of the issue or concern; and
  - 14.6.5 any resolution of the issue or concern.

15. The Parties agree to develop measures and processes to monitor the use of the Appendix II Guidelines, the area and distribution of oil and gas activities and ancillary activities on Identified ALR Lands, and the reclamation of Identified ALR Lands used for oil and gas activities and ancillary activities.

**VII. COMMUNICATION**

16. In addition to the requirements set out in Part VI of this Agreement, to the extent permitted by and in accordance with their respective privacy and/or access to information legislation, the Parties agree to exchange information regarding:

- 16.1 activities that are exempt from the requirement of an application for permission for non-farm use pursuant to Part II of this Agreement;
- 16.2 applications for permission for non-farm use made to the OGC pursuant to Part III of this Agreement; and
- 16.3 the administration of this Agreement (i.e. compliance reports; annual inspection reports).

17. No information supplied to by one Party to another pursuant to this Agreement may be published or disclosed to a third party without the consent of the supplying Party, except as required by law or for an investigation or enforcement purpose.
18. Where a Party discloses information as a requirement of law or for an investigation or enforcement purpose, the disclosing party shall advise the other party in advance of such disclosure, or, where advance notice is not practicable, immediately after such disclosure.

#### **VIII. FEES**

19. With respect to applications for permission for non-farm use that are determined by the OGC, the OGC may retain the entire fee payable under the ALC Act, or if the OGC determines that a fee is unnecessary, such fee may be waived.

#### **IX. DISPUTES**

20. If a dispute arises regarding whether the ALC or OGC should consider a specific application for permission for non-farm use, the ALC Chief Executive Officer and OGC Commissioner will decide jointly.
21. If a dispute arises between the parties regarding the interpretation of a provision of this Agreement, the ALC Chief Executive Officer and OGC Commissioner will make all reasonable efforts to resolve the dispute.

#### **X. APPLICATION**

22. If a non-farm use of Identified ALR Lands for oil and gas activities or ancillary activities was authorized before the effective date of this Agreement, but no Schedule B Report has been submitted to the OGC as at the effective date of this Agreement:
- 22.1 the requirements set out in article 4.3 apply if the non-farm use was exempt from any application for permission for a non-farm use; and
  - 22.2 the requirements set out in article 6.3 apply if permission for the non-farm use was granted by the OGC, the OGC Commissioner or the OGC Deputy Commissioner.

#### **XI. AMENDMENT**

23. Amendments to this Agreement or to Appendix I of this Agreement may only be made once in any calendar year and must be made on or before September 1 of any year.

24. Amendments to Appendix II, Schedule A or Schedule B of this Agreement may be made at any time.

25. No amendment to this Agreement or to the Appendices or Schedules to this Agreement will be effective unless it is made in writing and signed by both parties.

## **XII. TERMINATION**

26. This Agreement may be terminated by either Party upon three (3) months written notice to the other Party or on such other notice period that is mutually agreed to by the ALC Chair and the OGC Commissioner.

## **XIII. EXECUTION, CANCELLATION AND REPLACEMENT, EFFECTIVE DATE**

27. This Agreement cancels and replaces the Delegation Agreement entered into between the ALC and the OGC which is dated for reference April 1, 2010.

28. This Agreement and any amendments may be executed in counterparts, each of which when so executed shall be deemed to be an original and which, taken together, shall constitute the same agreement.

29. This Agreement will be effective on a date to be determined by the ALC and OGC which has been documented by an exchange of letters between ALC Chief Executive Officer and the OGC Commissioner.

30. Any amendment to this Agreement is effective as of the date it has been executed by both the ALC and the OGC.

SIGNED THIS 13th DAY OF June, 2013

PROVINCIAL AGRICULTURAL LAND COMMISSION,  
as represented by the Chair of the Provincial Agricultural Land Commission



OIL AND GAS COMMISSION,  
as represented by the Commissioner of the Oil and Gas Commission



**April 16, 2018**



APPENDIX I<sup>1</sup>Categories of Oil and Gas Activity and Ancillary Activity Non-Farm Uses<sup>2</sup>

	Column 1	Column 2	Column 3
Item	Proposed Non-farm Use	Exempt from application under the ALC Act for non-farm use permission <sup>3</sup>	Application under the ALC Act for non-farm use permission made to the OGC
1	Oil and gas activity and ancillary activity sites (other than Items 4 and 6) for which, on a section basis or equivalent, the combined total area occupied by existing and proposed activities is ≤ 20.0 hectares.	X	
2	Oil and gas activity and ancillary activity sites (other than Items 3 and 5) for which, on a section basis or equivalent, the combined total area occupied by existing and proposed activities is > 20.0 hectares.		X
3	Pipelines.	X	
4	Electric power line that is not immediately adjacent to access roads.		X
5	Conversion of an existing oil and gas activity site to an oil and gas activity or ancillary activity site that is listed in (i)-(v) below, for which no new land is required. (i) Facilities (including gas processing plants) that handle product from more than one facility or well site, (ii) Camps, (iii) Sumps, (iv) Borrow/aggregate extraction sites, (v) Produced-water/fresh-water storage sites.	X	
6	Conversion or expansion of an existing oil and gas activity or ancillary activity, or a new oil and gas activity or ancillary activity that is listed in 5(i)-(v) above, for which new land is required and the total project (lease) area is > 3.0 hectares.		X

<sup>1</sup> See Article 10.<sup>2</sup> An ancillary activity means an activity, the carrying out of which is required for the carrying out of an oil and gas activity. On crown land, ancillary activities may also be “related activities” (as that term is defined in OGAA) that require authorization (i.e. under the *Land Act*). On private land ancillary activities require a surface use agreement with the land owner or, in some limited cases, a right of entry order issued by the Surface Rights Board.<sup>3</sup> Non-farm uses that are exempt from the requirement of an application under the ALC Act for permission for non-farm use are subject to the conditions for reporting and reclamation set out in section 4.3 of this Agreement.

### Area Calculations

The combined total area occupied by existing and proposed oil and gas activities and ancillary activities on Identified ALR Lands on a section basis or equivalent area will be calculated in accordance with the principles set out below.

- (A) All existing and proposed oil and gas activity and ancillary activity areas will be included, except:
- (i) pipelines (if underground), including temporary workspace required for construction purposes that will be reclaimed at the same time as the pipeline right of way area;
  - (ii) a single riser site that is directly related to the operation of a pipeline and is  $\leq 0.1\text{ha}$ ;
  - (iii) electric power lines with single-pole structures;
  - (iv) seismic lines (including cut lines made by hand or machine in the course of geophysical exploration) and temporary use sites for geophysical exploration (including camps) where the seismic lines and sites are immediately reclaimed following the completion of the geophysical exploration, if such reclamation is required by permit or by OGAA;
  - (v) temporary winter access that is constructed in frozen conditions where no roadbed development is required; and
  - (vi) temporary use sites for ancillary activities (for example, log decking sites, workspaces, campsites, geotechnical investigation areas, storage sites, etc.) where:
    - (a) the site is only used during the construction phase of an oil and gas activity, and will be immediately reclaimed following the completion of the construction phase of the oil and gas activity;
    - (b) no surface soil stripping or significant compaction or rutting (as compared to adjacent site) is reasonably expected to occur, and if such things do occur, the disturbed area is immediately reclaimed; and
    - (c) the site will be available for farm use after the construction phase of the oil and gas activity has been completed.
- (B) The section or area will be:
- (i) the legal section for activities located inside the Peace River Block (i.e. Section 1, Township 86, Range 17, W6M); and
  - (ii) the equivalent area of four units starting sequentially in the SW corner of the Block in the National Topographical System for activities located outside the Peace River Block (i.e. units 1-2-12-11; 3-4-14-13; etc.; Block E, 94-A-11).

**APPENDIX II****Guidelines for Planning Oil and Gas Activities and Ancillary Activities on ALR Lands**

**THIS APPENDIX II** is made as of this 13th day of June, 2013

Minimizing the impact of oil and gas activities and ancillary activities will be achieved by determining the optimal combination of total area disturbed and location of the activity as it relates to agricultural capability of the land, and any current or planned agricultural operations on the land.

The total area impacted can be minimized by limiting the extent of the disturbance to what is necessary to safely and appropriately conduct the activity.

Impact on agricultural land and agricultural operations can be minimized by locating activities based on the following order of preference:

1. Land that is classified as BC Land Capability for Agriculture Class 7.<sup>4</sup>
2. Forested land that has limited current or planned agricultural use.
3. Land for which agricultural use is generally limited to perennial forage crops or grazing ( BC Land Capability for Agriculture Class 5 or 6).
4. Uncultivated pasture land where any of the following apply:
  - There are no practicable alternatives to locate the activities on lands identified in 1 – 3 (above);
  - The proposed activities are located on the land in order to utilize existing disturbance;
  - Locating the activities elsewhere would have a more significant impact on productive agricultural land;
  - Locating the activities elsewhere would have a more significant impact on existing or planned agricultural operations;
  - Locating the activities elsewhere would have an unacceptable incremental impact on residents' use and enjoyment of their property; or
  - Locating the activities elsewhere would have an unacceptable incremental impact on public and worker safety or significant environmental values.
5. Cultivated land where any of the following apply:
  - The proposed activities are located on the land in order to utilize existing disturbance;
  - there are no practicable alternatives to locate the activities on lands identified in 1 – 4;
  - Locating the activities elsewhere would have a more significant impact on productive agricultural land;

<sup>4</sup> Kenk, E. and I. Conti.1983. Land Capability Classification For Agriculture in BC: MOE Manual 1. Ministry of Environment and Ministry of Agriculture and Food. Kelowna, BC



- Locating the activities elsewhere would have a more significant impact on existing or planned agricultural operations;
- Locating the activities elsewhere would have an unacceptable incremental impact on residents' use and enjoyment of their property; and
- Locating the activities elsewhere would have an unacceptable incremental impact on public and worker safety or significant environmental values.


SIGNED THIS 13th DAY OF June, 2013

PROVINCIAL AGRICULTURAL LAND COMMISSION,  
as represented by: Richard Bullock , Chair



I have authority to sign this Appendix II on behalf of the Provincial Agricultural Land Commission

OIL AND GAS COMMISSION,  
as represented by: Paul Jeakins [Name]  
Commissioner [Title]

 [Signature]

I have authority to sign this Appendix II on behalf of the Oil and Gas Commission

## SCHEDULE A

**THIS SCHEDULE A** is made as of this 13th day of June, 2013,

### Introduction

This Schedule A describes:

- the circumstances in which a Schedule A Report is required;
- the purposes of a Schedule A Report; and
- the required content of a Schedule A Report.

### Requirement to Prepare and Submit a Schedule A Report

Proponents of oil and gas activities and ancillary activities located in Identified ALR Lands must prepare a Schedule A Report and submit it to the OGC unless the proposed oil and gas activities or ancillary activities are limited to:

- (i) a single riser site that is directly related to the operation of a pipeline and is  $\leq 0.1$ ha;
- (ii) electric power lines with single-pole structures;
- (iii) seismic lines (including cut lines made by hand or machine in the course of geophysical exploration) and temporary use sites for geophysical exploration (including camps) where the seismic lines and sites are immediately reclaimed following the completion of the geophysical exploration, if such reclamation is required by permit or by OGAA;
- (iv) temporary winter access that is constructed in frozen conditions where no roadbed development is required; and/or
- (v) temporary use sites for ancillary activities (for example, log decking sites, workspaces, campsites, geotechnical investigation areas, storage sites, etc.) where:
  - (a) the site is only used during the construction phase of an oil and gas activity, and will be immediately reclaimed following the completion of the construction phase of the oil and gas activity;
  - (b) no surface soil stripping or significant compaction or rutting (as compared to adjacent site) is reasonably expected to occur, and if such things do occur, the disturbed area is immediately reclaimed; and
  - (c) the site will be available for farm use after the construction phase of the oil and gas activity has been completed.

### Purposes of the Schedule A Report

A Schedule A Report is intended to include:

1. **Area Assessment**, to link with Appendix II Guidelines and document current land resource and agricultural use in the area of the application to aid in planning the activity location in a manner that minimize agricultural impacts;



2. **Pre-development Site Assessment**, to document baseline site information for soil management and reclamation planning;
3. **Recommendations for Soil Conservation** -based on an analysis of planned developments using the baseline site assessment; and
4. **Reclamation Planning**, i.e. a preliminary reclamation plan.

### **Required Content of a Schedule A Report**

The different components of a Schedule A Report are described in detail below.

In most cases, a new or updated Schedule A Report will include all of these components. In cases where the proposed oil and gas activities and ancillary activities are located entirely on existing sites (i.e. no new land is required), the Schedule A Report may be limited to the components identified in Table 1 (below).

The Schedule A Report should be completed in consultation with the landowner if the oil and gas activity or ancillary use will occur on land other than Crown Land.

**Table 1: Schedule A Requirements for Activities Entirely on Existing Sites**

Item	Activity Type	Required Components of Schedule A Report			
		Area Assessment	Site Assessment	Recommendations re: soil/water/ noxious weeds;  Existing As-built Plan	Reclamation Plan
1	New oil and gas activity or ancillary activity (other than Items 2 and 3)	Not Required	Not Required	Update required if needed <sup>5</sup>	Not Required
2	Pipeline	Not Required	Required	Required	Required
3	Conversion of existing oil and gas activity or ancillary activity site for non-farm use listed in Appendix I Item 5 (i)-(v)	Required	Required	Required	Required

### **1. AREA ASSESSMENT**

A 1:20,000 scale or larger recent air photo or satellite imagery base that readily shows the surface land use and on which the following features are plotted:

- Agricultural Capability Units<sup>6</sup> (from published agricultural capability for agriculture maps);

<sup>5</sup> For example, an update may be required where: activity necessitates new topsoil handling; erosion is a known problems; or there is no current as-built plan.

- agricultural use, residences, and farm buildings (from air photo interpretation/stakeholder consultation and ground-truthing);
- existing oil and gas activities and ancillary activities (from OGC data-bases and ground-truthing);
- linear features, including roads and pipelines (from OGC data-base and ground-truthing);
- quarter section boundary lines, land ownership information and farm units (from Crown land /Land Title data-bases and stakeholder consultation);
- surface water features and other significant terrain features that may limit development; and
- the location of the proposed activities.

The features noted above must be plotted for the following area(s):

Activity Type	Land Type	Required plotting area
Road or Pipeline	Any	400 m either side of the proposed activity area.
Activities other than Road and Pipelines	Not suitable for agriculture (i.e. because the land is an existing oil and gas activity or ancillary activity site forested crown land, or is agricultural capability class 6 or 7)	All quarter section(s) on which the activity is proposed.
	May be suitable for agriculture	All quarter section(s) on which the activities are proposed, and all quarter sections contiguous to those sections.

## 2. SITE ASSESSMENT

The level of effort required to conduct site assessments will vary depending on local conditions, but the following requirements are the minimum information, which must be filed with the Oil and Gas Commission and the surface landowner. Site assessments will include: site information, site description, sampling procedures, soil assessment, invasive plants information, and maps.

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<sup>6</sup> The land capability classification system for agriculture in BC is the primary measure of land quality for these guidelines for preparing a Schedule A Report. The system evaluates the land potential for growing a range of crops based on climate, soils and landscape characteristics such as topography and drainage. Class 1 land is capable of the widest range of crops and class 7 has no potential for soil bound agriculture. The severity of eleven limitations or subclasses (such as climate, stoniness or topography) determines the potential capability class. In the Peace River region, climate limits much of ALR lands to class classes 3, 4, and 5. Class 3 and 4 land is primarily used for grain, oilseed, and seed production. Class 5 land is critical for forage and hay production for the beef industry.

In relation to this description of the site assessment, “surface lease” means all leases, easements, and rights-of-way which may be required for a well site, access road, pipeline, camp, workspace, sump, borrow pit and/or any other area related to oil and gas production.

#### **Site Information:**

- well name/location or pipeline location (tie-in to tie-in)
- proposed oil and gas development (list all)
- petroleum company name contact information
- location and legal description of property(s)
- name and contact information of surface landowner or specify if Crown land
- date of site assessment
- name and address, and profession of person conducting the site assessment
- approximate construction date

#### **Site Description:**

- soil classification, unit name, and parent material from published soil survey reports
- the agricultural capability rating from published maps
- current land use (cultivated cropland, hayland, uncultivated pasture, forested, forest with range/grazing or other)
- a rating of the surface drainage as good, moderate or poor and a description and location of any existing natural water courses
- a description of the site topography, indicating the gradient and aspect of slopes

#### **Sampling Procedures:**

The primary purpose of the site assessment is to document the soil quality, quantity, and profile of the surface lease. Soil sampling can be done with hand tools, an auger, or construction equipment. The procedures set out below must be followed.

- The soil conditions of a well site, camp, borrow pit etc. must be sampled at five locations: one sample must be taken 5 m inside from each corner of the surface lease boundary, and one sample must be taken at the center of the surface lease. This is the minimum number of samples; more may be necessary based on site conditions.
- Access roads and pipelines greater than 500 m length require one sample on the centerline of the surface lease for every 250m in length. This is the minimum number of samples; more may be necessary based on site conditions. If a change in landform/topography/soil characteristics/vegetation is noticed while traversing the right of way, that change should be inspected and/or sampled.
- Access roads and pipelines less than 250m in length require a minimum of two samples including one at the terminus and one at the midpoint.



- For wellsites, soil samples must extend 20 cm below the B horizon (20 cm into the C horizon), or to a maximum depth of 100 cm below the surface of the ground. Under frozen conditions, the soil samples must extend deep enough to accurately characterize the B horizon(s) and 20cm into the C horizon. For pipelines, soil samples must extend deep enough to accurately characterize the B horizon(s) and 20cm into the C horizon.
- There is flexibility in the sampling procedure based on the judgement of the qualified specialist. For example if the site has agricultural capability of class 6 or 7 then sampling intensity could be less.

### Soil Assessment:

A visual analysis of the soil at each sample location should include the following information:

Sample Number	A Horizon Depth (cm) / Description		B Horizon Depth (cm)/ Description		C Horizon Description

The description of each horizon must include its texture class, based on the Canadian System of Soil Classification, Third Edition, 1998.

The A horizon from the five samples from a wellsite, camp, borrow pit etc. must be combined and thoroughly mixed. A portion of this combined sample must be sent to a laboratory for an analysis of its organic content, pH, and texture. A laboratory analysis for pipelines is not required.

### Photographs:

Photographs must be taken which show the condition of the surface lease prior to disturbance. Each photograph should have noted with it the location, direction and any comments:

### Noxious Weeds:

Listed noxious weeds (also referenced as invasive plants) must be controlled on oil and gas operating areas as required under the *Weed Control Regulation* B.C. Reg. 66/85 and/or Section 15 of the *Environmental Protection and Management Regulation* BC Reg. 200/2010. It is recommended that that the baseline condition of noxious weeds also be assessed for weed management during construction, operations and reclamation.

### Maps:

Unless this information is already provided as part of a corresponding OGAA application, the site

**R-7**

assessment must include a large scale site map (such as a construction or survey plan) that includes the following information:

- location of where the soil samples were taken;
- topographical features such as, slope direction and drainage pattern;
- land use and current vegetation cover;
- location and description of works required to prevent soil erosion and manage surface runoff;
- location of proposed and existing oil and gas activity and ancillary activity surface structures and buildings within the operating area;
- a table or schedule identifying the area disturbed by all existing and proposed oil and gas activities (excluding pipelines) and ancillary activities on all sections or equivalent where these activities are proposed within the ALR. (Area calculations must be conducted in accordance with Appendix I.)

### **3. RECOMMENDATIONS FOR SOIL CONSERVATION**

The site assessment will usually include general measures for conserving soil and controlling noxious weeds (such as, for example, the general measures outlined in Sections 7 and 9 of the OGC Environmental Protection and Management Guide). Where appropriate, the site assessment should also include any site specific measures for the construction and production phases that are recommended to achieve effective and efficient restoration as required under Schedule B, including measures relating to:

- topsoil stripping depths and storage;
- preventing or controlling erosion and compaction; and
- surface water management.

Where surface soils must be disturbed, then selective topsoil stripping and storage is required unless it is impractical or will provide no benefit (rationale should be provided).

If the construction season is unknown and recommendations would be different for frozen and unfrozen conditions, two prescriptions should be provided.

An as-built site plan showing the surface location of oil and gas structures, stored topsoil and subsoil, and any surface drainage features must be available for company field staff, site contractors, landowner, and OGC staff. The as-built site plan must be updated as oil and gas activity amendments occur and changes are made to surface soils. The as-built plan or clean-up report required under OGAA approvals can be used. The intent is that the location of stored topsoil and subsoil, and water management features are readily known so disturbance is minimized.

**R-7****4. RECLAMATION PLAN**

The primary goal of reclamation is to ensure that surface soil, topography, and vegetation of the operating area is restored to an equivalent condition as predevelopment when the site is no longer required for the oil and gas activity or ancillary activity. Specific criteria for reclamation of Identified ALR Lands are outlined in Schedule B.

Provide a brief preliminary reclamation plan for the proposed oil and gas activity based on planned oil and gas developments and the site assessment. Include the following elements in the plan:

- post oil and gas activity land-use objective
- Soil handling
- Re-vegetation

For pipelines this would be considered the final reclamation plan because surface restoration occurs as a continuum during pipeline construction and installation.

**5. SIGNATURE**

The Schedule A report must be signed by the Qualified Specialist(s) and by the proponent.

SIGNED THIS 13th DAY OF June, 2013

PROVINCIAL AGRICULTURAL LAND COMMISSION,  
as represented by: Richard Bullock, Chair



I have authority to sign this Schedule A on behalf of the Provincial Agricultural Land Commission

OIL AND GAS COMMISSION,  
as represented by: PAUL JEAKINS [Name]  
Commissioner [Title]

 [Signature]

I have authority to sign this Schedule A on behalf of the Oil and Gas Commission

**April 16, 2018**



**SCHEDULE B****SITE RECLAMATION REQUIREMENTS**

**THIS SCHEDULE B** is made as of this 13th day of June, 2013,

All sites developed after 1995 must meet the following criteria unless the Qualified Specialist completing the report concludes that there is appropriate rationale for not fully applying them to an individual site or portion of a site as outlined below. Sites developed prior to 1995 must also submit a Schedule B report containing the same information but will not be as rigorously reviewed.

The purpose of the following requirements is to ensure that the soil, topography, and vegetation of surface leases and pipelines are restored to an equivalent condition and capability after wells have been decommissioned and pipelines have been installed. Surface lease means all leases, easements, and rights-of-way that may be required for a well site, access road, pipeline, camp, workspace, sump, borrow pit and/or any other area related to oil and gas production. The requirements do not address site contamination and the disposal of wastes as these matters fall under other legislation and/or government agencies.

These reclamation requirements are intended to provide the flexibility to respond to practical realities of differing site characteristics and soils. There is room for interpretation of the Schedule B assessment criteria based on site specific issues and the professional judgement of the Qualified Specialist hired to carry out the assessment. Schedule A Reports will be used as part of this review process as a baseline for pre-development information.

**Site Information:**

- well name/legal and well site approval number or pipeline location (well to well)
- date of construction
- petroleum company name contact information
- location and legal description of property(s)
- name and contact information of surface landowner or specify if Crown land
- date of reclamation
- date of site inspection
- name and address of person conducting the site assessment

**Definition of Surface Soil:**

For the purposes of Schedule B, surface soil means the soil that has been salvaged, amended, and replaced onto the surface lease.

**Sampling Procedures:*****a. Well Sites, camps, borrow pits, facility sites***

No soil sampling is required for portions of the surface lease where soil disturbance has not occurred. Disturbance includes, but is not limited to, stripping, rutting, trenching, compaction, and erosion.

The quantity and quality of the replaced surface soil on a surface lease must be sampled using a 20 metre x 20 metre sampling grid. The edges of the grid should correspond to the boundaries of the surface lease, and grid should be adjusted to evenly cover the entire lease. A soil sample must be taken from the middle of each 20 m X 20 m grid, for each grid in the surface lease.

A minimum of four control samples must be taken from adjacent undisturbed ground; one each from the center point of each side of the surface lease.

***b. Access Roads and Pipelines***

The quantity and quality of the replaced surface soil must be sampled at 250-metre intervals for roads and pipelines > 250 m in length, and a minimum of two sampling locations is required for roads and pipelines less than 250 m in length (one at the terminus and one at the midpoint). This is the minimum number of samples; more may be necessary based on site conditions.

Two samples are required for each sampling location. One sample must be taken from the centerline of the access road or one sample must be taken from the disturbed ground over a pipeline, and one sample must be taken from undisturbed ground 10 m outside the boundary of the surface lease.

**Soil Assessment:**

Each soil sample must penetrate 20 cm below the surface soil, or to a maximum depth of 50 cm. A visual analysis of each sample of the surface soil must include the following information:

Sample Number	Surface Soil Depth (cm)	Description	Admixing (%)	Aggregate Size

The description of each sample must include its texture class, based on the Canadian System of Soil Classification, Third Edition 1998. The extent of admixing (i.e. mixing of the B horizon into the A horizon) must be recorded. The admixing classes are: 0-10%, 10-20%, 20-30%, 30-40%, 40-50% and >50%.

The aggregate size distribution for each sample of the surface soil must be recorded. The aggregate size classes are: <2 cm, 2-5 cm, and >5-10 cm. No soil aggregates greater than 10 cm are allowed.



**R-7**

The surface soil from five representative samples from a well site, camp, borrow pit, etc. must be combined and thoroughly mixed. A portion of this combined sample must be sent to a laboratory for an analysis of its organic content, pH, and texture. A laboratory analysis for pipelines is not required.

A visual analysis of each sample from undisturbed ground must include the following information:

Sample Number	A Horizon Depth (cm)	Description	B Horizon Depth (cm)	Aggregate Size

The description of each sample must include its texture class, based on the Canadian System of Soil Classification, Third Edition 1998.

#### **Soil Reclamation Requirements:**

The following minimum reclamation standards must be met:

##### ***a. Depth of Surface Soil***

##### ***Well sites, camps, borrow pits, facility sites***

- the required replacement depth (RRD) of surface soil is 80% of the depth of the average A horizon on the adjacent undisturbed ground.
- the average replacement depth (ARD) is the average depth of all the surface soil samples. The ARD must be equivalent to or greater than the RRD.
- the minimum replacement depth (MRD) is 80% of the RRD. All surface soil samples must be 2: the MRD, except for surface leases which were originally covered by native trees or shrubs or where the average A horizon depth on the undisturbed ground is <10 cm,
  - Sites which were covered by trees or shrubs may have three surface soil samples, which are not adjacent, that are  $\geq 40\%$  of the RRD.
  - The MRD requirement does not apply where the average A horizon depth on the undisturbed ground is <10 cm, but the available surface soil must be replaced as evenly as possible across the entire surface lease.

##### ***Access Roads and Pipelines***

- the required replacement depth (RRD) of surface soil is 80% of the adjacent control.
- the ARD must be equivalent or greater than the RRD

- minimum replacement depth (MRD) does not apply to linear disturbances but the expectation is that topsoil would be evenly disturbed

***b. Mixing of Soil Horizons***

- the average admixing of all the surface soil samples must not be greater than 30%. That is, the average of the samples must be composed of less than 30% of non-surface soil (B horizon).

***c. Soil Structure***

- the average aggregate class of the surface soil samples must be the same as the average aggregate class of the samples from the undisturbed ground.
- the bulk density of the subsoil of the disturbed ground for each sampling location must not be more than 120% of the average bulk density of the subsoil of the undisturbed ground.

**Topographic Requirements:**

The topography of the surface lease must be restored to its original or better condition. The reclamation of the surface lease is to be assessed by comparing the reclaimed site, as a whole, with adjacent undisturbed ground. The following requirements must be met:

Criteria:	Requirement:
Drainage	<ul style="list-style-type: none"> <li>▪ Surface drainage must be consistent with the original natural drainage patterns, directions, and capacity, or be compatible with the surrounding landscape.</li> <li>▪ Facilities and structures left in place must not impede natural surface drainage and water flow.</li> </ul>
Erosion	<ul style="list-style-type: none"> <li>▪ The frequency and extent of erosion features must be similar to adjacent undisturbed land.</li> </ul>
Contour	<ul style="list-style-type: none"> <li>▪ The contour of the surface lease must conform to adjacent land or be consistent with present or intended land uses.</li> </ul>
Stability	<ul style="list-style-type: none"> <li>▪ No visible evidence of slope movement, slumping, subsidence, or tension cracks are allowed.</li> </ul>
Gravel and Rocks	<ul style="list-style-type: none"> <li>▪ May not be piled, windrowed, or concentrated in one area unless it improves the agricultural capability of the surface lease.</li> </ul>
Debris	<ul style="list-style-type: none"> <li>▪ No industrial or domestic debris is allowed.</li> <li>▪ No large wood debris that could be removed with a brush rake is allowed for cultivated land, unless permitted in writing by the landowner.</li> </ul>

**Vegetation Requirements:**

Reclamation of a surface lease includes restoring vegetation by either replanting native vegetation or applying a suitable seed mixture. Preventing soil erosion, and preventing an increase in the distribution of weeds, should be the main criteria when choosing a seed mixture.

The reclamation of the surface lease is to be assessed by visually comparing the reclaimed site, as a whole, with adjacent undisturbed ground. The following requirements must be met within 24 months of applying the seed mixture or introducing vegetation:

Criteria:	Requirement:
Species	<ul style="list-style-type: none"> <li>▪ Seed mixtures must not increase the frequency or distribution of any weed species on the surface lease or on adjacent undisturbed ground.</li> <li>▪ Seed mixtures must include species that are adapted to the climate and soil conditions of the Peace River region of British Columbia. (contact your local Ministry of Agriculture office if you require information or assistance)</li> <li>▪ Native species must be similar to vegetation which would occur naturally on the undisturbed ground.</li> </ul>
Density	<ul style="list-style-type: none"> <li>▪ <math>\geq 80\%</math> of the density on adjacent undisturbed ground. This criteria only applies to cultivated land.</li> </ul>
Height	<ul style="list-style-type: none"> <li>▪ <math>\geq 80\%</math> of height on adjacent undisturbed ground. This criteria only applies to cultivated land</li> </ul>
Health	<ul style="list-style-type: none"> <li>▪ Plants should be healthy based on a visual inspection of their vigour, height, and colour.</li> </ul>
Cover	<ul style="list-style-type: none"> <li>▪ the vegetation must cover <math>\geq 80\%</math> of the soil surface.</li> <li>▪ vegetation on the reclaimed site must be evenly distributed, or be similar to the distribution on the undisturbed ground.</li> </ul>

**Photographs:**

Photographs must be taken which show the condition of the surface lease, associated developments and pipelines after reclamation. Each photograph should have noted with it the location, direction and any comments.

**Overall Summary:**

A short summary statement suggesting a pass or fail, comments on where criteria have not been met and if this will have a negative impact on the use of the land for agriculture and/or what should be

done to remedy the problem areas. Any landowner/occupant comments or requests should be noted.

**Signature:**

The Schedule B report must be signed by a Qualified Specialist (or specialists if more than one).

SIGNED THIS 13th DAY OF June, 2013

PROVINCIAL AGRICULTURAL LAND COMMISSION,  
as represented by: Richard Bullock, Chair



I have authority to sign this Schedule B on behalf of the Provincial Agricultural Land Commission

OIL AND GAS COMMISSION,  
as represented by: PAUL JEAKINS [Name]  
Commissioner [Title]

 [Signature]

I have authority to sign this Schedule B on behalf of the Oil and Gas Commission

Development Services Report  
Land Use Referral Procedures

Attachment  
Oil & gas Notification Checks - Procedure (Updated July 2017)

**April 16, 2018**



## Oil & Gas Notification Checks

Procedure - Updated July 2017

### **Background:**

Under the BC Oil and Gas Commission's (OGC) Consultation and Notification Regulation (s. 4(1)(b)) local governments are required to be notified or consulted by the company proposing to conduct a variety of different oil and gas activities prior to submission of their application to the OGC. The applicant's obligations to carry out consultation or notification is based on proximity to the proposed activities as well as other factors. The table below provides information on the test for the applicant to determine whether notification or consultation must occur. Recipients of the notifications are provided 21 days to respond to the applicant with their concerns or comments. If the applicant receives no information back from the recipients in 21 days they proceed with filing their application for their project with the OGC.

Person/Entity	Test of obligation to provide notification	Test of obligation to provide an invitation to consult	Exclusions
Local Authority (local government with jurisdiction over the area) s. 4(1)(b)	<p>(i)(A) Unless obligated to consult, if an existing building or structure owned by the local authority is within applicable notification distance.</p> <p>(i)(B) If an area identified in Official Community Plan is within applicable notification distance.</p> <p>(i)(C) If a known community watershed is within applicable notification distance.</p>	(ii) If an existing building or structure owned by the local authority is within applicable consultation distance.	Consultation not applicable to geophysical activities, as there is no prescribed consultation distance for geophysical activities.

*\* taken from the OGC's "Consultation and Notification Manual" (2014, p. 13)*

Most of what we will receive will be notification referrals and not invitations to consult, even though some applicants title the referral as an "invitation to consult" when it is only a notification. (Basically they have mislabeled their letter to us).

However, it is very important that when examining the information the applicant has provided that staff looks closely to see if the proposed project is on one of the PRRD's

properties or within very close proximity to it. Sometimes this information will be provided in the letter the applicant has provided us and sometimes it will be revealed when the location is checked in Quantum.

### **Purpose:**

Check notifications for **PROPOSED** oil and gas projects for:

1. Proximity of wellsites, pipelines or other facilities in relation to a public or community infrastructure ensuring that it is at least 1000 m+ from an existing public facility. A public facility includes a community hall, park, recreation facility, solid waste site or any asset owned or tenured to the PRRD.
2. Current zoning ensuring that the types of facilities being proposed, and in some cases its size, are permitted under current bylaws.

### **Procedure:**

<b>RECEPTION DUTIES</b>	
<b>STEP 1:</b>	<p><b>Creating Notification Tasks</b></p> <ol style="list-style-type: none"> <li>1. Administration will receive notifications by email at <a href="mailto:prrd.dc@prrd.bc.ca">prrd.dc@prrd.bc.ca</a> or by mail. All notifications received by mail should be scanned and emailed to <a href="mailto:prrd.dc@prrd.bc.ca">prrd.dc@prrd.bc.ca</a>. ** Note all Emergency Response Plans (ERP's) should be forwarded directly to the Community Services Coordinator and not put into the task folder</li> <li>2. Once by received by email Reception will make a new "task" in the shared O&amp;G Notifications task folder.</li> <li>3. Naming the task: name the task the same as the subject line in the email received from the applicant (i.e., Notification for Shell et al HZ Groundbirch 5-11-80-20, W6M; Wellsite; bvl 004-13) (this can be copied and pasted in from the email)</li> <li>4. Dating the task: set the "Start Date" as the date the notification was received and set the "Due Date" for 21 days from the start date.</li> <li>5. Drag and drop the email containing the notification into the body of the task.</li> </ol> <p><b>HIGH PRIORITY NOTIFICATIONS:</b></p> <p>Any notifications received for worker camps, temporary worker accommodations or anything that appears to be a worker camp, must:</p> <ol style="list-style-type: none"> <li>1) Be referred by email to the Planning Services Manager as soon as it is received;</li> <li>2) Have a new task created; and</li> <li>3) Note in the task the date that the notification was referred to the Planning Services Manager.</li> </ol>

## GIS TECH & COMMUNITY SERVICES COORDINATOR DUTIES

<b>STEP 2:</b>	<p><b>Checking Tasks</b></p> <ol style="list-style-type: none"> <li>1. In the O&amp;G Notifications task folder sort the “Due Date” column so that the earliest date is on the top.</li> <li>2. Open the task that is due the soonest (i.e., less than 21 days) and has not been completed.</li> <li>3. Open the email received and check it to ensure the information received is for a PROPOSED project (i.e., wellsite, pipeline, facility) and not the sale of subsurface rights/seismic activity.             <ol style="list-style-type: none"> <li>a. Notifications of the <b>SALE OF SUBSURFACE RIGHTS</b> or <b>SEISMIC ACTIVITY</b> should be forwarded to the Corporate Officer immediately if once the location is checked and it is determined to be impacting one the PRRD’s properties.</li> <li>b. Letters for <b>CONSULTATION</b> on projects impacting one of the PRRD’s properties should be forwarded to the Corporate Officer immediately.</li> <li>c. Notifications that are not within the electoral areas (i.e., within municipal boundaries like Hudson’s Hope) should be forwarded to the Community Services Coordinator (if first ID’d by the GIS Tech) to contact the referring company recommending that they send it to the correct local government.</li> <li>d. See the list of “Inclusions and Exclusions” for the types of projects that need to be checked</li> </ol> </li> <li>4. Check in Quantum if the proposed infrastructure is 1000 m+ from an existing public facility.             <ol style="list-style-type: none"> <li>a. If it appears closer refer it back to the Community Services Coordinator (if ID’d first by the GIS Tech) to call the owner/land manager to get correct coordinates.</li> <li>b. If the project is on a PRRD owned, licensed or leased property send it to the Corporate Officer immediately and cc: the Manager of Community Services</li> </ol> </li> <li>5. If the project is a work camp, check the location, record it and send it to the Planning Services Manager immediately.</li> <li>6. Zoning:             <ol style="list-style-type: none"> <li>a. Check if the project falls within one of the zoning areas as below:                 <ol style="list-style-type: none"> <li>i. <u>Zoning Bylaw No 1343, 2001:</u> <ol style="list-style-type: none"> <li>1. Battery sites and compressor stations which cover an aggregate building and/or structure floor area of greater than 450 sq. metres (4850 sq. ft)</li> </ol> </li> </ol> </li> </ol> </li> </ol>
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	<ol style="list-style-type: none"> <li>2. Oil field waste management facility that requires a permit under the <u>Waste Management Act</u> or which covers an aggregate building and/or structure floor area of greater than 450 sq. metres (4850 sq. ft)</li> <li>3. Water loading stations</li> <li>4. Gas processing plant</li> </ol> <ol style="list-style-type: none"> <li>ii. <u>Chetwynd Rural Area Zoning Bylaw No. 506, 1986:</u> <ol style="list-style-type: none"> <li>i. Gas processing plant</li> </ol> </li> </ol> <ol style="list-style-type: none"> <li>b. If the project falls within the zoning area and <b>IS confirmed to be one of the types of facilities noted above</b>, refer it to the Planning Services Manager - if unsure about the size, refer to Planning Services Manager for Planning to check.</li> <li>c. Note in the task the date that the notification was referred for review to the Planning Services Manager.</li> </ol>
<b>GIS TECH &amp; COMMUNITY SERVICES COORDINATOR DUTIES</b>	
<b>STEP 3</b>	<p><b>Recording the Notification</b></p> <ol style="list-style-type: none"> <li>1. Once the location of the proposed project has been checked in Quantum, type the result in the body of the task and include the following: <ul style="list-style-type: none"> <li>• Checked by [your initials]</li> <li>• Location [23 km NE of Tower Lake Hall]</li> <li>• Date checked</li> <li>• (referred to Planning Services Manager if applicable)</li> </ul> </li> <li>2. Change the "Status" of the task to "Completed" and categorize it as: <ul style="list-style-type: none"> <li>• "O&amp;G Pipeline" - light gray</li> <li>• "O&amp;G Water" - blue</li> <li>• "O&amp;G Camp" - purple</li> <li>• "O&amp;G Wellsite" - light red</li> <li>• "O&amp;G Other" - dark gray</li> </ul> </li> </ol>

<b>COMMUNITY SERVICES COORDINATOR DUTIES</b>	
<b>STEP 4</b>	<b>Counting &amp; Logging the Notification</b> <ol style="list-style-type: none"> <li>Record on the notification count spreadsheet the number of notifications received that day by type (wellsite, pipeline, camps, other) W:\WPDocs\PRRD\Community Services\Community Services Functions\Emergency\Oil &amp; Gas\Notification\Notification and Exercise Count.xlsx</li> <li>If the project is a worker camp, also record it in the “Worker Camp” spreadsheet in the Excel file with project notifications</li> <li>If the project is a water well, holding pond, etc. record it in the “Water Project” spreadsheet in Excel file with project notifications</li> </ol>
<b>COMMUNITY SERVICES COORDINATOR DUTIES</b>	
<b>STEP 5</b>	<b>Filing the Notifications on the server</b> <ol style="list-style-type: none"> <li>Once a month the Community Services Coordinator will save the completed tasks to a folder on the server at W:\WPDocs\PRRD\Community Services\Community Services Functions\Emergency\Oil &amp; Gas\Oil_Gas Notifications</li> </ol>

### Inclusions & Exclusions for Notification Checking

Notification Type	Description	Check, Record, File or Refer
1) Sale of subsurface rights or seismic activity	Notification received when this activity is on a property that the PRRD owns, has a license or lease or map reserve	Check location and refer to Corporate Officer immediately for comment back to OGC
2) Invitation to Consult	Invitation to the PRRD to consult because a company is proposing to conduct work on one of <u>our properties that we own, license or lease</u> Note: that some notifications will say “consultation” but they are actually notifications because it does not impact the PRRD as a landowner	Check location and refer to Corporate Officer immediately for comment back to OGC
3) Notice of Proposed Application to the OGC or NEB & Notice of Change/Amendment of Projects	Notified of applications to the OGC for wellsites, pipelines (gas and water), compressor stations, gas plants, campsites, battery stations, access roads	Check location & check for zoning.  If item is within 1000m of community facility, refer to

	and petroleum development roads, water wells, helipads, borrow pits, water pit, log decks, remote sumps, water loading stations, road upgrades	Community Services Coordinator.  If item is within zoning boundary and meets criteria where zoning applies, refer to Planning Service Mgr.  <b>*note: any work camps should be checked, recorded and referred to Planning Services Manager immediately</b>
<b>DO NOT CHECK DISTANCE OR ZONING</b> The following project notifications are for projects that have already been reviewed by the Regional District		
4) Notice of Construction	Notified of the plan to construct wellsites, gas pipelines, water pipelines, compressor stations, water wells	Record as notification received in Excel and mark as checked
5) Notice of Operations	Notified of drilling, completions, well testing, flaring, fracturing and servicing. These notifications are issued as a single notice or as multiple notices for each stage of the project.	Record as notification received in Excel and mark as checked
6) Notice of Sour Drilling	Notified in writing or by phone that the company is preparing for sour drilling	Record as notification received in Excel and mark as checked
7) Notice of Termination of Sour Drilling	Notified in writing or by phone that the company has terminated sour drilling	Record as notification received in Excel and mark as checked
8) Notice of Maintenance Projects	Notified of maintenance projects on pipelines	Record as notification received in Excel and mark as checked
9) Notice of Cancellation of Projects	Notified of cancelled projects	Record as notification received in Excel, record as cancelled project and mark as checked

Development Services Report  
Land Use Referral Procedures

Attachment  
Concurrence Policy for Telecommunication Facilities on Crown Land

**April 16, 2018**



## POLICY STATEMENT

### Concurrence Policy for Telecommunication Facilities on Crown Land

- a) That in relation to Industry Canada's Consultation Guidelines CPC-2-0-03, consultation requirements for telecommunications infrastructure, where such facilities are proposed to be sited on Crown Land which is either zoned or unzoned for such use, the Province of British Columbia's "Land Use Operational Policy – Communication Sites" satisfies the consultation requirements of the Peace River Regional District; and
- b) That staff be authorized to provide land use concurrence letters to Industry Canada and the proponent.

Board approved:

February 14, 2013/Resolution No. RD/13/2/27

**April 16, 2018**

Development Services Report  
Land Use Referral Procedures

Attachment  
Concurrence Policy for Telecommunication Facilities on Private Land

**April 16, 2018**

**Concurrence Policy for Telecommunication Facilities on Private Land**

1. That in relation to Industry Canada's Consultation Guidelines CPC-2-0-03, consultation requirements for telecommunications infrastructure, where such facilities are proposed to be sited on private land and meet Official Community Plan and Zoning Bylaw requirements, that the Peace River Regional District requires no further public consultation; and
2. That staff are authorized to provide land use concurrence letters to Industry Canada and the proponent where proposed telecommunications infrastructure meets Official Community Plan and Zoning Bylaw requirements.

Regional Board September 10, 2013

R-10  
September 10, 2013 – Ken  
Kalirai, Assistant Manager of  
Development Services

CONSULTATION CONCURRENCE ON PRIVATE LAND FOR TELECOMMUNICATIONS FACILITIES  
REGARDING INDUSTRY CANADA CONSULTATION GUIDELINES CPC-2-0-03

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RD/13/09/20 (26)

MOVED by Director Hiebert, SECONDED by Director Ackerman,

That the Regional Board approve the following "*Concurrence Policy for Telecommunication Facilities on Private Land*":

- a) That in relation to Industry Canada's Consultation Guidelines CPC-2-0-03, consultation requirements for telecommunications infrastructure, where such facilities are proposed to be sited on private land and meet Official Community Plan and Zoning Bylaw requirements, that the Peace River Regional District requires no further public consultation; and
- b) That staff be authorized to provide land use concurrence letters to Industry Canada and the proponent where proposed telecommunications infrastructure meets Official Community Plan and Zoning Bylaw requirements.

**CARRIED.**



## DIRECTORS' NOTICE OF NEW BUSINESS

To: Electoral Area Directors Committee

Date: April 9, 2018

From: Director Goodings

Subject: Canadian National Railway Co.

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### PURPOSE / ISSUE:

To have follow up discussion to the Delegation presented at the March 22, 2018 Board Meeting by the North Pine Farmers Institute (NPFI) regarding the challenges they are facing with the transportation of grain as a result of the lack of rail cars from Canadian National Railway Co.

### RECOMMENDATION / ACTION:

For discussion

### BACKGROUND/RATIONALE:

Back in 2008-2009, Cargill announced that they were shutting down the grain elevator located in FSJ. This is the last elevator serviced by rail tracks heading North and West. Closure of the elevator meant that the North would have no way to transport grain by rail to the market, and that farmers in the North Peace would have no other option but to truck their grain to the nearest market.

After the NPFI became aware of the pending closure, they began the process to purchase both the property and rail line. In 2016, an agreement was made between the NPFI and Viterra. Viterra is well equipped to handle the variety of grain grown by farmers in the Peace Region and sell it to global markets. The lease for Viterra is up at the end of 2018. At present, Viterra is not ready to commit to another long-term lease. One challenge the elevator and Viterra is facing is the lack of rail cars. This winter, the elevator sat six weeks without a single rail car.

The NPFI is not the only organization that is experiencing service issues with CN Rail. Newspaper articles in 2018 have reported that service on Canadian National Railway Co. has deteriorated to the point that clients are switching their cargoes to rival Canadian Pacific Railway. Performance numbers show Canadian National Railway Co.'s train speeds are down 17 per cent year-over-year compared with nine per cent for the railway group, and "dwell" — the time trains spend stopped at a terminal — is up a "staggering" 43 percent.

The Montreal based company is stating that short term service problems are weather related, and the company is investing capital to address other long-term concerns caused by a surprise surge in demand. Canadian National has announced that they will be hiring about 400 conductors in the first quarter and will be boosting its 2018 capital spending budget to \$3.2 billion. In an email addressed to MP Bob Zimmer, Canadian National committed to improve their service to the North Peace by delivering 5000 grain cars by the end of March; hitting the target two weeks early.

### ATTACHMENTS:

North Pine Farmers Institute Presentation

Correspondence Letter from Canadian National Rail

April 16, 2018

Dept. Head:

CAO:

Page 1 of 1



# NORTH PINE FARMERS INSTITUTE

(spelled in accordance with Society's Act May 19, 1930)

## **Presentation to the Peace River Regional District – March 22, 2018**

Agriculture, the backbone of our community, province, and country made possible by dedicated people making a difference.

Thank you for the opportunity to present our history. We, (Wade Cusack and Margaret Little) represent the North Pine Farmers Institute, the past, the present, and the future of agriculture in our communities.

Margaret is the past and present, Wade is the present and the future!

### **How did project get started?**

As a farmer, I attended the North Pine Farmers Institute AGM and asked if women ever belonged. The answer was yes but nobody did. So I paid my dues!! Never thinking that it would lead to a trip down memory lane. For me it was the opportunity to bring for the history of those men and women who helped to make this country what it is today.

Not wanting to make false claims about being the first woman, I started the search for information. Our local Museum and the Royal Museum in Victoria were excellent sources of information. As well, the 4 boxes of papers meticulously organized by Bob Johnston, Brian Johnston's Dad contained a wealth of information. The original minutes and ledger were stored in Victoria and were so fragile that they could not be copied. Each page was photographed using special equipment. We now have copies of those early days. These records go back to 1930!

### **Page 3: Goals**

The goals of the Institute have stood the test of time, for members and for the community.

### **Page 5: The Fond**

Sorting the boxes, all are in the Fort St. John Museum and can be accessed just by going to the Museum.

### **Page 6 - 20: Photos**

### **Page 20-40: Snippets of History and The Beginning**

Directors and Subscribers and Societies Act dated May 19<sup>th</sup>, 1930.  
Survey of land owned by the North Pine Farmers Institute

**April 16, 2018**

**Page 31: Accomplishments**

First North Pine Fall Fair  
North Pine School  
North Pine Skating Rink  
All community activities including Seniors and 4-H

**Page 35: Road Building**

Farmers were able to work on roads to pay off their taxes.

**Page 36-40: Executives from 1969 - 2018****Page 41: Vision and the Reality of Challenges**

Elevators  
Railcars  
Rural Roads Task Force

**Page 52: The Future**

Pictures and stories are needed for the Edition #3

# NORTH PINE FARMERS INSTITUTE

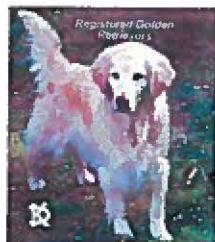
(spelled in accordance with Society's Act May 19, 1930)

Looking for stories and pictures for Edition #3!!



**James (Jim) Torrie** - This is our latest addition from Chad Torrie – his Grandfather's name was on the original Society document.

**Contact with your stories and pictures.**



**MACKENO  
VENTURES**  
Division of Company # 646256 B.C. Ltd.  
**KASKADEENA KENNELS**  
Margaret & Jim Little  
SS #2, Site 13, Comp. 23  
Fort St. John, B.C. V1J 4M7  
Ph: (250) 785-5365  
Cell: (250) 282-7840  
Fax: (250) 788-5353  
Email: mackeno@xplornet.ca

**April 16, 2018**



Edition #2 - February 2018

This collection of information is a work in progress. More memories, stories, and pictures, past, present, and future will be added in Edition #3.


# **NORTH PINE FARMERS INSTITUTE**

## **THE PAST THE PRESENT AND THE FUTURE!**



**Agriculture, the backbone of our community, province, and country made possible by dedicated people making a difference.**

**April 16, 2018**



## The Farmer's Creed

I believe that a man's greatest pride is his dignity and that no calling bestows this more abundantly than farming.

I believe that hard work and honest sweat are the building blocks of a person's character.

I believe that farming, despite its hardships and disappointments, is the most honest and honourable way a man can spend his days on earth.

I believe that farming nurtures the close family ties that make life rich in ways that money can't buy.

I believe my children are learning values that will last a lifetime and can be learned in no other way.

I believe farming provides education for life and that no other occupation teaches so much about birth, growth and maturity in such a variety of ways.

I believe that the best things in life are indeed free;

the splendour of a sunrise, the rapture of wide open spaces and the exhilarating sight of your land greening each spring.

I believe that true happiness comes from watching your crops ripen in the field, your children grow tall in the sun, your whole family feels pride that springs from their shared experience.

I believe that by my toil, I am giving more to the world than I am taking from it; an honour that does not come to all men.

I believe that my life will be measured ultimately by what I have done for my fellow man, and by this statement I fear no judgement.

I believe when a man grows old and sums up his days, he should be able to stand tall and feel pride in the life he's lived.

I believe in farming, because it makes all this possible.

## North Pine Farmers Institute

(official registered name and spelling 1930)

The North Pine Farmers Institute has a long history in Peace River North. As with any history collection, there will be errors in spelling, the timing of events, and missing key people. However, we have tried to compile this history from 1930 to 2017 to the best of our knowledge using the collective expertise of our community. Sometimes, what is told in one place is not always the same in another.

This collection of information is to honour those hard-working men and women who helped make this country what it is today.

With the support of the Fort St. John Museum, the North Peace Historical Society, and the Royal Museum of British Columbia, the history of the North Pine Farmers Institute has been collected. **The information will be placed in a fond (a collection of memories) in the Fort St. John Museum.**

Agriculture is the backbone of our community, province, and country. It is the hard work of farmers who help to put the food on our table in the past, the present, and the future.

The goals of the North Pine Farmers Institute are still important in today's society and have stood the test of time.

1. *To improve conditions of rural life so that settlement may be permanent and prosperous.*
2. *To promote the theory and practice of agriculture.*
3. *To arrange on behalf of its members for the purchase, distribution or sale of commodities, supplies or products.*
4. *To act generally on behalf of its members in all matters incidental to agricultural pursuits and rural development.*
5. *To promote home economics, public health, child welfare, education and better schools*

Thank you to everyone for contributing to this fond and history.  
Life is about making connections and broadening your horizons.  
Having the privilege of working on this project has certainly helped to achieve  
these two goals.

Margaret & Jim Mertler-Little  
and

The North Pine Farmers Institutes Institute

**April 16, 2018**

## Contents:

Page # 3	Introduction
Page # 4	Description of 4 Boxes found in the NPFI Fond in Museum
Page # 6	The Past, Present, Future - Photographs
Page # 20	North Pine Farmers Institute Through The Years
Page # 41	A Vision – A Reality
Page # 52	The Future
Page # 57	Treasures & Sources of Information
Available	Strategic Plan December 2016 Upon Request from Brian Johnston, Secretary

The information provided is as accurate as possible and subject to change. It is hoped that more pictures and stories will be added through the years.

Thank you to Earl Cusack, Leslee Jardine, Margaret & Jim Little, Colin Meek, Maryann Meek, Brian and Lilly Mertler, Janine Rubin, The Fort St. John Museum, The Royal Museum of BC and Megan Thompson for their contributions of stories and photographs.

Thank you to those people who helped to preserve our history, especially, The Peacemakers of the North Peace



**Making a difference,  
Freda Mertler, Doris Johnston, Bob Johnston, Johnny Mertler**

**April 16, 2018**

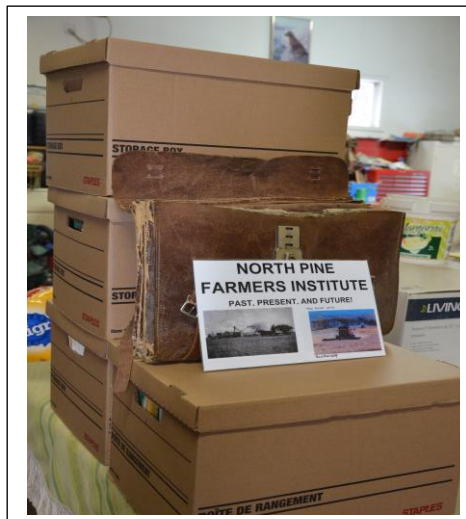


## **The Fond – a collection of information and treasures for The North Pine Farmers Institute**

(official registered name and spelling 1930)

### **Box #1 – original is in the Fort St. John Museum Fond and a copy with the North Pine Farmers Institute**

Advisory Board  
BC Federation of Agriculture  
BC Rail  
Correspondence  
Crop Insurance  
Erosion Control  
Farmers' Advocate  
Land Commission  
Marketing Boards  
Oil and Gas  
Peace River Regional District  
Presentations



### **Box #2 - original is in the Fort St. John Museum Fond and a copy with The North Pine Farmers Institute**

Reports  
District J correspondence and presentations

### **Box #3 – kept with The North Pine Farmers Institute Secretary** Financial information/Second briefcase with bank information

### **Box #4**

Treasures including the “Books!”

### **Book # 1 – original is in the Fort St. John Museum Fond and a copy With the North Pine Farmers Institute**

Snapshot 1930 to 2016  
The Present  
The Future

**Book #2 – Sources of Information and Treasures**

**Book #3 – kept with the North Pine Farmers Institute Secretary**

**Book #4 – in progress with history starting in 2017**

April 16, 2018

**The Past  
and  
The Present  
1930  
to  
2017**

**NORTH PINE  
FARMERS  
INSTITUTE**

**April 16, 2018**



**Still fighting for better roads in 2017!**



**Granaries built by Johnny and Freda Mertler and Harry Sparr about 1950.**

**April 16, 2018**





**Combining in 2017**



**Horse drawn plough found on the Little-Mertler Farm**

**April 16, 2018**





**Horse drawn mower – on the Mertler Farm**



**Horse drawn dump rake on the Mertler farm.**

**April 16, 2018**





**Tractor owned by George Clark. It was made in Twin City, Minneapolis  
George brought it from Saskatchewan around 1949.**



**April 16, 2018**





**The seed drill owned by Gordon Sculthorpe.**

**April 16, 2018**





**This threshing machine was owned by George Crook who sold it to Tom Jarratt Sr. It was a Red River Special and was the best threshing machine going. Johnny Peebles also brought in a Case threshing machine in 1930 which was used in many communities. Ed Clark also brought in a threshing machine and steam engine. He had to wait until the Peace River froze so he could cross the river on the ice bridge.**







**The markings on the threshing machine are still visible today. Even though it was made in 1901!**



**This is the first wire tie baler brought into the Peace area. It was owned by Bill Smirl or Isaac Torrie. Norm Clark owned the baler and gave it to Brian and Lilly Mertler.**

**April 16, 2018**





**This plough was owned by Tom Jarratt Sr. and can be found on the Mertler farm.**



**Found on the Lynch Callison land at Stewart Flats on the Beatton River.**

**April 16, 2018**





**Wagon used to travel the country. Given to Brian & Lilly Mertler from Lilly's Aunt in Gundy, BC.**



**Winter travel in the Peace with Ray Remfert's team and sleigh.**

**April 16, 2018**





**Seed drill used in the community found on Lynch Callison's place on the Beaton River.**



**One of Johnny Mertler's truck**



**Donnie Almond's truck**



**Brandon Wiebe's Truck**

**Little and big trucks  
on the Mertler Farm  
from the early days  
and from today.**

**April 16, 2018**



**Grandad John Mertler, George Mertler, and Johnny Mertler using the community buzz saw to put up their wood supply for the winter.**



**North Pine Community Hall.**

**April 16, 2018**

# 150 years of farming

*Posted Jun. 29th, 2017 by [Michael Raine](#)*

Agriculture in Canada was practised from the earliest times, with the First Nations producing crops long before European settlement.

Settlers' crops were grown for centuries before Confederation and most of it was done on land that later became New Brunswick, Nova Scotia, Prince Edward Island, Lower and Upper Canada and in the Fraser Valley of British Columbia. Nearly all of it was for domestic consumption.

Louis Hebert settled at Quebec City in 1617 and became one of Canada's first commercial producers that year.

Wheat was thought to have been grown in Saskatchewan by Hudson's Bay staff at a post east of the North and South Saskatchewan Rivers' forks in the 1770s.

Farming in the Canadian coastal areas was not unlike that of Northern Europe, so knowledge was transferable. In 1790, Nova Scotia farmers had their own organization, the Society for Promoting Agriculture.

By 1802, exports from the upper St. Lawrence Valley, in what is now Ontario, were more than one million bushels annually.

The Assiniboine District, including the Red River Valley in Manitoba, was producing agricultural products for sale, but most of that was for local consumption.

In May of 1868 the Department of Agriculture Act was given royal assent by Parliament. Its first major act was the Act Respecting Contagious Diseases of Animals, protecting Canada from imported diseases.

By the early 1880s it was becoming evident that more knowledge was needed.

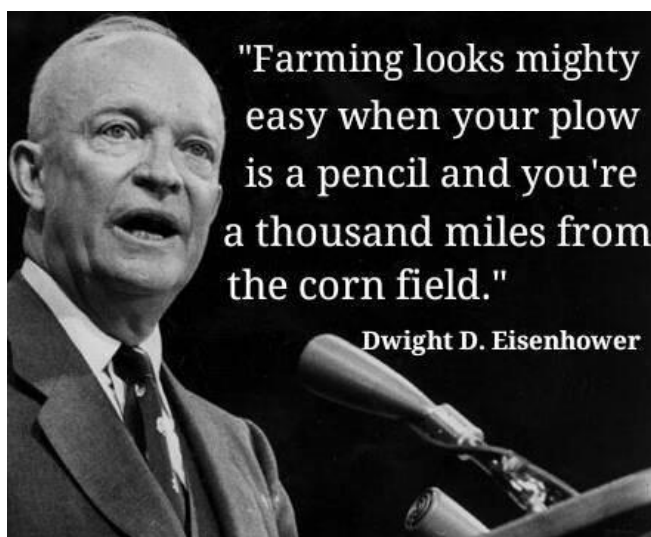
Farming was expanding outside the central and eastern Canadian regions, and the young federal government recognized the need for research and skills development.



In 1884, 1,500 farmers were asked if they wanted ag research, experimental farms, entomologists, ag statistics and handbooks, reports and bulletins. Most did.

In 1886, Parliament passed the Experimental Station Act, and regional research and extension agriculture were birthed. Two world wars, three major droughts, as many wet decades and a steady intensification of production have passed since.

But some things never change. Louis Hebert? He was forced to sign a commercial contract with the French government that required him to sell his Canadian agricultural production at the domestic, French market price.



**April 16, 2018**

# North Pine Farmers Institute Through The Years

## #1 Classification of a Bonafide Farmer 1930

Any man who owns a tract of land be it large or small and has paid taxes for five years without arrears and endeavours to gain his principal livelihood from the land can be classified as a Bonafide Farmer.

## #2 Classification of a Bonafide Farmer 1930

Any man who owns a farm, and lives there on, and gains his total livelihood from the farm can be classed as a Bonafide Farmer.

### April 24, 1923:

A Community Club was started in Fort St. John.

### July 31, 1926:

The Community Club became the Fort St. John Agricultural Association.

### September 16, 1927:

The Fourth Fort St. John Annual Fair was held in Fort St. John with Al Holland as President and J.W. Abbott as Secretary-Treasurer.

### 1928:

There were 6 women in the community.

### 1929:

Clarence Landstrom brought the first tractor into the district.

### May 19, 1930:

The North Pine Farmers Institute was formed with headquarters at the Indian Valley School. The area defined as north from Stoddart Creek to the Blueberry River and west from the North Pine River to Cache Creek in the Peace River Block.

## From the Societies Act #1834 dated May 19, 1930, registered June 17, 1930

### Subscribers and Witnesses

W.J. Tiegs – Indian Creek

J.B. Clark – Grand Haven

J. Farrell – Fort St. John

H. Morrow – Indian Creek

J.R MacKenzie – Indian Creek

J.R Keith – Indian Creek

April 16, 2018

C.F. Lansing – Indian Creek  
 Roger Keith – Indian Creek  
 James Torrie – Montney

Brendan E. T. Kennelly - Secretary  
 George Ambrose Long - President

### First Directors

Mrs. J.R. Keith – Vice-President Indian Creek – wife of farmer  
 Mr. G.A. Song President – Montney  
 Mr. Jas Torrie – Indian Creek  
 Mrs. F.C. Williamson – Indian Creek – wife of farmer

BY-LAWS

OF THE NORTH PINE FARMERS' INSTITUTE.

HEADQUARTERS Indian Valley School

ADOPTED 19th May, 1930

George Ambrose Long  
President

Brendan E. T. Kennelly  
Secretary

I hereby Certify that a duplicate original of this document has been filed with me pursuant to the Societies Act.  
 Dated this 17th day of June 1930  
 Registrar of Companies

BY-LAWS

OF THE NORTH PINE FARMERS' INSTITUTE.

AIMS AND OBJECTS.

- The aims and objects of the Institute are:—
  - To improve conditions of rural life, so that settlement may be permanent and prosperous:
  - To promote the theory and practice of agriculture by lectures, essays, the circulation of information and other educational methods, and to stimulate interest by exhibitions, prizes, and other means:
  - To arrange on behalf of its members for the purchase, distribution, or sale of commodities, supplies, or products, and generally to act on their behalf in all matters incidental to agricultural pursuits:
  - To promote social intercourse, mutual helpfulness, and the diffusion of knowledge and to make new settlers welcome.

FUNDS.

- The funds of the Institute shall be devoted solely to the promotion of these objects.

MEMBERSHIP.

- The members of the Institute shall be the subscribers of the declaration and the persons admitted to membership in accordance with these by-laws.  
 Every person desiring to become a member of the Institute shall, if required, apply in writing to the Secretary, and be proposed and seconded by two members in good standing, and shall in the application agree to conform to and abide by the By-laws of the Institute and the Rules and Regulations made pursuant to the "Agricultural Act" and affecting Farmers' Institutes.

ELECTION TO MEMBERSHIP.

- Every application for membership shall be voted upon at the next general meeting of the Institute, and a majority of the members present shall have power to elect.

MEMBERSHIP FEES.

- Each member shall pay an annual fee of not less than \$1, and upon payment of such sum shall be enrolled on the membership of the Institute.

WITHDRAWAL OF MEMBERS.

- A member not in arrears may withdraw from membership by giving notice in writing to the Secretary of the Institute, and every withdrawal shall be reported to the next general meeting of the Institute.

EXPULSION OF MEMBERS.

- The Institute may expel from membership, upon a three-fourths majority vote of the members of the Institute, any member against whom a charge has been preferred of conduct detrimental to the Institute. The charge shall be in writing signed by at least two members in good standing, and the member against whom the charge has been made shall be given at least two weeks' notice in writing of the time and place when and where the matter will be considered by the Institute.

3

R-8

**"SOCIETIES ACT."**  
(Chap. 236, R.S.B.C. 1924, Sec. 6.)

No. 1834

## Declaration.

WE, the undersigned, hereby declare that we desire to form a society under the "Societies Act," and that:—

(1.) The name of the Society is. "The North Pine  
Farmers ~~Women's~~ Institute."

(2.) The objects of the Society are:—

- (a.) To improve conditions of rural life, so that settlement may be permanent and prosperous in the farming communities.
- (b.) To promote home economics, public health and child-welfare, education and better schools, legislation, immigration, and settlement.
- (c.) To encourage agriculture, home and local industries.
- (d.) To promote social intercourse, mutual helpfulness, and the diffusion of knowledge; to make settlers welcome and improve community conditions.

(3.) The operations of the Society are to be chiefly carried on in that area defined a  
north from Stoddart Creek to the Blueberry River and west  
from the North Pine River to Bache Creek, in the Peace River Block  
Headquarters at Indian Valley School

Dated this 19<sup>th</sup> day of May, 1930

FULL NAMES, ADDRESSES, AND OCCUPATIONS OF SUBSCRIBERS AND WITNESS(ES).

FULL NAME.	ADDRESS.	OCCUPATION.
<u>W J Lugo</u>	<u>Indian Creek</u>	<u>Farmer.</u>
<u>J B Clark</u>	<u>Grand Haven</u>	<u>Farmer</u>
<u>J Farrell</u>	<u>Port St John</u>	<u>Farmer</u>
<u>H. M. M.</u>	<u>Indian Creek</u>	<u>Farmer</u>
<u>H. MacKensie</u>	<u>Indian Creek</u>	<u>Farmer.</u>

April 16, 2018



R-8

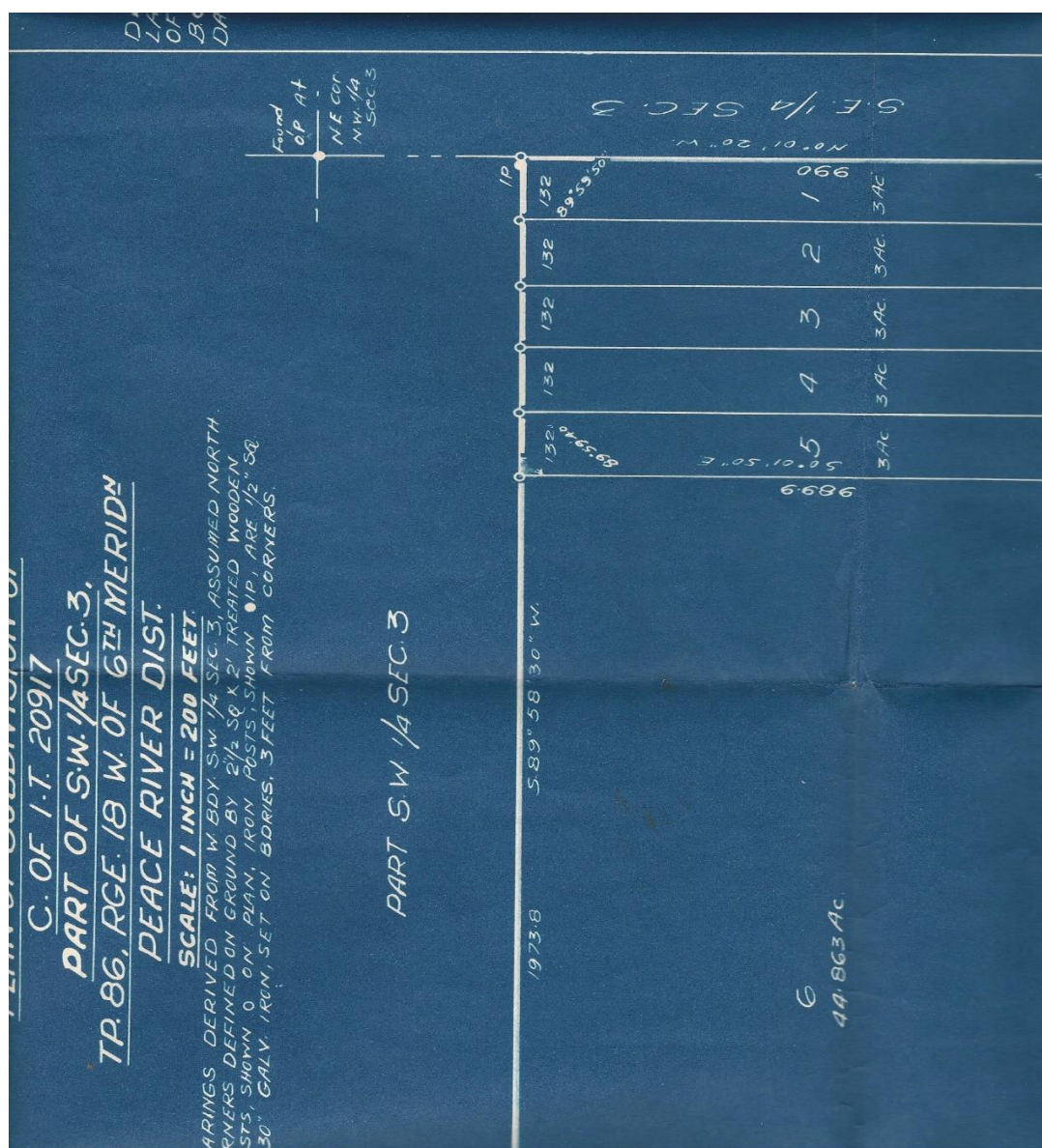
Roger Keith  
James Torrie  
Brendan E. Kennelly

Indian Creek: f Farmer  
Montney P6  
Farmer

North Pine Dale  
Fort St. John  
Farmer.

Witness to the above three (3) signatures: -

Indian Creek B.C. Farmer



Original Survey is in Fond in Fort St. John Museum

April 16, 2018







R-8

THE GOVERNMENT OF  
THE PROVINCE OF BRITISH COLUMBIA

# LAND REGISTRY OFFICE

*Kamloops, B.C.*

*Aug 5*, 1946

DEAR SIR:

Re Crown Grant No. *71/771*

In name of *The North Pine Farmers Institute*

I have the honour to advise you that the above Crown grant, covering *the most southerly 13 chains of the southwest quarter of Sec. 3, Township 36, Rge 18 W 6 N.*  
*as shown on plan of said Township dated 15 October, 19<sup>th</sup> Jan. 1931.*

*Peace River Assessment District*

has been transmitted to this office, as provided by section 137 of the "Land Act," chapter 144, "Revised Statutes of British Columbia, 1936."

Your attention is drawn to the fact that it is therein provided that the Crown grantee shall forthwith cause application to be made for the registration of the Crown grant.

There is enclosed a blank form of application for registration, which please return to this office after the same has been properly filled in and declared,\* together with the appropriate amount of Land Registry fees, which from the table on the back of the application you will be able to calculate the amount necessary.

If the application for registration is not made within one year from the date of the Crown grant a certificate from the Provincial Collector, or, in case the lands are within a municipality, from the Municipal Collector, must be produced with the application, showing that there are no delinquent taxes on the land.

I have the honour to be,

Sir,

Your obedient servant,

*R.S. Sears*  
*Per [Signature]*

Registrar.

To *The North Pine Farmers Institute*

*North Pine B.C.*

\* The declaration when made in the Province must be taken and made before any of the following: A Registrar, Notary Public, Stipendiary Magistrate, a Justice of the Peace, a Judge or Registrar of any Court having a seal, a Commissioner for taking affidavits within the Province.

## Formation of the North Pine Farmers Institute as described in the Alaska Highway News, 1930:

The first Farmer's Institute in the North Peace was the North Pine farmer's institute formed in August 1930. This took in an area north to the Blueberry River, west to Charlie Lake and east to the Beaton River. They sponsored the first fall fair in September 1930. The response was tremendous and there has been a fall fair every year since. The fair was held on the Carmichael quarter which was owned by Albert Germain. (The Germain's donated this land to the current North Peace Fall Fair Association.)

Brendon Kennelly was President and Hubert Orr was the secretary.

### June 17, 1930:

The North Pine Farmers Institute received their Certificate of Corporation - #1834.

The Wood brothers improvised a machine with a cylinder encrusted with nails bent into a small grain cleaner. The Landstroms built a machine with a motor-driven belt.

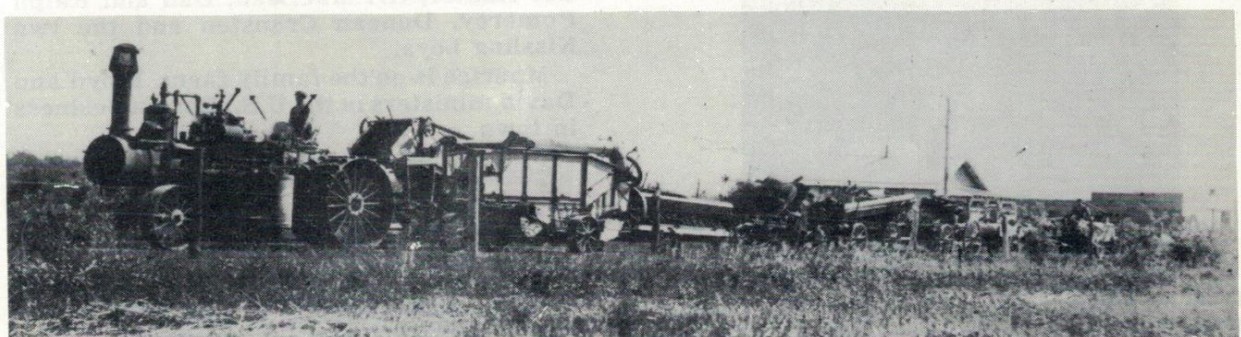
### 1930 or 1931:

The North Pine Farmers Institute sponsored the first North Pine Fall Fair. A flour mill was built in Fort St. John where wheat was ground into flour.

*They paid the bill with more wheat. Meat sold for 3 cents per pound.*

### 1931 from The Peacemakers of the North Peace

*"Money was scarce in those depression days, most transactions were by barter but some things did require cash. Crops were very good on the new soil, fifty bushels of wheat, and oats going as high as hundred and twenty to the acre. The trip to Dawson Creek with grain by wagon, only 30 bushels to a wagon box, took a week and at 18 cents a bushel didn't bring back many supplies."*



THE ED CLARK outfit trailing in — Steam engine, threshing machine and five wagons.





1931 — NORTH PINE — A few of the early birds in a crowd of over two hundred gathered from the North Country for supper, lecture and dance at the North Pine School under the auspices of the North Pine Farmers' Institute. August 13. — Photo by W. D. Albright  
 Front Row 3rd from left; Ione Sandry, 4th Ivy Mooney; 7th Iva Sandry; 8th Shirley Keith behind Mrs. Bill Smirl; 9th Jean Keith; 10th Georgia Keith. Second Row — Dark jacket over light dress, Annie Keith behind in white apron Mrs. O. E. Keith to her left Margaret Campbell.

### 1931:

Farmers paid their land taxes by working on the roads – (Fresnos pictures 1931 – found in the black album at the Museum)

### 1933:

Irwin Tucker of Montney travelled through the district with his threshing machine.

### 1935:

“The Farmer’s Institute built a community hall. The logs were cut and hauled by donation work but Fred Williamson was hired to do the building. Threshing was a problem in the early years. Seed was threshed by hand or, as some did with a cylinder with nails of teeth set in small grain cleaner.”

(The Peacemakers of the North Peace)

**1937:**

John Peebles of Pine View brought his own machine into the district

**1940s:**

Members of the Fort St. John Seed Cleaning Plant.

It was just after WW2 that the north was opened up with bulldozers from the American army. The machinery was supposed to be buried but somehow found its way onto farms and the land was cleared much more efficiently and much faster. (Information from FB)

**August 5, 1946:**

The Crown Grant was filed in the Land Registry Office. 12 chains of the South west quarter of Sec. 3, Township 86, Rge. 18. W6M.

**1930 – 1960: Activities**

Accessing blasting powder

Seed sales to producers

Providing high quality breeding stock for farmers

Presentations to BC Federation of Agriculture

Very active in community affairs by supporting community members

**1946:**

The Community Hall, Rodeo Grounds, and Skating Rink were built on acquired at the North Pine corner.

The Institute was very active in District J, and the BC Advisory Committee for agriculture, and the BC Federation of Agriculture.

**About 1958:**

Bill Smirl bought the first self-propelled swather. Denny (Dennis) Hall at the age of 14 drove the swather from Fort St. John to North Pine.



1958:



ERWIN HUNTER MILLER, agent for the National Grain Co. holds a sample of the first grain to be poured over an elevator grate in Fort St. John. Olaf watches the camera. He knows the sample he is pouring through his hands is good and he has 3,000 more bushels of it at home in Baldonnel. Surrounded by his three sons, Olaf is a happy man and a master farm. Even little granddaughter looks like she might be a farmerette, "Give her time," he dad says. Olaf will save more than \$500 on his wheat alone because he will not need to truck it to Dawson Creek.

— Photo by Rudy Schubert  
— Alaska Highway News, Nov. 6, 1958

### FORT ST. JOHN ELEVATORS

After the Peace River inhabitants had waited 40 years for the P.G.E. Railway, it came to Fort St. John in October, 1958 — over 322 miles from Prince George.

Four fine, big new elevators were being erected. The national Grain Co. was the first to be completed.

Olaf Aalhus, Master Farmer, east of Baldonell Corners, was the first farmer to deliver a load of grain to this new elevator on

November 1, 1958. It was a load of Marquis No. 1 Northern wheat. Hunter Miller was the agent.

This was a saving to the grower of at least \$50 because he didn't have to haul it all the way to Dawson Creek elevator.

Shown in the picture is Hunter Miller, agent, Olaf Aalhus with sons Victor, Sten and Glen, and little granddaughter Christine; also Mike Scheck, trucker.

132— Sunrise—Two Rivers Pioneers

**November 17, 1972:**

The Peace River Branch of Agrologists and Chamber of Commerce met to discuss agriculture and its impact on the lives of farmers as well as the community.

**November 10, 1977:**

The By-laws, 1930, Minute book 1938-1969, and cash book 1949-1961 were placed in the Provincial Archives of British Columbia. (Those records are still there today.)

April 16, 2018

**1969 - 2017: Note that not every activity is listed here, more information can be found in the Summary of Minutes in The Fond**

The voice of the Institute was heard concerning:

District J - umbrella group for the Peace. Maurice Fines is still President

BC Federation of Agriculture

BC Rail which later became CN

Rural road development and maintenance issues

Rural electrification and gasification

Transportation of grain by rail

Rail car allocations

Crop Insurance

Oil and Gas issues right of way/well sites

Accountability of oil and gas companies when dealing with farmers

Assessment Authority issues

Ensured that government legislation allowed for positive agricultural development

Weed control and Erosion Control especially along highway right of ways

Feed Grain Marketing Board for BC

Paving of the Fort St. John Elevator Road

Farmers' Advocate

Canadian Wheat Board

Site C

Marketing Boards and Marketing Board for Fescue

Presentations on all issues concerning farmers

to local, municipal, provincial, and federal politicians

Agricultural Land Commission

Seed Cleaning Plant

The Soil Conservation group studied various conservation and zero tillage methods and equipment. Operations ceased in 1996.

Lease of a 35 foot airseeder with packers

Land Use Planning Committee for the Peace

Fish Creek bridge replacement

Annual gravelling program

Road shoulder sterilization

Crop loss program

Lobbied for improved weather forecasting

Lobbied for paving the elevator and by-pass roads

**April 16, 2018**

Input into Industry Development Plan, Western Grain Transportation Act

Removal of farm fuel taxes

Peace River Regional District

Continued support for:

- 4-H

- North Peace Fall Fair

- North Peace Care Centre

- Community activities

- Skating rink at North Pine corner

- Other Agricultural groups in the Peace

### **1988:**

The North Pine Farmers Institute continued to advertise in the North Peace Fall Fair catalogue, support 4-H, and other issues which impacted residents.

### **2000 - 2009:**

Maintained the railhead access in the North Peace, worked with CN regarding a larger car spot at our elevator.

Provided a voice on behalf of farmers

Members of Advisory Group for the Peace River Regional District

### **2008 - 2009:**

Cargill was shutting down the elevator leaving the North with no way to transport grain by rail to market.

The North Pine Farmers Institute members began the process to purchase the property and the rail line.

### **2009 - 2011:**

When the elevator was scheduled for demolition, The Elevator Committee made a deal with Cargill to purchase the elevator. Other elevators were in the process or had already been shut down. This would mean that farmers in the North Peace would have no option but to truck their grain to the nearest markets which would mean over an hour drive to Dawson Creek or even farther. The North Pine Farmers Institute with Larry Houley as President formed The Elevator Committee. A business plan was developed to purchase the Cargill Elevator as well as the railhead.

**April 16, 2018**

The original elevator committee was President Larry Houley, VP Wade Cusack, Martin Moore, Gordon Hill, and Blane Meek.

**2012 - 2013:**

Richardson takes over from Viterra as part of Glencore arrangement with Viterra.

**June 7, 2013:**

Richardson ad for a Location Assistant closed

**2014: Letters sent to the Peace River Regional District.**

**North Pine Farmers Institute**

**RR 1, Site 16, Comp 102**

**Fort St John, BC V1J 4M6**

**March 25, 2014**

Karen Goodings, Chair  
Peace River Regional District

Dear Ms Goodings

The North Pine Farmers Institute is concerned about the increasing role in governing agriculture that is being pushed onto the Peace River Regional District. We believe management of agriculture should remain with the province and suggest that the Peace River Regional District suspend further action on the Agriculture Plan.

Sincerely

Brian Johnston

North Pine Farmers Institute

**Peace River District Women's Institute**

**C/O Box 44, Cecil Lake, BC V0C 1G0 Chair Karen Goodings Director Arthur Hadland Director Leonard Hiebert Director Jerrilyn Schembri**

Peace River Regional District Box 810 Dawson Creek, BC V1G 4H8

**April 1, 2014**

Dear Chair Goodings and the Rural Directors;

**April 16, 2018**

The Peace River District Women's Institute has concerns with the continuation of the Regional Agriculture Plan that was delegated to the Agriculture Advisory Committee. While valuable to the committee, Members at Large do not represent a group of producers thus they have no structure to glean information from or disperse information to.

Presently, the Agriculture Advisory Committee lacks the commercial producers or organizations to structure a comprehensive agriculture plan. The proposals for this plan appear to be a download of the responsibilities of the Ministry of Agriculture, as we have known in the past. Many of these responsibilities of the new plan are being downloaded to a group of volunteers - the AAC.

We have concerns that this plan will have little benefit for the commercial producer or encourage younger generations to enter in to the agriculture business. One of the important items of discussion has been the Agriculture Land Commission. We have stated that the preservation of the Agriculture Land Commission is to remain strong only to find out the Regional District is proposing to enter into a Delegation Agreement.

The Provincial Government's recent announcement that two regions have been struck in BC is a major concern. Zone 1 of "prime farmland" and Zone 2 with "lower value crop" production suggests that the BC Government in making that statement have not considered the Peace Valley acres  
Peace River District Women's Institute letter to PRRD page 2 of Class 1 and 2 land.

The 2-3 thousand hectares of top alluvial soil with the micro climate that could produce major agriculture and horticulture, has been ignored if indeed Site C is allowed to proceed. If our class one and two soils are flooded then we are left with "lower value" crop production.

The ALC needs to be preserved in all areas of the Province. According to 2011 CENSUS of AGRICULTURE HIGHLIGHTS for PEACE RIVER: CENSUS REGION 8 REGIONAL PROFILE "Agriculture plays an important role in the region's economy; it is primarily a grain and oilseed growing area, producing wheat, canola, barley and hay crops, as well as cattle ranching".

The ALC provides a means of preserving our productive agriculture land for the future and we do not want to lose that vision. It is not what we need today but what we will need for future generations. The United Nations encourages the protection of valuable agriculture land; why does our government want to destroy ours.

**April 16, 2018**



For these reasons the Peace River District Women's Institute does not see any advantage to the Peace River Regional District continuing with the Regional Agriculture Plan.

Yours for Home and Country

Jill Copes, Appointee to the Agriculture Advisory Committee  
Ruth Veiner, Alternate Appointee to the Agriculture Advisory Committee

**2015:**

Fencing of the property.

**2016:**

Richardson wanted to purchase the elevator but no agreement could be reached and they announced that they would be leaving effective August 31, 2016.

Discussions were held with Viterra and the Elevator Committee. A mutually acceptable agreement was negotiated.

The Elevator Committee included Martin Moore as Chair, Larry Houley, Wade Cusack, Esbern Hansen, Gordon Hill, and Brian Johnston.

**2016:**

Information from the Royal Museum of British Columbia was collected for the Fort St. John Farmers Institute and copies placed in the Fond at the Fort St. John Museum.

The Fort St. John Farmers' Institute represented farmers and agricultural interests in the Fort St. John area of the Peace District of B.C.

The Fond consists of the minutes, cash books and a membership book of the Fort St. John Farmers Institute as well as minutes and resolutions of the District "J" convention. Copies of the pertinent information was to be kept by the Secretary of the North Pine Farmers Institute – Brian Johnston.

**2017:**

The North Pine Farmers Institute and Foster Seed and Feed negotiated an agreement for a Chemical Shed.

**2017:**

Letters and meetings were held with the Ministry of Transportation and Infrastructure. Meetings past and present!



ROAD BUILDING in 1934. Horse power! Tom Mooney driving.

**April 16, 2018**

The following information has been summarized from the official minute book of the Institute.

**BOARD OF DIRECTORS/EXECUTIVES:**

**April 1969 to September 15, 1995, 2016, 2017, 2018**

**April 9, 1969 Annual Meeting**

President - Garnet Burton

Vice President - Don Wood

Sec-Treas – Bob Johnston

Directors – J. Hetman, R. Burton, M. Fines

**1970 Annual Meeting**

President - Garnet Burton

Vice President - Don Wood

Sec-Treas – Bob Johnston

Directors – J. Hetman, R. Burton, M. Fines

**February 18, 1971, Annual Meeting**

President - Ross Smith

Vice President - Don Wood

Sec-Treas - Bob Johnston

Directors - A Holden, G. Clark, J. Hetman

**January 31, 1972 Annual Meeting**

President - Ross Smith

Vice President - Cecil Elliott

Sec-Treas - Bob Johnston

Directors - J. Mertler, A. Holden, M. Clark,

**February 15, 1973 Annual Meeting**

President - Ross Smith

Vice President - Cecil Elliott

Sec-Treas - Bob Johnston

Directors - J. Mertler, A. Holden, M. Clark

**February 21, 1974 Annual Meeting**

President - Ross Smith

Vice President - Cecil Elliott

Sec-Treas - Bob Johnston

Directors - J. Mertler, A. Holden, M. Clark

**April 16, 2018**

**March 3, 1975 Annual Meeting**

President - Ross Smith  
Vice President - Cecil Elliott  
Sec-Treas - Bob Johnston  
Directors - J. Mertler, A. Holden, M. Clark

**January 14, 1976 Annual Meeting**

President - Ross Smith  
Vice President - Cecil Elliott  
Sec-Treas - Bob Johnston  
Directors - J. Mertler, E. Framst, M. Clark

**February 17, 1977 Annual Meeting**

President - Ross Smith  
Vice President - Cecil Elliott  
Sec-Treas - Bob Johnston  
Directors - J. Mertler, E. Framst, M. Clark

**March 23, 1978 Annual Meeting**

President - Ross Smith  
Vice President - Cecil Elliott  
Sec-Treas - Bob Johnston  
Directors - J. Willms, D. Almond, M. Clark

**January 30, 1979 Annual Meeting**

President - Ross Smith  
Vice President - Maurice Fines  
Sec-Treas - Bob Johnston  
Directors - D. Almond, M. Clark, C. Elliott

**March 17, 1980 Annual Meeting**

President – Maurice Fines  
Vice President – Don Almond  
Sec-Treas - Bob Johnston  
Directors – John Willms, Jim Collins, John Mertler  
Secretary to receive \$100 remuneration.

**January 13, 1981 Annual Meeting**

President – Maurice Fines  
Vice President – Don Almond  
Sec-Treas - Bob Johnston  
Directors – John Willms, Jim Collins, John Mertler

**April 16, 2018**

**February 15, 1982 Annual Meeting**

President – Maurice Fines  
Vice President – Don Almond  
Sec-Treas - Bob Johnston  
Directors – John Willms, Jim Collins, Cecil Elliott, J Brough

**March 7, 1983 Annual Meeting**

President – Maurice Fines  
Vice President – Don Almond  
Sec-Treas - Bob Johnston  
Directors – John Willms, Jim Collins, Cecil Elliott, J Brough  
Larry Bomford is to be made a honorary member of the NPFI.

**March 12, 1984 Annual Meeting**

President – Maurice Fines  
Vice President – Don Almond  
Sec-Treas – Vic Jeannotte  
Directors – John Willms, Jim Collins, Cecil Elliott, B. Baxter

**March 11, 1985 Annual Meeting**

President – Arthur Hadland  
Vice President – Maurice Fines  
Sec-Treas – Vic Jeannotte  
Directors – Jim Collins, B. Baxter, John Willms, Bill Bickford  
Property at North Pine appraised at \$19,150.

**March 25, 1986 Annual Meeting**

President – Arthur Hadland  
Vice President – John Willms  
Sec-Treas – Vic Jeannotte  
Directors – Ellie Framst, B. Baxter, Maurice Fines, Bill Bickford

**January 19, 1987 Annual Meeting**

President – C.E. Framst  
Vice President – Maurice Fines  
Sec-Treas – R. Johnston  
Directors – Jim Collins, B. Baxter, M. Clark, Bill Bickford



**March 30, 1988 Annual Meeting**

President – Arthur Hadland

Vice President – Maurice Fines

Sec-Treas – Bob Johnston

Directors – Jim Collins, B. Baxter, John Willms, Bill Bickford

**April 14, 1989 Annual Meeting**

President – Maurice Fines

Vice President – Jim Collins

Sec-Treas – Bob Johnston

Directors – Tim Wooley, J. Maguson, B. Baxter, Bill Bickford

**April 17, 1990 Annual Meeting**

President – Maurice Fines

Vice President – W. Bickford

Sec-Treas – Bob Johnston

Directors – F. Thomas, J Willms, A. Hadland, W. Beresheim, G. Hill

**February 26, 1991 Annual Meeting**

President – Maurice Fines

Vice President – W. Bickford

Sec-Treas – Bob Johnston

Directors – F. Thomas, J Willms, A. Hadland, W. Beresheim, G. Hill

**March 12, 1992 Annual Meeting**

President – Maurice Fines

Vice President – W. Bickford

Sec-Treas – Jim Collins

Directors – F. Thomas, J Willms, B. Johnston, A. Hadland

Prespatou farmers are considering starting a Farmers Institute.

**April 7, 1993 Annual Meeting**

President – Maurice Fines

Vice President – W. Bickford

Sec-Treas – Brian Johnston

Directors – Frank Thomas, Ron Moffatt, Scott Willms, Jim Collins

**April 16, 2018**

**January 12, 1994 Annual Meeting**

President – Maurice Fines

Vice President – W. Bickford

Sec-Treas – Brian Johnston

Directors – Frank Thomas, Ron Moffatt, Scott Willms, Jim Collins

**April 25, 1995 Annual Meeting**

President – Maurice Fines

Vice President – W. Bickford

Sec-Treas – Brian Johnston

Directors – Frank Thomas, Ron Moffatt, Jim Collins, Peter Brown

**2016-2017**

President – Wade Cusack

Vice President – Esbern Hansen

Sec-Treas – Brian Johnston

Directors – Larry Houley, Martin Moore, Gary Bickford, Rick Kantz,  
Colin Meek

**2017-2018**

President – Wade Cusack

Vice President – Esbern Hansen

Sec-Treas – Brian Johnston

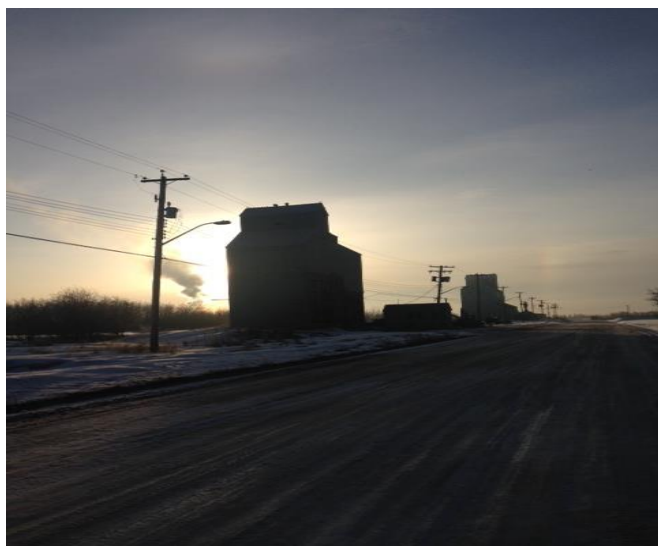
Directors – Gary Bickford, Rick Kantz, Chad Torrie, Jason Gladysz  
Chair of Elevator Committee – Martin Moore



**Wade Cusack congratulates Brian Johnston on his years of service and dedication to the North Pine Farmers Institute. Brian was also presented with his Dad's briefcase which Bob used over the years.**

**April 16, 2018**

# A VISION A REALITY



**A sad day for our elevators in Peace River North.**



**April 16, 2018**

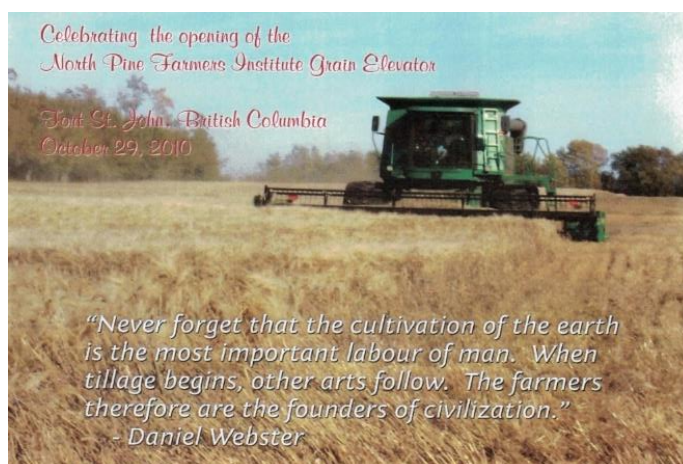


The future of rail head access from Fort St. John was in jeopardy as the deteriorating Viterra elevators were quickly becoming outdated and the concrete elevator was scheduled for demolition. This move would prove disastrous for farmers in the North Peace.

The North Pine Farmers Institute became aware that the tender for demolition of the Cargill elevator had been awarded and demolition would be underway soon.

By implementing steps through the Regional District, at the last minute demolition was delayed. Through much hard work and the creation of a business plan, a solid future for the elevator was created. Grants and loans were accessed through the Northern Development Initiative Trust and the Regional District.

**The Elevator Committee included President Larry Houley, VP Wade Cusack, Martin Moore, Gordon Hill, and Blane Meek.**



**April 16, 2018**



Following the start-up of the Elevator the volumes of product mover by the tenant continued to increase. These increased volumes far exceeded the feasibility study that was completed and broke previous movement records.

The restoration and upgrade construction began to maintain a delivery point for producers in the North Peace. Professional consultants were hired to find a suitable tenant to service the North Peace Country.

In 2015, the property was fenced and gravelled. Maintenance of the elevator continued under the watchful eye of the Elevator Committee.

## **Preparation for fencing Pictures by Earl Cusack - 2015**



**April 16, 2018**





**April 16, 2018**



**April 16, 2018**





2015 and 2016 were difficult years as Viterra was taken over by Glencore which then sold out to Richardson. It was later determined that the Institute would have to look for new tenants.

**The Elevator Committee included Martin Moore as Chair, Larry Houley, Wade Cusack, Esbern Hansen, Gordon Hill, and Brian Johnston.**

On September 1, 2016, Viterra and the North Pine Farmers Institute negotiated a deal. Viterra stated that “We’re able to connect our customers to markets in over 50 countries, backed by an international trading network that provides us with the most current market intelligence that we then share with our farmers to help them in their decision-making.”

**April 16, 2018**



Viterra is well-equipped to handle the variety of grain grown by farmers in the Peace Region and sell it to global markets.

(Alaska Highway News October 12, 2016)



**Agriculture, the backbone of our community, province, and country made possible by dedicated people making a difference.**

**April 16, 2018**

# Viterra takes over Fort St. John grain elevator operations

Matt Preprost / Alaska Highway News

**October 12, 2016 10:01 AM**

In a statement on Tuesday, the company said it took over operations of the Fort St. John grain elevator through a lease agreement on Sept. 1. It spent the summer actively bidding grain for the facility. - Supplied Photo

Viterra has officially assumed operations of the Fort St. John grain elevator, the company has announced.

In a statement on Tuesday, the company said it took over operations of the Fort St. John grain elevator through a lease agreement on Sept. 1. It spent the summer actively bidding grain for the facility.

The company says the facility is well-equipped to handle the variety of grain grown by farmers in the Peace Region and sell it to global markets.

"We're pleased to be in a position to support local customers, and provide them with the same high level of service that our farmers across Western Canada expect from us," Regional Manager Rob Willoughby said in a statement.

"We're able to connect our customers to markets in over 50 countries, backed by an international trading network that provides us with the most current market intelligence that we then share with our farmers to help them in their decision-making."

The company announced its intent to takeover operations at the facility last spring.

*editor@ahnfsj.ca*



**April 16, 2018**



## North Pine Farmers Institute, Viterra, Foster's Seed & Feed Celebration February 28, 2017

Alaska Highway News

# Business

## Farmers institute celebrates future of local ag economy North Pine Farmers Institute highlights elevator restoration, rail access at opening

ALEISHA HENDRY  
ahendry@ahnfj.ca

The North Pine Farmers Institute held its official grand opening at the North Peace Cultural Centre on Tuesday, Feb. 28.

Dozens of people in the North Peace agriculture community took in the presentations and updates from the NPFI, Viterra, and Foster's Seed and Feed.

NPFI President Wade Cusack gave a presentation to start off the day, discussing the history of the group and its importance to the agricultural community in the North Peace.

"For 87 years, communities in the North Peace have benefited from the work and the effort of the North Pine Farmers Institute," he said.

One of the big projects for the NPFI was getting the Fort St. John grain elevator up and running again. The Viterra elevators was deteriorating and becoming outdated, while the concrete Cargill elevator was scheduled for

demolition.

"The NPFI managed to work with the Peace River Regional District to delay the demolition. The group then sat down and worked out a solid business plan to ensure the future of the elevators and rail access for the agriculture community.

"It seemed like we were going to lose out railroad access, but thankfully the members of the organization stepped up and brought together the committee and we have what we have today," said Cusack.

Grants and loans were accessed through the PRRD and the Northern Development Initiative Trust to help with the construction upgrades and restoration of the elevators. The NPFI then found tenants to assume operations of the elevators, Viterra and Foster's Seed and Feed.

Restoring the elevators and keeping railroad access was vital to the North Peace farming community, said Cusack.

"Without railroad access, it becomes

CONTACT US  
MATT PREPROST  
250-785-5831  
editor@ahnfj.ca

"For 87 years,  
communities... have  
benefited from the...  
North Pine Farmers  
Institute."  
- Wade Cusack



ALEISHA HENDRY PHOTO  
North Pine Farmers Institute President Wade Cusack gives the opening address at the NPFI's grand opening on Feb. 28.

a real challenge to be competitive as wheels and moved down the road and an agriculture community. We seen we've seen in the last few years that, that coming to an end, possibly a few communities on the whole, industry's years ago," he said, noting that it's been on different levels have got things back interesting watching the industry as a on steel wheels and found that that whole move away from rail to truck is the most economical way to move transport and back again.

"Everything was put on rubber





**Happiness is our very own elevator thanks to the hard work and perserverance of many dedicated people.**

**April 16, 2018**



**Our elevator in action.**

**April 16, 2018**

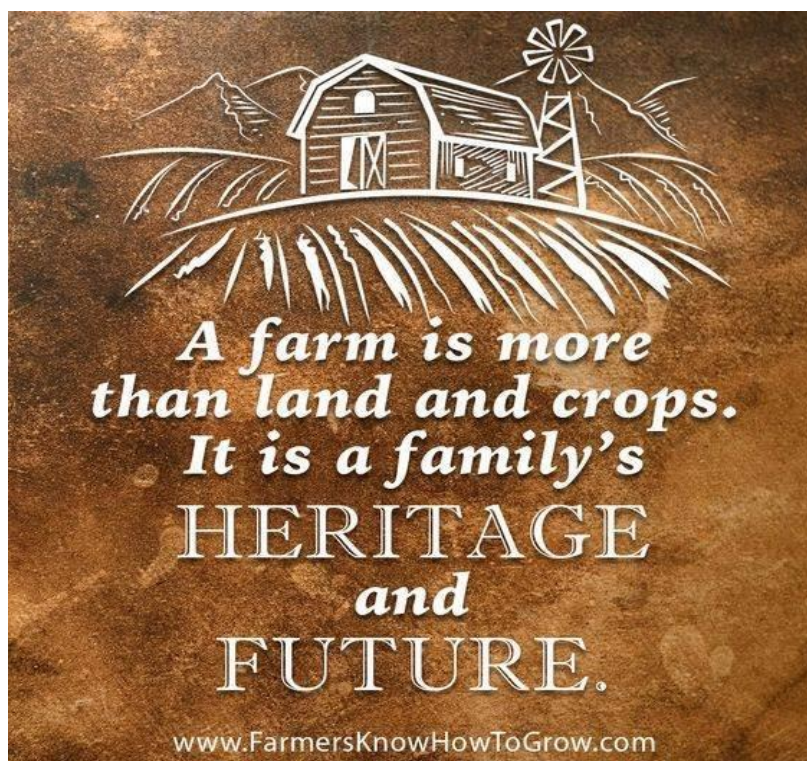
# THE FUTURE NORTH PINE FARMERS INSTITUTE

Colin Meek and Hemp crop 2017



April 16, 2018

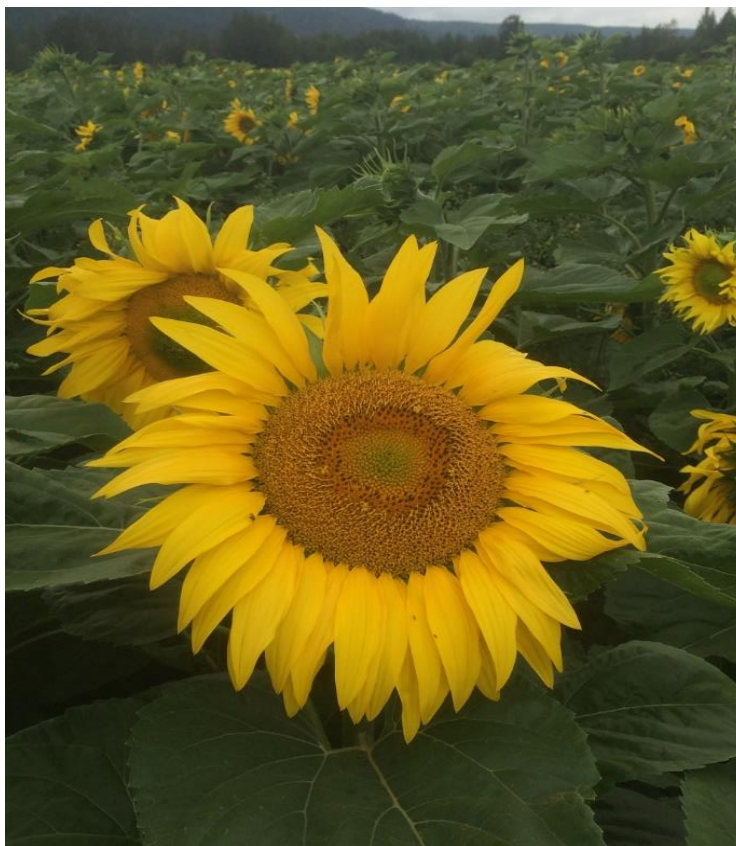




April 16, 2018



## Crops for the future – Colin Meek



### **Colin Meek says:**

I have just been trying different crops cause I find them interesting. I live in the Peace River Valley, and there is an 80 acre field of class 1 farmland in front of my house.

Because of that, Leslee and I have been experimenting with what kind of crops will grow here (both field and garden crops). As the effects of climate change become stronger, our area could have as many as 20 more frost free days per season. That opens the door for completely different crops to be grown around here.

I've never heard of people living off canola, and I've noticed more and more people with gluten issues who're moving away from eating wheat. That has opened my eyes to trying crops that people and animals actually eat. In 30 years, when California is still a desert and the lower mainland is too populated, we might be growing much of the vegetables and fruit for BC right here in the Peace. For the future!

**April 16, 2018**



# Somebody should speak up.

Be somebody who does something.  
Be an advocate.



AgMoreThanEver.ca

**Agriculture**  
*more than ever*

Somebody should set the record straight.

**Somebody should do something.**

Well I'm somebody.

You're somebody.

**Everyone in ag is somebody.**

**So be somebody who does something.**

**Somebody who speaks** from a place of experience,  
**with passion and conviction.**

Somebody who proudly takes part in food  
conversations big or small, so our voice is heard.

**Somebody who tells our story**, before  
someone else does.

Somebody who **builds consumer trust** so  
our industry can meet the demands of a growing,  
and very hungry, world.

Somebody who **shapes people's relationship**  
**with agriculture.**

**It can be done.**

But it's a big job that takes **co-operation, patience**  
**and respect for every voice in the conversation.**

We need to **build lines of communication**, not draw  
lines in the sand.

Be somebody who helps everybody see  
Canadian agriculture as the **vital, modern industry**  
it is. Somebody who helps everybody see people  
in ag for what they are – **neighbours, friends**  
**and family** who share the same concern everyone  
does: **providing safe, healthy food to the**  
**people we love.**

**Our point of view is important.**

**Our story is important.**

**And people want to hear what we have to say.**

So be somebody who takes, and makes, every  
opportunity to share it.

**I'm somebody.**

**You're somebody.**

**Together, we can tell everybody.**

April 16, 2018



**April 16, 2018**

# SOURCES OF INFORMATION AND TREASURES NORTH PINE FARMERS INSTITUTE

## **Sources of Information** (November 2017 - Work In Progress!!!)

Agriculture, Local, Provincial, Health, Federal, Media Contacts

BDC – Business Development Corporation

Fort St. John Museum & Historical Society

Peacemakers of the North Peace

Peace River Regional District

Royal Museum in Victoria, BC

Publications: more to be added in future.

American Society of Agronomy

4-H in British Columbia

Country Guide – Western Edition

Western Producer

Wide Skies & Fertile Fields, Agriculture in the BC Peace

Video produced by Hank Bridgeman and Deborah Butler for an  
initiative of the Peace River Agriculture Strategic Planning Society

Farm Credit - Agriculture More Than Ever - [AgMoreThanEver.ca](http://AgMoreThanEver.ca)  
Farming For Tomorrow Fall 2016

Forage Seed News Fall 2016

**April 16, 2018**





# FUTURE FARMER'S CLUB

Back Row L to R

Mike Summer, \_\_\_\_\_, Doug Summer, Laverne Neudorf  
Gary Hetrick, Barrie Sones, Ray Giesbrecht

Front Row L to R

Duane Salmond. Jaye Hetrick, Gordon Framst, Max Davidson.  
Lorne Drschiwiski



Received DC Office March 16/18

**From:** Joslyn Young [<mailto:Joslyn.Young@cn.ca>]  
**Sent:** Friday, March 16, 2018 1:06 PM  
**To:** Chris Cvik <[Chris.Cvik@prrd.bc.ca](mailto:Chris.Cvik@prrd.bc.ca)>  
**Subject:** CN grain update

Chris Cvik, CAO  
Peace River Regional District  
Box 810, Dawson Creek, BC  
V1G 4H8

Dear Chris,

*The following email has been sent to MP Bob Zimmer. At the recommendation of Mayor Rob Fraser, I am sharing it with the PRRD.*

Dear Mr. Zimmer,

CN takes its role in Canada's supply chain very seriously. Providing efficient and safe shipping for our customer's products is what has made CN a world leader in rail shipping.

We know that we have struggled this winter with meeting expectations. Unexpected growth in demand from all sectors, combined with challenging temperatures and high snow volumes on our routes, have affected our ability to deliver.

CN implemented significant changes to address the immediate situation and to position itself to better adapt to future needs. These changes are producing results. We promised to improve our service by delivering 5000 grain cars by the end of March. We hit that target two weeks early, spotting 5048 grain cars this week. With milder weather, you will see our efficiency continue to climb.

This week we launched [www.cn.ca/grain](http://www.cn.ca/grain) a webpage outlining CN's, Western Canadian Grain Operating Plan. From there, you and your constituents can find up to date tracking of our grain movements and the status of our recovery plans. I hope you will use this tool for addressing your constituent concerns.

If you have any questions about our Western Canadian Grain Operating Plan or the information on the web page, please contact me.

Sincerely,

 **Joslyn Young**

---

Manager, Public Affairs, British Columbia Region  
Corporate Services

11717 138th Street  
2nd Floor  
Surrey, BC V3R 6T5

T: **604-582-3617**  
C: **778-847-3616**

**April 16, 2018**



# REPORT

To: Electoral Area Director's Committee

Date: April 9, 2018

From: Crystal Brown, Electoral Area Manager

Subject: Municipal Participation in Planning

---

## RECOMMENDATION(S):

1. That the Electoral Area Directors provide direction to staff in regards to:
  - Which Directors intend on presenting the "Participation in Planning" presentation to municipalities during the proposed timeframe of May through June.
  - Requested changes to the planning maps for the proposed 75% and 50% municipal participation options for the City of Dawson Creek, City of Fort St John, District of Chetwynd, District of Hudson's Hope, District of Taylor, District of Tumbler Ridge and the Village of Pouce Coupe.
2. That the Electoral Area Directors' Committee resolve that when the attached Municipal Participation in Planning presentation regarding cost sharing for planning and land use management is amended, that staff forward the amended presentation directly to the Regional Board for approval.
3. That the Electoral Area Directors' Committee recommend to the Regional Board that the supplemental background information handouts "Backgrounder" and "What is planning? What do planners do?" be approved as the information for the municipalities when the presentations are made.
4. That the Electoral Area Directors' Committee recommend to the Regional Board that the Electoral Area Directors be approved to attend each municipal presentation.

## BACKGROUND/RATIONALE:

At the October 19, 2017 EADC meeting, the first draft of the Municipal Participation in Planning presentation, prepared by Bruce Simard, General Manager of Development Services, approved by the Board August 17, 2017, was presented and reviewed in preparation of delivery to municipalities. After feedback from Directors and staff, a second draft was prepared for consideration, and discussed during the January 24<sup>th</sup>, 2018 EADC meeting. It was suggested that the attached maps showing options for the proposed 75% and 50% participation options for municipal participation in planning be improved and the final version be presented back to the Board for its approval.

These presentations need to happen prior to the end of June in order to allow municipalities time to consider the presentation and report back to the Regional District no later than August 31, 2018 in order for any changes to take effect for the 2019 operating budget as per the Part 14 of the Local Government Act Section 381.

**April 16, 2018**

Staff Initials:

Dept. Head:

CAO:

Page 1 of 3

The upcoming scheduled council meeting dates for municipalities in the Peace River Regional District are as follows:

City of Dawson Creek	May 14	May 28	June 11	June 25	July 23
City of Fort St. John	May 14	May 28	June 11	June 25	July 9
District of Chetwynd	May 22	-	June 4	June 18	July 16
District of Hudson's Hope	May 14	May 28	June 11	June 25	July 9
District of Taylor	May 22	-	June 4	June 18	July 3
District of Tumbler Ridge	May 7	May 22	June 4	-	July 3
Village of Pouce Coupe	May 2	May 16	June 6	June 20	July 18

#### ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors move forward as planned.
2. That the Electoral Area Directors post pone the delivery of the Municipal Participation in Planning presentation until a later time.
3. That the Electoral Area Directors give further direction to staff.

#### STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

#### FINANCIAL CONSIDERATION(S):

If the municipalities opt out of the planning function, the Electoral Areas will be responsible for funding the planning function.

As per the Remuneration and Expense Bylaw, the following expenses will be authorized for this meeting:

Attendance (up to 4 hours) x 4 Directors:	\$448
Mileage (for expense estimation purposes, 600 km @ \$0.53)	\$318
Lunch claims	\$100

COMMUNICATIONS CONSIDERATION(S):

OTHER CONSIDERATION(S):

Attachments:

1. Planning Maps for the proposed 75% and 50% participation option for each municipality
2. Municipal Participation in Planning presentation
3. Backgrounder-Cost Sharing Part 14 Services, Local Government Act Section 381
4. PIBC Brochure: What is planning? What do planners do?





## Dawson Creek

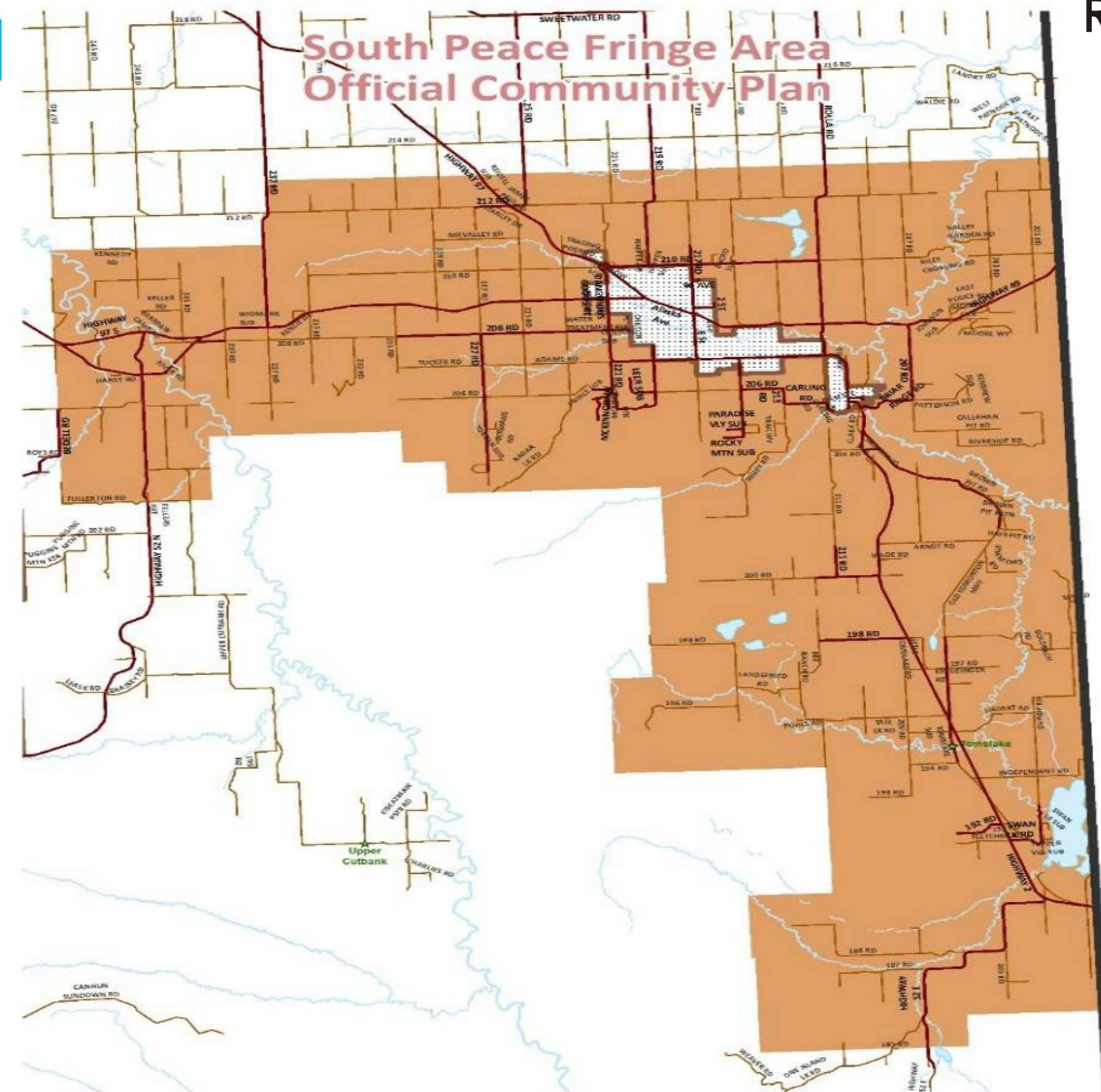
Option #2

Participation Level 75%

By Contract

South Peace Fringe  
OCP Area

945 km<sup>2</sup>



R-9

2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Dawson Creek	\$65,519.00	<b>\$49,139.25</b>	\$32,759.00	0

75%

Electoral Areas Total	\$563,874.75
Electoral Area 'B'	\$268,870.25
Electoral Area 'C'	\$71,896.25
<b>Electoral Area 'D'</b>	<b>\$134,253.75</b>
Electoral Area 'E'	\$102,707.50





# Dawson Creek

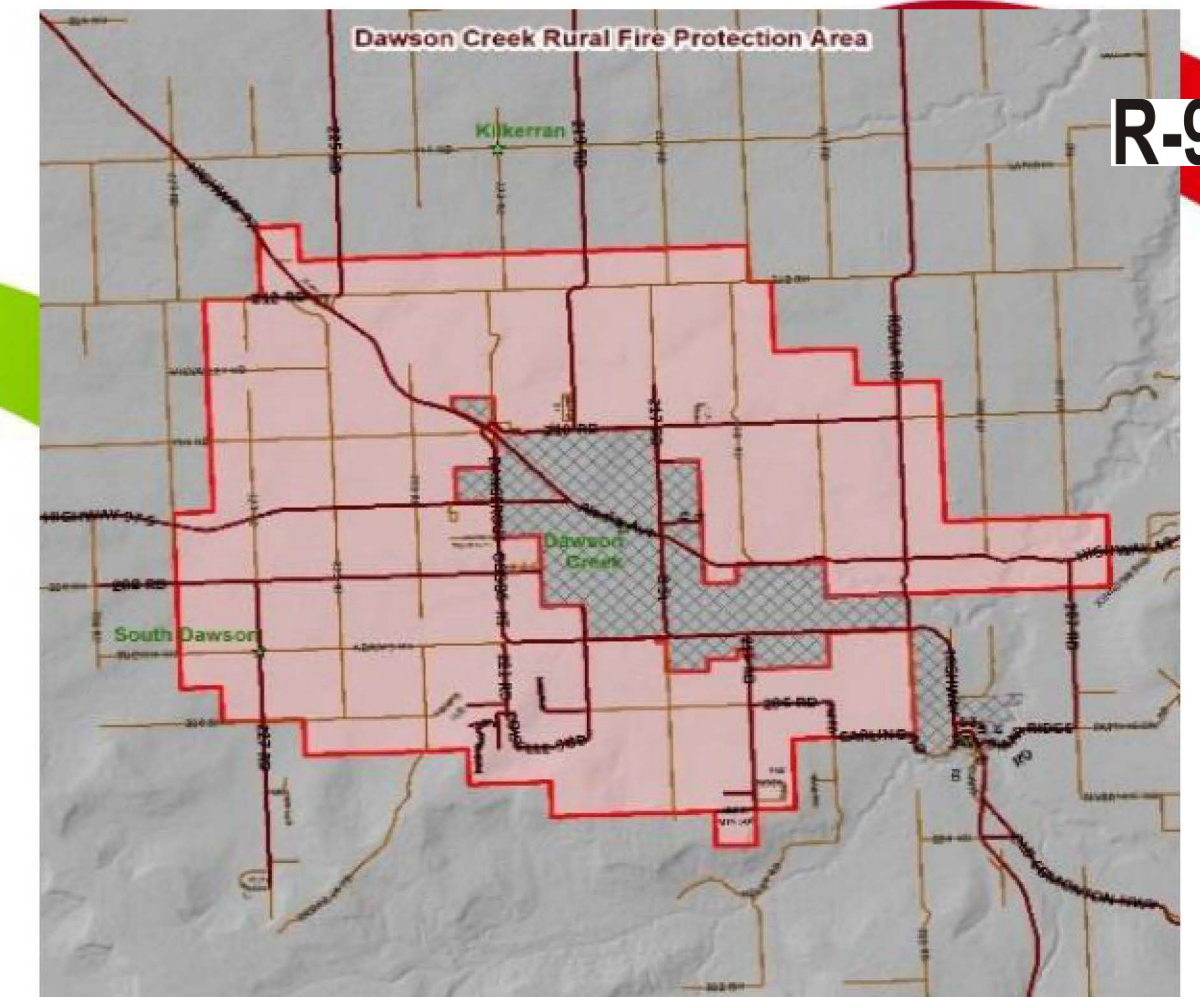
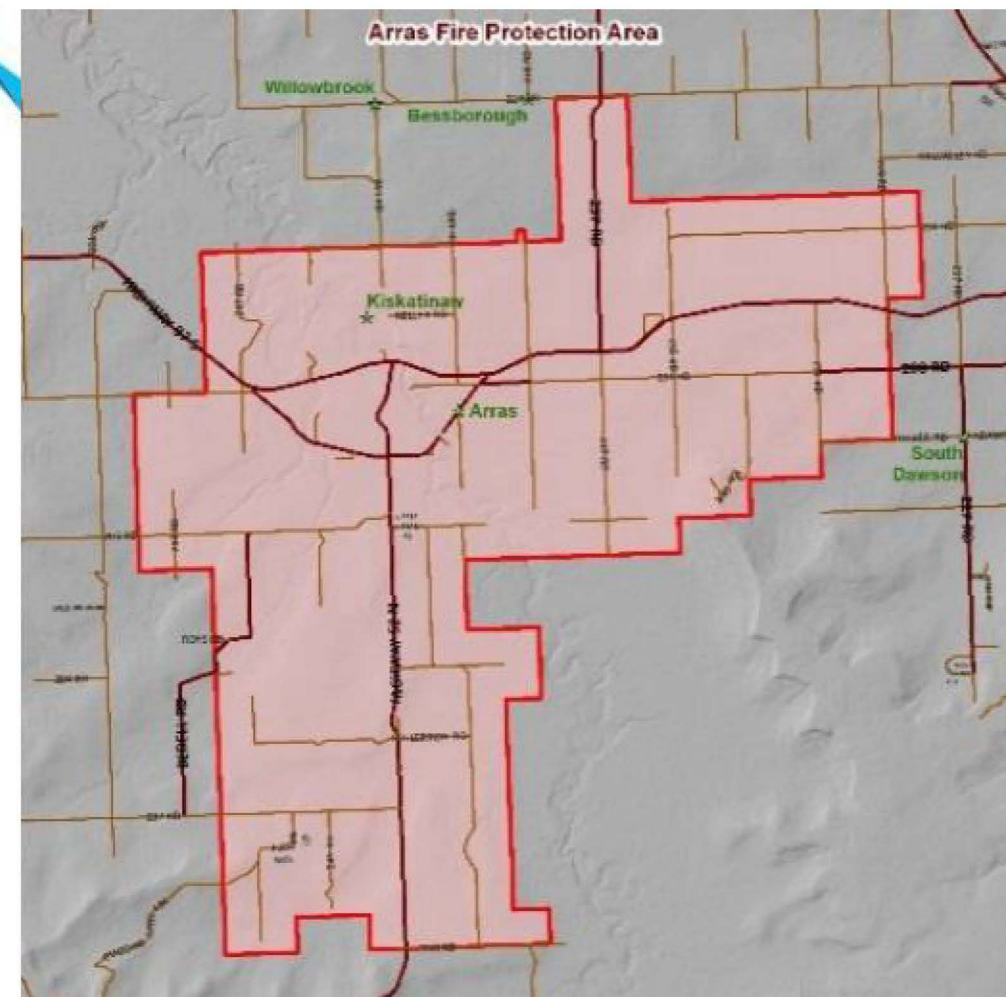
## Option #3

## Participation Level 50%

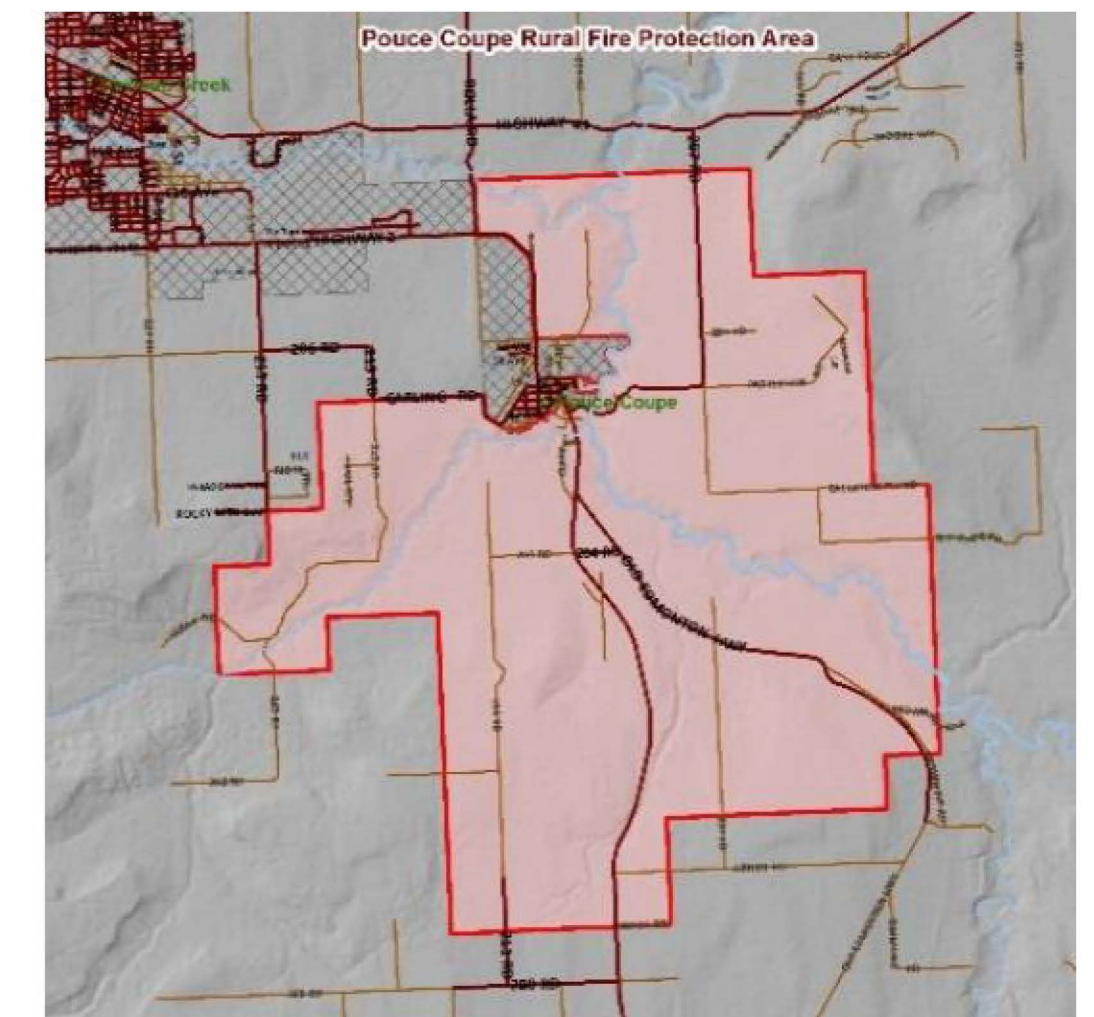
## By Contract

Dawson Creek, Pouce Coupe and Arras Fire Protection Areas

39.8 km<sup>2</sup>



R-9



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Dawson Creek	\$65,519.00	\$49,139.25	<b>\$32,759.00</b>	0

50%

Electoral Areas Total	\$630,920.50
Electoral Area 'B'	\$322,447.50
Electoral Area 'C'	\$86,285.50
<b>Electoral Area 'D'</b>	<b>\$161,104.50</b>
Electoral Area 'E'	\$124,149.00





## Chetwynd

### Option #2

Participation Level 75%  
By Contract

West Peace Fringe  
OCP Area  
917.7 km<sup>2</sup>



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Chetwynd	\$16,316.00	\$12,237.00	\$8,158.00	0
		75%		

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PEACE RIVER REGIONAL DISTRICT | Place Title of Presentation Here

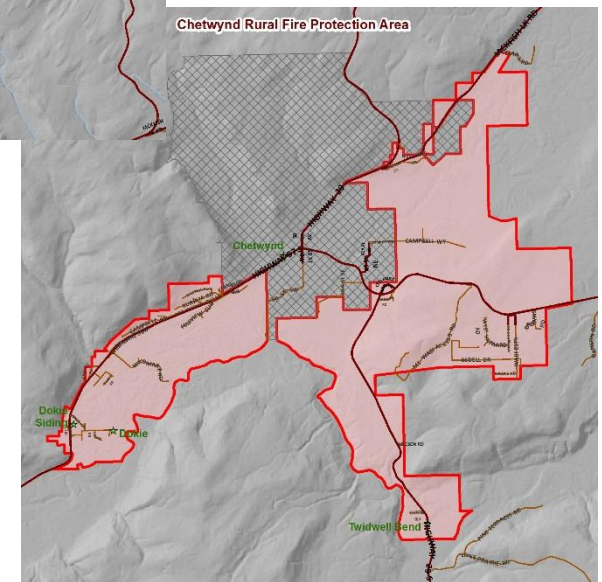
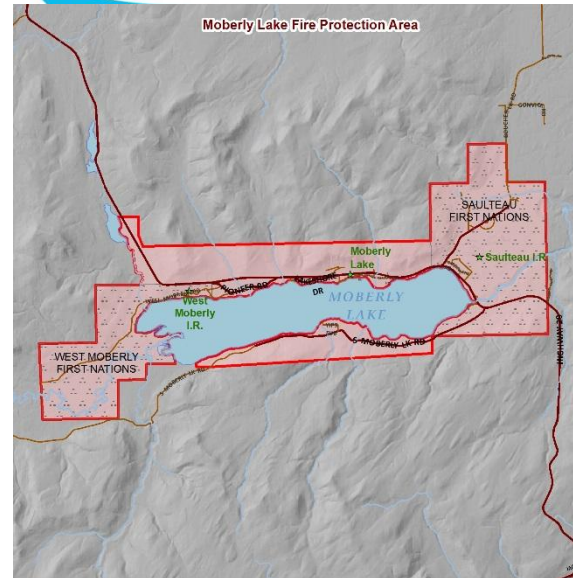


## Chetwynd

### Option #3

Participation Level 50%  
By Contract

Chetwynd &  
Moberly Lake Fire  
Protection Areas  
148.4 km<sup>2</sup>



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Chetwynd	\$16,316.00	\$12,237.00	\$8,158.00	0
			50%	



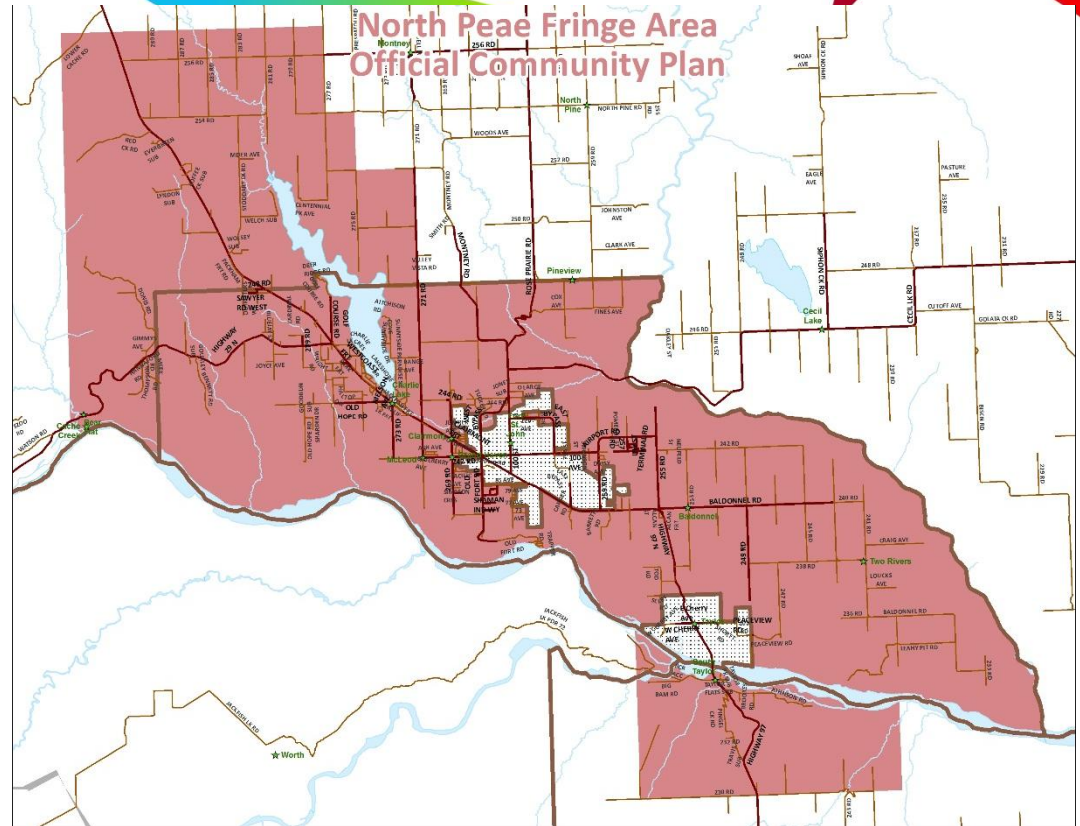
## Fort St John

### Option #2

### Participation Level 75% By Contract

North Peace Fringe  
OCP Area

1,031.6 km<sup>2</sup>



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Fort St John	\$142,450.00	\$106,837.50	\$71,225.00	0
		75%		

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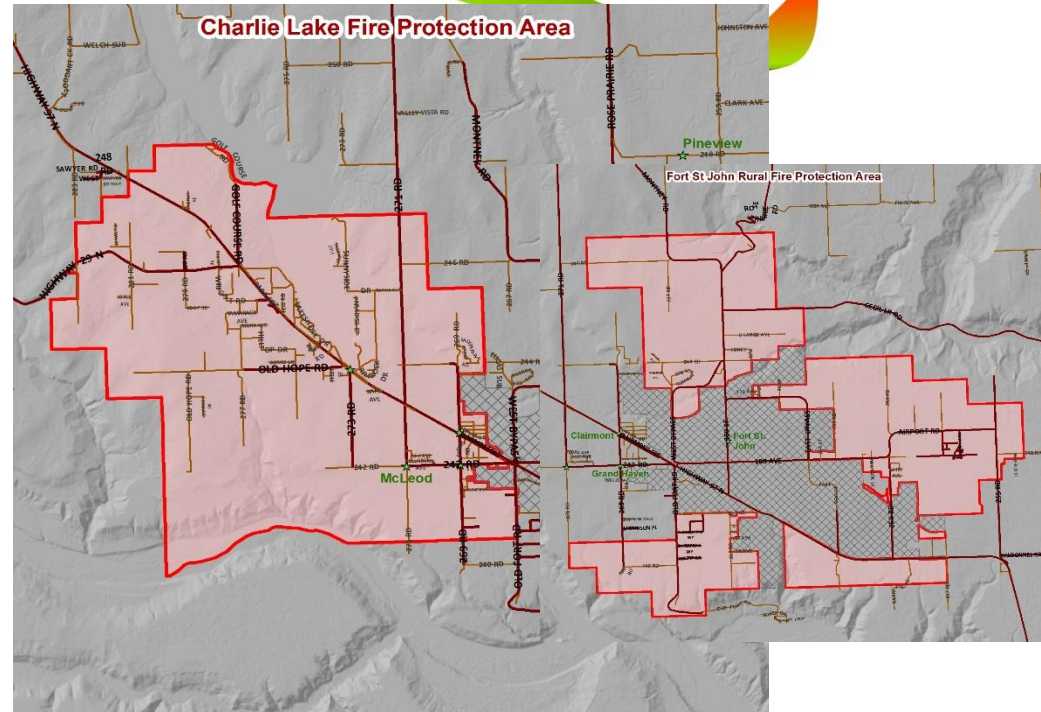


# Fort St John

## Option #3

## Participation Level 50% By Contract

Fort St John &  
Charlie Lake Fire  
Protection Areas  
184.8 km<sup>2</sup>



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Fort St John	\$142,450.00	\$106,837.50	\$71,225.00	0
			50%	

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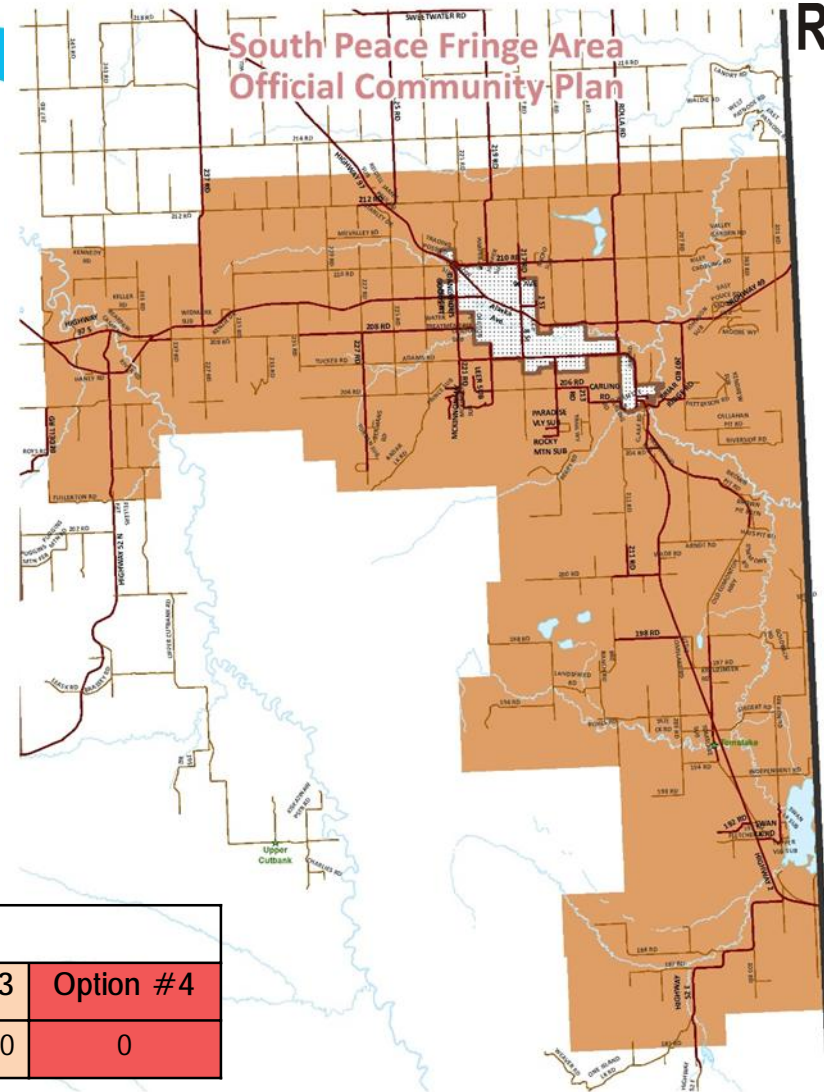
## Pouce Coupe

Option #2

Participation Level 75%  
By Contract

South Peace Fringe  
OCP Area  
945 km<sup>2</sup>

2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Pouce Coupe	\$2,926.00	\$2,194.50	\$1,463.00	0
		75%		



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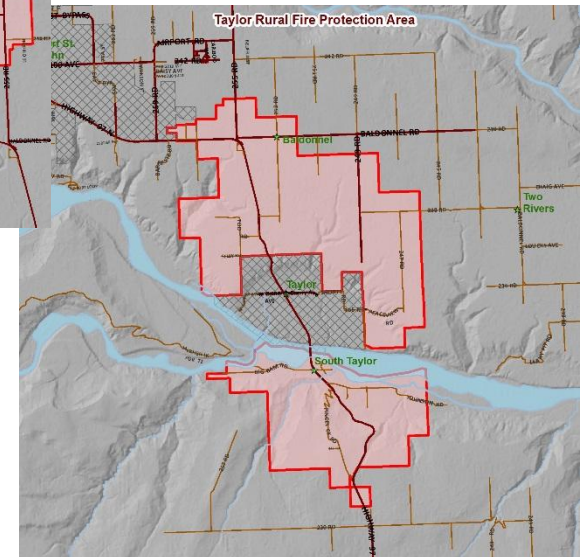
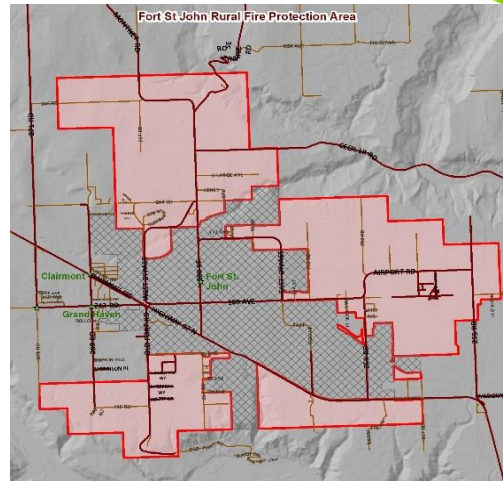


## Pouce Coupe

### Option #3

### Participation Level 50% By Contract

Fort St John &  
Taylor Fire  
Protection Areas  
149.2 km<sup>2</sup>



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Pouce Coupe	\$2,926.00	\$2,194.50	\$1,463.00	0
			50%	

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PEACE RIVER REGIONAL DISTRICT | Place Title of Presentation Here

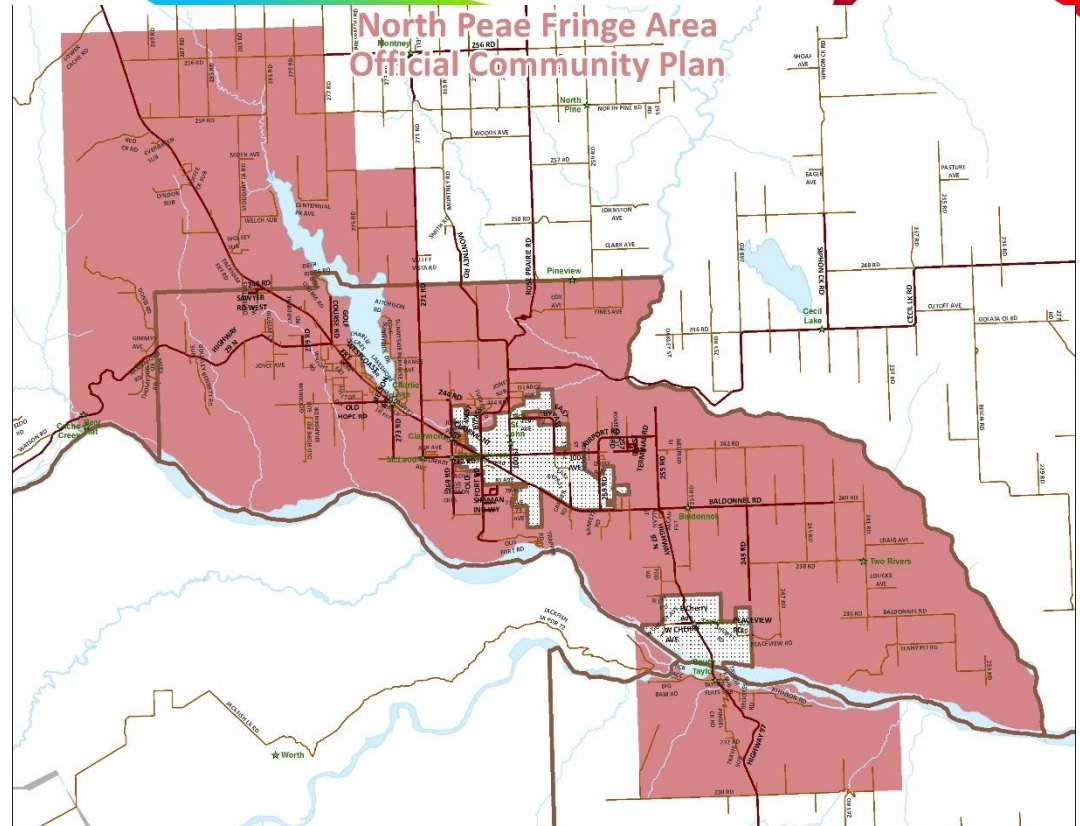




Taylor

Option #2  
Participation Level 75%  
By Contract

North Peace Fringe  
OCP Area  
1,031.6 km<sup>2</sup>



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Taylor	\$11,050.00	\$8,287.50	\$5,525.00	0
		75%		

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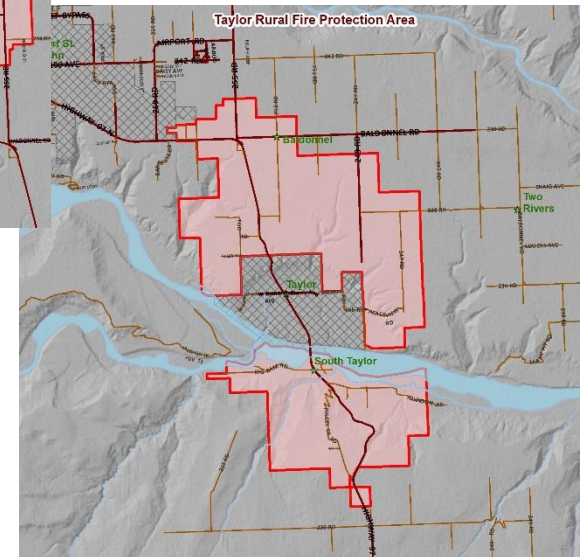
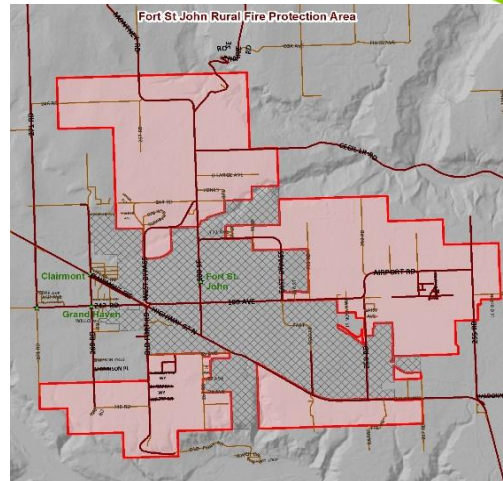




## Taylor

### Option #3 Participation Level 50% By Contract

Fort St John &  
Taylor Fire  
Protection Areas  
149.2 km<sup>2</sup>



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Taylor	\$11,050.00	\$8,287.50	\$5,525.00	0
50%				

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PEACE RIVER REGIONAL DISTRICT | Place Title of Presentation Here



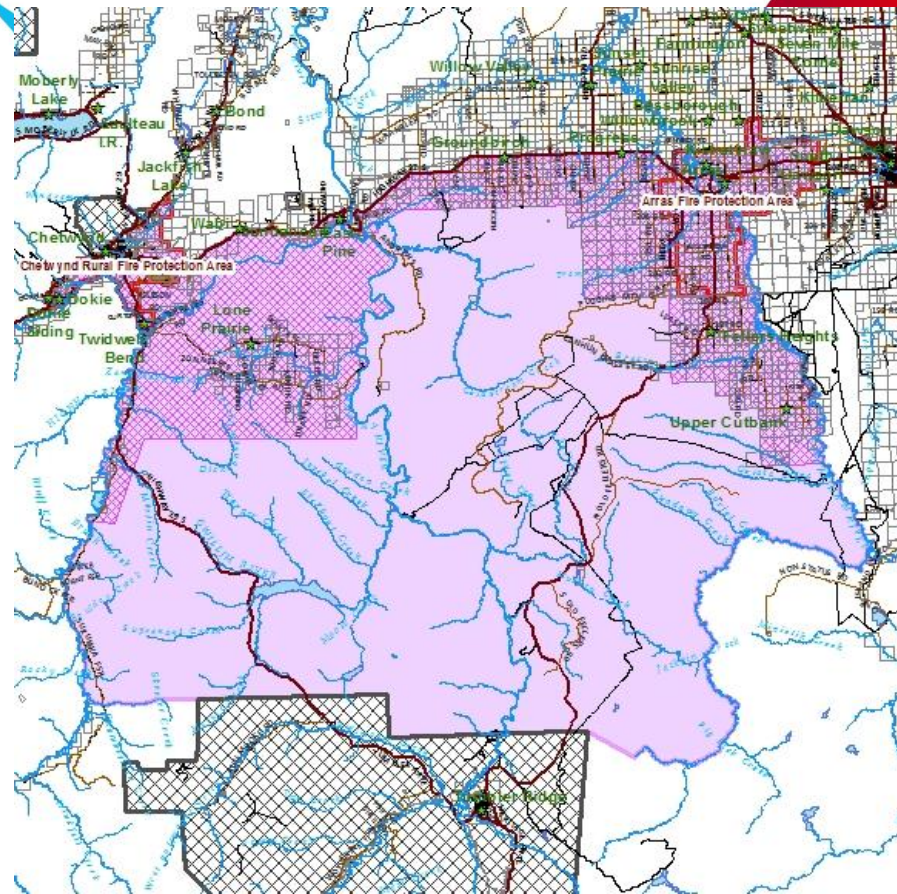
## Tumbler Ridge

### Option #2

Participation Level 75%

By Contract

Chetwynd & Arras Fire Protection Areas plus OCP  
Areas South of Hwy #97  
between Sukunka and  
Kiskatinaw Rivers  
1,332.2 km<sup>2</sup>  
(Hatched area)



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Tumbler Ridge	\$19,989.00	\$14,991.75	\$9,994.50	0
		75%		

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## Tumbler Ridge

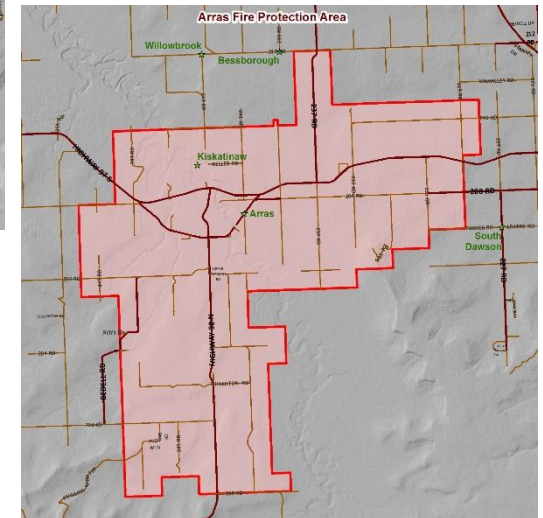
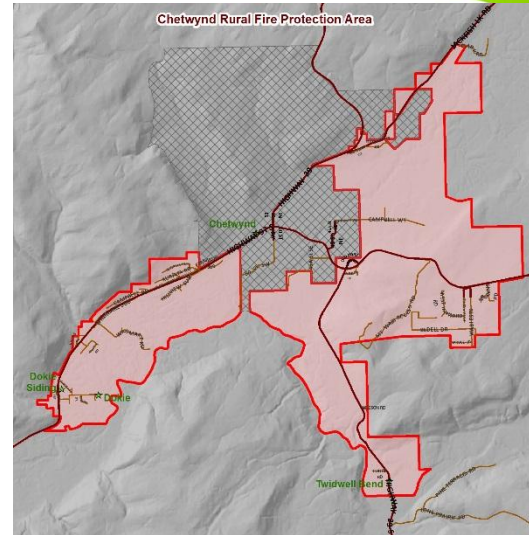
Option #3

Participation Level 50%

By Contract

Chetwynd & Arras  
Fire Protection  
Areas

244.6 km<sup>2</sup>



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Tumbler Ridge	\$19,989.00	\$14,991.75	\$9,994.50	0
			50%	

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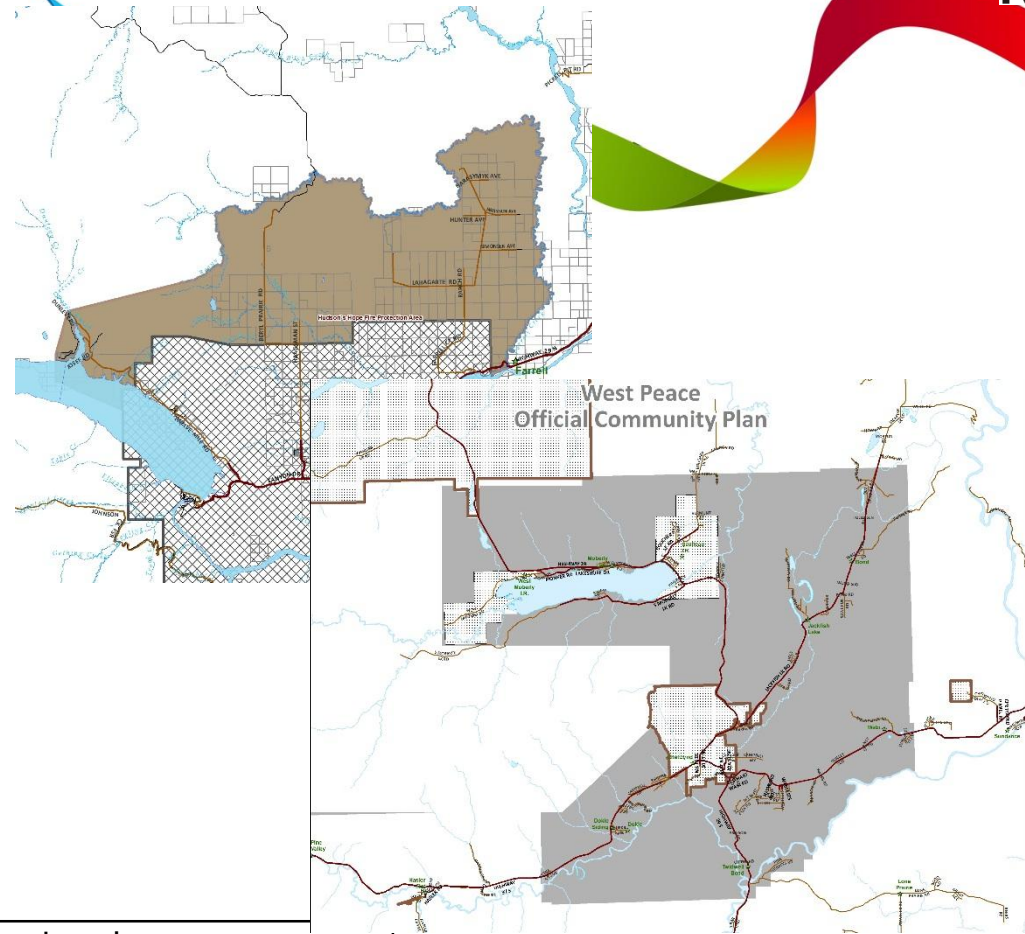




## Option #2

### Participation Level 75% By Contract

West Peace Fringe  
OCP Area & HH  
north to Farrell Cr.  
1,440.5 km<sup>2</sup>



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Hudson's Hope	\$9,933.00	\$7,449.75	\$4,966.50	0
		75%		

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## Hudson's Hope

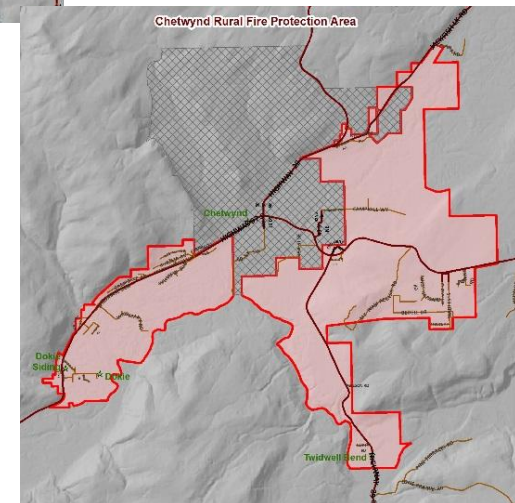
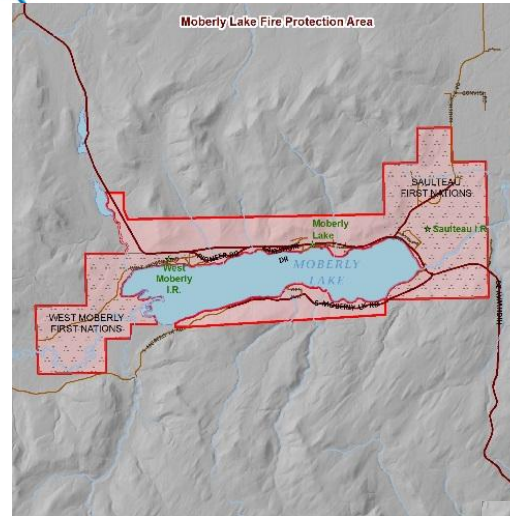
### Option #3

Participation Level 50%

By Contract

Chetwynd &  
Moberly Lake Fire  
Protection Areas

148.4 km<sup>2</sup>



R-9

2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Hudson's Hope	\$9,933.00	\$7,449.75	\$4,966.50	0
			50%	

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PEACE RIVER REGIONAL DISTRICT

# Cost Sharing for Planning & Land Use Management

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diverse. vast. abundant.



# Agenda

1. Planning Areas
2. LGA (Part 14): Planning Services
3. Municipal Participation in Rural Planning: Bill 14
4. History 2010-2017
5. Participation Options

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# Who We Are

- The Peace River Regional District (PRRD) was established in 1987 when the lands formerly included in the Peace River-Liard Regional District were divided into two regional districts.
- The PRRD serves a population of 58,264 that reside in seven incorporated municipalities and four rural electoral areas.
- The PRRD is the largest Regional District, encompassing 120,000 square kilometers.



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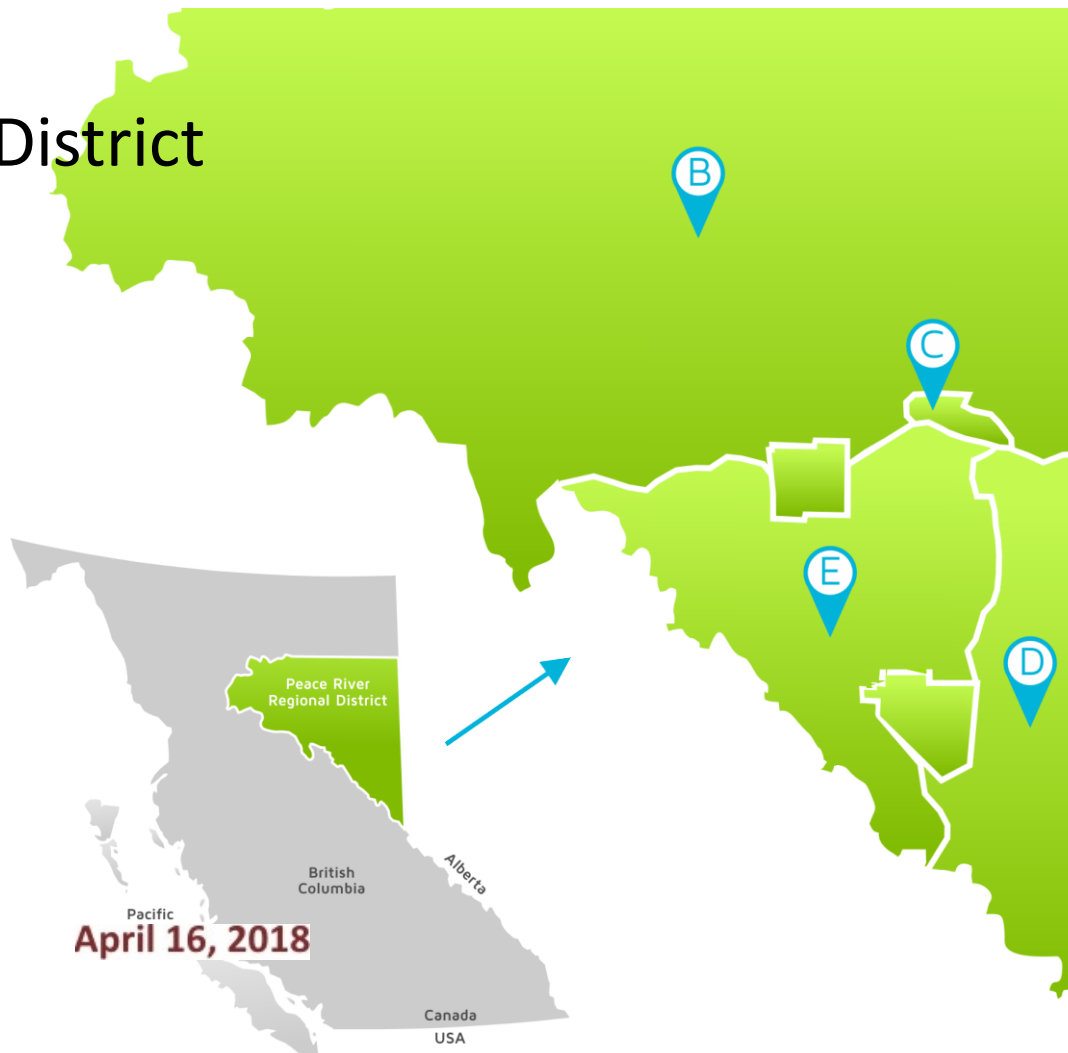


Peace River Regional District

120,000 km<sup>2</sup>

British Columbia

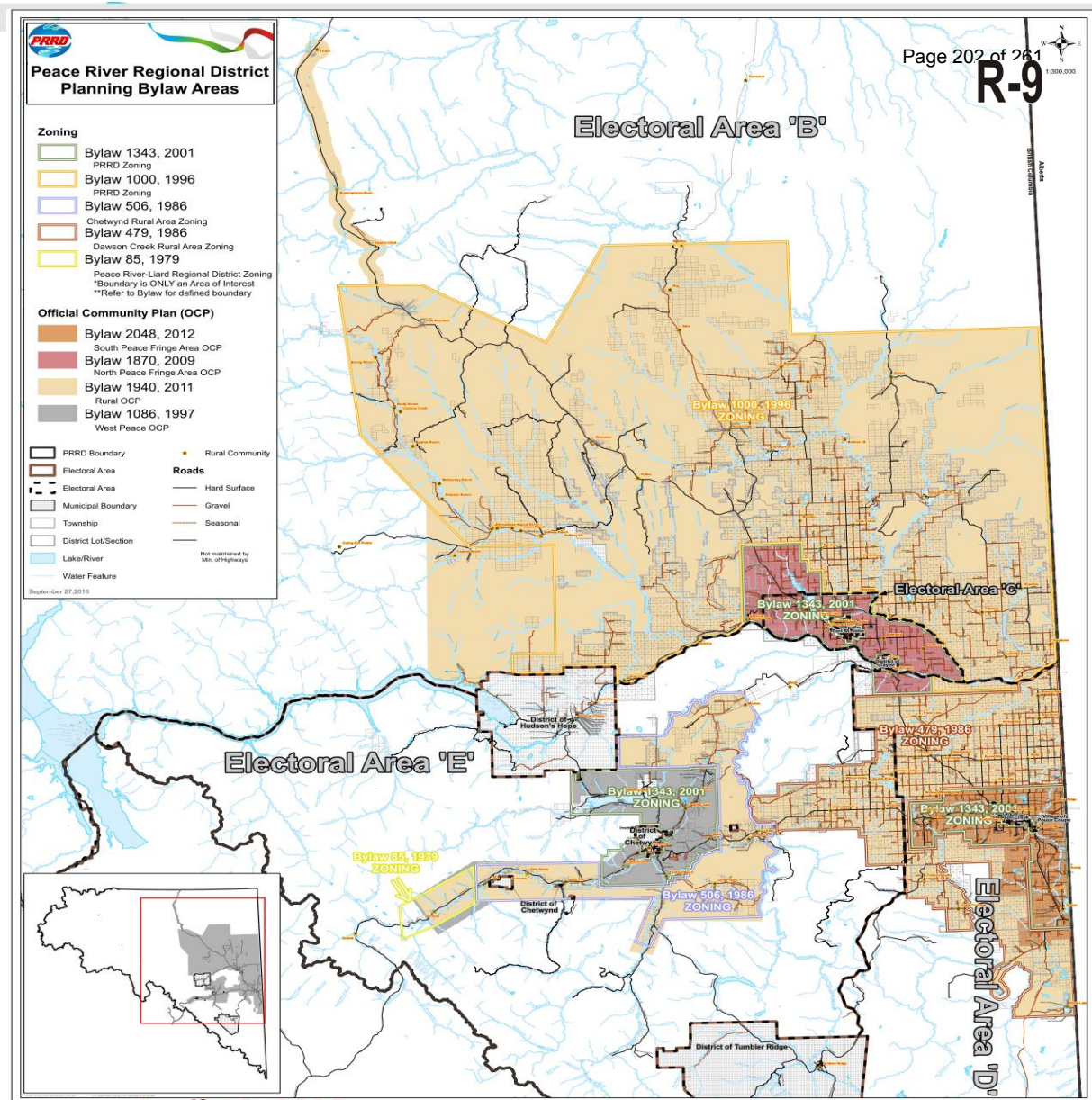
944,735 km<sup>2</sup>





# PRRD Planning Area

24,034 km<sup>2</sup>



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# What is Planning

Planning is systematic decision-making that leads to informed action.

Community planning, in particular, is an evolving process unique to each community that envisions and shapes where and how people want to live, work and play.

Examples are: plans, policies, regulations, guidelines, etc. that attempt to balance the aspirations and needs of people, communities, environment, and economy.



# How is Planning Guided

All decisions made about planning in the Electoral Area are guided by the Board approved Official Community Plan (OCP) for the Electoral Area.

The OCP is a statement of the long term vision for the community which contains objectives and policies that guide planning and land use management decisions.

Any decision passed by the Board must be consistent with the policies in the applicable OCP.





## **Municipal Participation in Rural Planning Bill 14**

In August 2000, the LGA was amended to address how municipalities could participate and vote on Electoral Areas.

The overall objective of the change was to:

- Encourage agreements between a municipality and the Regional District with respect to the level of participation in electoral area planning by the municipality
- To reduce conflict between municipalities and the electoral area.
- Emphasize the need to encourage co-operative planning between the municipality and the electoral area.

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## **Municipal Participation in Rural Planning Bill 14**

Bill 14 is consistent with recommendations by Dr. Robert L. Bish which emphasized the need for establishing fair voting rules among rural and municipal participants.

Bill 14 recognizes the benefits of participation to individual municipalities is a matter that is best judged locally, based on the specifics of the situation.

Municipal participation is based on the view that planning benefits all areas, not just the electoral area (i.e. good planning benefits the region as a whole).

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## Municipal Participation in Rural Planning Bill 14

Selected provisions of Bill 14 include:

- Greater flexibility with opportunity for multi-year contracts
- Clarify options for cost sharing including a range from partial to full participation
- Contract start anytime
- Clarify rules for opting-out - municipalities must notify PRRD by August 31 for opting out (or changes) in the following year
- Clarification about voting on participation agreements

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# List of Planning Services Available under Part 14

## Services provided by the PRRD

Official Community Plans  
Zoning Bylaws  
Public Hearings & Public Notifications  
Development Approval Procedures  
Board of Variance  
Development Permit Areas  
Development Variance Permits  
Temporary Use Permits  
Application Fees  
Development Cost Charges  
School Site Acquisition Charges  
Subdivision Servicing Regulations  
Parking & Loading Regulations

## Services NOT provided by the PRRD

Advisory Planning Commission  
Housing Agreements  
Run-off Control  
Regulation of Signs  
Screening & Landscaping Regulations  
Farm Bylaws  
Tree Cutting Permits  
Development Works Agreements  
Site Profile Assessments

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# Municipal Participation History 2010-2017

	Opt-in (no contract)
	100% participation (per capita contract)
	75% participation (portion of requisition)
	50% participation (portion of requisition)
	Opt-out

Municipality	2010	2011	2012	2013	2014	2015	2016	2017
Chetwynd	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in
<b>Dawson Creek</b>	<b>Opt-in</b>	<b>Opt-in</b>	<b>Opt-in</b>	<b>Opt-in</b>	<b>Opt-in</b>	<b>Opt-in</b>	<b>Opt-in</b>	<b>Opt-in</b>
Fort St John	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in
Hudson's Hope	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in
Pouce Coupe	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in
Taylor	\$3,177	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in
	50%							
Tumbler Ridge	0	0	0	0	0	Opt-in	Opt-in	Opt-in

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## Participation Options for 2019 and Beyond

### **\*Starting Point For Discussion\***

	Participation Level	Description
<b>Option# 1</b>	Opt-in (no contract)	Full Planning Area
<b>Option# 2</b>	Partial 75% of requisition (contract)	Fringe OCP Area* (*except for Hudson's Hope & Tumbler Ridge)
<b>Option# 3</b>	Partial 50% of requisition (contract)	Rural Fire Protection Area* (*except for Hudson's Hope & Tumbler Ridge)
<b>Option# 4</b>	Opt-out	No Participation

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2017 Requisition \$765,012.00	Option #1 - 100%	Option #2 – 75%	Option #3 – 50%	Option #4 -Opt- out
Chetwynd	\$16,316.00	\$12,237.00	\$8,158.00	0
Dawson Creek	\$65,519.00	\$49,139.25	\$32,759.00	0
Fort St John	\$142,450.00	\$106,837.50	\$71,225.00	0
Hudson's Hope	\$9,933.00	\$7,449.75	\$4,966.50	0
Pouce Coupe	\$2,926.00	\$2,194.50	\$1,463.00	0
Taylor	\$11,050.00	\$8,287.50	\$5,525.00	0
Tumbler Ridge	\$19,989.00	\$14,991.75	\$9,994.50	0
<i>Municipal Total</i>	<i>\$268,183.00</i>	<i>\$201,137.25</i>	<i>\$134,094.50</i>	<i>0</i>
Electoral Areas Total	\$496,829.00	\$563,874.75	\$630,920.50	\$765,012.00
Electoral Area 'B'	\$214,965.00	\$268,870.25	\$322,447.50	\$358,567.98
Electoral Area 'C'	\$57,517.00	\$71,896.25	\$86,285.50	\$94,846.11
Electoral Area 'D'	\$107,403.00	\$134,253.75	\$161,104.50	\$176,070.89
Electoral Area 'E'	\$82,166.00	\$102,707.50	\$124,149.00	\$135,524.03

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# Dawson Creek

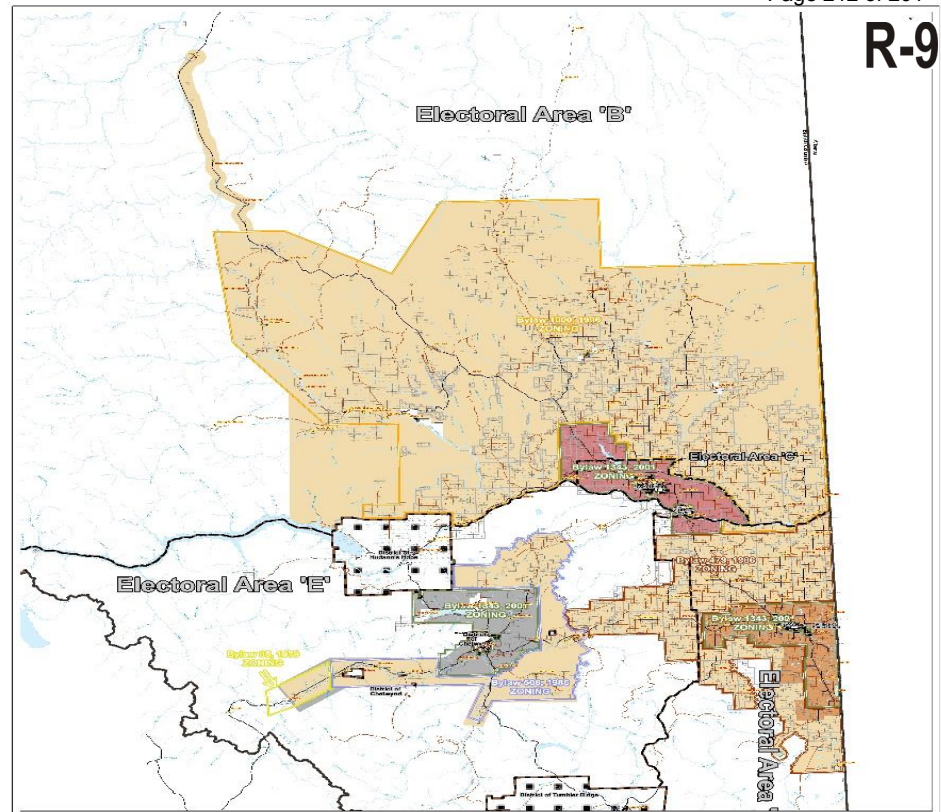
Option #1

Participation Level 100%

Opt-in (no contract)

Full Planning Area

24,034 km<sup>2</sup>



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Dawson Creek	<b>\$65,519.00</b>	\$49,139.25	\$32,759.00	0

100%

Electoral Areas Total	\$496,829.00
Electoral Area 'B'	\$214,965.00
Electoral Area 'C'	\$57,517.00
<b>Electoral Area 'D'</b>	<b>\$107,403.00</b>
Electoral Area 'E'	\$82,166.00

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## Dawson Creek

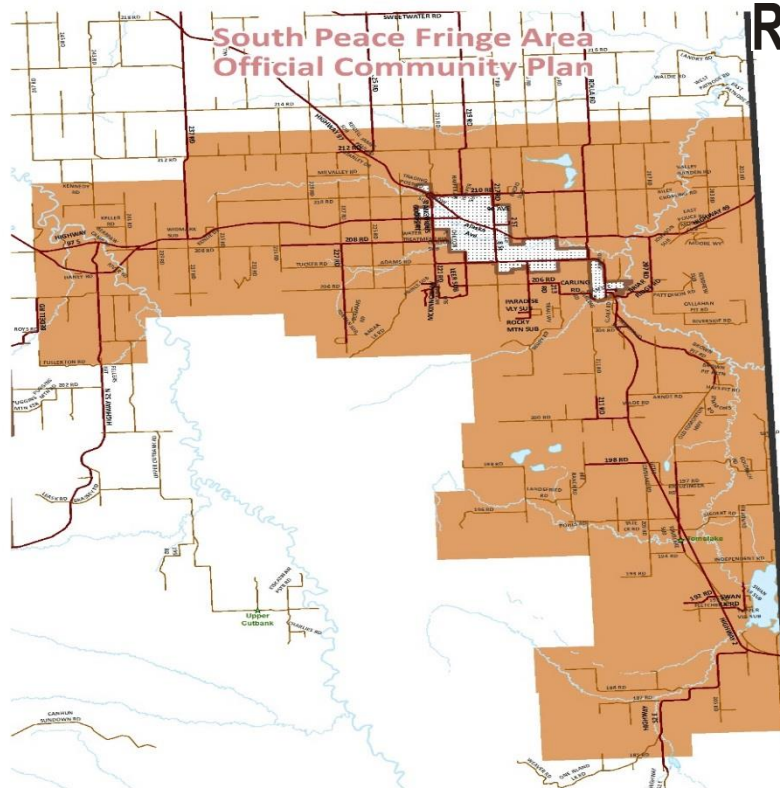
### Option #2

### Participation Level 75%

### By Contract

South Peace Fringe  
OCP Area

945 km<sup>2</sup>



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Dawson Creek	\$65,519.00	<b>\$49,139.25</b>	\$32,759.00	0

75%

Electoral Areas Total	\$563,874.75
Electoral Area 'B'	\$268,870.25
Electoral Area 'C'	\$71,896.25
<b>Electoral Area 'D'</b>	<b>\$134,253.75</b>
Electoral Area 'E'	\$102,707.50

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# Dawson Creek

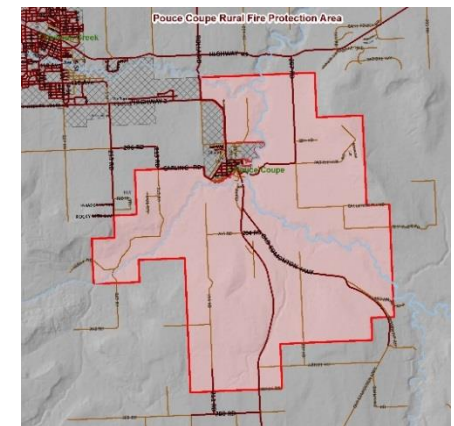
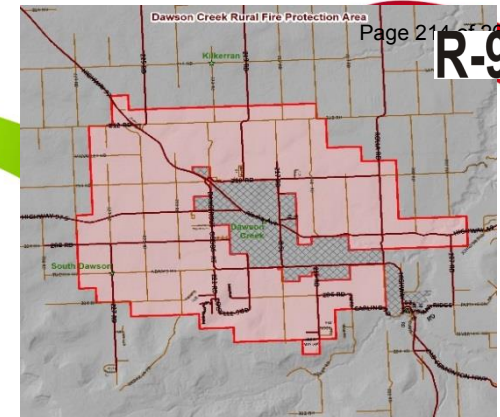
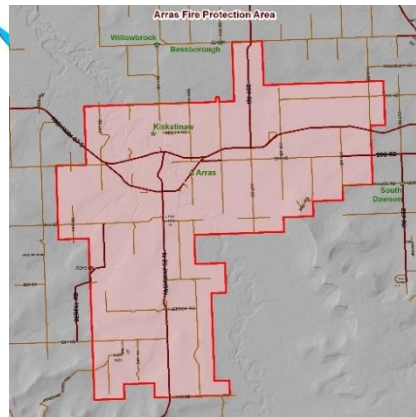
## Option #3

## Participation Level 50%

## By Contract

Dawson Creek, Pouce  
Coupe and Arras Fire  
Protection Areas

39.8 km<sup>2</sup>



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Dawson Creek	\$65,519.00	\$49,139.25	<b>\$32,759.00</b>	0

50%

Electoral Areas Total	\$630,920.50
Electoral Area 'B'	\$322,447.50
Electoral Area 'C'	\$86,285.50
<b>Electoral Area 'D'</b>	<b>\$161,104.50</b>
Electoral Area 'E'	\$124,149.00

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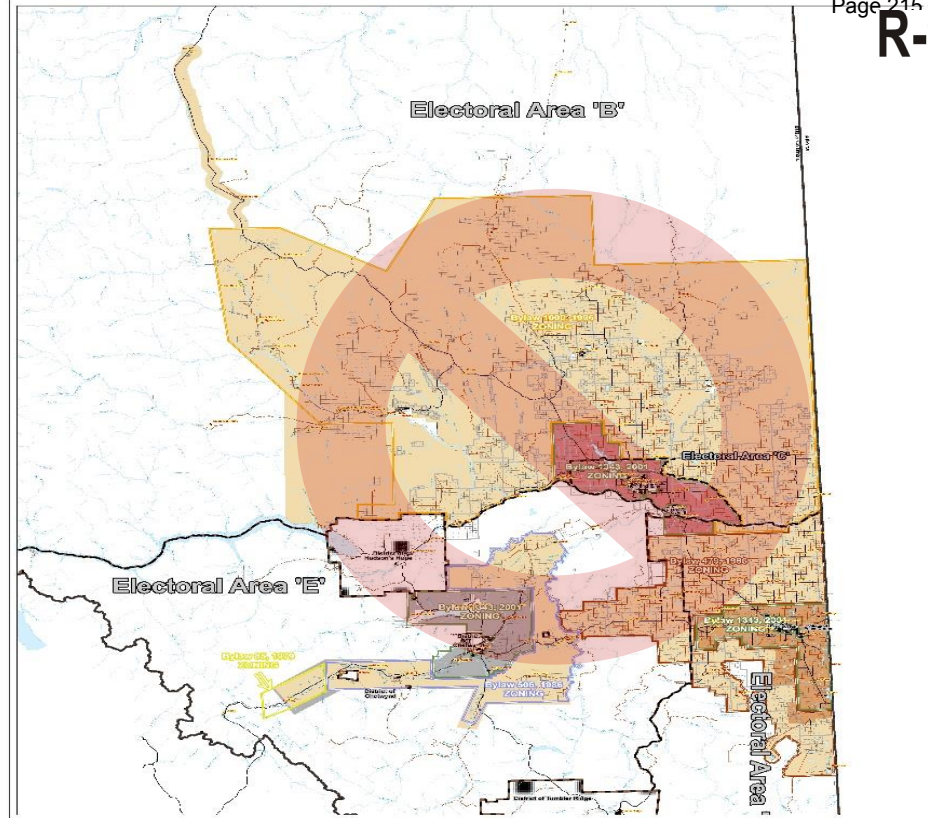


# Dawson Creek

## Option #4

Participation Level 0%

Opt-out (no contract)



2017 Requisition	Participation Level			
	Option #1	Option #2	Option #3	Option #4
Dawson Creek	\$65,519.00	\$49,139.25	\$32,759.00	0

0%

Electoral Areas Total	\$765,012.00
Electoral Area 'B'	\$358,567.98
Electoral Area 'C'	\$94,846.11
<b>Electoral Area 'D'</b>	<b>\$176,070.89</b>
Electoral Area 'E'	\$135,524.03

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# QUESTIONS?

**April 16, 2018**



# Thank you for your time!



PEACE RIVER REGIONAL DISTRICT

## HEAD OFFICE

Box 810 1981 Alaska Avenue  
Dawson Creek, BC  
V1G 4HB

Tel: 250-784-3200  
Toll Free: 250-670-7773  
Fax: 250-784-3201  
Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)

## BRANCH OFFICE

9505 100 Street  
Fort St. John, BC  
V1J 4N4

Tel: 250-785-8084  
Toll Free: 250-670-7773  
Fax: 250-785-1125  
Email: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)

## WEBSITE

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



Peace River Regional District office Page | Facebook

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## LGA s. 381

### **Cost sharing for services under Part 14 [*Planning and Land Use Management*]**

**381** (1) The costs of services under Part 14 must be apportioned on the basis of the converted value of land and improvements in the service area as follows:

(a) if no municipality has entered into an agreement under subsection (2) or opted out under subsection (3), among all the municipalities and electoral areas, with the service area deemed to be the entire regional district;

(b) subject to paragraphs (c) and (d), if one or more municipalities have opted out under subsection (3) and are no longer participating in the services, among the electoral areas and any municipalities that have not opted out, with the service area deemed to be those areas;

(c) if one or more municipalities have entered into an agreement under subsection (2) to share only some of the costs, those costs are to be recovered in accordance with the agreements and the remaining costs are to be apportioned among the other municipalities and electoral areas participating in the services;

(d) if a municipality is liable for costs under subsection (6) or (7), those costs are to be recovered from the municipality and the remaining costs are to be apportioned among the other participating municipalities and electoral areas.

(2) The board and a municipality may enter into an agreement that the municipality is to share in some but not all of the costs of services under Part 14, to the extent set out in the agreement and in accordance with the terms and conditions for the municipality's participation established by the agreement.

(3) Subject to subsection (4), a municipality may opt out of participation in services under Part 14 by giving notice to the board, before August 31 in any year, that until further notice it will no longer share the costs of services under Part 14.

(4) A municipality that is a party to an agreement under subsection (2) may give notice under subsection (3) only in the last year of the term of the agreement.

(5) After notice is given under subsection (3), the municipality ceases to participate in the services, effective at the start of the following year.

(6) As an exception to subsection (5), if a municipality that is not a party to an agreement under subsection (2) gives notice under subsection (3) after a board has passed a resolution authorizing the preparation of an official community plan or bylaw under Part 14, the municipality continues to participate in the services and must share the costs in that preparation until the earlier of the following:

(a) the date the plan or bylaw is adopted;

(b) 2 years after the date the resolution is passed.

(7) Subsection (6) also applies to a municipality that is a party to an agreement under subsection (2) if the official community plan or bylaw is in relation to the Part 14 services for which the municipality shares costs under the agreement.

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**Note:** References to Part 26 should now be to Part 14.; and, s.804.1 is now s.381

# Using the Local Government Act **BULLETIN**

**Date:** August, 2000

**Bulletin  
Number:**

**A.7.0.0**

## Municipal Participation in and Voting on Electoral Area Planning

### Rationale:

The new provisions, **which come into effect August 30, 2000**, primarily respond to the Municipal Act Reform principles of flexibility and resolution of inter-local government issues. The amendments respond to consultations with regional districts which emphasized the need to reduce conflict between municipalities and electoral areas and to encourage co-operative planning. Finally, they are consistent with the recommendations of the report by Professor Bish, commissioned by the ministry, which particularly emphasized the need for establishing fair voting rules. To this end the provisions:

- authorize broader, longer term agreements on municipal participation in electoral area planning; and
- change the rules for municipal directors' voting on municipal-regional district agreements for electoral area planning.

The overall objective is to encourage agreements between a municipality and the regional district with respect to the extent of participation in electoral area planning by the municipality. This is done by allowing greater scope and longevity of agreements, as well as clarifying the relationship between the agreement and notices relating to a municipality opting out of all electoral area planning services.

### New Provisions:

#### Municipal Participation in Electoral Area Planning

- Regional districts are authorized under Part 26 to undertake planning and land use management within electoral areas, but this service differs from many other regional district services in two substantive ways:
- unlike most other services, the regional district is not authorized to provide Part 26 services in municipalities [section 873]; and
- unlike other services, all municipalities participate in decision making and share in the cost of the service even though they are not within the ~~service area~~ (unless the municipality indicates that it

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does not wish to participate in electoral area planning, or can come to an agreement with the regional district on partial participation).

- Municipal participation is based on the view that planning benefits all areas, not just the electoral areas for which the plans are developed (i.e., good planning benefits the region as a whole). This can be seen most clearly in urban fringe areas, but is true, at least conceptually, for all electoral area planning. In addition, decisions about planning are often considered a general government or corporate responsibility of the entire board (similar to the decisions for establishing services) rather than a service operation or management decision of the participants.
- However, it is recognized that the extent of this benefit to individual municipalities is a matter that is best judged locally, based on the specifics of the situation. Therefore, the legislation provides opportunities for municipalities to make agreements with the regional district whereby the municipality partially participates in electoral area planning. The legislation also authorizes municipalities that have not entered into such agreements to provide notice to the regional district that it does not wish to participate in any electoral area planning services (i.e., municipal opt-out).

#### Signalling an intention to participate, partially participate, or not participate

- The legislation provides that a municipality is deemed to be fully participating in electoral area planning unless it provides a notice that it intends to opt-out entirely, or agrees with the regional district to participate partially (i.e., **if the municipality does nothing, it is deemed to be fully participating**). Full participation means that municipal directors are entitled to vote on all resolutions and bylaws relating to Part 26 matters and that costs related to Part 26 services will be apportioned to the municipality based on converted values.
- A municipality may make an agreement with the regional district which sets out conditions under which the municipality partially participates in electoral area planning. Partial participation means that municipal directors are entitled to vote on resolutions and bylaws relating to Part 26 to the extent authorized under the agreement, and costs related to Part 26 services will be apportioned to the municipality in accordance with the agreement.
- If a municipality does not have an agreement as noted above, or if it is in the last year of an agreement, it may provide notice to the regional district by August 31 that it no longer wishes to participate in any electoral area planning, in which case, the municipality ceases to be a participant in the following year. No participation means that municipal directors are not entitled to vote on any resolutions and bylaws relating to Part 26 and that the costs of the Part 26 service will not be apportioned to it (with the exception that it must continue to pay for plans or bylaws under Part 26 for 2 years after the board resolution initiating them). There is no longer a requirement to provide notice every year -- **once a notice has been given, the municipality remains excluded from participation in the service in all subsequent years until it either provides notice that it wishes to fully participate, or makes a partial participation agreement.**

#### Agreements

- Section 804.1 (2) provides that a municipality and a regional district *may* enter into an agreement that a municipality will participate in some, but not all, electoral area planning. The agreement authority differs from the previous authority in four important aspects:
- Councils and boards may make an agreement at any time in the year. The previous authority required that agreements be in place by August 31 and would become effective for the following year. The new authority allows agreements to be made at any time, with their effective dates set by the parties to the agreement.
- The agreement can be made whether the municipality is a full participant or has opted out. The previous authority allowed for an agreement only if a municipality had provided notice to opt out.
- The agreement may set out the terms and conditions of the municipality's participation. The previous authority was unclear about the extent to which the agreement could set out terms and conditions of participation -- it allowed the agreement to specify "particular plans, permits or bylaws and particular areas" but did not specifically allow any other terms. The new authority makes it clear that any term or condition which can be agreed upon may be provided for in the agreement. The legislation does not specify a maximum term or the scope of the agreement -- this is left to the judgement of the parties to the agreement -- but it is intended that certainty and stability be considered when entering into these agreements, and it is anticipated that these factors will be enhanced when broader, longer term agreements are developed.
- Once an agreement is made, the parties to the agreement are obligated to comply with the agreement until it expires or is amended. If circumstances change, the agreement can always be reviewed and renegotiated, but both parties will need to agree to any changes. Compliance with an agreement means, in part, that **once an agreement is in place, municipalities cannot either fully participate or fully opt-out of participation in electoral area planning during the term of the agreement.** The only exception to this provision relates to the last year of an agreement -- municipalities may provide notice to the board in the last year of an agreement that it wishes to fully opt-out of participation in electoral area planning effective the following year. This opt-out is authorized because the notice must be given by August 31 in a year, but is not effective until the next year (when the agreement would have expired).
- Both cost apportionment for Part 26 services and voting on Part 26 decisions should be dealt with in an agreement. Section 804.1(1)(c) provides that if a municipality has entered into an agreement, costs are to be recovered in accordance with the agreement (therefore, if the agreement does not provide for cost recovery, the municipality is not required to share in the costs). Section 791(12)(c) provides that while an agreement is in force, the director for the municipality cannot vote on Part 26 resolutions or bylaws except in accordance with the agreement (therefore, if the agreement is silent with respect to voting then the director is not entitled to vote).

#### Fairer Voting Rules

- All votes by the regional district board on planning agreements and resolutions and bylaws under Part 26 continue to be unweighted -- i.e., each director who is entitled to vote has one vote [section 791(2) and (3)].

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- Voting rules for municipalities that are fully participating in electoral area planning have not changed. A director from a fully participating municipality continues to be entitled to vote on all partial participation agreements and all resolutions and bylaws pertaining to Part 26 services.
- Previous provisions prevented a municipal director from voting on the agreement for that municipality but allowed voting on another municipality's agreement. Section 791(12) is amended to eliminate the ability to vote on another municipality's agreement. Therefore, a municipal director representing a municipality that has entered into an agreement in accordance with section 804.1(2) in which it is a partial participant in Part 26 services, cannot:
  - vote on the acceptance of an agreement with the director's municipality;
  - vote on any agreement with another municipality; or
  - vote on any resolution or bylaw under Part 26 except as authorized by their municipality's agreement.
- Similarly, municipal directors representing municipalities that had fully opted-out were authorized to vote on other municipality's agreements. The provisions have been changed to prevent this. Therefore, a director for a municipality which has fully opted-out, cannot:
  - vote on an agreement pursuant to section 804.1(2); or
  - vote on bylaws and resolutions pertaining to Part 26 except when the municipality is required to continue to pay for Part 26 services under section 804.1(6) or (7).
- The timing of voting entitlement is also changed. With respect to agreements, as soon as a municipality has entered into an agreement, it is not entitled to vote on other agreements. However, the entitlement to vote on Part 26 services is linked to the term of the agreement, rather than the date it is entered into. Therefore, if a municipality and regional district agree in September of 2000 to limited participation in Part 26 services commencing in March of 2001, then the director for the municipality would be entitled to vote on all planning matters until March 2001 (assuming that the municipality has not opted-out of electoral area planning for 2000). Similarly, as soon as notice to opt-out has been given directors are not entitled to vote on agreements, but their entitlement to vote on Part 26 matters continues until January of the following year.

#### **Related Provisions:**

N/A

#### **Practical Considerations:**

- The intent of the new provisions is to encourage regional districts and member municipalities to enter into longer, more comprehensive agreements. This will avoid the annual renegotiation of agreements or annual decisions about opting-out which, in the past, have created uncertainty and, in some cases, conflict.
- The agreement provisions are broad both in terms of scope and timing. It is recommended that boards approach this new power prudently. Since a municipality cannot opt-in or out during the term of an agreement, and since an agreement may be amended with the consent of both the

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municipality and the regional district, it is recommended that initially consideration be given to agreements with relatively short time frames, for example, three years. Once the board and the municipality have had a chance to see how the agreement is working they may want to consider a longer or a shorter term.

- It is recommended that regional districts consider the annual budgeting and tax requisition system when negotiating agreements with municipalities. Agreements may be made at any point in the year, but the regional district must ensure that the effective dates of the agreement mesh with its requisition cycle.
- It is recommended that the agreement lay out the scope of the planning program, in the fullest detail possible, so as to minimize misunderstandings. This can provide an opportunity to deal with a number of critical issues including the following:

municipal interests in electoral area planning and vice versa;

consultation and referral processes between municipalities and electoral areas; and

the priority projects to be undertaken within the time frame of the agreement.

- Regional districts and municipalities are encouraged to use regional growth strategies and official community plans to establish municipal interests in electoral area planning and electoral area interests in municipal planning. This could, for example, focus on the definition of and policies for "urban fringe" areas.
- municipalities and regional districts may also want to use the new consultation requirement for Official Community Plans contained in the new section 879 as an impetus to develop protocols as to how the two jurisdictions can achieve cooperative planning processes. A bulletin will be developed on this topic prior to the new section 879 coming into effect.
- The Ministry will be undertaking research and will work with regional district and municipal planning staff on the development of model agreements and a best practices guide. In addition, Ministry staff are available to meet with regional boards and municipal councils to provide any assistance they might need in using these new legislative provisions.

### **Transitional provisions:**

- [B.C. Regulation 241/2000](#) specifies that the new provisions will be effective August 30, 2000. This date has been chosen specifically because of the August 31 deadline for municipal opt-out notices.
- As in previous years, if a municipality wishes to fully opt-out of electoral area planning, it must do so by August 31.
- Also as in previous years, if a municipality and a regional district wish to enter into an annual partial participation agreement, and the agreement is made prior to August 31, the municipality must first give the regional district an opt-out notice and then may enter into an agreement. Voting on any of these annual agreements prior to August 31 would be based on the old voting rules (i.e., a municipal director cannot vote on an agreement, but can vote on another

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municipality's agreement). However, if partial participation agreement is voted on after August 30, it must be voted on using the new voting rules (i.e., municipal directors cannot vote on any agreements unless their municipality is fully participating in electoral area planning).

- If a municipality and a regional district wish to enter into a multi-year agreement under the new provisions, it may do so at any time. Depending on the timing, however, the process will be different. The two options are as follows:
- Agreements under the new provisions may be made before August 30. The *Interpretation Act* provides authority to exercise new powers prior to them coming into force, but states that the action has no effect until the new powers come into force. This means that the municipality and the regional district can use the new powers for making agreements before August 30, but that the agreements themselves have no effect until after that date. However, if the new agreement powers are used, voting on the agreements must be done in accordance with the new voting rules (i.e., municipal directors cannot vote on any multi-year agreements unless their municipality is fully participating in electoral area planning, no matter whether that voting takes place prior to or after August 30).
- Agreements under the new provisions may also be made after August 30. Both the new agreement powers and the new voting rules come into force August 30, and so are applicable to any agreements made after that date. **It is recommended, however, that municipalities currently negotiating a multi-year agreement consider its options with respect to opting-out as well, in case it cannot come to an agreement with the regional district. This is because if the municipality does not give a notice to opt-out by August 31 and subsequently cannot come to an agreement with the regional district, it is considered to be fully participating in electoral area planning.**

**Local Government Act References:**

Primary Sections: 791, 804.1, 879

Bill 14 Sections:

**BACKGROUNDER****Cost Sharing Part 14 Services  
Local Government Act Section 381****1.0 RATIONALE**

Pursuant to Part 14: Planning and Land Use Management, of the LGA, the PRRD undertakes activities in the electoral areas of the region to plan, manage and regulate development. The PRRD considers that municipal participation in these activities is important because proactive planning benefits all jurisdictions.

**2.0 PART 14: PLANNING AND LAND USE MANAGEMENT**

Activities authorized under Part 14 include:

Official Community Plans	Farm Bylaws
Zoning Bylaws	Development Permit Areas
Public Hearings & Public Notifications	Development Variance Permits
Advisory Planning Commission	Temporary Industrial & Commercial Permits
Development Approval Procedures	Tree Cutting Permits
Board of Variance	Application & Inspection Fees
Housing Agreements	Development Cost Charges
Parking & Loading Regulations	Development Works Agreements
Run-off Control	School Site Acquisition Charges
Regulation of Signs	Subdivision Servicing Regulations
Screening & Landscaping Regulations	Site Profile Assessments

**3.0 LGA SECTION 38: MUNICIPAL PARTICIPATION IN PLANNING**

*(excerpt from Bulletin No. A.7.0.0, Aug. 2000)*

These provisions, **which came into effect August 30, 2000**, primarily respond to the Municipal Act Reform principles of flexibility and resolution of inter-local government issues. The amendments respond to consultations with regional districts which emphasized the need to reduce conflict between municipalities and electoral areas and to encourage co-operative planning. Finally, they are consistent with the recommendations of the report by Professor Bish, commissioned by the ministry, which particularly emphasized the need for establishing fair voting rules. To this end the provisions:

- authorize broader, longer term agreements on municipal participation in electoral area planning; and
- change the rules for municipal directors' voting on municipal-regional district agreements for electoral area planning.

The overall objective is to encourage agreements between a municipality and the regional district with respect to the extent of participation in electoral area planning by the municipality. This is done by allowing greater scope and longevity of agreements, as well as clarifying the relationship between the agreement and notices relating to a municipality opting out of all electoral area planning services.

- unlike other services, all municipalities participate in decision making and share in the cost of the service even though they are not within the service area (unless the municipality indicates that it does not wish to participate in electoral area planning, or can come to an agreement with the regional district on partial participation).

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- Municipal participation is based on the view that planning benefits all areas, not just the electoral areas for which the plans are developed (i.e., good planning benefits the region as a whole). This can be seen most clearly in urban fringe areas, but is true, at least conceptually, for all electoral area planning. In addition, decisions about planning are often considered a general government or corporate responsibility of the entire board (similar to the decisions for establishing services) rather than a service operation or management decision of the participants. **R-9**
- However, it is recognized that the extent of this benefit to individual municipalities is a matter that is best judged locally, based on the specifics of the situation. Therefore, the legislation provides opportunities for municipalities to make agreements with the regional district whereby the municipality partially participates in electoral area planning. The legislation also authorizes municipalities that have not entered into such agreements to provide notice to the regional district that it does not wish to participate in any electoral area planning services (i.e., municipal opt-out).

#### Signalling an intention to participate, partially participate, or not participate

- The legislation provides that a municipality is deemed to be fully participating in electoral area planning unless it provides a notice that it intends to opt-out entirely, or agrees with the regional district to participate partially (i.e., **if the municipality does nothing, it is deemed to be fully participating**).
  - Up to 2006, participation occurred through a variety of contracts that differed in geographic scope and duration. From 2007-2010, five of seven municipalities had opted in. By 2011 six of the seven municipalities had been fully opted in, and all seven have been opted in since 2015.
- A municipality may make an agreement with the regional district which sets out conditions under which the municipality partially participates in electoral area planning. Partial participation means that municipal directors are entitled to vote on resolutions and bylaws relating to Part 14 to the extent authorized under the agreement, and costs related to Part 14 services will be apportioned to the municipality in accordance with the agreement. Section 4.0 sets out cost sharing models that have been used in the past.

## **4.0 HISTORICAL COST SHARING**

- 4.1 There were three levels of participation available, based on the geographic area over which participation in Part 14 Services was desired. These levels were set at 100%, 75% and 50%, as illustrated on maps for each municipality.
- 4.2 Two options for cost sharing were offered;
  - 1) by requisition, or
  - 2) by per-capita (not to exceed the 100% requisition amount)
- 4.2.1 The per-capita option was based upon population figures as estimated by BC Stats. **This option was only available to those municipalities that chose the 100% participation level.** The per capita rate in 2008 was \$2.48 and the scheme included an annual increase equal to the annual CPI change of the preceding year. Using this formula the per capita fee for 2017 would be \$2.81.
- 4.2.2 The requisition option is based on apportionment of the Part 14 requisition, assuming all jurisdictions participate. This was the only cost option available for participation levels less than 100%. This calculation is based on completed assessments and confirmed budget for the given year.

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**5. SUMMARY OF MUNICIPAL PARTICIPATION**

<b>Municipality</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Chetwynd	\$6,706 100%	\$6,705 100%	\$6,705 100%	\$6,705 100%	\$5,830 100%	\$5,830 100%	\$5,904 100%	\$6,662 100%
Dawson Creek	\$9,368 50%	\$9,247 50%	18,751 100%	25,031 100%	22,688 100%	22,599 100%	23,786 100%	24,442 100%
Fort St John	\$23,044 75%	\$25,052 75%	33,797 100%	33,797 100%	36,086 100%	36,086 100%	38,863 100%	42,764 100%
Hudson's Hope	\$2,524 100%	\$2,524 100%	2,524 100%	2,524 100%	2,338 100%	2,338 100%	2,492 100%	2,782 100%
Pouce Coupe	\$1,206 100%	\$892 100%	879 100%	1,106 100%	961 100%	863 100%	903 100%	998 100%
Taylor	\$2,320 100%	\$2,320 100%	2,320 100%	2,320 100%	2,572 100%	2,572 100%	2,924 100%	3,237 100%
Tumbler Ridge	0	0	0	0	0	0	0	0
<b>Total</b>	<b>\$45,168</b>	<b>\$46,740</b>	<b>\$64,976</b>	<b>\$71,483</b>	<b>\$70,475</b>	<b>\$70,288</b>	<b>\$74,872</b>	<b>\$80,885</b>

<b>Municipality</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Chetwynd	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in
Dawson Creek	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in
Fort St John	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in
Hudson's Hope	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in
Pouce Coupe	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in	Opt-in
Taylor	\$2,320 100%	\$4,544 50%	\$4,772 50%	\$3,177 50%	Opt-in	Opt-in	Opt-in	Opt-in
Tumbler Ridge	0	0	0	0	0	0	0	0

Note: The requisitions for each participating jurisdiction for the period 2007-2017 are shown on budget sheets contained in Schedule 3.

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<b>Municipality</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Chetwynd	Opt-in	Opt-in	Opt-in
Dawson Creek	Opt-in	Opt-in	Opt-in
Fort St John	Opt-in	Opt-in	Opt-in
Hudson's Hope	Opt-in	Opt-in	Opt-in
Pouce Coupe	Opt-in	Opt-in	Opt-in
Taylor	Opt-in	Opt-in	Opt-in
Tumbler Ridge	Opt-in	Opt-in	Opt-in

## 6.0 ALTERNATIVE COST SHARING

6.1 Looking forward this report now considers alternative cost sharing models. Similar to before, three cost levels are proposed:

- A. 100% (opt-in)
- B. 75% of requisition
- C. 50% of requisition

Attached maps illustrate applicable area for each municipality. The per capita rate is not considered as an option to entice municipalities toward full participation since they are currently opted-in at full cost and full area participation.

## 6.2 Summary of alternative cost levels:

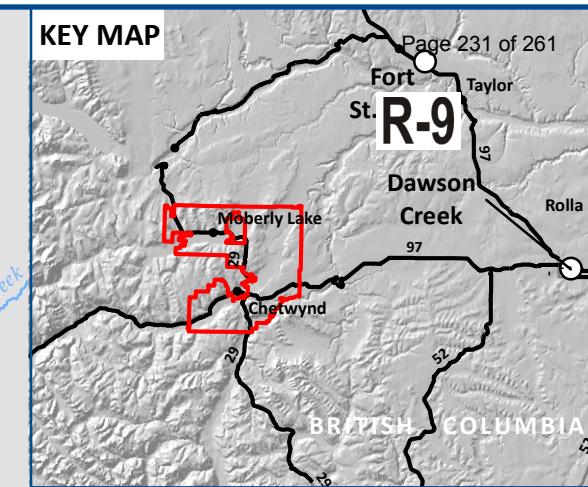
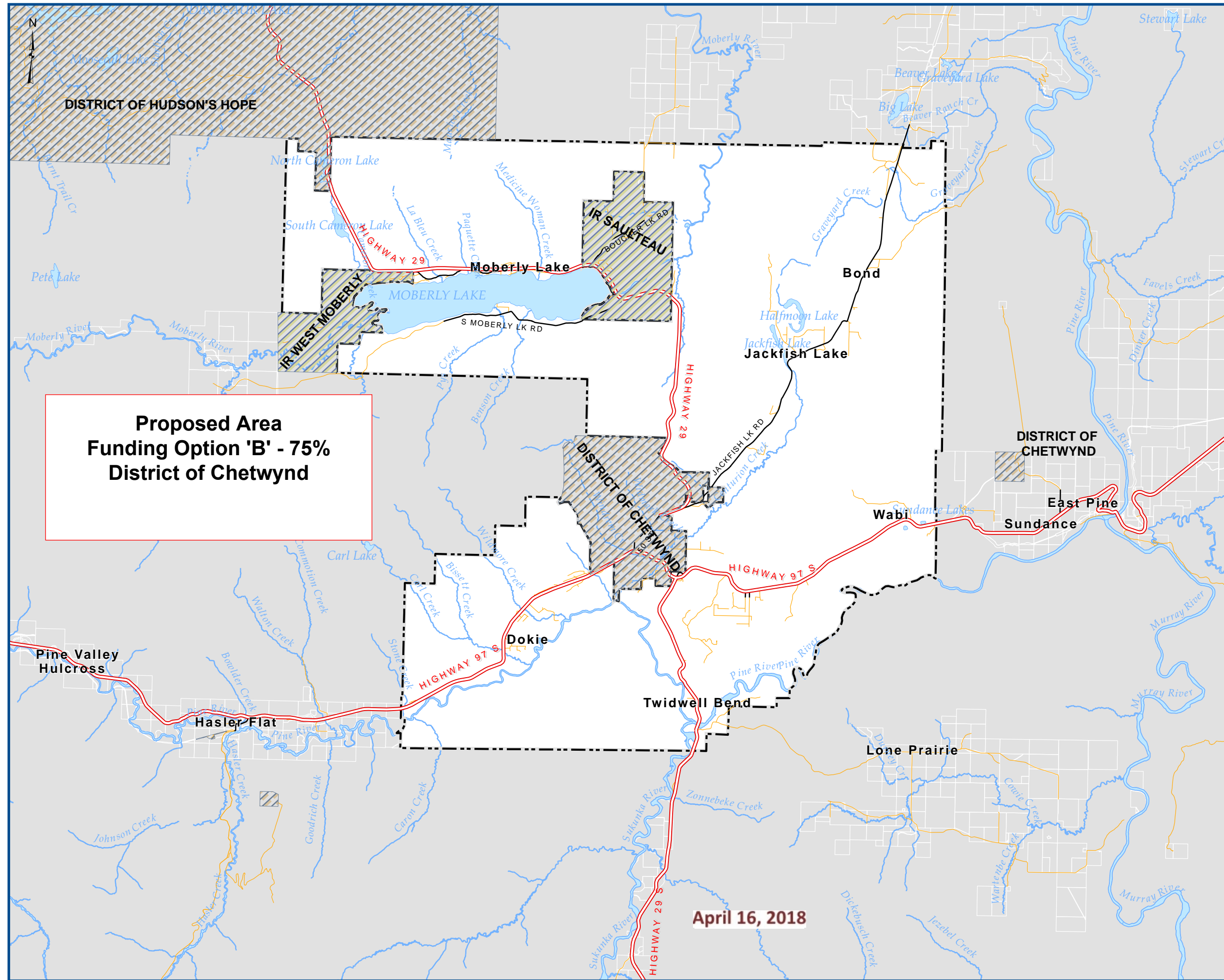
2017 Requisition	<b>A</b>	<b>B</b>	<b>C</b>
\$ 765,012.00	Opt-In		
	100%	75%	50%
Chetwynd	\$ 16,316.00	\$ 12,237.00	\$ 8,158.00
Dawson Creek	\$ 65,519.00	\$ 49,139.25	\$ 32,759.50
Fort St John	\$ 142,450.00	\$ 106,837.50	\$ 71,225.00
Hudson's Hope	\$ 9,933.00	\$ 7,449.75	\$ 4,966.50
Pouce Coupe	\$ 2,926.00	\$ 2,194.50	\$ 1,463.00
Taylor	\$ 11,050.00	\$ 8,287.50	\$ 5,525.00
Tumbler Ridge	\$ 19,989.00	\$ 14,991.75	\$ 9,994.50
	\$ 268,183.00	\$ 201,137.25	\$ 134,091.50
Electoral Areas	\$ 496,829.00	\$ 372,621.75	\$ 248,410.50

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## SCHEDULE 1

### GEOGRAPHIC AREAS FOR COST LEVEL B 75% of Requisition

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- LEGEND**
- West Peace Fringe Area
  - Agriculture
  - Municipal
  - First Nations
  - Lakes
  - Rivers
  - Highway
  - Roads
  - Gravel Roads

Data Source: Peace River Regional District  
 1:200,000 0 1,250 2,500 5,000 7,500 10,000 Meters

**WEST PEACE FRINGE AREA**

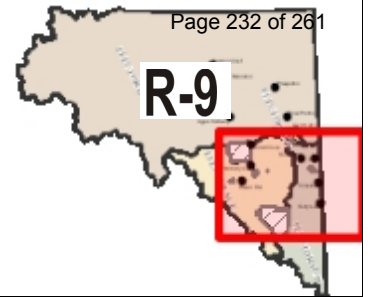
Date: Feb,06,2013; Drawn By:



April 16, 2018

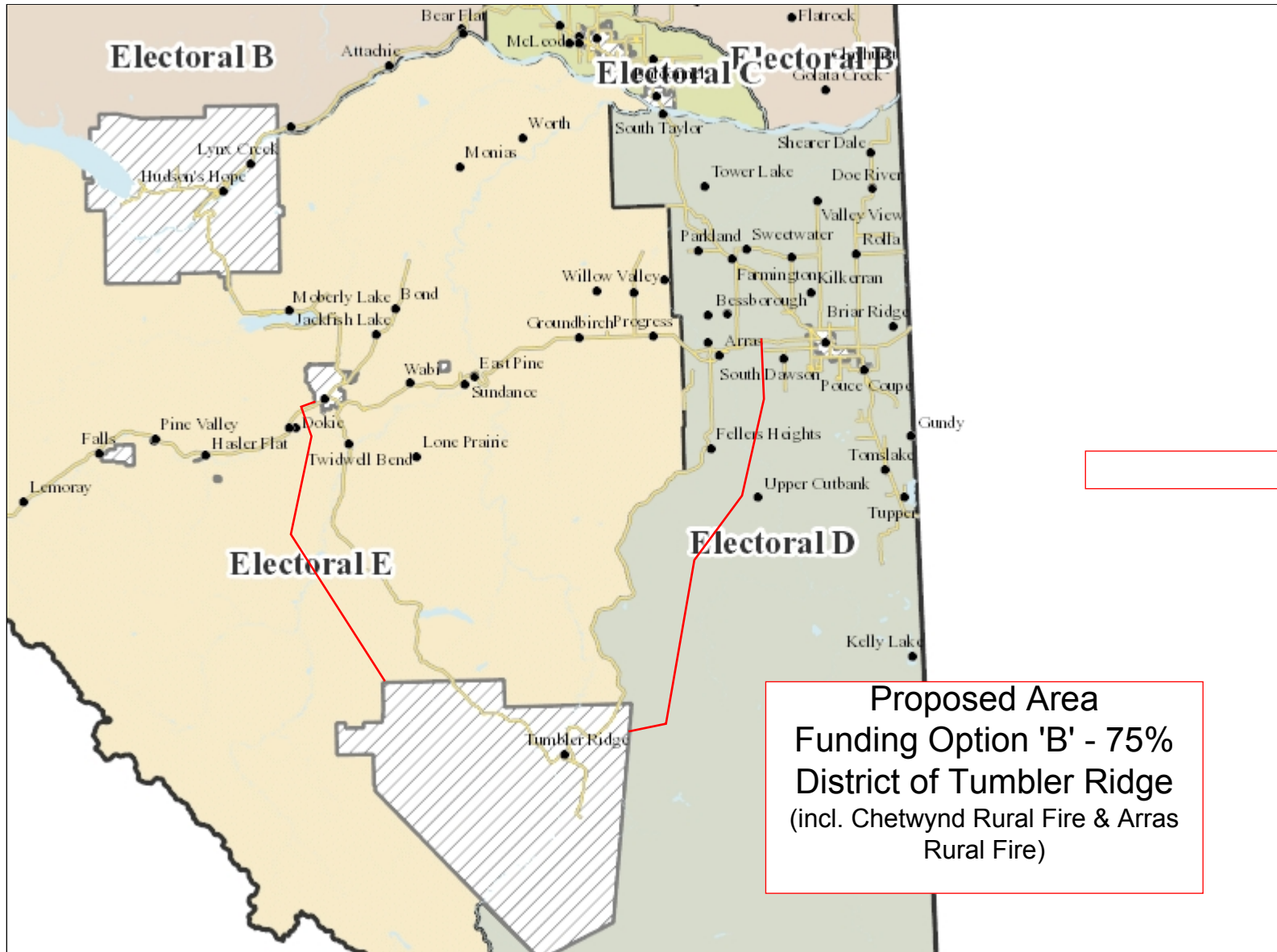


# Peace River Regional District



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## Legend

- Rural Community
- Main Roads (< 1:1000000)
- Water Bodies
- Regional District Boundary
- ▨ Municipal Boundaries
- Electoral Area Boundaries
  - Electoral B
  - Electoral C
  - Electoral D
  - Electoral E

Proposed Area  
Funding Option 'B' - 75%  
District of Tumbler Ridge  
(incl. Chetwynd Rural Fire & Arras  
Rural Fire)

1: 1,068,005



54,254.7 0 27,127.33 54,254.7 Meters

NAD\_1983\_UTM\_Zone\_10N  
© Latitude Geographics Group Ltd.

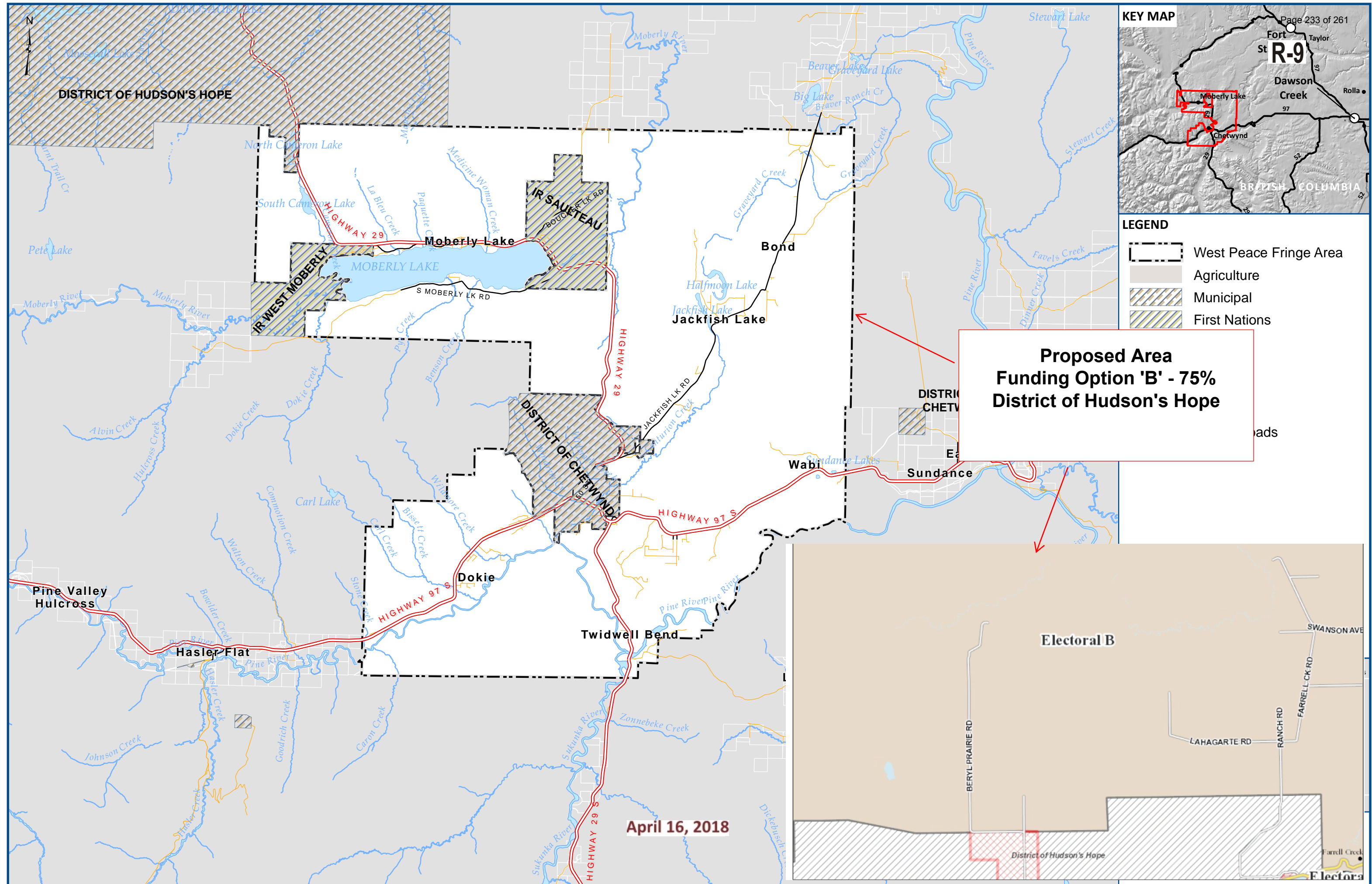
April 16, 2018

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

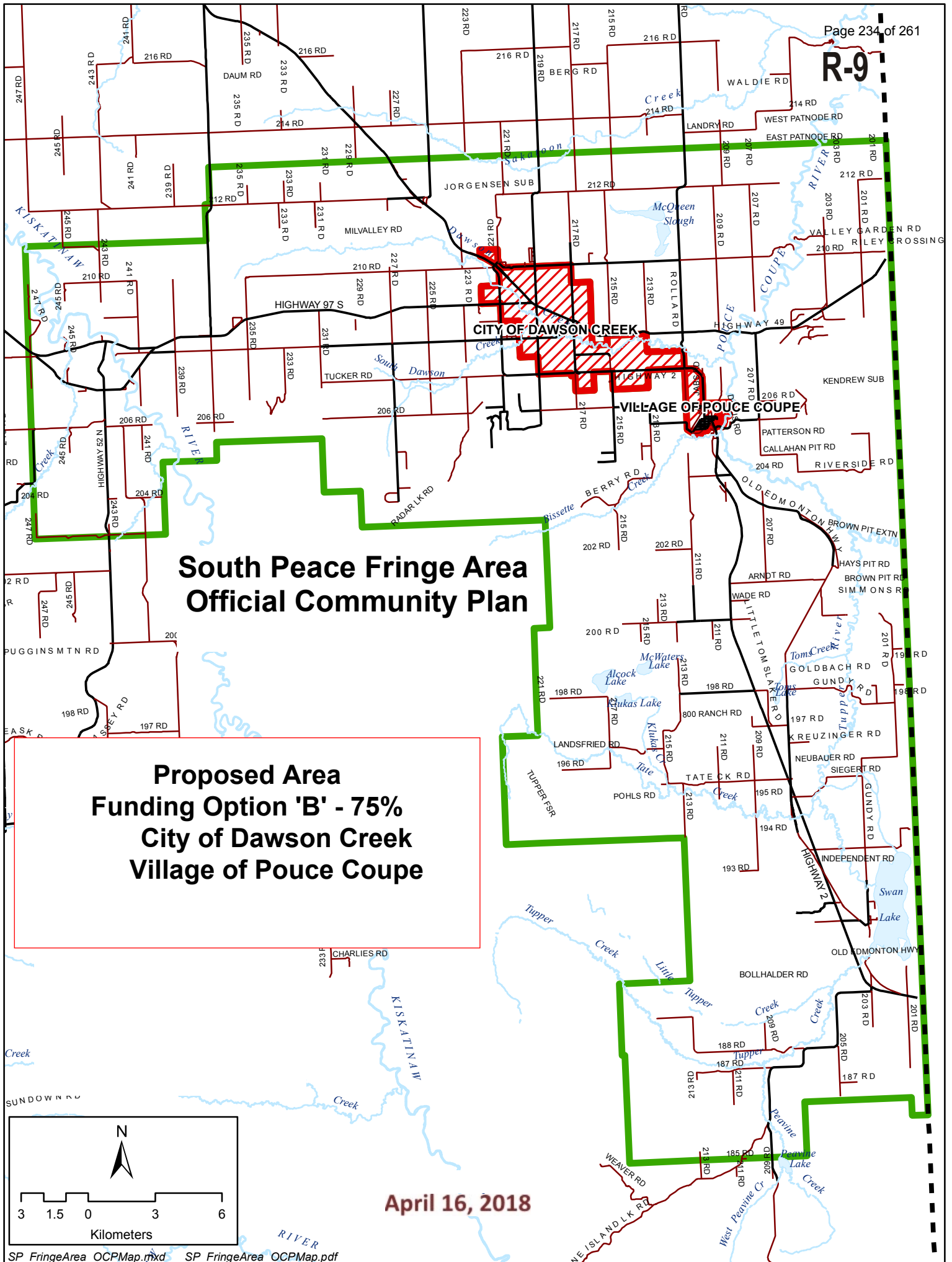
THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes





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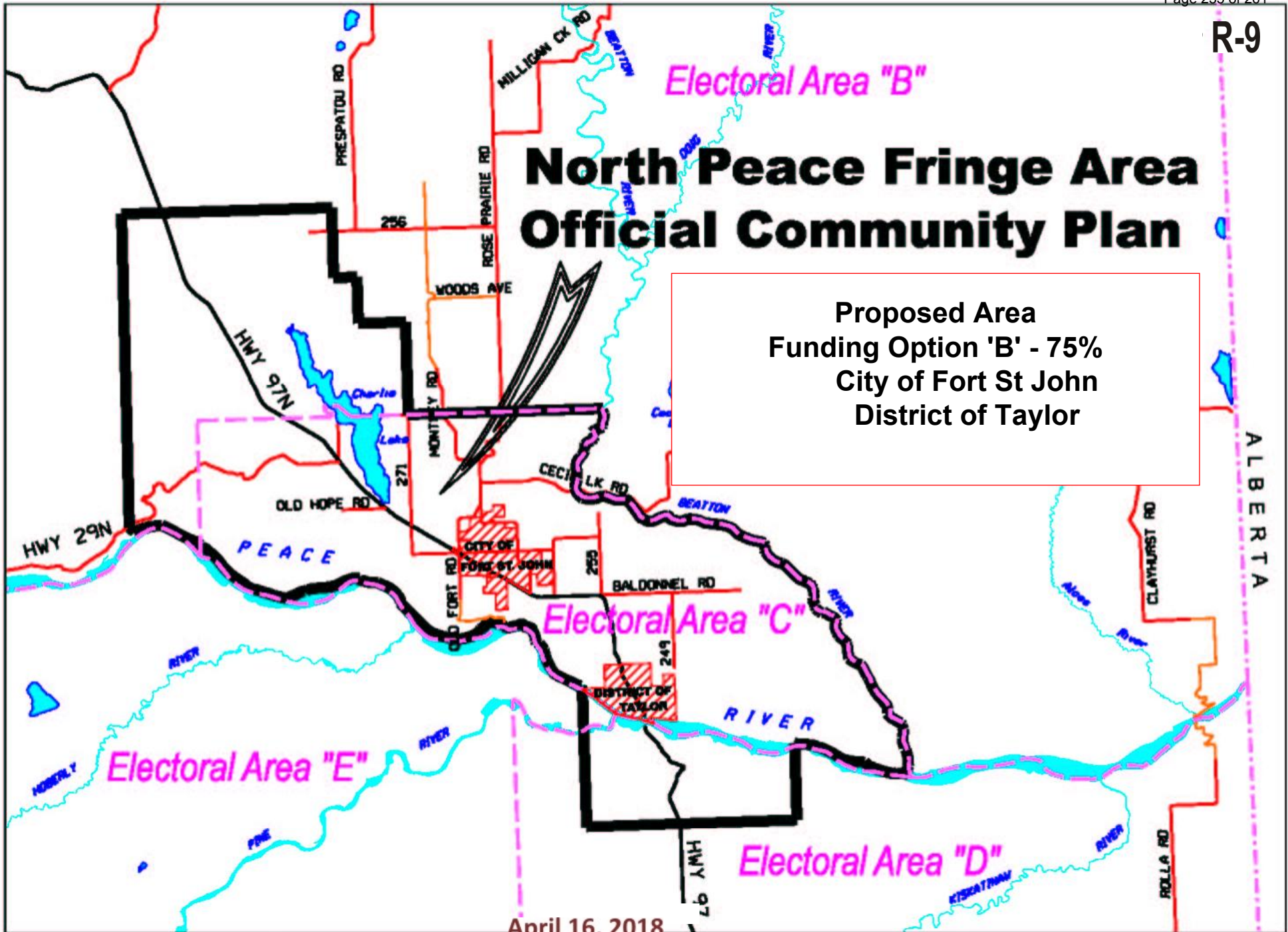


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Electoral Area "B"

# North Peace Fringe Area Official Community Plan

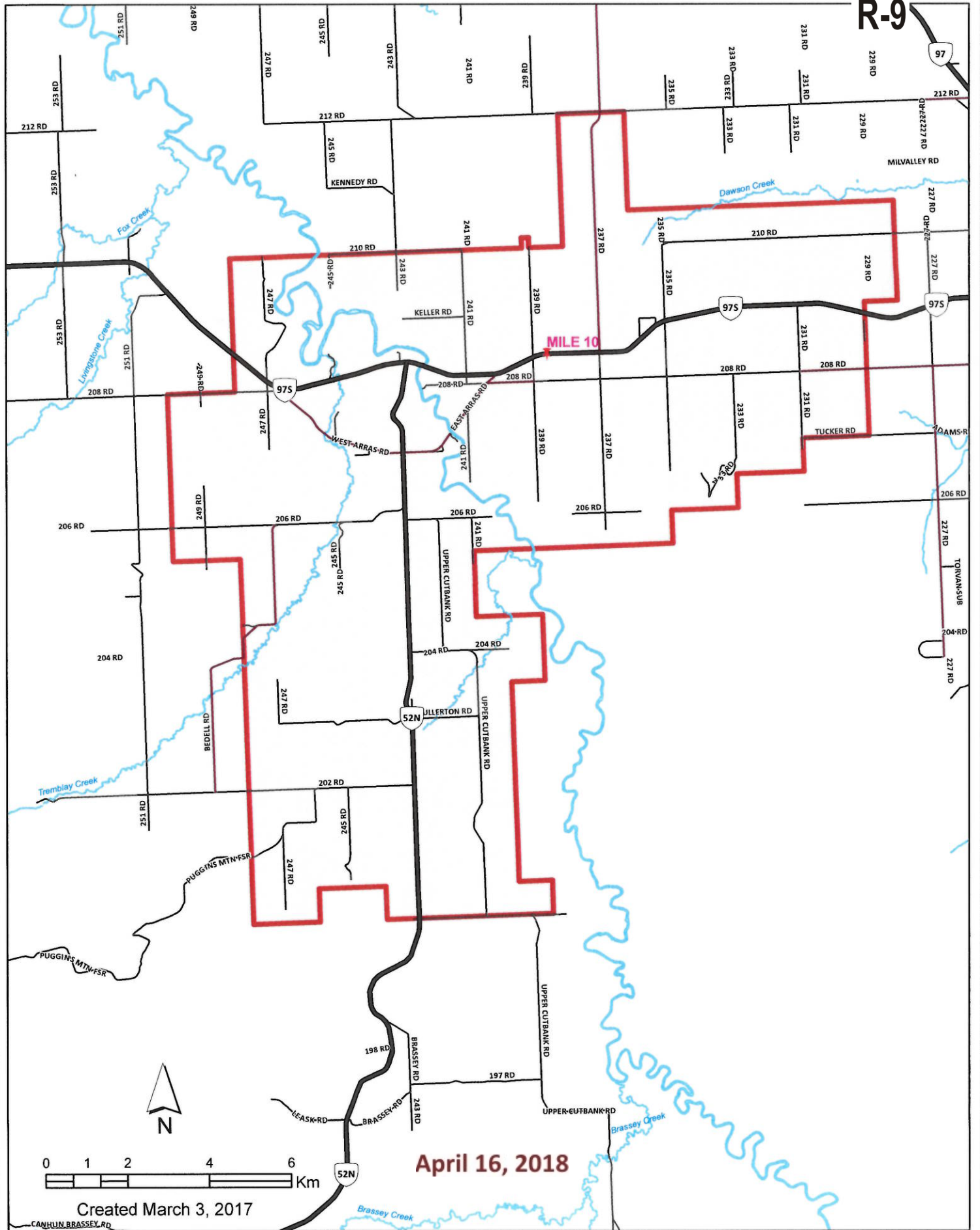
Proposed Area  
Funding Option 'B' - 75%  
City of Fort St John  
District of Taylor



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# Arras Fire Protection Area

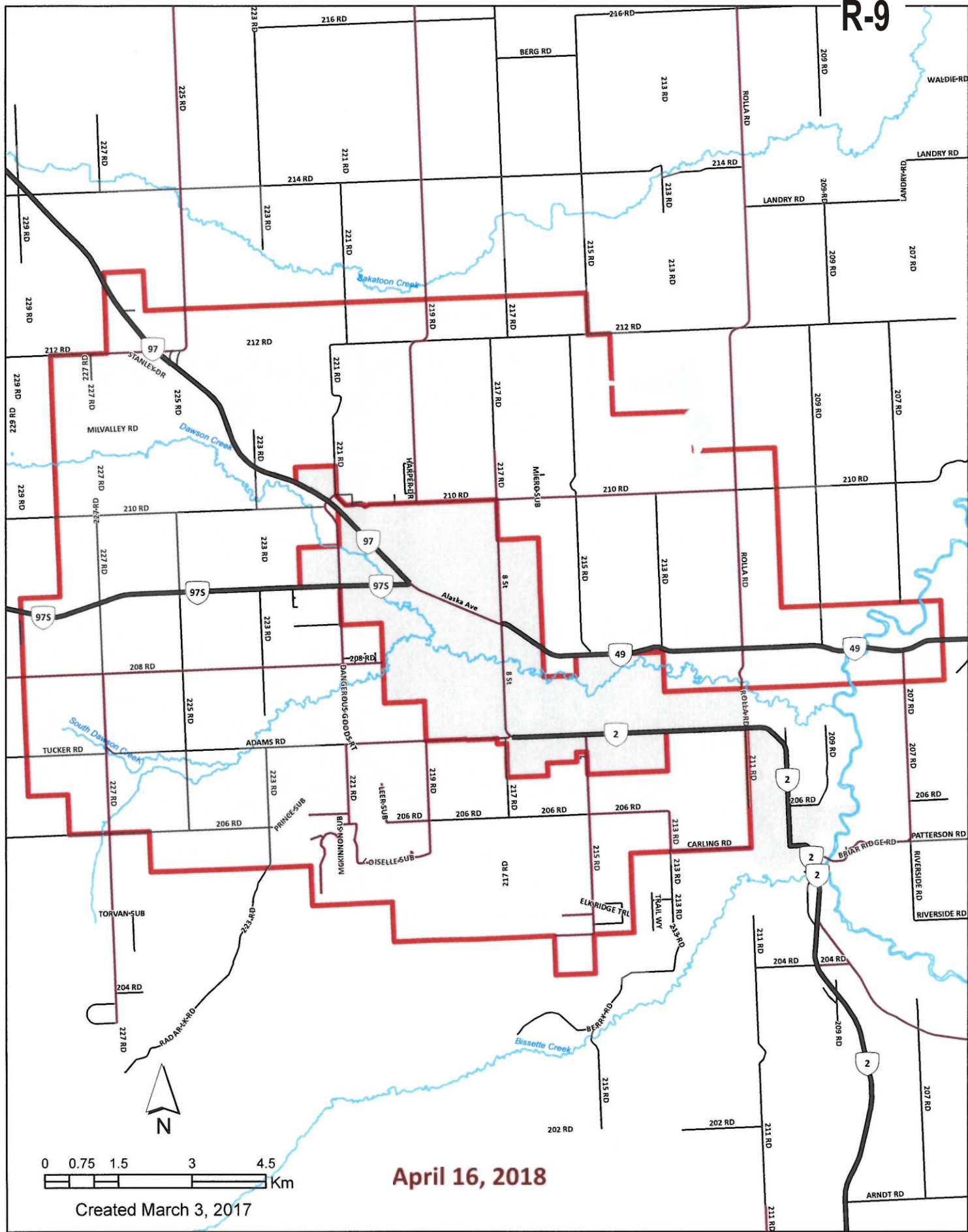
R-9



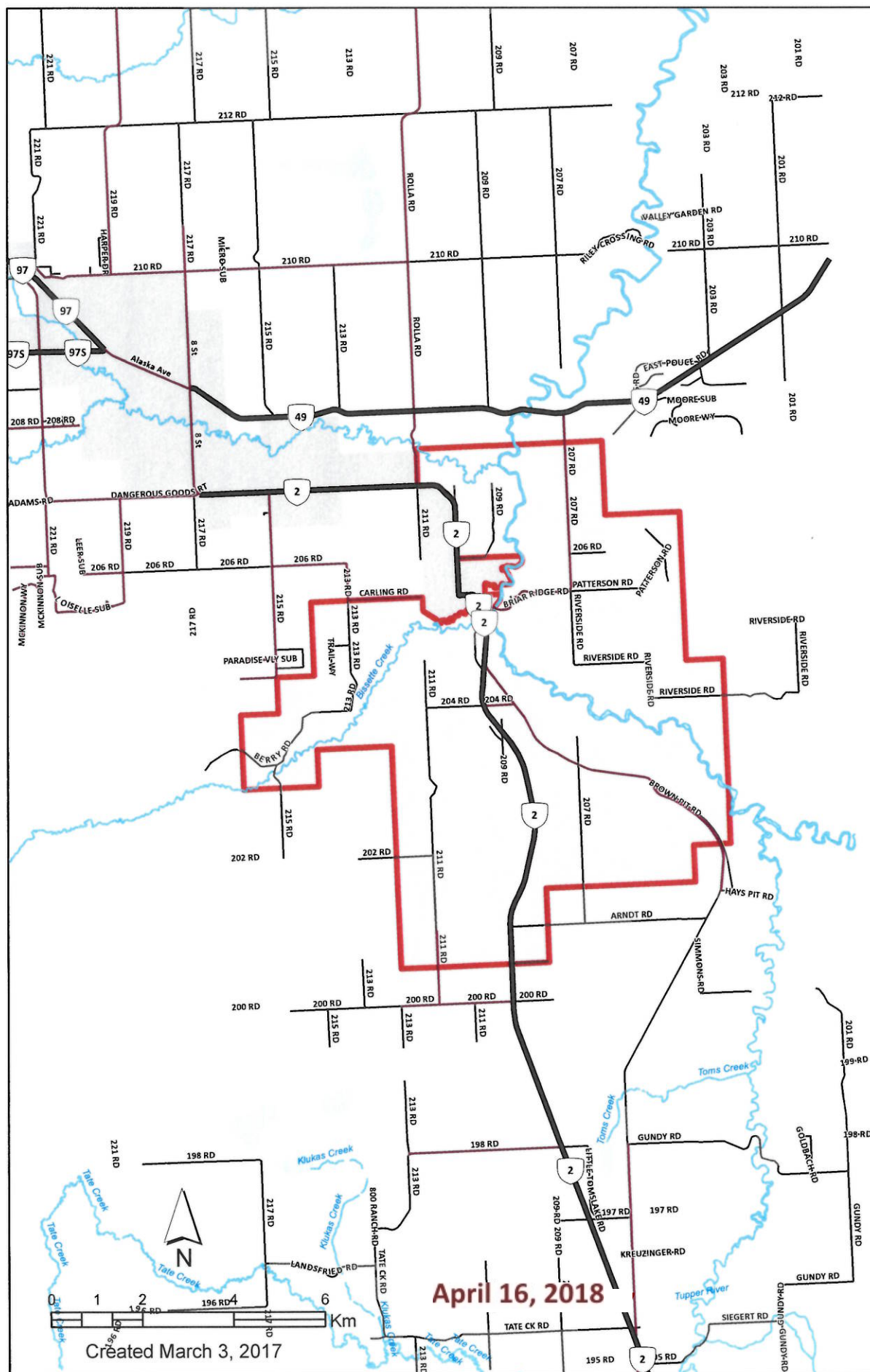


# Dawson Creek Rural Fire Protection Area

R-9

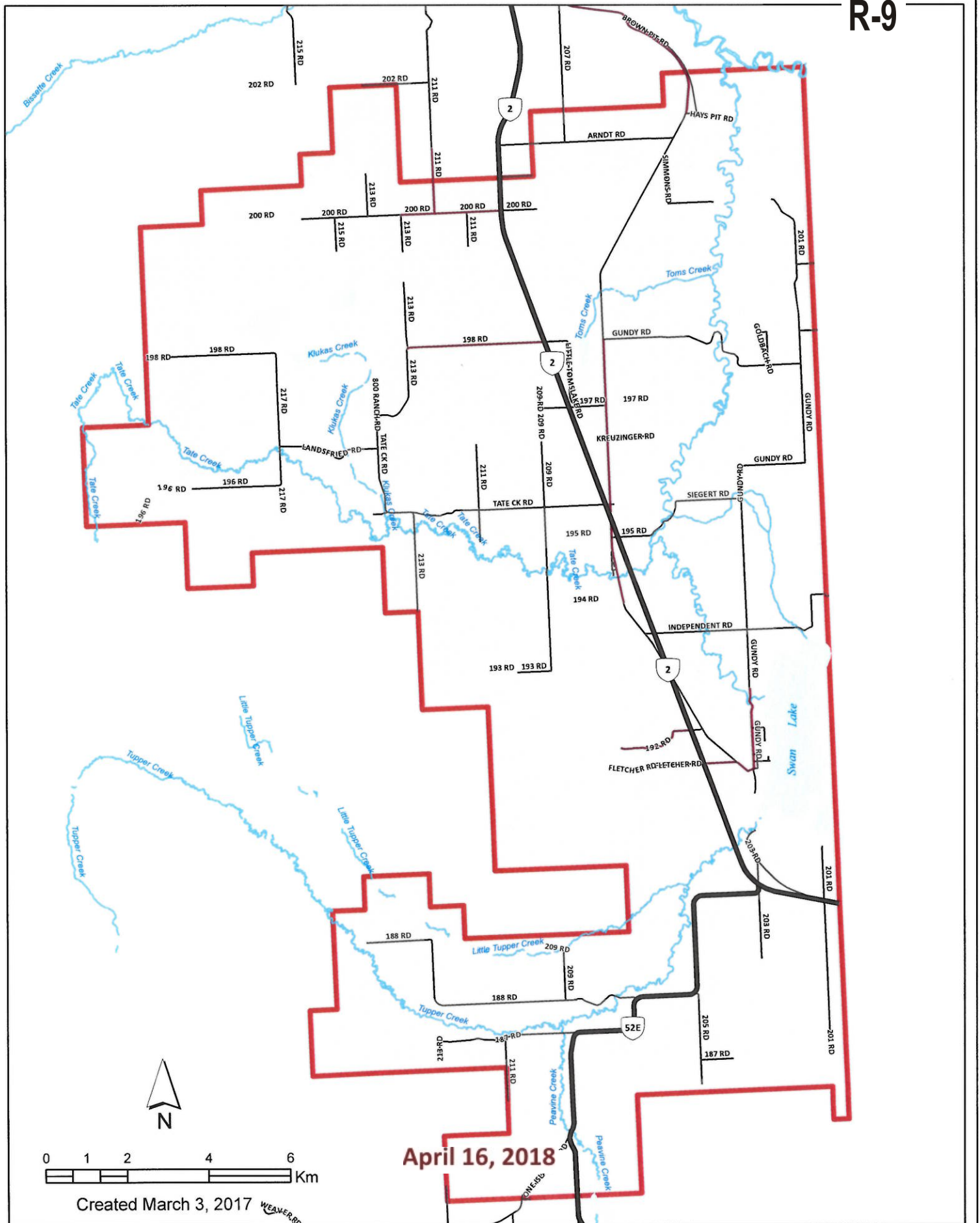


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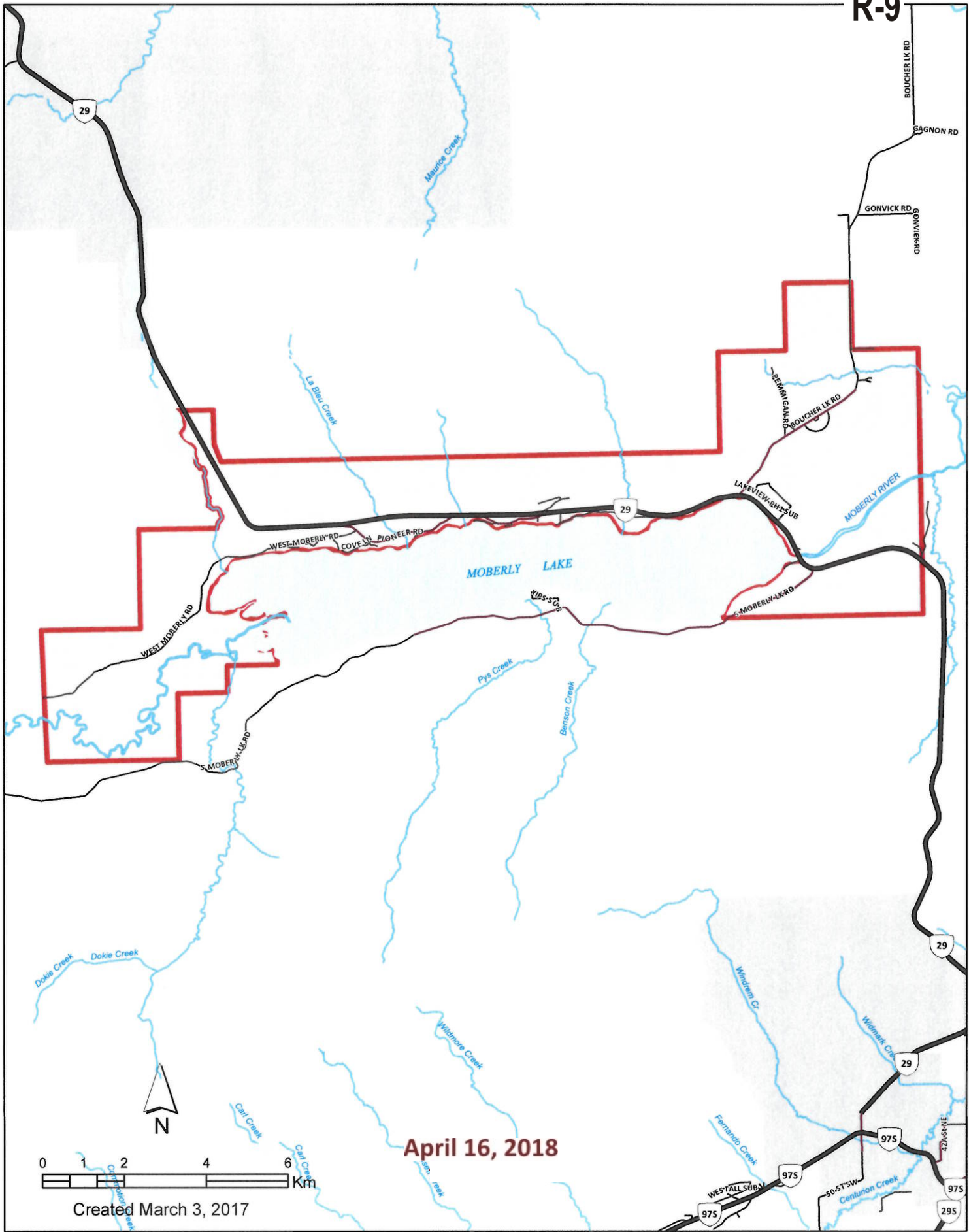


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# Moberly Lake Fire Protection Area

R-9

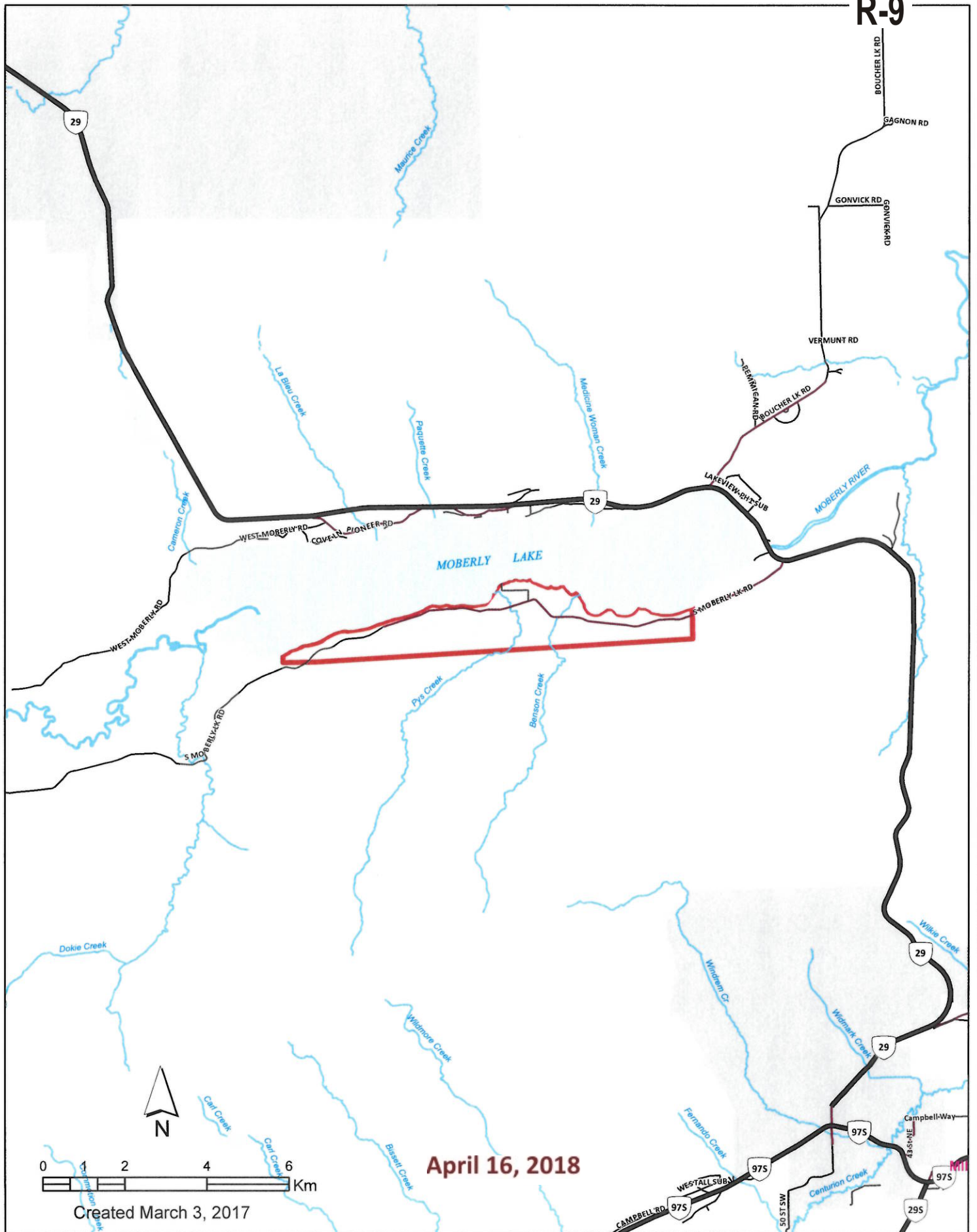




# South Moberly Lake Fire Protection Area

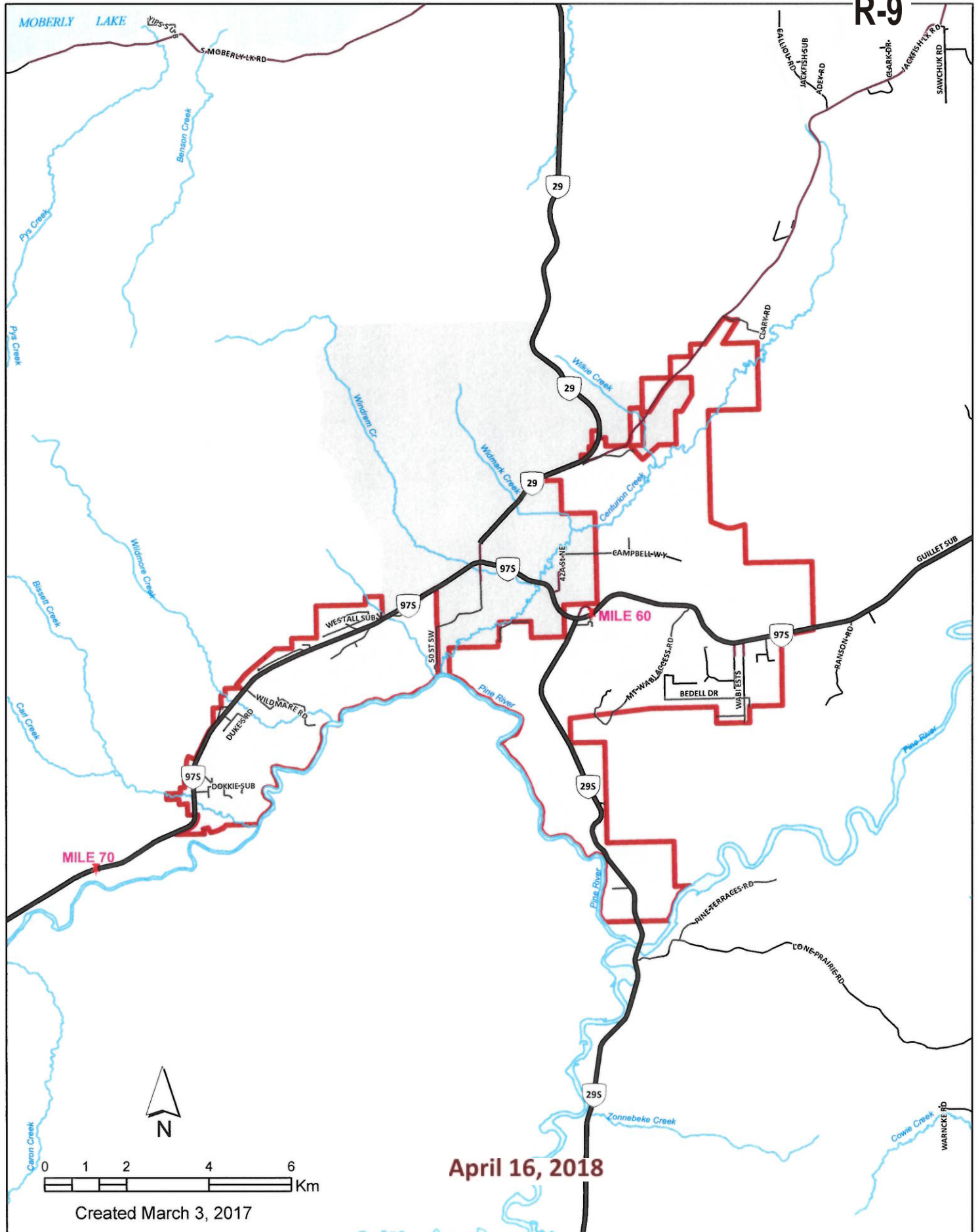
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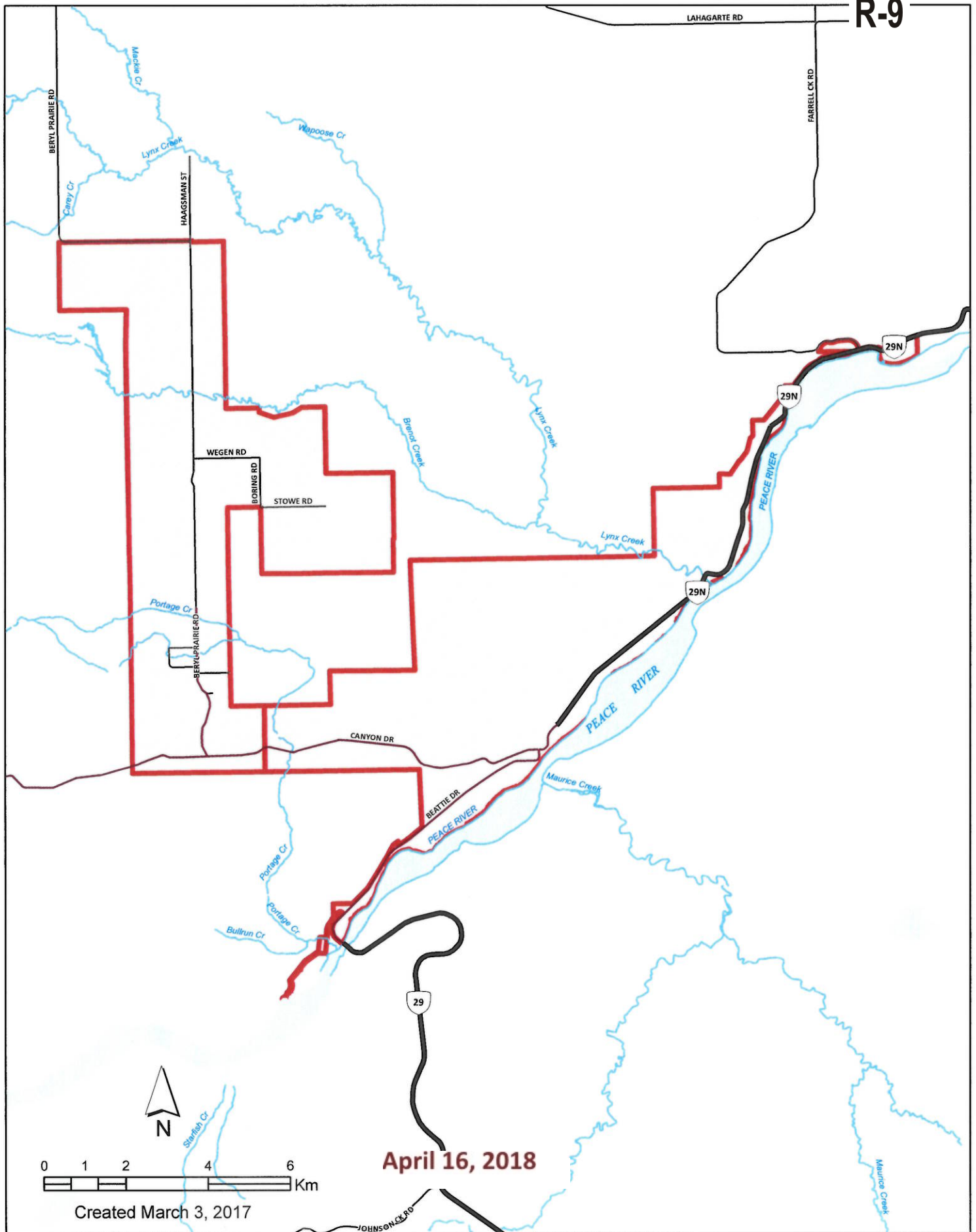


# Chetwynd Rural Fire Protection Area

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## R-9





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The map displays the City of Fort Worth, Texas, with proposed 2018 election district boundaries for the City Council. The boundaries are shown as red lines. Major roads and highways are labeled, including US-77, US-90, and US-121. Water bodies such as the Peace River, Moberly River, and Pine River are also shown. A scale bar at the bottom indicates distances in kilometers (0, 0.75, 1.5, 3, 4.5). The date 'April 16, 2018' is printed at the bottom center. A north arrow is located in the bottom left corner. The map is titled 'R-9' in the top right corner.

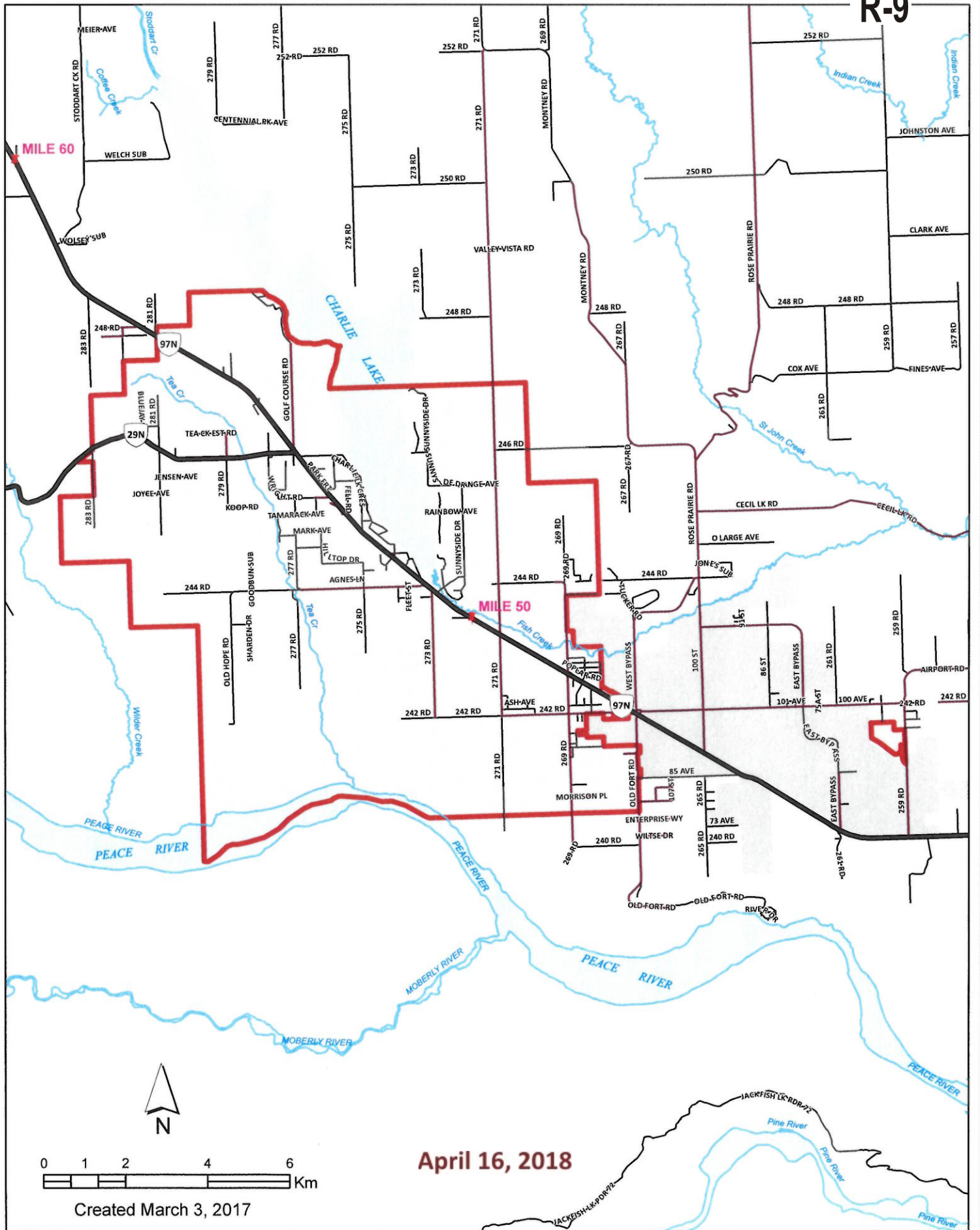
April 16, 2018

Created March 3, 2017

# Charlie Lake Fire Protection Area

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## SCHEDULE 3

**R-9**

### 2007-2017 REQUISITIONS FOR MANAGEMENT OF DEVELOPMENT

**April 16, 2018**



## Peace River Regional District - Budget Working Paper - Page 67

## EXHIBIT 3

## Management of Development

Category

1-6100

## Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Land &amp; Improvements

Municipalities: Converted General Municipal Assessments -  
Land & Improvements

Tax Rate or Other Limitations: None

LGA s. 800 (2) (f)

Draft to COW Feb. 23, 2017

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	19,989	0.026	76,545,687	2.61%	-	19,989
Dawson Creek	65,519	0.026	250,896,936	8.56%	296	65,815
Hudson's Hope	9,933	0.026	38,036,067	1.30%	108	10,040
Fort St. John	142,450	0.026	545,498,718	18.62%	484	142,935
Taylor	11,050	0.026	42,313,184	1.44%	-	11,050
Pouce Coupe	2,926	0.026	11,206,117	0.38%	29	2,955
Chetwynd	16,316	0.026	62,481,193	2.13%	47	16,363
Area B	232,868	0.026	891,744,521	30.44%	(2,053)	230,816
Area C	61,599	0.026	235,886,018	8.05%	111	61,710
Area D	114,347	0.026	437,881,400	14.95%	837	115,185
Area E	88,015	0.026	337,042,943	11.51%	141	88,156
See Area E Jurisdiction Split Below						
<b>Total</b>	<b>765,012</b>		<b>2,929,532,784</b>	<b>100.00%</b>	<b>(0)</b>	<b>765,012</b>

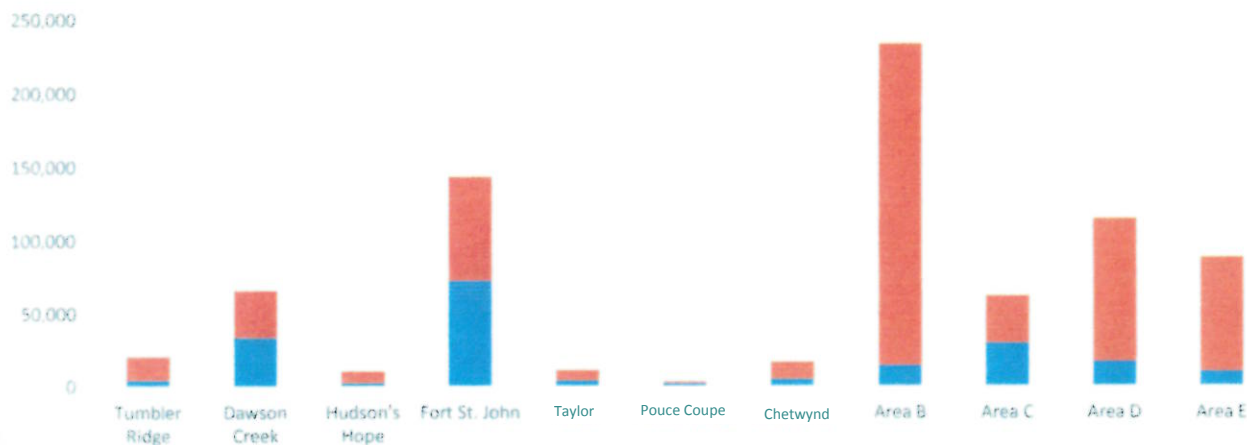
Area E - Jurisdiction 759	87,067	333,413,265	98.92%	139	87,206
Area E - Jurisdiction 760	948	3,629,678	1.08%	2	949
	<b>88,015</b>	<b>337,042,943</b>	<b>100%</b>	<b>141</b>	<b>88,156</b>

Municipal Requisition	269,147
Electoral Area Requisition	495,866
<b>Total Requisition</b>	<b>765,012</b>

After Prior Year Adj

	Last Year	Change %	Change \$
Requisition	612,423	24.9%	152,589
Assessment	2,934,954,937	-0.2%	(5,422,153)
Tax Rate	0.021	25.1%	0.005

Class 1 - Residential Total All Other Classes



April 16, 2018



## Peace River Regional District - Budget Working Paper - Page 65

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## EXHIBIT 3

## Management of Development

Category

1-6100

## Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Land &amp; Improvements

Municipalities: Converted General Municipal Assessments -  
Land & Improvements

Tax Rate or Other Limitations: None

LGA s. 800 (2) (f)

Adopted March 24, 2016

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	17,720	0.021	84,921,438	2.89%	-	17,720
Dawson Creek	52,405	0.021	251,143,553	8.56%	(316)	52,089
Hudson's Hope	8,088	0.021	38,760,367	1.32%	(6)	8,082
Fort St. John	115,847	0.021	555,181,831	18.92%	130	115,978
Taylor	8,984	0.021	43,052,312	1.47%	-	8,984
Pouce Coupe	2,236	0.021	10,715,824	0.37%	(6)	2,230
Chetwynd	12,822	0.021	61,446,619	2.09%	3	12,824
Area B	187,709	0.021	899,571,178	30.65%	49	187,758
Area C	52,485	0.021	251,526,749	8.57%	(4)	52,480
Area D	90,332	0.021	432,902,178	14.75%	277	90,609
Area E	63,796	0.021	305,732,888	10.42%	(127)	63,669
See Area E Jurisdiction Split Below						
<b>Total</b>	<b>612,423</b>		<b>2,934,954,937</b>	<b>100.00%</b>	<b>0</b>	<b>612,423</b>

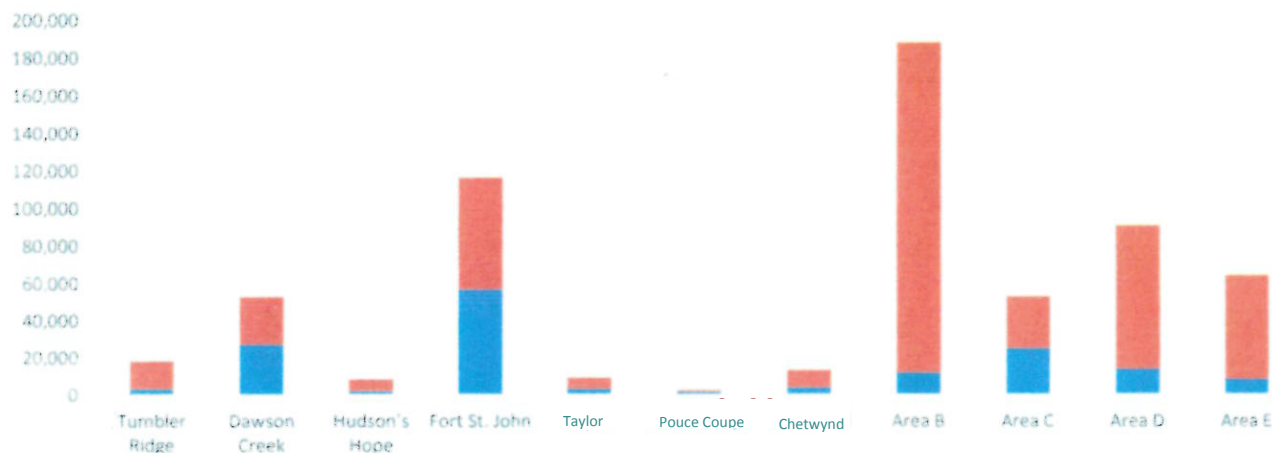
Area E - Jurisdiction 759	63,038	302,102,411	98.81%	(125)	62,913
Area E - Jurisdiction 760	758	3,630,477	1.19%	(2)	756
	63,796	305,732,888	100%	(127)	63,669

Municipal Requisition	217,906
Electoral Area Requisition	394,517
<b>Total Requisition</b>	<b>612,423</b>

After Prior Year Adj

	Last Year	Change %	Change \$
Requisition	768,178	-20.3%	(155,755)
Assessment	2,753,809,522	6.6%	181,145,415
Tax Rate	0.028	-25.2%	(0.007)

Class 1 - Residential Total All Other Classes



April 16, 2018

April 16, 2018

EXHIBIT 3

Management of Development

Category

1-6100

Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Land & Improvements

Municipalities: Converted General Municipal Assessments - Land & Improvements

Tax Rate or Other Limitations: None

LGA s. 800 (2) (f)

Adopted March 25, 2015

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	26,602	0.028	95,363,796	3.46%	-	26,602
Dawson Creek	69,127	0.028	247,809,014	9.00%	(316)	68,810
Hudson's Hope	10,676	0.028	38,273,134	1.39%	(6)	10,670
Fort St. John	137,080	0.028	491,411,567	17.84%	130	137,210
Taylor	11,372	0.028	40,765,944	1.48%	-	11,372
Pouce Coupe	2,978	0.028	10,674,364	0.39%	(6)	2,972
Chetwynd	16,889	0.028	60,543,592	2.20%	3	16,891
Area B	235,406	0.028	843,898,049	30.64%	49	235,456
Area C	62,235	0.028	223,104,002	8.10%	(4)	62,231
Area D	112,356	0.028	402,781,479	14.63%	277	112,633
Area E	83,458	0.028	299,184,581	10.86%	(127)	83,331
See Area E Jurisdiction Split Below						
<b>Total</b>	<b>768,178</b>		<b>2,753,809,522</b>	<b>100.00%</b>	<b>0</b>	<b>768,178</b>

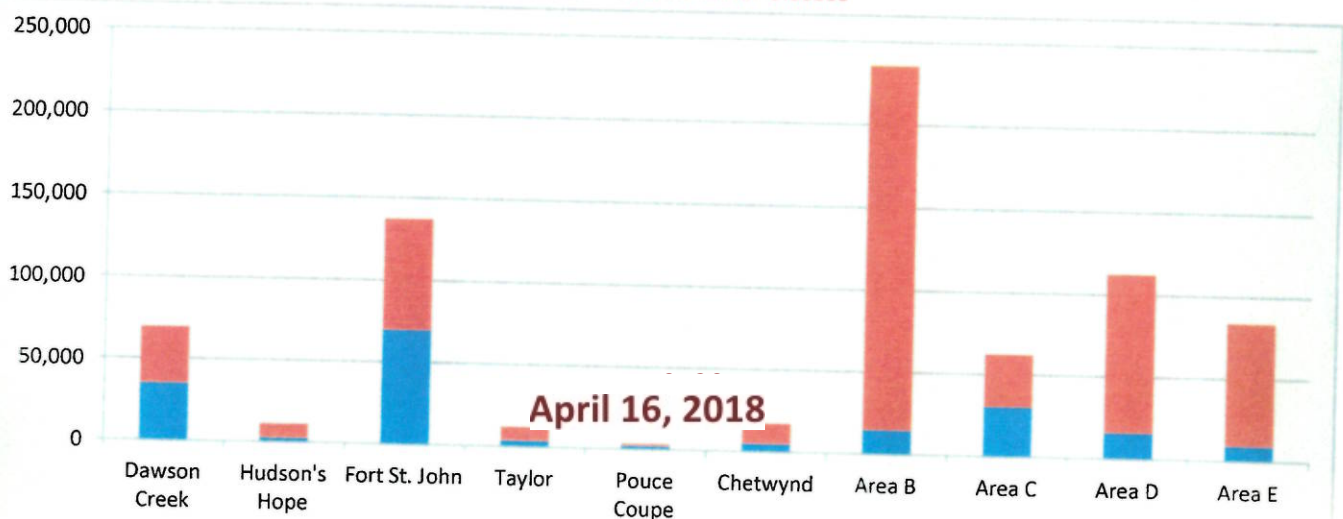
Area E - Jurisdiction 759	82,438	295,529,867	98.78%	(125)	82,313
Area E - Jurisdiction 760	1,019	3,654,713	1.22%	(2)	1,018
	83,458	299,184,580	100%	(127)	83,331

Municipal Requisition	274,527
Electoral Area Requisition	493,651
<b>Total Requisition</b>	<b>768,178</b>

After Prior Year Adj

	Last Year	Change %	Change \$
Requisition	438,633	75.1%	329,545
Assessment	2,459,966,431	11.9%	293,843,091
Tax Rate	0.018	56.4%	0.010

Class 1 - Residential Total All Other Classes





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## EXHIBIT 3

## Management of Development

Category  
1-6100

## Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Land &amp; Improvements

Municipalities: Converted General Municipal Assessments -  
Land & Improvements

Tax Rate or Other Limitations: None

LGA s. 800 (2) (f)

Adopted March 27, 2014

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge (Does Not Participate)	-	-	-	-	-	-
Dawson Creek	41,549	0.018	233,019,556	9.47%	(434)	41,116
Hudson's Hope	6,686	0.018	37,494,421	1.52%	2	6,688
Fort St. John	74,856	0.018	419,809,489	17.07%	177	75,033
Taylor	7,023	0.018	39,389,418	1.60%	-	7,023
Pouce Coupe	1,811	0.018	10,156,515	0.41%	9	1,820
Chetwynd	10,383	0.018	58,231,829	2.37%	39	10,422
Area B	139,453	0.018	782,088,350	31.79%	(707)	138,746
Area C	36,399	0.018	204,134,636	8.30%	710	37,109
Area D	66,926	0.018	375,338,212	15.26%	(904)	66,022
Area E	53,547	0.018	300,304,005	12.21%	1,107	54,654
See Area E Jurisdiction Split Below						
<b>Total</b>	<b>438,633</b>	<b>0.018</b>	<b>2,459,966,431</b>	<b>100.00%</b>	<b>0</b>	<b>438,633</b>

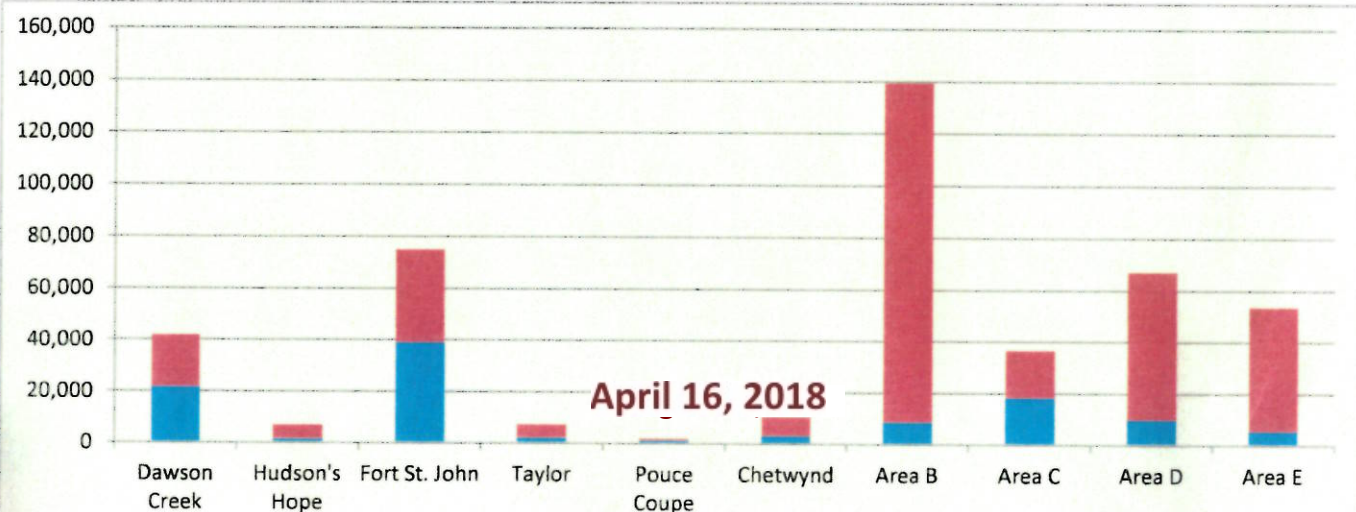
Area E - Jurisdiction 759	52,895	296,647,231	98.78%	1,094	53,988
Area E - Jurisdiction 760	652	3,656,773	1.22%	13	666
	<b>53,547</b>	<b>300,304,004</b>	<b>100%</b>	<b>1,107</b>	<b>54,654</b>

Municipal Requisition	142,102
Electoral Area Requisition	296,531
<b>Total Requisition</b>	<b>438,633</b>

After Prior Year Adj.

	Last Year	Change %	Change \$
Requisition	385,652	13.7%	52,981
Assessment	2,266,632,551	8.5%	193,333,880
Tax Rate	0.017	4.8%	0.001

Class 1 - Residential Total All Other Classes



## EXHIBIT 3

## Management of Development

Category

1-6100

## Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Land &amp; Improvements

Municipalities: Converted General Municipal Assessments -  
Land & Improvements

Tax Rate or Other Limitations: None

LGA s. 800 (2) (f)

Adopted March 28, 2013

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge (Does Not Participate)	-		-		-	-
Dawson Creek	35,178	0.017	206,752,933	9.12%	(364)	34,813
Hudson's Hope	5,896	0.017	34,652,482	1.53%	2	5,898
Fort St. John	64,568	0.017	379,492,953	16.74%	149	64,717
Taylor	6,614	0.017	38,875,367	1.72%	-	6,614
Pouce Coupe	1,486	0.017	8,732,906	0.39%	8	1,493
Chetwynd	9,779	0.017	57,476,462	2.54%	33	9,812
Area B	124,840	0.017	733,733,797	32.37%	(594)	124,245
Area C	31,003	0.017	182,219,851	8.04%	597	31,600
Area D	59,166	0.017	347,745,519	15.34%	(759)	58,407
Area E	47,121	0.017	276,950,281	12.22%	930	48,051
See Area E Jurisdiction Split Below						
<b>Total</b>	<b>385,652</b>		<b>2,266,632,551</b>	<b>100.00%</b>	<b>0</b>	<b>385,652</b>

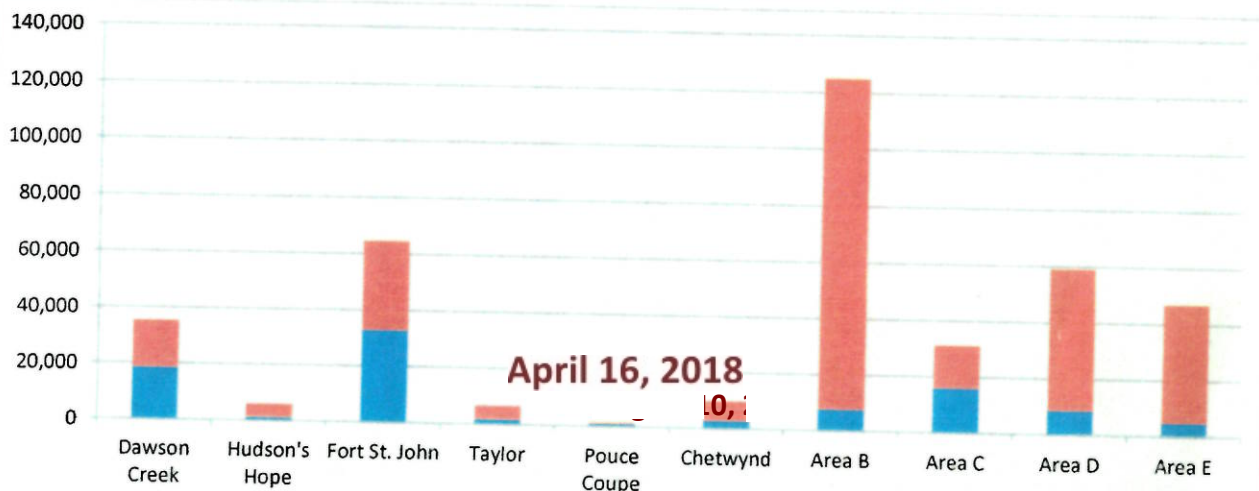
Area E - Jurisdiction 759	46,524	273,442,091	98.73%	918	47,443
Area E - Jurisdiction 760	597	3,508,188	1.27%	12	609
	47,121	276,950,279	100%	930	48,051

Municipal Requisition	123,348
Electoral Area Requisition	262,304
<b>Total Requisition</b>	<b>385,652</b>

After Prior Year Adj

	Last Year	Change %	Change \$
Requisition	550,854	-30.0%	(165,202)
Assessment	2,085,216,094	8.7%	181,416,457
Tax Rate	0.026	-35.6%	(0.009)

Class 1 - Residential Total All Other Classes





## EXHIBIT 3

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## Management of Development

Category

1-8100

## Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Land &amp; Improvements

Municipalities: Converted General Municipal Assessments -  
Land & Improvements

Tax Rate or Other Limitations: None

LGA s. 800 (2) (f)

Adopted 22 March 2012

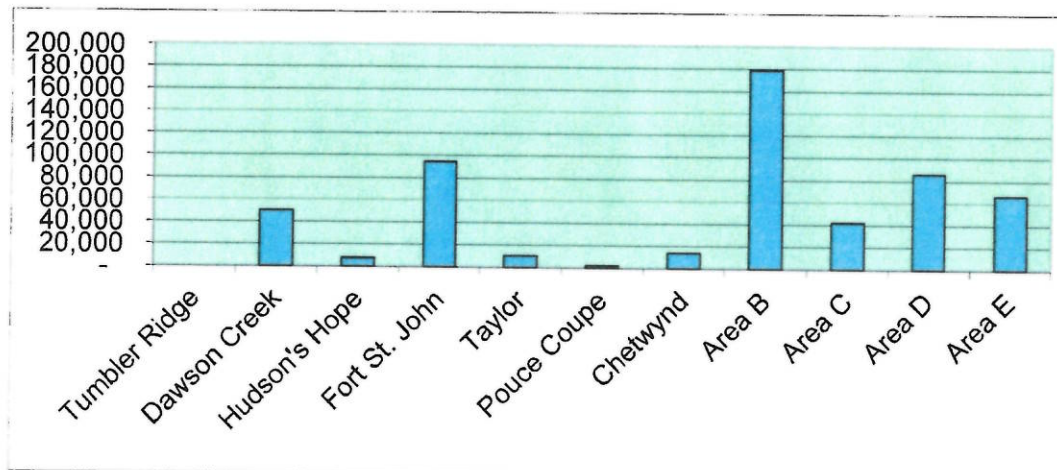
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	-	-	-	-	-	-
Dawson Creek	49,928	0.026	188,997,532	9.06%	42	49,970
Hudson's Hope	7,671	0.026	29,037,101	1.39%	(2)	7,669
Fort St. John	94,771	0.026	358,747,017	17.20%	249	95,019
Taylor	10,037	0.026	37,995,662	1.82%	-	10,037
Pouce Coupe	1,991	0.026	7,537,724	0.36%	4	1,996
Chetwynd	13,885	0.026	52,560,405	2.52%	62	13,947
Area B	178,869	0.026	677,094,641	32.47%	(1,561)	177,307
Area C	41,576	0.026	157,382,956	7.55%	108	41,684
Area D	85,891	0.026	325,132,989	15.59%	779	86,670
Area E	66,236	0.026	250,730,067	12.02%	318	66,554
See Area E Jurisdiction Split Below						
<b>Total</b>	<b>550,854</b>		<b>2,085,216,094</b>	<b>100.00%</b>	<b>0</b>	<b>550,854</b>

Area E - Jurisdiction 759	65,337	247,326,746	98.64%	314	65,651
Area E - Jurisdiction 760	899	3,403,322	1.36%	4	903
	66,236	250,730,068	100%	318	66,554

Municipal Requisition	178,638
Electoral Area Requisition	372,215
<b>Total Requisition</b>	<b>550,854</b>

After Prior Year Adj

	Last Year	Change %	Change \$
Requisition	463,717	18.8%	87,137
Assessment	1,928,681,648	8.1%	156,534,446
Tax Rate	0.024	9.9%	0.002



April 16, 2018

## EXHIBIT 3

## Management of Development

Category

1-6100

## Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Land &amp; Improvements

Municipalities: Converted General Municipal Assessments -  
Land & Improvements

Tax Rate or Other Limitations: None

LGA s. 800 (2) (f)

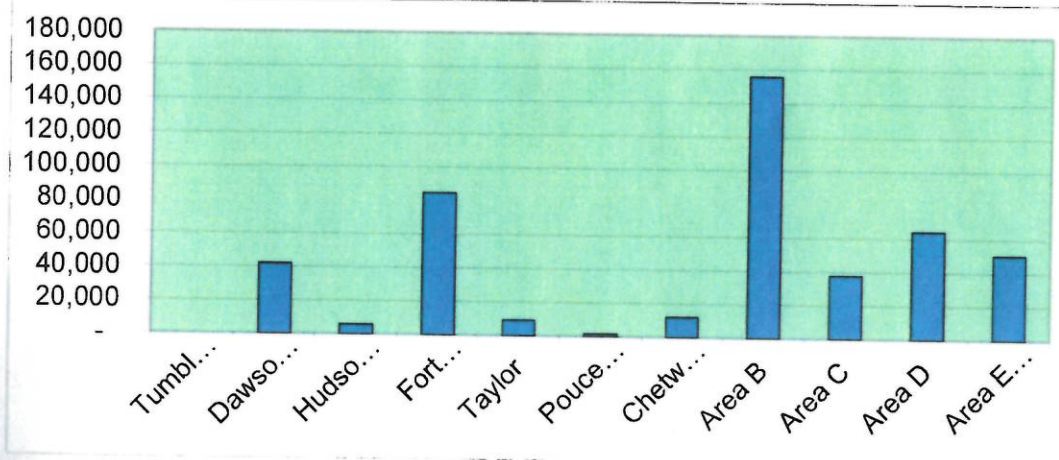
Adopted March 24, 2011

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	-	-	-	-	-	-
Dawson Creek	41,907	0.02	174,300,404	9.04%	206	42,113
Hudson's Hope	5,897	0.02	24,525,871	1.27%	24	5,921
Fort St. John	84,567	0.02	351,726,898	18.24%	(202)	84,365
Taylor	9,228	0.02	38,381,430	1.99%	-	9,228
Pouce Coupe	1,657	0.02	6,890,742	0.36%	10	1,667
Chetwynd	11,982	0.02	49,836,399	2.58%	25	12,007
Area B	155,787	0.02	647,943,708	33.60%	257	156,044
Area C	37,861	0.02	157,469,069	8.16%	101	37,961
Area D	64,417	0.02	267,922,722	13.89%	201	64,618
Area E (see jurisdiction split below)	50,415	0.02	209,684,405	10.87%	(621)	49,794
<b>Total</b>	<b>463,717</b>		<b>1,928,681,648</b>	<b>100.00%</b>	<b>(0)</b>	<b>463,717</b>
Area E - Jurisdiction 759	49,607		206,322,121	98.40%	(611)	48,995
Area E - Jurisdiction 760	808		3,362,283	1.60%	(10)	798
	50,415		209,684,404	100%	(621)	49,794

Municipal Requisition	155,300
Electoral Area Requisition	308,417
<b>Total Requisition</b>	<b>463,717</b>

After Prior Year Adj

	Last Year	Change %	Change \$
Requisition	504,306	-8.0%	(40,589)
Assessment	1,754,309,631	9.9%	174,372,017
Tax Rate	0.03		



April 16, 2018



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## EXHIBIT 3

## Management of Development

Category  
1-6100

## Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Land &amp; Improvements

Municipalities: Converted General Municipal Assessments -  
Land & Improvements

Tax Rate or Other Limitations: None

LGA s. 800 (2) (f)

Adopted March 25, 2010

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	-	-	-	-	-	-
Dawson Creek	45,990	0.03	161,738,321	9.12%	(24)	45,966
Hudson's Hope	6,698	0.03	23,557,067	1.33%	223	6,922
Fort St. John	96,193	0.03	338,295,474	19.07%	83	96,276
Taylor	5,473		contract		-	5,473
Pouce Coupe	1,685	0.03	5,925,935	0.33%	11	1,696
Chetwynd	13,356	0.03	46,972,051	2.65%	12	13,368
Area B	175,347	0.03	616,666,031	34.77%	(408)	174,939
Area C	42,990	0.03	151,187,030	8.52%	(133)	42,857
Area D	65,093	0.03	228,919,741	12.91%	144	65,237
Area E	51,481	0.03	181,047,981	10.21%	91	51,571
<b>Total</b>	<b>504,306</b>		<b>1,754,309,631</b>	<b>98.91%</b>	<b>0</b>	<b>504,306</b>

Contract Total

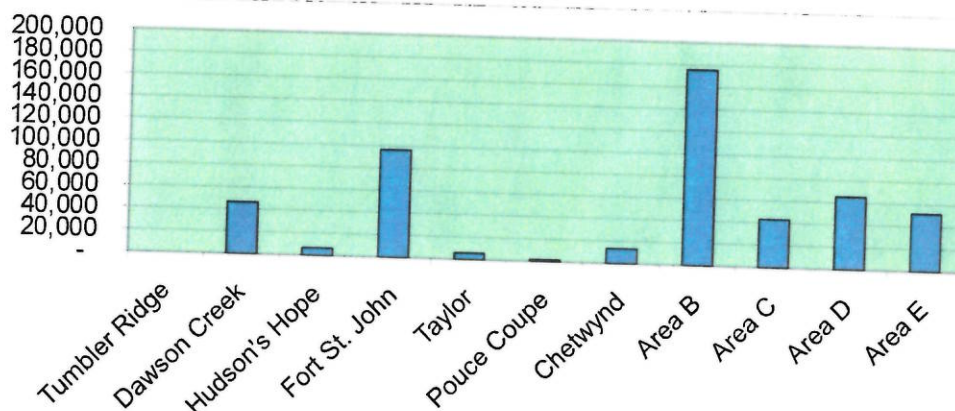
5,473

Taylor - Fire Service Area Only (50% of what would be apportioned in Prior Year)

Municipal Requisition	169,702
Electoral Area Requisition	334,605
<b>Total Requisition</b>	<b>504,306</b>

After Prior Year Adj

	Last Year	Change %	Change \$
Requisition	562,740	-10.4%	(58,434)
Assessment	1,642,085,172	6.8%	112,224,459
Tax Rate	0.03		



April 16, 2018

**R-9****EXHIBIT 3****Management of Development**Category  
1-6100**Basis of Apportionment:**

Electoral Areas: Converted Hospital Assessments - Land &amp; Improvements

Municipalities: Converted General Municipal Assessments -  
Land & Improvements**Tax Rate or Other Limitations:** None*LGA s. 800 (2) (f)***Adopted March 26, 2009**

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	-		-		-	-
Chetwynd	16,090	0.03	47,485,620	2.86%	-	16,090
Dawson Creek	48,593	0.03	143,414,654	8.64%	(464)	48,129
Hudson's Hope	7,430	0.03	21,928,512	1.32%	(23)	7,407
Fort St. John	105,866	0.03	312,447,933	18.81%	-	105,866
Taylor	6,354		contract		-	6,354
Pouce Coupe	1,726	0.03	5,092,736	0.31%	1	1,727
Area B	207,625	0.03	612,771,155	36.90%	473	208,098
Area C	47,155	0.03	139,170,064	8.38%	(227)	46,928
Area D	64,920	0.03	191,599,578	11.54%	706	65,626
Area E	56,983	0.03	168,174,920	10.13%	(466)	56,516
<b>Total</b>	<b>562,740</b>		<b>1,642,085,172</b>	<b>98.87%</b>	<b>(0)</b>	<b>562,740</b>

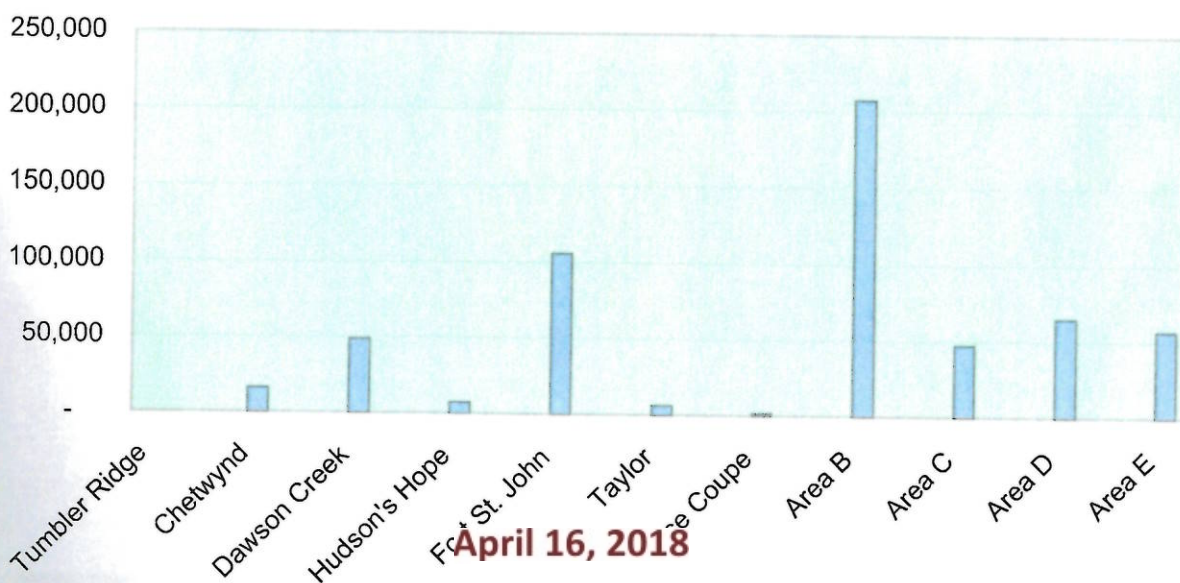
Contract Total

6,354

Taylor - Fire Service Area Only (50% of what would be if opted in)

Municipal Requisition	186,058
Electoral Area Requisition	376,682
<b>Total Requisition</b>	<b>562,740</b>

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	390,559	44.1%	172,181
Assessment	1,214,296,863	35.2%	427,788,309
Tax Rate	0.03		

**April 16, 2018**



## EXHIBIT 3

## Management of Development

Category

1-6100

**Basis of Apportionment:** Assessment as fixed for taxation for Regional Hospital District taxation purposes in Electoral Areas

Assessment as fixed for taxation for general purposes in the municipalities

**FINAL - As Adopted 27 March 2008**

**Tax Rate or Other Limitations:** None

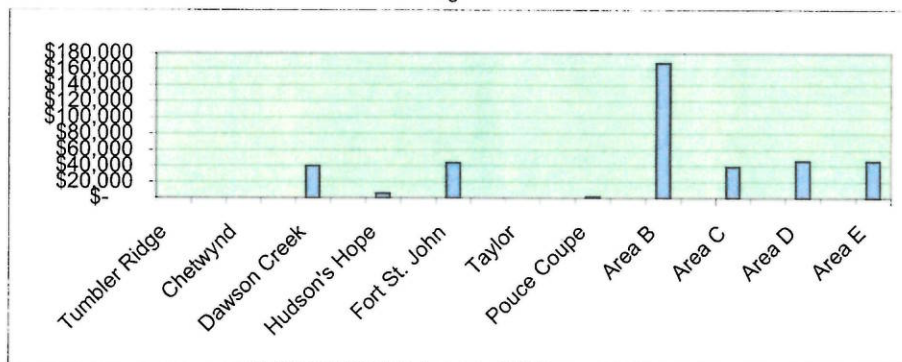
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	\$ -	-				\$ -
Chetwynd	\$ -	per contract				\$ -
Dawson Creek	\$ 40,049	0.03	\$ 140,411,912	10.25%		\$ 40,049
Hudson's Hope	\$ 5,825	0.03	\$ 20,423,963	1.49%		\$ 5,825
Fort St. John	\$ 44,213	per contract		11.32%		\$ 44,213
Taylor	\$ -	per contract				\$ -
Pouce Coupe	\$ 1,380	0.03	\$ 4,837,972	0.35%	\$ 42	\$ 1,422
Area B	\$ 167,625	0.03	\$ 587,696,523	42.92%	1,183	\$ 168,808
Area C	\$ 38,838	0.03	\$ 136,167,287	9.94%	(337)	\$ 38,501
Area D	\$ 46,510	0.03	\$ 163,063,715	11.91%	(429)	\$ 46,081
Area E	\$ 46,119	0.03	\$ 161,695,491	11.81%	(459)	\$ 45,660
<b>Total</b>	<b>\$ 390,559</b>		<b>\$ 1,214,296,863</b>	<b>100.00%</b>	<b>\$ 0</b>	<b>\$ 390,559</b>

Contract Total \$ 44,213

Municipal Requisition	\$ 91,509
Electoral Area Requisition	\$ 299,050
<b>Total Requisition</b>	<b>\$ 390,559</b>

<b>Last Year</b>		<b>Change %</b>	<b>Change \$</b>
Requisition	\$ 407,501	-4.2%	\$ (16,942)
Assessment	\$ 929,628,123	30.6%	\$ 284,668,740
Tax Rate	\$ 0.04		

average



## EXHIBIT 3

## Management of Development

Category

1-6100

**Basis of Apportionment:** Assessment as fixed for taxation for Regional Hospital District  
taxation purposes in Electoral Areas

Assessment as fixed for taxation for general purposes in the  
municipalities

**Tax Rate or Other Limitations:** None

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Tumbler Ridge	\$ -	-	-	
Chetwynd	\$ 6,936		per contract	
Dawson Creek	\$ 28,108		per contract	
Hudson's Hope	\$ 2,805		per contract	
Fort St. John	\$ 44,213		per contract	
Taylor	\$ 3,340		per contract	
Pouce Coupe	\$ 1,383	0.03	\$ 3,992,612	
Area B	\$ 185,765	0.03	\$ 536,145,163	
Area C	\$ 37,328	0.03	\$ 107,734,251	
Area D	\$ 46,448	0.03	\$ 134,055,185	
Area E	\$ 51,176	0.03	\$ 147,700,912	
<b>Total</b>	<b>\$ 407,501</b>		<b>\$ 929,628,123</b>	<b>0.00%</b>

Contract Total \$ 85,402

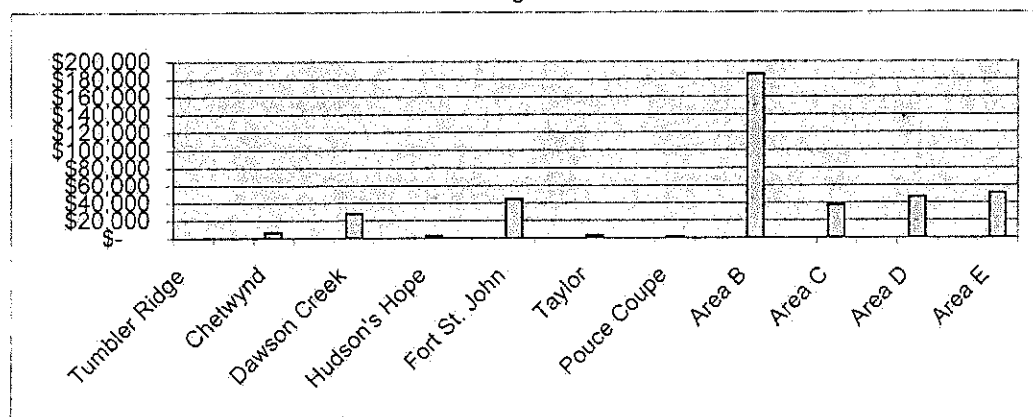
Municipal Requisition \$ 86,785

Electoral Area Requisition \$ 320,716

Total Requisition \$ 407,501

	Last Year	Change %	Change \$
Requisition	\$ 336,710	21.0%	\$ 70,791
Assessment	\$ 832,231,336	11.7%	\$ 97,396,787
Tax Rate	\$ 0.04		

average



April 16, 2018


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# What is planning? What do planners do?

Over a century ago, Canadians from rural areas began moving to larger centres looking for better opportunities. This transformation spawned some of the most important questions we face today. How do we build the future without destroying the past? How do we balance social and ecological health with economic growth? How do we meet everyone's needs in innovative yet practical and affordable ways? Professional planners are forward looking and, therefore, equipped to ask these questions and then to help find answers to positively shape communities and environments.

## What is planning?

Planning, in general, is systematic decision-making that leads to informed action. Community planning, in particular, is an evolving process unique to each community that envisions and shapes where and how people live, work, and play. Intended outcomes are plans and policies that balance people, communities, environment, and economy. Community planning is an

ever-changing and increasingly important field. As cities, towns, and regions everywhere change and grow,  
*continues over...*



## What specialties does planning offer?

Most planners perform their work in one or more particular fields of specialization within the larger planning profession. While some planners spend their entire careers within one of these specialties, most will move between them or find employment opportunities that combine them. Specialties include:

- Land-use planning and development
- Regional, urban, or rural planning
- Infrastructure and transportation planning
- Parks and environment planning
- Social, cultural, or heritage planning
- Housing analysis and planning
- Economic development planning
- Stakeholder education and community engagement
- Project management and planning
- International development planning

**April 16, 2018**

## What do planners do?

Planners create plans and associated policies that support a community's vision for the future. These can be:

- overarching plans (e.g., integrated community sustainability plans, official community plans)
- specific strategies such as parks or heritage plans
- regulatory tools and policies such as zoning, neighbourhood, and environmental plans.

Planners typically undertake a variety of activities, depending on their sector (public or private), location (rural or urban), and focus (general or specialized). They routinely:

- Facilitate community visioning activities
- Research and present data for consideration by various stakeholders (e.g., demographics, social and cultural issues, environmental and economic impacts)
- Develop and recommend plans and policies for consideration by various decision-makers (e.g., for land use, environment, energy, transportation, housing, parks, heritage)
- Consult with landowners, interest groups, and citizens during the development of plans and policies
- Implement, uphold, and evaluate plans and policies, often along with people from other organizations
- Review and facilitate development proposals and other submissions for legality and suitability.



## What is planning? *continued*

there is mounting demand for planners to guide and manage these changes innovatively, yet practically and affordably.

Key components of good community planning include research, process integration, inclusion, facilitation, implementation, and evaluation.

**RESEARCH:** Communities are continually changing. Informed planners use data to interpret ever-changing statistics, trends and impacts. Resulting information is used to support project proposals and policy recommendations.

**PROCESS:** A good process drives the development of a good plan. Proactive planners know that citizens deserve and expect to be involved in planning processes, and that these processes should be compelling, systematic, and designed to engage stakeholders authentically and transparently.

**INTEGRATION:** Every planning decision impacts a community's social, cultural, environmental, and economic health over time. Progressive planners research and report diverse short- and long-term implications of a decision to guarantee full disclosure and, therefore, informed choices.

**INCLUSION:** Planning processes involve people from various sectors with diverse interests. Responsible planners balance

public and private interests by considering and weighing the goals of good governance, public sentiment, environmental impact, and economic opportunity when evaluating proposals and developing plans.

**FACILITATION:** People have strong feelings and opinions about their neighbourhoods, communities, and regions. Skilled planners navigate multiple interests and voices by respecting conflicting views, enabling informed discussion and decision-making, and facilitating the development of solutions agreeable to all parties.

**IMPLEMENTATION AND EVALUATION:** A plan is only as good as the action it inspires. Having said that, all plans involve change, and change is usually difficult. Successful planners develop practical action plans and continually evaluate challenges, opportunities, successes, and failures.

## Where do planners work?

Planners work in rural and suburban areas and cities in every country around the world. In Canada, they work in the public sector for federal, provincial, and local governments or agencies as well as in academia. In the private sector, they represent consulting firms, private companies, and non-profit organizations. Planners also contribute through non-profit and trade organizations such as the Planning Institute of BC.

## Who do planners work with?

Planners almost always work as part of a team. Depending on their employers and their areas of specialty, planners work with a variety of people from different sectors and industries. Public-sector planners, for example, work



internally with elected officials and staff in administration, public works, and parks. They also collaborate with other land-use professionals such as realtors and surveyors, academics such as scientists and economists, community health and social service providers, environmental professionals, and design experts such as engineers, architects, and landscape architects. Planners must also engage with communities, stakeholders, and citizens throughout the planning process.

## What are the rewards of planning?

The planning profession offers many potential rewards for people who are passionate about communities' social, cultural, environmental, and economic health, and who enjoy research, communication, collaboration, and flexible work schedules. Currently there are employment opportunities for graduates of planning schools in the public and private sectors of most municipalities across Canada. The salary range for a new planner is on par with graduates of engineering or architecture with the same level of experience. ■



*For more information about PIBC and becoming a member...*

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April 16, 2018





Updated: February 16, 2018

## ELECTORAL AREA DIRECTORS' COMMITTEE

### D I A R Y   I T E M S

	<u>Topic</u>	<u>Notes</u>	<u>Diarized</u>
1.	North Pine TV Tower		August 17, 2017
2.	Internet		November 16, 2017
3.	Tour for the Water Advisory Committee Members	Arrange a final meeting 6 to 8 months after operation begins; to close the loop	November 16, 2017
4.	Meetings with Ministers and MLA's		November 16, 2017
5.	Cell Towers within the Region		December 14, 2017
6.	Electoral Area D Water Referendum	To be discussed at the June EADC meeting	February 14, 2018